



# PROFESSIONAL INDEMNITY INSURANCE

## ADDENDUM – COMPUTER CONSULTANTS

1. Activities:

(a) Including partners/principals, advise number of people engaged in/as:

Software design/systems analysis/development	.....	Computer equipment operators /data handling staff	.....
Quality Assurance	.....	Sales of hardware/software	.....
Training/education	.....	Other	.....

(b) Are standard confidentiality agreements routinely signed by all employees when initially engaged? Yes  No

(c) Are standard intellectual property rights assignments routinely signed by all employees when initially engaged? Yes  No

(d) Are you an agent for either a hardware or software manufacturer? If Yes, please attach details. Yes  No

(e) Do you ensure that duplicate computer records are maintained by your clients and kept separately from original records? If Yes, please attach details Yes  No

(f) Is contingency planning, capacity planning, adequate back up and recovery a requirement of environments in which you will work? Yes  No

2. Previous contacts:

(a) Please give details of the type of contracts (software work only) undertaken in the past 6 years. Yes  No

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3. Provide the following details on the 5 largest (software work only) projects commenced in the past 6 years.

	Start Date	Nature of Project	Fee	Completion Date
1.	/ /		\$	/ /
2.	/ /		\$	/ /
3.	/ /		\$	/ /
4.	/ /		\$	/ /
5.	/ /		\$	/ /

4. What percentage of the firm's income is derived from:

Data processing and/or communications	.....%	Sales of software packages which have the same programme code	.....%
System/programme design	.....%	Sales of software	.....%
Sale of software where programme code is modified for a specific client	.....%	General consultancy	.....%
Other (specify)	.....%		.....%

5. Clients:

(a) What percentage of the firm's income is derived from the following clientele groups:

Government	.....%	Industrial	.....%
Financial Institutions	.....%	Non-industrial	.....%
Other (specify)	.....%		.....%

(b) Has the firm made, or will it make any commitments to any of its suppliers as to sales or their product? Yes  No

If Yes, please specify the value of these sales commitments as a proportion of your income for the past 12 months. %

6. Contracts:

(a) Is it your practice to enter into contracts with clients? Yes  No

If Yes, please attach a specimen.

(b) Do you give to or obtain from any party, any form of indemnity/disclaimer in relation to advice/information given by you? Yes  No

If Yes, supply brief particulars (in the space below) and attach a copy of any disclaimer used.

