



## Financial Questionnaire

Application Reference Number

**In instances where large sums of money are assured, it is necessary for offices to obtain financial information. This data will be treated, as with all underwriting papers, with complete confidentiality.**

This completed questionnaire, together with the Proposal Form, will constitute the basis of the contract between the policyholder and the insurer. Therefore, it is important that all relevant sections are answered accurately and to the best of your knowledge, and that where necessary, any other supplementary evidence is obtained.

**Most large cases fall into the following categories:**

**Personal Covers**

Family Protection  
Mortgage or Loan  
Estate Duty

**Business Covers**

Key Person - Loss of profits  
Business Loan  
Share Purchase and Partnership

### Notes

1. Only the relevant section of the questionnaire relating to either Personal or Business Cover should be completed.
2. This form should be countersigned by an independent third party (eg an accountant, solicitor or bank manager).

Alternatively, other supporting evidence may be used in place of a third party signature such as:

**Personal Covers** - Proof of earnings for the last three years; Mortgage or Loan Agreements; an accountant's/solicitor's letter confirming Estate Duty liability.

**Business Covers** - Audited reports covering the last three years; Loan agreements; an accountant's valuation of the company or partnership.

Any additional requirements with regards to supporting evidence will be indicated within the relevant section of the questionnaire.

### Details to be completed in all cases - Personal or Business Covers

#### First Life Assured

#### Second Life Assured

First Name(s)

Last Name

Date of Birth

Occupation

1. Please state your income for each of the last two years:

#### First Life Assured

#### Second Life Assured

Year

Year

Year

Year

From employment stated above

From investments and dividends

From other sources

2. Please detail insurance cover as follows:

	First Life Assured	In Force	Proposed	Reason for cover
Life Assurance				
Permanent Health Insurance				
Other (please specify)				

3. Please detail your assets

Description	Description
Property	
Investments	
Other (please specify)	
	<b>Total</b>

4. Please detail your liabilities

Description	Description
Mortgage	
Loans	
Other (please specify)	
	<b>Total</b>

**To be completed for Family Protection Cover**

5. Please give details of dependents (number, age and relationship)

6. Have you ever been declared bankrupt?      Yes      No

If 'Yes', please give details and dates

7. Please explain upon what basis the Sum Assured has been calculated?

Guideline Note: For applicants who require life cover family protection, the Sum Assured (together with any existing personal cover) should not normally exceed:

Age next birthday	Life cover as a multiple of salary
0 – 30	20 x salary
31 – 40	30 x salary
41 – 50	30 x salary
51 – 60	20 x salary
61 – 65	10 x salary
> 65	5 x salary

**To be completed for Mortgage or Loan Protection**

8. Please state the following:

Name of Lender

Reason for the loan

Amount of the loan

Interest rate

Loan duration

**To be completed for Estate Duty Protection**

9. What is the total Estate Duty Liability?

10. Please explain how the Estate Duty liability has been calculated

11. By whom has the Estate Duty liability been calculated?

12. Please give details of gifts currently being made or made in the last three years

**Business Assurance Covers**

Copies of audited accounts will also be required for proposals where the Sum Assured exceeds: \$1,000,000 for Life Assurance Cover.

Where accounts are indicating losses, or where the last three years' reports and accounts are not available, a business plan with projections for future profits will be necessary.

**To be completed for all business covers**

1. Please state the name of the business (eg company or partnership name)

2. Please explain upon what basis the Sum Assured has been calculated

3. Please state the business' turnover, gross and pre-tax net profits over the last 3 years

**First Life Assured**

**In Force**

**Proposed**

Turnover

Gross Profit

Pre-tax net profit

**To be completed for key person (loss of profits) cover**

10. Why is the key person considered to be so valuable to the business?

- 5.a What type of business is the company engaged in?
- 5.b How many people are employed?
- 6.a How long has the business been in operation?
- 6.b How long has the life to be insured been employed by this business?
- 7. What is the total salary roll of the firm?
- 8. What percentage of the business's profits can be attributed to the key person?
- 9. Please state details of any other applications in force or proposed on the lives of other employees

Name of key person	Policy type	Sum assured	Insurer in force/proposed
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*Guidance Note: Sums Assured for key person loss of profits cover should be based upon the average pre-tax net profit figures for a business, attributable to the key person. Such profit figures must be calculated using multiples of 5 times attributable Net Profit for life cover. Alternatively, the same multiples can be used for the purposes of calculation using the key person's salary.*

**To be completed for business loan cover**

Note: The inclusion of a copy of the loan offer letter would be helpful.

- 10. Please state the following:

Name of Lender

Reason for the loan

Amount of the loan

Interest rate

Loan duration

Repayment method

Is the policy a condition of the loan?

*Guidance Note: The full Sum Assured, up to the amount of the loan for which the Life Assured is responsible, may be allowed for life and critical illness cover. Supportive evidence must ensure that the loan can be repaid from profits of the business.*

**To be completed for shareholder or partnership protection cover**

- 11. Please state the value of the business
- 12. By whom has the valuation been made?
- 13. What percentage of the shares of the business does the Life Assured own?

- 14. How many shareholders are there in the business?
- 15. Are policies to be written on all shareholders? If not, why not?
- 16. Is there a double option or buy and sell agreement between the partners (partnerships only)?

*Guidance Note: Wherever possible, an accountant's valuation of the business should be obtained.*

**Declaration by Life Insured**

This declaration is to be completed in all cases, for both Personal and Business Covers.

I declare that the above information is true, complete and precise, and I agree that, together with the Proposal of Insurance, it shall form the basis of the Contract of Insurance.

I understand that failure to give true and complete answers to all questions may entitle the Company to reject a claim made under the policy.

**First Life Assured**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Second Life Assured**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Independent Third Party** (accountant, bank manager or solicitor)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Qualification, name and address

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If you require any further details, please ask your financial adviser.  
Alternatively you can contact your nearest Unilife office, details of which are available on our website, or get in touch using our email address:  
administration@unihealthandlife.com