

# Take Cover

Protect your business today  
with a tax investigation policy



For office use only

PfP Office Ref: 2111350

Registration form for clients of:

Lentells Limited - Chard

A breakdown of the level of cover provided can be found on the attached Insurance Product Information Document.

Full details of the cover is available on request.

A tax investigation can cost you thousands of pounds in accountancy fees. They can often drag on for years, causing stress, anguish and hundreds of hours spent dealing with paperwork and correspondence. In these times of austerity the government is pursuing tax revenue.

**\* Please complete sections 1 through 4, sign the declaration and return the application form \***

## 1 - Personal Details

Title	First Name	Surname
Address		
		Postcode
Email Address	Telephone Number	

## 2 - Cover Options and Premiums

Name of Business to be insured:

The premium we charge depends on your type of business and/or your turnover. Please tick the applicable box for the type of business and the level of cover you require.

**\* If you require cover for more than one business, a separate application will need to be submitted \***

Type of Cover	Your Premium	Please Tick	Your Premium includes commission to your accountant to the amount of:
Sole Trader - Turnover up to £2m	£102.00	<input type="checkbox"/>	£38.18
Sole Trader - Turnover £2m to £5m	£113.00	<input type="checkbox"/>	£48.00
Rental Income - Turnover £2m to £5m	£113.00	<input type="checkbox"/>	£48.00
Partnership - Turnover up to £2m	£102.00	<input type="checkbox"/>	£38.18
Partnership - Turnover £2m to £5m	£113.00	<input type="checkbox"/>	£48.00
Limited Company - Turnover up to £2m	£102.00	<input type="checkbox"/>	£38.18
Limited Company - Turnover £2m to £5m	£113.00	<input type="checkbox"/>	£48.00

The business premium includes Sole Traders, Directors, Partners and their spouses and Company Secretaries of the business for their personal tax returns (subject to such returns being prepared by Lentells). However it will not extend to any other business activity in which they are engaged, nor will it include enquiries into rental income in excess of £50,000 per annum. A separate business policy will be required to cover each of these. Any queries please contact PFP or your accountant. Premiums are valid for businesses with annual turnover below £5million. For businesses with turnovers in excess of £5million or individuals with non-business income above £100k per annum please contact PFP for a quote.

The Cover Available: Please refer to the included documentation.

24 Hour Commercial Legal Helpline Included: Details will be provided with your policy documents.

### 3 - Method of Payment

Cover will commence for a period of twelve months from the date that PFP accepts a correctly completed form and full payment.

Preferred method of payment (please tick box)

Annual Direct Debit - please return the completed form by post or alternatively email it to [info@pfp.uk.com](mailto:info@pfp.uk.com)

#### Instruction to your Bank or Building Society to pay by Direct Debit

Please complete the form and send to: Professional Fee Protection Ltd, Freeport RLYB-ZKYR-UJBB, Southfields Business Park, Basildon SS15 6TH

Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society	Service User Number
Address:		Reference Number (for office use only)
Postcode		<b>Instruction to your Bank or Building Society</b> Please pay Professional Fee Protection Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Professional Fee Protection and, if so, details will be passed electronically to my bank/building society.
Name(s) of account holder(s)		Signature(s)
Bank/Building Society account number		Date
Branch Sort Code		



**BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FOR SOME TYPES OF ACCOUNTS**

Cheque - please make payable to Professional Fee Protection

Credit Card - please contact the office on 0345 307 1177

### 4 - Declaration

A commission of the amount stated is included within the premium due and will be payable to Lentells Limited - Chard by PFP on receipt of your premium. By taking out this policy you consent to them retaining this commission without them being liable to account to you for any such amount. Please ensure you have read the Insurance Product Information Document, Terms of Business and any other documents supplied. Acceptance of your application and any future renewals is on the strict understanding that this will not override any of the terms and conditions applicable to the policy. By signing this declaration you will confirm that the particulars are correct and that you have read the documentation provided.

Signed	Date
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#### Policy Requirements;

This policy is designed to protect the genuine person or business which becomes the subject of a tax investigation or dispute. But you must play your part by ensuring that you are properly covered and that you do not invite an investigation by your own actions.

##### The Cover Available

Please ensure you apply for the cover you require. For details of the cover and the limits of indemnity applicable please refer to the Insurance Product Information Document. A copy of the Policy Document is available on request from PFP.

##### Be Covered

Only the individual or business registered will receive the benefits of the policy in relation to their UK Tax Affairs. You must ensure you register every business and individual you wish to be covered and pay the correct premium applicable. Any changes in circumstances including turnover levels, which could increase the premium due, must be notified to us before a claim arises.

##### Be On Time

Claims must be notified to us within 30 days of the date of the notice from HM Revenue and Customs opening the enquiry, or challenging the returns. All returns must be submitted no later than 7 days after the statutory filing deadlines.

##### Be Careful

All returns and accounts must be properly prepared. Any failure on your part which prompts an investigation or dispute will invalidate cover.

##### Be Sensible

You can register in the knowledge that you can be investigated but cannot register knowing that you are likely to be investigated, unless you tell us about the circumstances. If there are any factors we should know about, you must tell us straight away. Once you have a claim it could be too late.

##### Be Open

Certain factors can significantly increase the likelihood of a claim. For example:

- Any contact from the tax authorities to suggest an increase in the risk of selection for enquiry
- Arrears in your tax affairs.
- Problems, errors or mistakes notified or amendments to returns submitted to the tax authorities.
- Current or recent investigations or enquiries into your tax affairs or anyone connected with you.

To be covered you must tell us about any factors as soon as possible and before you claim. You must obtain our written confirmation that we have been notified and you must understand that in some circumstances we may have to revise the premium payable.

##### Be Reasonable

We will not pay for things that need to be done anyway, or for the cost of routine enquiries or compliance visits. You must co-operate fully with us and your accountant and deal with requests and recommendations without delay. You must have given your accountant a full and truthful account of your tax affairs.

Please return the completed application for along with payment to the following address:  
Professional Fee Protection | Freeport RLYB-ZKYR-UJBB | Southfields Business Park | Basildon | Essex | SS15 6TH

Registered in England No. 09569634  
Registered Office: PFP House, 5 Sylvan court, Basildon, Essex, SS15 6TH  
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