



Legal Titles

Sole Trader

The policyholder's description for a sole trader must include the owner's full forename(s) and surname, but can also include their "trading as" or "practising as" name. Please note that the "trading as" or "practising as" has no legal status, so a policy must never be issued to a trading name alone.

Abbreviations such as t/a, t/as, p/a or p/as have no legal meaning and must not be used.

✓ Acceptable	✗ Not Acceptable
<p>James George Smith</p> <p>If a sole trader, the owner's name(s) must be shown in full.</p>	<p>J G Smith</p> <p>James G Smith</p>
<p>James George Smith trading as Smith's News</p> <p>If a trading name is used and the company is not Ltd or plc, the owner's name(s) must be shown in full as well as the trading name.</p>	<p>Smith's News</p> <p>This is just the trading name. The owner of the trading name should be shown in full.</p>
	<p>James George Smith t/a Smith's News</p> <p>James George Smith t/as Smith's News</p> <p>Neither t/a or t/as is a valid abbreviation and should read "trading as".</p> <p>Neither p/a or p/as is a valid abbreviation and should read "practising as".</p>
	<p>John Smith trading as Honest John Second-hand Motors Ltd.</p> <p>It is not possible to 'trade as' a limited company. The policy should be issued to Honest John Second-hand Motors Ltd.</p> <p>(A limited company can however have a trading name John Smith Ltd trading as Honest John Second-hand Motors).</p>

Limited Company

Limited Companies can be:

1. private limited companies (which cannot offer shares to the public). Usually registered as Limited or Ltd.
2. public limited companies (which can offer shares to the public). Usually registered as PLC or plc.

The full name of the company must be stated, including Ltd, Limited or Plc. A limited company may also use a trading name although as “trading as” or “practising as” has no legal status, so a policy must never be issued to a trading name alone.

✓ Acceptable	✗ Not Acceptable
<p>Smith’s News Limited</p> <p>The registered company name is shown in full. As the company is a legal entity, there are no “owners” that need to be shown.</p>	<p>Smith’s News</p> <p>For a limited company, where “Limited” or “Ltd” forms part of the company’s registered name, this must be shown.</p>
<p>Smith’s News plc</p> <p>PLC or plc forms part of the company’s registered name.</p>	<p>Smith’s News Company</p> <p>This is just a trading name. The owner of the trading name must be shown.</p>
<p>Smith’s News Ltd trading as Smith’s News Company</p> <p>The company’s full name and trading name is shown.</p> <p>Ltd is an acceptable abbreviation.</p>	<p>James Smith trading as Smith’s News Ltd</p> <p>It is not possible to ‘trade as’ a limited company. The policy should be issued to Smith’s News Ltd.</p>

Partnership

Like a sole trader, the policyholder's description must include the full names of the partners and any "trading as" or "practising as" name. Please note that the "trading as" or "practising as" has no legal status, so a policy must never be issued to a trading name alone.

Abbreviations such as t/a, t/as, p/a or p/as have no legal meaning and must not be used. The term "and/or" should not be used as this has the effect of creating numerous contracts.

✓ Acceptable	✗ Not Acceptable
<p>James Smith and Mary Smith</p> <p>The partners' name(s) must be shown in full.</p>	<p>J Smith & M Smith</p> <p>The partners' name(s) must be shown in full the symbol "&" should not be used to separate legal entities.</p>
<p>James Smith and Mary Smith trading as Ace Plumbing</p>	<p>J and/or M Smith</p> <p>Both partners full names must be specified. The term "and/or" should not be used – "and" is sufficient.</p>
<p>James Smith and Mary Smith practising as Smith's Solicitors</p> <p>If a trading name is used and the company is not Ltd or plc, the owners full name(s) must be shown as well as the trading name. For solicitors and accountants the word "trading" may be replaced by "practising".</p>	<p>Smith's Solicitors</p> <p>This is just a trading name. The owners of the trading name must be shown in full.</p>
<p>James Smith and Mary Smith practising as Smiths Solicitors & Smiths Commissioners for Oaths</p> <p>The symbol "&" is acceptable here as it forms part of the trading name.</p>	<p>James Smith and Mary Smith p/as Smith's Solicitors</p> <p>p/as is not an acceptable abbreviation and should be "practising as".</p>
<p>The partners of Smith's Solicitors for their respective rights and interests</p> <p>In the case of larger partnerships, it may be impractical to specify.</p>	

Limited Liability Partnership

Like a sole trader, the policyholder's description must include the full names of the partners and any "trading as" or "practising as" name. Please note that the "trading as" or "practising as" has no legal status, so a policy must never be issued to a trading name alone.

Abbreviations such as t/a, t/as, p/a or p/as have no legal meaning and must not be used. The term "and/or" should not be used as this has the effect of creating numerous contracts.

✓ Acceptable	✗ Not Acceptable
<p>Smith's Solicitors Limited Liability Partnership</p> <p>The name of the LLP is shown in full.</p>	<p>Smith's Solicitors</p> <p>The full name of the LLP must be shown.</p>
<p>Smith's Solicitors LLP</p> <p>LLP is an acceptable abbreviation.</p>	<p>James Smith practising as Smith's Solicitors LLP</p> <p>It is not possible to 'trade as' a LLP. The policy should be issued to Smith's Solicitors LLP or Smith's Solicitors Limited Liability Partnership.</p>
<p>Smith's Solicitors LLP practising as Smiths</p> <p>Like other types of legal entity, a LLP can have a "trading as" or "practising as" name.</p>	

Trust

A trust is an entity created to hold assets for the benefit of other persons or organisations. It has a legal title to such assets but is not in itself a legal entity. Therefore, the policyholder must be expressed in terms of the trustees.

It is acceptable to describe the trustees as trustees rather than by their individual names to avoid having to change the policy each time a trustee changes.

Executors are similar to trustees and in terms of the legal title, follow the same rules.

Where the individuals names are used, these must be shown in full.

 Acceptable	 Not Acceptable
<p>John Brown and Maurice Green as Trustees of Thomas Black deceased</p> <p>The trustees have been named as the responsible persons.</p>	<p>Thomas Black deceased</p> <p>A deceased person cannot be a valid legal entity. The trustees are the responsible persons and must be shown.</p>
<p>John Brown and Maurice Green as Executors of the late Thomas Black</p>	<p>The late Thomas Black</p> <p>A deceased person cannot be a valid legal entity. The names of the executors must be shown.</p>
<p>The Trustees of Thomas Black deceased</p> <p>The trustees have been shown as the responsible body.</p>	<p>Thomas Black deceased</p> <p>A deceased person cannot be a valid legal entity. The trustees are the responsible persons and must be shown.</p>
<p>The Trustees for the time being of The Black Cat Welfare Trust of Scotland</p> <p>The trustees have been shown as the responsible body.</p>	<p>The Black Cat Welfare Trust of Scotland</p> <p>The trustees are the responsible persons and must be shown.</p>

Charity

Similarly to a trust, a charity is not a legal entity in its right and will need to be shown in terms of its trustees.

✓ Acceptable	✗ Not Acceptable
<p>The Trustees for the time being of The Charity for the Support of Homeless Hamsters</p> <p>The trustees have been shown as the responsible body.</p>	<p>The Charity for the Support of Homeless Hamsters</p> <p>The responsible body must be named.</p>

School

A school is not usually a valid legal entity and the policy should be issued in the names of its governors.

It is acceptable to describe the governors as governors rather than by their individual names to avoid having to change the policy each time a governor changes.

✓ Acceptable	✗ Not Acceptable
<p>The Governors for the time being of Eastbrook Primary School</p> <p>The trustees have been shown as the responsible body.</p>	<p>Eastbrook Primary School</p> <p>The responsible body must be named.</p>

Committee

Similarly to a trust, a charity is not a legal entity in its right and will need to be shown in terms of its trustees.

✓ Acceptable	✗ Not Acceptable
<p>The Committee for the time being of the Roof Fund for The Church of St Michael at Dingle</p> <p>The committee has been shown as the responsible body.</p>	<p>The Roof Fund for The Church of St Michael at Dingle</p> <p>The responsible body must be named.</p>

About iprism

iprism Underwriting Agency Limited is a comparative SME business insurance for brokers.

Created by brokers for brokers and designed to enable you to manage your SME insurance portfolio more efficiently.

With the system available 24/7, you can conduct business when it suits you, putting you in control.

© 2017 iprism Underwriting Agency Limited.

Get In Touch

iprism Underwriting Agency Limited
New Broad Street House
35 New Broad Street
London EC2M 1NH

Email info@iprism.co.uk

Telephone **0845 465 1000**

Fax **0845 465 0000**

Web www.iprism.co.uk

Opening Hours

Monday - Friday: 9:00am to 5:30pm

