

Proposal form for Professional Indemnity Insurance for Technicians, Consultants and Planners

1. Instructions

- 1.1 Complete this application in duplicate (please type)
- 1.2 Answer all questions, leave no blank spaces.
- 1.3 If space is insufficient to answer fully any questions, please attach separate sheet.
- 1.4 Both applications must be signed and dated by owner, partner or officer.

The insurer will keep the information in this form strictly confidential.

2. General information

- 2.1 Full name of your firm:

.....

- 2.2 Address of your head office:

.....

- 2.3 Address(es) of your local branch office(s) and name(s) of any local subsidiary companies/partner(s) covered under this policy:

.....

- 2.4 Address(es) of your branch office(s) and name(s) of any subsidiary companies/partner(s) abroad covered under this policy:

.....

- 2.5 When was your firm established?

.....

- 2.6 During the past five years has the name of your firm been changed or has any other firm been purchased or has any merger or consolidation taken place?

No Yes. The full details are:

.....

3. Specific information concerning nature and volume of your firms present and foreseeable future activities

3.1 In which of the following professions is your firm fully or partly engaged?

	%
A) Architecture
B) Chemical engineering/process
C) Civil engineering
D) Electrical engineering
E) Heating and ventilating engineering
F) Land surveying
G) Mechanical engineering/piping
H) Marine/offshore engineering
I) Quantity surveying
J) Soil engineering
K) Structural engineering
L) Others (please specify)

	100

3.2 Does your firm engage in contracts involving any of the following types of work? Indicate the approximate percentage of total gross fees derived from such work in the current financial year:

	%
A) Bridges
B) Roads
C) Tunnels
D) Dams
E) Mines
F) Harbours or jetties
G) Sewage schemes
H) Foundations & underpinning
I) Soil testing
J) Water schemes
K) Nuclear or atomic projects
L) Fertilizer, ammonia or urea plants
M) Industrial systems buildings
N) Restoration work
O) High rise buildings (over 10 storeys)
P) Heating, ventilating, air-conditioning
Q) Chemicals, petrochemicals & refineries
R) Mechanical plant & bulk handling equipment (including silos, etc.)
S) Work involving any of the following (<u>underline which</u>): armories, auditoriums, stadiums, churches, concert halls, convention buildings, hotels, night clubs, race tracks, restaurants, theatres, sport arenas, dance halls, exhibition buildings
T) Hospitals
U) Other work involving any special activities not shown above

3.3 Please indicate your firm=s approximate percentage of total work involving:

A) Feasibility studies, survey reports, etc. (where your firm is not involved in actual design):

domestic activities	foreign activities
.....

B) Design work without construction supervision:

domestic activities	foreign activities
.....

C) Both design and supervision of construction:

domestic activities	foreign activities
.....

D) Supervision of construction from design made by other firms:

domestic activities	foreign activities
.....

3.4 What was your firm=s total fee income and what were the construction values for the past three years and what is the estimated total fee income for the next 12 months?

	20.. actual	20.. actual	20.. actual	20.. estimated
Domestic activities				
A) Construction values	
B) Fees	
Foreign activities				
A) Construction values	
B) Fees	

Please give the anniversary of your firm's financial year:

.....

3.5 Please break down your firm=s figures of the last completed financial year under the headings below. The purpose of this question is to separate the income earned by your firm=s designers, surveyors, managers and site supervisors where this is possible, otherwise the underwriters will make their own calculations based on the contract values and other income figures:

1) Contract values and fees where your firm was responsible for the design and construction:

		Domestic activities	Foreign activities
A) Where your firm=s staff carried out the construction work) Contract) Values
	Fees
B) Where the construction work was sub-contracted) Contract) Values
	Fees
2A) Fees paid to design consultants	
B) Fees paid for royalties or licences	
Include fees for work declared in question 3.5 (1)	
3A) Fees received for design only for contracts, reports and feasibility studies	
B) Fees received for royalties or licences	
4) Contract values where your firm had no responsibility for design	

3.6. Does any one contract or client represent more than 50% of your firm=s annual fees?

~ No ~ Yes. It relates to:

.....

3.7 List some of the largest and typical jobs performed by your firm during the last five years (brief description including values and fees):

.....

3.8 Practising partners or principals (name, qualification and date qualified, and how long practising with your firm/previous firm):

.....

3.9 Total number of practising partners, principals and staff:

- A) Partners/principals/executives
- B) Other qualified architects
- C) Other qualified engineers
- D) Other qualified site supervisors
- E) Draughtsmen
- F) Other qualified staff (specify)
- G) Trainee (specify)
- H) Typists, telephone operators, receptionists,
 office boys and messengers

Total

3.10 When engaging independent or specialist consultants in connection with any contract, does your firm ensure that such consultants have entered into a binding contract with the principal, accepting full responsibility for their own professional acts, errors or omissions?

~ No ~ Yes

3.11 Does your firm ensure that such consultants carry professional liability insurance with adequate limits (not less than those carried by your firm)?

~ No ~ Yes

4. Previous insurance / previous claims

4.1 Please give full details of professional indemnity or errors and omissions policies during the past six years (insurers, limits of indemnities, deductible, period):

.....

4.2 Has any application for similar insurance on behalf of your firm, or any of the owners, partners or officers, or to their knowledge, on behalf of any predecessors in business, ever been cancelled, declined or renewal refused?

~ No ~ Yes. The full details are:

.....

4.3 Have any claims been made, or are you aware of any circumstances or any allegations which may result in a claim being made against your firm or any of the past or present owners, partners, officers, employees or predecessors in business?

~ No ~ Yes. The full details including names of claimant, date, amount of claim deductible and payments are:

.....

5. Insurance required (please add the currency)

5.1 Limit of indemnity per claim:

5.2 Limit of indemnity in the annual aggregate:

5.3 Deductible each and every claim to be borne by the insured:

6. Extensions to basic coverage

The following additional extensions may be available subject to an additional premium. If required, please answer the following questions and advise what limit of cover of the total limit insured your firm needs:

6.1 1) Libel and slander ?

~ No ~ Yes. Limit:

2) Loss of documents?

~ No ~ Yes. Limit:

3) Dishonesty of employees?

~ No ~ Yes. Limit:

In addition, please reply to the following questions:

Has your firm sustained any loss through the fraud or dishonesty of any employee?

~ No ~ Yes

Is any employee allowed to sign cheques without countersignature by a partner?

~ No ~ Yes. Up to the amount of:

4) Partners= previous business?

~ No ~ Yes

Incoming partners?

~ No ~ Yes. The names of the partners and incoming dates are:

.....
.....

Outgoing partners?

~ No ~ Yes. The names of the partners and outgoing dates are:

.....
.....

I/We hereby declare that the above statements and particulars are in all respects true and are material to the issuance of insurance herein and that I/we have not omitted or suppressed or misstated any facts and I/we agree that this proposal form shall be the basis of the contract and shall be deemed a part of the policy as if annexed thereto. Signature to this form does not bind the firm or the underwriters to complete insurance.

Name of firm (stamp):

Signature:

Position:

Date: