

Professional Indemnity Insurance Proposal Form Architects and Civil Engineers - Annual Cover

Note: This Proposal must be completed in full by a Partner of the Firm. Unless the Proposal is fully completed a firm Quotation cannot be given. The completion and signature of this Proposal does not bind the Proposer or underwriters to complete a Contract of Insurance.

If there is insufficient space to answer questions please use an additional paper and attach it to the form (PLEASE INDICATE SECTION NUMBER).

I. General Data	
1. Name of Proposer	
2. Address of head office	
3. Address of branch office(s) and name(s) of resident partner(s)	
4. Telephone Number	
5. I.D. Card Number / Company Registration Number	
6. In which countries do you carry out projects?	
7. When was the firm established?	

<p>8. During the past five years, has the name of the firm been changed or has any other firm been purchased or any merger or consolidation taken place?</p> <p>If so, give full details.</p>	<p>Yes No</p>	
<p>9. Details of all practicing principals or partners</p>		
<p>Names</p>	<p>Qualifications, dates qualified/total duration or professional experience</p>	<p>Position held in company and how long</p>
<p>10. Total number of principals, partners and staff</p> <p>Technical: - Principals, partners or officers - Other qualified engineers - Qualified architects - Surveyors - Draughtsmen - Other qualified staff (please specify) - Trainee staff</p> <p>Total non-technical/administration staff</p>		<p>Numbers</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>11. Do you give work to independent firms, subcontractors and/or specialists?</p> <p>If so, please state kind of work and percentage of fees.</p> <p>(The professional liability of such independent firms is not covered under the proposed policy).</p>		<p>Yes No</p> <p>_____ %</p>
<p>12. Are you financially connected with a client?</p> <p>If so, state name of client</p>		<p>Yes No</p>
<p>13. Does any one contract or client generate more than 25% of the total annual fees?</p> <p>If so, give details</p>		<p>Yes No</p>

II. Nature and volume of your present and foreseeable future activities			
1. In which of the following professions is your firm engaged?			
a) Civil Engineering			<input type="checkbox"/>
b) Structural Engineering			<input type="checkbox"/>
c) Mechanical Engineering			<input type="checkbox"/>
d) Electrical Engineering			<input type="checkbox"/>
e) Heating and ventilating engineering			<input type="checkbox"/>
f) Chemical Engineering			<input type="checkbox"/>
g) Soil Engineering			<input type="checkbox"/>
h) Others, not shown (please specify)			<input type="checkbox"/>
2. Division of the firm's activities			% of total fees
a) Feasibility studies, reports, surveys, etc. Please specify projects.			_____ %
b) Bridges and/or tunnels and roads			_____ %
c) Dams, rivers and ports/harbours, jetties			_____ %
d) Mines, underground or subaqueous works			_____ %
e) Airports			_____ %
f) Sewerage schemes, water supply			_____ %
g) Foundations and underpinning railway and subway			_____ %
h) Water schemes, agricultural engineering			_____ %
i) Nuclear or atomic projects			_____ %
j) Chemical, petrochemical plants			_____ %
k) Housing schemes, architecture			_____ %
l) High-rise buildings			_____ %
m) Schools, hospitals, municipal buildings			_____ %
n) Industrialised system buildings			_____ %
o) Mechanical plant and bulk handling equipment (including silos, etc.)			_____ %
p) Other works including any specialist activities not shown above (specify which)			_____ %
3. Responsibilities			
a) Design only			_____ %
b) Supervision only			_____ %
c) Design and supervision			_____ %
d) Project management			_____ %
4. Construction values and fees			
	Past financial year	Current financial year	Estimate coming financial year
a) Construction values			
b) Gross fees received			

<p>5. List the four largest contracts / projects performed by your firm during the last five years (brief description including values and fees).</p>	
<p>III. Further activities</p>	
<p>1. Do you also concern yourself with the sale and administration of real estate?</p>	<p>Yes No</p>
<p>2. Do you construct and sell houses and flats for your own account?</p>	<p>Yes No</p>
<p>3. Do you act as a project manager or main contractor?</p>	<p>Yes No</p>
<p>4. Are you an agent for goods used for construction or do you obtain commission from the sale or distribution of such goods?</p> <p>What goods?</p>	<p>Yes No</p>
<p>5. Are you connected with firms constructing houses and flats or with auxiliary firms to the building industry or with other firms as a</p> <ul style="list-style-type: none"> - member of the board? - partner? - Shareholder (more than 3%)? <p>Name of firms and activities</p>	<p>Yes No Yes No Yes No</p>
<p>6. Do your activities include giving expert opinions?</p> <p>Also for local and state authorities?</p>	<p>Yes No Yes No</p>

IV. Previous insurance/previous claims			Yes No	
1. Have you previously been insured?				
If so, please specify:				
	Name of insurer	Policy period		Limit of indemnity
1.				
2.				
3.				
4.				
2. Has a previous application been declined?			Yes No	
Has a previous insurance				
a) required increased premium?			Yes No	
b) required special restrictions?			Yes No	
c) been terminated/not been renewed by an insurer?			Yes No	
If so, please give detailed information.				
3. Have any claims been made during the past five years against your firm?			Yes No	
If so, please advise amount and details of each claim.				
4. Is your firm aware of any circumstances or incidents which may result in a claim or claims against your firm?			Yes No	
If so, please give details				
V. Indemnity required				
1. Limit any one claim				
2. Aggregate Limit				
3. Deductible each and every claim to be borne by insured				

<p>VI. Extension to basic cover</p> <p>1. Retroactive Cover If so, indicate number of years (maximum number of years – 5 years)</p>	<p>Yes No</p>
<p>2. Loss of documents</p>	<p>Yes No</p>
<p>3. Libel and slander</p>	<p>Yes No</p>
<p>4. Dishonesty of Employees</p> <p>If so, please answer the following questions:</p> <p>a) Has the firm sustained any loss through fraud or dishonesty of any employee?</p> <p>b) Is any employee allowed to sign cheques without countersignature by a partner?</p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p>
<p>I/We declare that the statements and particulars in this proposal are true and that I/we have not misstated or suppressed any material facts. I/We agree that this proposal, together with any other information supplied by me/us, shall form the basis of any contract of insurance effected thereon.</p> <p>Signing this proposal form does not bind the proposer or underwriter to complete this insurance.</p> <p>Dated this day of</p> <p>For and on behalf of _____ (insert name of firm)</p> <p>Signature of partner or principal _____</p> <p>Please attach a brochure concerning your firm.</p>	