Professional Indemnity Proposal for Architects & Consulting Engineers

HTC ASSOCIATES LTD
Professional Insurance Consultants

Important Notes

(A) Answer every question fully. If necessary attach separate sheets with information which can be incorporated into you're your proposal.

(B) A principal, partner, director or member of the firm must complete the proposal and make all the necessary enquiries of their fellow partners, directors, members and employees.

(C) Wherever we ask questions on this declaration about you or your firm we mean you, your partners, directors, members or employees or any former partners, directors, members or employees of any firm for which cover is required under this insurance.

(D) Individuals forming a Limited Liability Partnership (LLP) are known as members.

Name(s) of firm(s) to be insured: (See important note C)			
Principal address:			
Postcode:			
Other addresses: (by Town or by country if outside UK)			
Date firm established			
Quote Required by			
Name of holding intermediary:			
Intermediary Reference:			
Name of current insurer:			
Renewal date / cover start date:		Limit of Indemnity:	
Excess:		Premium:	

(1) During the last five years, have any claims (successful or otherwise) been made against you or are you aware of any circumstances which may give rise to a claim against you? Yes / No

(2) Has any partner, director or employee of the firm ever been involved in any instances of fraud or dishonesty Yes / No

If Yes to either of the above provide the following details of each incident:

Date	Brief description	Payments made by Insurers	Insurers reserves	Settled/ Outstanding

(3) Have you ever been refused professional indemnity insurance or has any such insurance ever been cancelled or special conditions applied, other than standard market increases in premium? Yes / No

(4) Do you undertake work for any organisation in which you have a financial or controlling interest (other than as Shareholders / stockholders in a publicly quoted company) or which has a financial or controlling interest in your firm Yes / No

(5) During the last five years, have you been the subject of a disciplinary proceeding by any professional organisation? Yes / No

If Yes to any of the above provide details

(6) Provide the following information

Names of all partners, directors or members (include your own details if you are a sole practitioner)	Period of time as a partner, director or member	Professional qualifications	Date qualified

(Provide a curriculum vitae outlining relevant professional experience for any unqualified partner, director or member who has been with the firm for less than three years.)

(7) How many staff does your firm employ (excluding partners, directors or members)?

Professionally Qualified [ ] Technical [ ] All others: [ ]

(8) Is a Partners' Previous Business extension required in respect of any partner of the firm? Yes / No

(This extension covers liability incurred as a partner in an accounting practice other than those firms listed under Firms to be Insured)

If yes, complete a Previous Partners Business questionnaire for each partner who requires cover

(9) State your gross income received in the last three financial years and your estimated income for the forthcoming year:

Clients Based in:	Year	Year	Last financial year	Forthcoming year
United Kingdom	£	£	£	£
Channel Islands or Isle of Man	£	£	£	£
USA or Canada	£	£	£	£
Elsewhere	£	£	£	£
Totals	£	£	£	£

(10) Do you work under any jurisdiction other than United Kingdom of Great Britain and Northern Ireland Yes / No

If Yes give provide details separately

(11) In the last financial year, what percentage of your work was sub-contracted? %

(12) To which of the undernoted professional associations is the firm a member?

RIBA ☐ RIAS ☐ RICS ☐ ACE ☐ MCE ☐ OTHER ☐

(13) **Advise work split** Complete either £ or % fees earned

Architectural work	£	%
Building Surveying/Inspection Reports	£	%
Civil Engineering	£	%
Employers Agent	£	%
Facilities Management	£	%
Feasibility studies	£	%
Geotechnical Engineering	£	%
Heating & Ventilation Engineering	£	%
Interior design	£	%
Landscape architecture/garden design	£	%
Land Surveying (provide full details)	£	%
Mechanical & Electrical Engineering	£	%
Planning Supervisory work / CDM Coordinator	£	%
Project Co-ordination	£	%
Project Management	£	%
Quantity surveying	£	%
Setting out	£	%
Structural Engineering	£	%
Structural surveys or valuation reports	£	%
Town Planning	£	%
All other business activities (provide details below	£	%
Total	£	%

For all other work provide details:

(14) Have you undertaken any projects in the following sectors?

(a) Railways; roads, bridges, flyovers, mines, tunnels:	Yes / No
(b) Harbours, jetties, sea defences, dams, locks:	Yes / No
(c) Airports, airfields:	Yes / No
(d) Petro-chemical:	Yes / No
(e) Water supply, waste management:	Yes / No
(f) Power generation or supply, nuclear:	Yes / No
(g) Golf courses, swimming pools	Yes / No

If Yes to any of the above, provide details below.

(15) For any Quantity Surveying, Architectural, Project Management, Project Co-ordination and Employers Agent work carried out in the last three years, specify your five largest contracts:

Start/Finish Dates	Description and country	Total contract value	Your fees	Services provided by your firm and applicable law

(16) For any Quantity Surveying, Architectural, Project Management, Project Co-ordination and Employers Agent work, provide details of the three largest contracts where construction is expected to commence in the next twelve months:

Start/Finish Dates	Description and country	Total contract value	Your fees	Services provided by your firm and applicable law

(17) Have You ever:

(a) provided or do you intend to provide during the forthcoming period of insurance any specialist advice, design or specification in relation to the manufacture, process, supply, use, removal or disposal of asbestos or any asbestos containing material? Yes / No

(b) undertaken or do you intend to undertake during the forthcoming period of insurance any asbestos inspections as set out in MDHS 100 published by the Health and Safety Executive in connection with Regulation 4 of the Control of Asbestos at Work Regulations 2002 (CAWR), or any other comparable inspection? Yes / No

(c) If Yes to either of the above, have you arranged separate professional indemnity insurance which provides indemnity for any bodily injury and/or asbestos inspections carried out by you? Yes / No

(18) Have you undertaken or plan to undertake any work outside the UK or any work where the “end product” of such work is carried out outside the UK? Yes / No

If Yes, please provide details of the three largest overseas contracts undertaken:

Start/Finish Dates	Description and country	Total contract value	Your fees	Services provided by your firm and applicable law

Declaration

You have read and checked the statements in the proposal form and agree its contents. You declare that the information provided is, to the best of Your knowledge and belief correct and complete. You agree that any statements in the proposal form shall form the basis of the contract between Us and You and if the risk is accepted You undertake to pay the premium when called upon to do so. You understand that Your information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing Our compliance with any regulatory rules/codes.

Signed:		Date:	/ /

Position Held:	

Contact Information

To Email this proposal please save, attach and send to info@htcassociatesltd.co.uk

Or you can Fax or Post it to us at

Fax – 01773 714813

Post – HTC Associates Ltd, Shanakiel, Ilkeston Road, Heanor, Derbyshire, DE75 7DT