To be solid, insurance must be flexible.

Architects & Engineers Professional Indemnity

**Proposal Form**

**Note to the Applicant:** Signing or completing this proposal does not bind the Applicant, or any individual or entity he or she is representing, to complete this insurance. Please provide by addendum any supplementary information which is material to the response of the questions herein. All answers should be given as a group response i.e. if any subsidiary company has different responses, these should be provided separately.

|  |
| --- |
| Policyholder Details |

1. (a) Policyholder:

 (b) Other entities to be covered (including subsidiaries):

|  |  |  |
| --- | --- | --- |
| **Name**  | **Country** | **Ownership/relationship** |
|  |  |  |
|  |  |  |
|  |  |  |

2. Address:

3. Website address:

4. Date Policyholder was established:

5. During the last five years:

* + - * 1. has the name of the Policyholder or is business activities changed? Yes No
				2. any acquisition or merger taken place? Yes No

 If ‘Yes’, please provide additional details below or by attachment.

6. Is the Policyholder a subsidiary of an overseas parent company? Yes No

If ‘Yes’, please provide additional details below or by attachment.

|  |
| --- |
| General Information |

|  |
| --- |
| 7. **Directors and Employees** |

1. Details of directors, partners, principals:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name | Age | Qualifications | Date qualified | Years in this position |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Total number of employees:

|  |  |  |
| --- | --- | --- |
| Principals | Qualified staff | Unqualified staff |
|  |  |  |

8. **Income Details**

1. What is the fee income/revenue for the last 3 years and estimated fees for forthcoming year?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 20\_\_\_\_\_\_ | 20\_\_\_\_\_\_ | 20\_\_\_\_\_ | (Estimated) 20\_\_\_\_ |
| UK (inc ROI) | £ | £ | £ | £ |
| Europe | £ | £ | £ | £ |
| USA | £ | £ | £ | £ |
| Elsewhere | £ | £ | £ | £ |
| **Total** | **£** | **£** | **£** | **£** |

1. Average fee income per client:

|  |
| --- |
| £ |

1. Does any client generate more than 40% of the total fee income? Yes No

 If ‘Yes’, please provide additional details below or by attachment.

9. **Income Breakdown**

1. For the total income declared, please provide a breakdown of activities:

|  |  |
| --- | --- |
|  | **% of fees** |
| **Type of work** | **UK** | **Europe** | **USA** | **Elsewhere** |
|  |  |  |  |  |
| Architectural work  |  |  |  |  |
| Town planning/urban design |  |  |  |  |
| Interior design/space planning |  |  |  |  |
| Landscape/garden architecture |  |  |  |  |
| Architectural consultancy |  |  |  |  |
| Non-structural refurbishment |  |  |  |  |
| Project management  |  |  |  |  |
| Construction management |  |  |  |  |
| Expert witness |  |  |  |  |
| Civil engineering |  |  |  |  |
| Structural engineering |  |  |  |  |
| Chemical engineering |  |  |  |  |
| Soil/foundation engineering |  |  |  |  |
| Mechanical engineering |  |  |  |  |
| Electrical engineering |  |  |  |  |
| HVAC engineering |  |  |  |  |
| Building services engineering |  |  |  |  |
| Mining engineering |  |  |  |  |
| Nuclear engineering |  |  |  |  |
| Process engineering |  |  |  |  |
| Marine engineering |  |  |  |  |
| Process engineering |  |  |  |  |
| Quantity surveying |  |  |  |  |
| Environmental work |  |  |  |  |
| Survey and valuation work |  |  |  |  |
|  |  |  |  |  |
| Other work (please specify) |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

 (b) Please provide a breakdown of contract type:

|  |  |
| --- | --- |
| **Category** | **% of fees** |
| Private sector housing |  |
| Modular buildings  |  |
| Education |  |
| Commercial offices/schemes |  |
| Healthcare |  |
| Retail |  |
| Industrial |  |
| Infrastructure (roads, highways, rail) |  |
| Hospitality |  |
| Recreation/sports |  |
| Religious buildings |  |
| Bridges or tunnels |  |
| Marine or wet-works |  |
|  |  |
| Other (please specify) |  |
|  |  |
| **Total** | **100%** |

(c) Are these activities or percentage likely to significantly change in the next 12 months? Yes No

If ‘Yes’, please provide additional details below or by attachment.

(d) What percentage of fees emanate from feasibility studies? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

(e) What percentage of fees emanate from aborted work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

(f) In respect of architectural work, does this involve tried and tested methods or

 well established designs Yes No

If ‘No’, please provide additional details below or by attachment.

(g) In respect of any Inspection duties can you confirm no certification/compliance to regulations (building, fire,

 planning permission) is confirmed without a thorough visual inspection of the property/works?

  Yes NoIf ‘No’, please provide additional details below or by attachment.

(h) What percentage of contracts do the insured accept/assume the CDM role of 'Principal Designer'?.

|  |
| --- |
| % |

(i) Do you refuse the role of CDM 'Principal Designer' where the project is outside of your usual skill/experience'?

 Yes No

If ‘No’, please provide additional details below or by attachment.

|  |
| --- |
| Contracts |
|  |  |  |
| 10.11. | **Contract terms and conditions**1. Are all contracts subject to UK/ROI jurisdiction? Yes No

 If ‘No’, please provide full details below or by attachment.1. Do you always use standard written contracts (own or market recognised)? Yes No

 1. Are all contracts, terms and conditions reviewed by legal counsel (either in-house or external)? Yes No

 1. Please can you confirm that all contracts contain:
2. a specific description of services provided; Yes No

(ii) limitations of liability; Yes No (iii) exclusions for indirect and consequential losses; Yes No (iv) a dispute review process; Yes No (v) hold harmless agreements. Yes No 1. Can you confirm that any changes to the scope of work are always written into the contract? Yes No
2. Do you always ensure there is a signed contract in place prior to starting work? Yes No

 (g) Do you have standard procedures for regular review of ongoing contracts internally and Yes No  with clients?  **Contract Sizes**a) Details of the five largest contracts in the past 5 years:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client name &/or industry | Dates started& completed | Overall total contract value(not just income to applicant) | Your contract value | Description of work |
|  |  | £ | £ |  |
|  |  | £ | £ |  |
|  |  | £ | £ |  |
|  |  | £ | £ |  |
|  |  | £ | £ |  |

* 1. Details of the three largest contracts in the forthcoming 5 years:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client name &/or industry | Dates started& completed | Overall total contract value(not just income to applicant) | Your contract value | Description of work |
|  |  | £ | £ |  |
|  |  | £ | £ |  |
|  |  | £ | £ |  |

 |
|  | c) Are all current projects on time and within agreed budget, and have all projects completed within the last 2 years been on time and agreed budget? Yes No If ‘No’, please provide a description below or by attachment.d) Has the Policyholder ever undertaken any contract where the project has been protected by a specific project insurance or SPPI (Single Project PI)?Yes NoIf ‘Yes’, please provide a description below or by attachment. |

|  |
| --- |
| Risk Management |
| 12. | (a) | Do you have an established procedure for ensuring key deadlines are met? |  | Yes | No |
|  | (b) | Do you have a policy to ensure detailed records are kept of all transactions (i.e. the original contract, amendments, verbal agreements, etc.)? |  | Yes | No |
|  | (c) | Do you have an up to date information security policy that complies with the latest data protection regulations? |  | Yes | No |
|  | (d)  | Do you have a policy or procedure that controls the use of social media and online content relating to the business? |  | Yes | No |
|  | (e)  | Do you have regular principal/senior management meetings to discuss current projects? |   | Yes | No |
|  |  | If ‘No’ to any of the above, or there are other risk management features you wish to advise of, please provide details below or by attachment.  |  |  |  |
|  |  |  |  |  |  |
| 13. |  | Are you a member of any professional, trade or industry association? |  | Yes | No |
|  |  | If ‘Yes’, please provide details:

|  |
| --- |
|  |

 |  |  |  |
| 14. |  | Do employees take part in continued professional learning/training? |  | Yes  | No |
| 15. |  | Do you have written risk management procedures that are regularly reviewed and shared with all staff? |  | Yes | No |
| 16. | (a) | Do you always require satisfactory references when engaging employees? |  | Yes  | No |
|  | (b) | Are monthly independent checks carried out for all persons handling cash, bank currency notes or other negotiable instruments during their duties? |  | Yes  | No |
|  | (c) | Are vetting procedures applied when engaging new or existing clients? |  | Yes | No |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pollution17. (a) Do you carry out any of these activities?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Fees £ |
| Environmental assessments, monitoring studies, reports |  |  |  |
| Survey or valuations of property known to be polluted |  |  |  |
| Property management where land is known to be polluted |  |  |  |
| Design or supervision of remedial clean-up operations (involving polluted or contaminated land/property) |  |  |  |
| Any work with landfill or waste disposal sites |  |  |  |
| Project management or co-ordination work which may give rise to pollution or contamination |  |  |  |
| Any other work which may lead to any form of liability for pollution or contamination |  |  |  |

 (b) With regards to the standard contracts in Q10, do you exclude or restrict liability for pollution or contamination?  Yes No |

|  |  |  |  |
| --- | --- | --- | --- |
| Sub Consultants |  |  |  |
| 18. | What proportion of fee income is paid to consultants(s)/sub-contractors(s) in the course of your business activities? | \_\_\_\_\_\_\_\_% |
|  |  |  |  |  |  |
|  | (a) | Is a vetting procedure or due diligence carried out prior to deciding on consultant(s)/sub-contractor(s)?  |  | Yes  | No |
|  | (b) | Do you require consultant(s)/sub-contractor(s) to hold you harmless in the event their actions lead to a PI claim?  |  | Yes  | No |
|  | (c) | Do you require all consultants(s)/sub-contractors(s) to maintain professional indemnity insurance?  |  | Yes  | No |
|  |  | If ‘Yes’, to what level? | £ |
|  |  | If any answer from (a) to (c) above is ‘No’, please provide full below or by attachment. |  |  |  |
|  |  |  |  |  |  |
|  | (d) | If the answer to Question 18 is greater than 20%, please also answer the following: |  | Yes  | No |
|  | (i) | What services are undertaken by the consultant(s)/sub-contractor(s)? |
|  | (ii) | How often is their work reviewed? |
| Loss Experience |
| 19. |  | Have you ever suffered a loss, whether insured or not, in respect of any of the risks to which this proposal for insurance relates?  |  | Yes | No |
|  |  |  |
|  |  | If yes, please provide a description below or by attachment, including date, location and amount of loss, as well as any preventative measures implemented. |
|  |  |  |
| 20. |  | Are you aware of any of the following? |
|  | (a) | Any circumstances which might lead to a claim, whether insured or not, in respect of any of the risks to which this proposal for insurance relates?  |  | Yes | No |
|  | (b) | Have you been subject to any disciplinary or regulatory enquiry or proceedings or fines, penalties or other sanctions by a government, regulatory or other professional body? |  | Yes | No |
|  | (c) | Have you ever been subject to any compensatory awards made by any ombudsman under any recognised scheme applicable to your activities?  |  | Yes | No |
| 21. |  | Have you sustained any loss due to fraud or dishonesty by any current or former director, partner, employee or third party or has the applicant any reason to suspect any person of such activity? |  | Yes | No |
|  | If ‘Yes’ to any of the above, please provide a description below or by attachment. |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Signature:** |  |  |
|  |  |
| **Date:**  |  |  |
|  |  |
| **Name of Signatory:** |  |  |
|  |  |
| **Title of Signatory:** | Chairman of the Board / CEO / President/ Managing Director (delete as applicable) |
|  |  |

**Warning:** It is important that, when applying for the Policy, the applicants tell the insurers all facts which are material to the insurance. Failure to do so could wholly or partly invalidate the insurance. A material fact is one which might influence the insurers in deciding whether to accept the application or on what terms to insure. If in any doubt as to whether a fact is material, then the applicants should disclose it. They should keep a record (including copies of all letters and forms) of all information supplied to the insurers.