



Professional Indemnity Proposal Form

Architect

INTRODUCTORY STATEMENT:

Whilst the question set remains similar there are some changes so please read each question carefully.

If you need any advice or assistance or just want to know if a particular case will be in appetite, please do not hesitate to give us a call.

Details of Firm/Insured

1. Renewal or expected start date of this policy?

2. Policy holder name

3. Additional trading name(s)

Contact Details

4. Correspondence Address

5. Is the Correspondence Address also a trading address?

Yes / No

6. Additional Trading Addresses:

7. Date the business was established

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8. Do you operate as any of the following:

Yes / No

- Investment Financial Advisor
- Solicitor / Barrister
- Mortgage Broker
- IFA
- Stock / Commodity Broker
- Tour Operator
- Pension Fund Trustee
- Marine Surveyor / Naval Architect
- Corporate Service Provider / Executorships / Trusteeships / Provision of Directorships
- Financial Institution
- Underwriting Agency
- Fire Safety Consultant / Inspector
- EWS1 Inspectors
- Corrosion Specialists
- Timber Treatment Specialists
- Freight Forwards and Logistic Specialists

If answered 'Yes' to Question 8, please provide additional information in respect of the above

9. Do all Directors/Partners/Principles have a minimum of 5 years' experience?

Yes / No

If answered 'No' to Question 9, please provide additional information in respect of the above

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Fees/Turnover

10. Estimated Fees/Turnover for current financial year

£

11. Fees/Turnover for last completed financial year

Please select 0 if this is your first year of trading

£

12. Fees/Turnover for prior completed financial year

Please select 0 if this is your first year of trading

£

Policy Details

13. Required Limit of Indemnity, please circle:

£ 250,000 £ 500,000 £ 750,000 £ 1,000,000 £ 1,200,000
£ 1,500,000 £ 2,000,000 £ 3,000,000 £ 4,000,000 £ 5,000,000

14. Do you have a current PI policy in place?

Yes / No

If you selected 'Yes' For question 14. Please answer questions 15 - 20.

15. Current Insurer

16. Current Premium (Excluding IPT & Fees)

£

17. Do you require retroactive cover?

Yes / No

18. Retroactive Date (as shown on your current policy)

19. Is the company in run off?

Yes / No

20. If answered 'Yes' to Question 19, please provide the Cessation Date

21. Has cover been continuous since the retroactive date stated above?

Yes / No

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Territorial Split

22. Turnover Split:

UK Fees	%
European Union fees (Excl UK Fees)	%
USA/Canada fees	%
Rest of world fees	%
Total	%

23. Has the company previously undertaken any projects outside the UK?

Yes / No

24. Is your firm domiciled in the UK?

Yes / No

25. Have you worked on any projects in the past 3 years where the Total Contract Value is in excess of £20m

Yes / No

26. Number of Persons working within the company at any one time

Principals/Directors	
Qualified Staff	
Non Qualified Staff	
Payments to subcontractors / subconsultants	

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27. Please List All Professional Memberships and / or Qualifications

28. Largest Contract value for any one project

£

29. Please confirm that all contracts are progressing to budget and timescale and that there are no disputes?

Yes / No

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30. Are all clients required to sign a contract or statement of terms and conditions prior to work commencing?

 Yes / No

31. Has the business ever undertaken work for clean rooms?

 Yes / No

32. Does the business undertake any work in the following areas:

Nuclear, chemical, mining, offshore, tunnelling, bridges, railways, swimming pools or golf courses, bulk handling plant, amusement rides, Aircraft, Vessels, Vehicles

 Yes / No

If answered 'Yes' to Question 32, please provide further details

33. Does the business work in any of the following areas:- Specific foundation, underpinning or piling contracts, setting out, soil or site engineering, basements on existing buildings, Solar Panels or Renewable Energy Projects, Asbestos Surveying or Removal, Contaminated Land or Land Remediation?

 Yes / No

If answered 'Yes' to Question 33, please provide further details

34. Does the business undertake any work in the following areas:- Power stations, roads, highways, oil refineries, gas, petrochemical, docks, harbours, piers, jetties, water schemes, sewerage, cladding, curtain walling, piling, playgrounds, airports?

 Yes / No

If answered 'Yes' to Question 34, please provide further details

35. Are you or any other Partner / Director / Proprietor currently a member of a Consortium / Joint Venture?

 Yes / No

36. Is cover required for Consortium / Joint Venture activities

 Yes / No

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If answered 'Yes' to Question 36, please provide further details

37. Are you CIAT, CIEEM or LI affiliated?

Yes / No

38. Specific Activities: Split of gross annual fees for the last completed financial year (%)

Architecture	%
Building Surveying	%
Environmental Impact or Ecology Specialist (no Exposure to Remediation / Contaminated Land / Asbestos / High Risk Exposure)	%
Environmental Engineers	%
Landscape Architecture	%
Planning Supervisor	%
Structural Surveying	%
Project Management	%
Project Co-ordination	%
Engineering	%
Clerk of Works	%
Drafting	%
Interior Design / Refurbishment	%
Expert Witness / Arbitration / Adjudication Work	%
Quantity Surveying	%
Town Planning	%
Aborted Work	%
Feasibility Studies	%
EWS1	%
Other	%
Total	%

If answered 'Other' to Question 38, please provide further details.

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39. Income: Split of fee income broken down by the following project types for the last completed financial year (%)

Individual Dwellings	%
Schools/universities	%
Commercial Buildings / Shopping Centres	%
Leisure excluding Swimming Pools	%
Industrial	%
Domestic Extensions / Barn Conversions	%
Hospitals / Municipals	%
Modular Buildings / Housing Schemes	%
Swimming Pools	%
Churches / Ecclesiastical / Charitable Work / Historic Buildings	%
High Rise Buildings	%
Roads / Highways / Motorways	%
Chemical / Petro-Chemical and Refineries	%
Nuclear / Atomic	%
Sewerage / Water Schemes	%
Cladding / Glazing / Curtaining Walling	%
Roofing	%
Basement	%
Bridges / Tunnels	%
Harbours / Off-shore / Jetties	%
Foundations / Piling / Underpinning	%
Airports – Runways / Aircraft / Airside etc	%
Railway – Tracks / Signalling / Trains / Carriages	%
Railway – Non Safety Related	%
Airports – Non Safety Related	%
Amusement Parks	%
Aviation / Automotive / Military Marine	%
Dams / Mines / Flooring	%
Demolition	%
Fire Protection / Security	%
Lifts / Bulk Handling	%
Playgrounds	%
Other	%
Total	%

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If answered 'Other' to Question 39, please provide further details.

Claims

40. In respect of the insurance given under this policy, have any claims and/or circumstances been notified by the Firm and accepted to any Insurer during the last 10 years?

Yes / No

If answered 'Yes' to Question 40, please provide further claims details including: Date of Notification, Claim Amount, Claim Status, Claim Details

41. Are any of the Principals AFTER ENQUIRY aware of any circumstances and/or events that are likely to give rise to a claim against the Firm or its predecessor firms that have not been previously notified to Insurers?

Yes / No

If answered 'Yes' to Question 41, please provide further claims details

42. Has any Insurer ever declined to insure, or imposed any special terms on any Firm or Principal of any Firm that forms part of this application?

Yes / No

If answered 'Yes' to Question 42, please provide further claims details

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Statement of Fact

43. Have you or any individual involved in the business of the Proposer/Insured in a capacity listed in A. to E. below, being:

- A. director;
- B. business partner;
- C. a family member;

D. an individual providing working capital or loan guarantees to this business; and

E. anyone else who plays a significant role in making decisions about how the Proposer/Insured is to be managed or organised; whether in relation to the business of the Proposer/Insured or any previous business or any other business in which you or they have been involved in any of the capacities listed in A. to E. above or in a personal capacity ever:-

- been declared bankrupt or are the subject of any current bankruptcy proceedings? Yes / No
- been disqualified from being a Company Director? Yes / No
- had any County Court Judgement(s) (CCJ) or Sheriffs Court Decrees entered against you or them, or been involved in a company against which such judgements have been entered? Yes / No
- been convicted or have any prosecution pending or been given an official police caution in respect of any criminal offence other than motoring offences and any offences which are spent under the Rehabilitation of Offenders Act 1974, or been involved in a company subject to such a conviction, prosecution or caution? Yes / No
- been charged with or convicted of, or been involved in a company charged with or convicted of, a breach of the Health and Safety at Work Act or other legislation relating to employee safety and safe working practices, or been served with, or been involved with a company served with, an improvement order or a prohibition notice under such legislation? Yes / No
- had prior history of fraud or dishonesty at the firm? Yes / No
- lost or been discredited/ disqualified from a professional association or membership? Yes / No
- been, or are currently a director or officer of a company which has been, declared insolvent or had a receiver or liquidator appointed or entered into arrangements with creditors in accordance with The Insolvency Act 1986, or had an Individual Voluntary Arrangement (IVA)? Yes / No
- been party to, or involved in a company which was party to, a Company Voluntary Arrangement (CVA)? Yes / No
- been subject to a recovery action or fines exceeding £25,000 by HM Revenue & Customs, or been involved in a company subject to such a recovery action or fines? Yes / No

If answered 'Yes' to Question 43, please provide further claims details

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Additional Notes

Confirmation

I confirm that I have answered the questions above accurately and completely to the best of my knowledge, information and belief.

I understand that if I do not tell you about changes or have provided incorrect information, the wrong terms and conditions may have been quoted and you may be entitled to:

- reject payment of a claim or a payment could be reduced, or
- revise the premium and/or change any excess, or
- revise the extent of cover or terms of this insurance.

In some circumstances your policy might be invalid, and you may not be entitled to a refund of premium

Signature

Print Name

Date