

# Professional Indemnity Proposal Form

## Surveyors and Estate Agents

35. 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

### INTRODUCTORY STATEMENT:

Please answer the questions set out below accurately and completely on behalf of the proposer.

For your convenience, we have included certain answers in the form however you must change these answers if they are inaccurate. This may result in us requiring further underwriting information, but may not preclude us from providing cover. You must notify us on behalf of your client of any changes to the information provided. You must answer all questions accurately and completely. You must provide us with all further information we request and any other information of which we should be made aware.

### Details of Firm/Insured

1. Renewal or expected start date of this policy?

2. Policy holder name

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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

8. Do you operate as any of the following:

Yes / No

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

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

9. Do all Directors/Partners/Principals 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 - 21.

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 18, 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	%
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

Please Provide full details of the two largest contracts including values and any limitations of liability put in place

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. Has you had any individual contracts in the past 5 years where the Total Contract Value is in excess of £2.5M in respect of the following areas:- Architectural/Quantity Surveying/Project Management/Project Co-ordination/Employers Agent

 Yes / No

29. Largest Contract value for any one project

 £

30. Has the business ever undertaken any survey/valuation work?

 Yes / No

31. Do you undertake any work in the following areas: Nuclear, chemical, mining, offshore, tunnelling, bridges, railways, swimming pools, golf courses, bulk handling plant, amusement rides, Environmental Consultancy?

 Yes / No

32. Do you work in any of the following areas:- Specific foundation, underpinning or piling contracts, setting out, soil or site engineering, basements on existing buildings?

 Yes / No

33. Do you 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

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34. Split of Activities (please note this question extends across 2 pages)

Adjudicator/Arbitrator	%
Agricultural Surveying and Valuing (including agricultural lending valuations)	%
Architectural Work	%
Asbestos/Surveying/Inspections	%
Asset Valuations for balance sheet purposes	%
Auctioneer	%
Building Society Agency	%
Building Society Agency (Introducer only)	%
Building Surveying	%
Clerk of Works	%
Commercial (excluding agricultural) Surveying and Valuing – including lending valuations	%
Commercial Estate Agency	%
Commercial Property Management (excluding Rent Reviews) in City Centres	%
Commercial Property Management (excluding Rent Reviews) outside City Centres	%
Commercial Rent Reviews in City Centres	%
Commercial Rent Reviews outside City Centres	%
Rating	%
Dilapidations	%
Employers Agent	%
Expert Witness	%
Financial Services	%
Further advances/re-mortgage lending valuations (same lender)	%
General Practice	%
Insurance Agency (Introducer only)	%
Land Surveying (excluding setting out)	%
Leasehold Enfranchisement	%
Loss Assessing and Adjusting	%
Mineral Surveying	%
Mortgage Broking	%
Mortgage Broking (Introducer only)	%
Planning & Development Land Agency	%
Principal Designer	%
Probate/Matrimonial & Divorce Valuations	%
Project Co-ordination	%
Project Management	%
Property Acquisition/Investment Development Agency	%
Quantity Surveying	%
Residential Estate Agency	%
Residential Letting Agency	%
Residential Property Management (excluding Rent Reviews) in City Centres	%
Residential Property Management (excluding Rent Reviews) outside City Centres	%

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Residential Rent Reviews outside City Centres	%
Residential Surveying and Valuing (including Homebuyers Reports) – including lending valuations	%
Setting Out	%
Stock taking	%
Structural Surveys	%
Town Planning	%

## Claims

35. 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 35, please provide further claims details including: Date of Notification, Claim Amount, Claim Status, Claim Details

36. 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 36, please provide further claims details

37. 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 37, please provide further claims details

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### Statement of Fact

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

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39.

If you have answered yes to any question above, please provide additional information

40. Do you intend to cease trading within the next 12 months?

Yes /  No

Please provide details:

41. Do you anticipate any material changes to the firm within the next 12 months?

Yes /  No

Please provide 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

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Signature

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Print Name

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Date