

Professional Indemnity Insurance Architects and Engineers Proposal Form

Professional Indemnity Insurance for Architects and Engineers

Proposal Form

Please read the following carefully before completing this proposal form. To present a clear and unambiguous picture and to ensure that underwriters understand the nature of your risk:

- An Individual or a Partner, Principal or Director of the Firm/Company must complete the proposal form in ink.
- All questions must be answered to enable a quotation to be given.
- Where a question is not applicable to your particular circumstances, please write N/A.
- If there is insufficient space to answer questions please use an additional sheet and attach it to this proposal form.
- Completing and signing this proposal form does not bind you, or insurers, to complete this contract of insurance.
- If this proposal relates to a new business or venture, please complete the questions as far as possible, giving estimated income and information about your anticipated activities.
- Please provide any standard contract terms, conditions, agreements or letters of appointment, which you have with your clients.

1.	. a) Name of Individual or Firm(s) (including any subsidiary requiring cover)						
	b)	Date established					
	c)	Address(es) (specifying who is responsible, if there is more than one location)		Doots	and a		
				Posto	code		
	d)	Website	Email add	dress			
e) Name(s) of any previous Firm(s) requiring cover and the date(s) on which they ceased trading							
2.	a)	Please provide					
		ne of Individual, Partner, Principal irector	Age and Qualificati	ons	Date Qualified	Number of years Practical Experience	

b) Please provide

	nes of Consultants Jarly used	Age and Qualifications	Date Qualified	Number of years Practical Experience
		Quanioaciono		Tradition Experience
c	Do you require cover for past Partners, Principals or I	Directors?		Yes No
3. a) Is any Individual or the Firm admitted to any Associat If yes, please give details.	tion or Trade Body?		Yes No
b) Has any person been the subject of disciplinary proce If yes, please give details.	eedings by any profess	ional body?	Yes No
4. P	lease state the total number of Partners, Principals or D	irectors		
		ed Staff		
		sultants		
5. a) If you are a sole practitioner, please give details of ar	rangements made in th	ne event of sickness or ho	oliday.
b) Is this a Part-time occupation? If yes, please give brief details of your present full-time	ne work.		Yes No
6. a	Have there been any major changes in the activities unlikely to take place in the next twelve months? If yes, please give details.	undertaken during the	past twelve months or ar	Yes No
b	b) Is cover required for any activity, now ceased, which is different from those declared, within this proposal form? If yes, please give details.			oposal form? Yes No

7.	Please list by activity the approximate percentage of work carried out in each instance	
	Architecture	%
	Civil Engineering	%
	Soil Engineering	%
	Structural Engineering	%
	Project Manager	%
	Project Co-ordinator	%
	Nuclear Engineering	%
	Mechanical Engineering	%
	Interior or Non-Structural	%
	Refurbishment	%
	Electrical Engineering	%
	Landscape Architecture	%
	H.V.A.C. Engineering	%
	Planning/Feasibility	%
	Non-Structural Space Planning	%
	Chemical Engineering	%
	Surveying (Land, Quantity, Building)	%
	Planning Supervisor	%
	Other (please specify)	
8.	Please indicate to what structures your activities extend Individual Dwellings	%
	Roads, Highways	%
	Low Rise Multiple Dwellings	%
	Bridges, Tunnels and Dams	%
	High Rise Multiple Dwellings	%
	Railways, Airports, Harbours and Jettie	%
	Modular Dwellings (Repetitive)	%
	Commercial Offices/Shopping Centres	%
	Water Schemes, Sewerage	%
	Power Plants	%
	Hospitals, Nursing Homes	%
	Refineries and Petro-Chemical	%
	Hotels and Leisure Centres	%
	Manufacturing Plants	%
	Schools and Universities	%
	Industrial Building Systems	%
	Retail/Business Parks	%
	Aborted Projects	%

If yes, please give details. 3. Have you, at any time a) engaged in contracts involving prototype construction or materials? b) specified or given advice in connection with EPS (expanded polystyrene) or polyurethane core sandwich panels c) designed, specified or given advice in connection with cladding, glazing or curtain walling			UK	Worldwide ex USA/Canada	USA/Canada
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imate Year)	Fees			
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	a) When Professional Sub-contractors or Specialist Consultants are engaged, have you, in the past, and will you in the future endeavour to ensure that they are appointed directly by and paid by the client?b) Have you and will you ensure that such persons or firms have entered into a binding contract accepting full responsibility for their own Professional neglect, error or omission and that they carry and maintain in force Professional Indemnity insurance?			
15. a)	If you are a member of a consortium or have entered into a joint-venture agreement, please give details.	Yes I	No	
b)	Do you undertake work for or are you associated, either by shareholding or official position, with any company/ organisation, where you are in a position to make major decisions? If yes, please give full details	Yes	No	
c)	Have any of the Partners, Principals or Directors been a Partner, Principal or Director or been associated with any business that has ceased trading, either voluntarily or compulsorily? If yes, please give full details	Yes I	No 🗌	
	you wish to consider any of the following extensions?			
	ss of Documents	Yes	No	
Un	intentional Breach of Confidentiality	Yes	No	
Lib	el & Slander	Yes 🗀	No 🗀	
Un	intentional Breach of Copyright	Yes	No L	
Dis	shonesty of Employees	Yes	No	
Cla	nims arising from Associated Companies	Yes	No	
	you currently have Professional Indemnity insurance? res, please give details.	Yes	No	
Exp	piry date Limit _£ Excess _£			
Ins	urer			
	ve you ever had any Professional Indemnity insurance cancelled, declined or only written at special terms? res, please give details.	Yes	No	

19. Ple	ase state			
	limit of indemnity required	£		
	self insured excess	£		
20. a)	Do you always require satisfa	actory written references when engaging employees?	Yes	No 🗌
b)	Is any Partner, Principal, Dire If yes, please give details.	ctor or Employee allowed to sign cheques on their sole signature?	Yes	No
c)	How often are employees who	o receive cash or cheques, during the course of their duties, required to pay these in	1?	
d)	reconciled with bank stateme	out on all entries in cash books, with all paying-in books, receipts, counterfoils and ents, including the balance of cash and unpresented cheques, independently of emploon the Firm or in trust, on behalf of others?		•
re	ave you EVER had any claims sulted in a claim, if cover ha yes, please give details.	made against you or know of any circumstances that could or would have d been in force?	Yes	No

IMPORTANT NOTICE CONCERNING DISCLOSURE

MGAM would like to remind you of the duty of policyholders and intermediaries to pass to the Underwriter(s), all material information relating to the risk under consideration. "Material" in this context refers to all information which a prudent Underwriter (not necessarily the Underwriter in question), would wish to take account of when considering whether or not to accept the risk, and if so, upon what terms and at what price.

In arranging this policy you must have provided us with a fair presentation of the risks to be insured. This means you must have clearly disclosed all material facts which you, your senior management and or persons responsible for arranging the Policy knew or ought to have known. If you have not made a fair presentation, this could mean that part or all of a claim may not be paid. Please be aware that in some circumstances, if you have not made a fair presentation of the risk, we may avoid the contract and the premium may not be returned. You must also make a fair presentation to us when the policy is to be renewed.

By signing this proposal form you consent to MGAM using the information we may hold about you to process personal data about you. The information provided will be treated in confidence and where relevant in compliance with the Data Protection Act 1998 and any subsequent amendments thereto. You have the right to apply for a copy of your information and to have any inaccuracies corrected.

The duty of disclosure continues up until the Insurance has been concluded and "resurrects" in the event of any amendment to the risk during the policy period or any extension/renewal. It may also be that the terms of the policy include specific ongoing disclosure conditions or warranties which effectively extend the duty of disclosure post inception of the policy.

DECLARATION

It is declared that to the best of the knowledge and belief of the insured the statements and replies set our herein are true and that no material facts have been misstated or suppressed. The insured undertakes to inform insurers of alterations to any facts which are or become material before inception of the contract of insurance.

Name and Position:				
Signature:				
Date	(day)	(month)	(year)	

A COPY OF THIS PROPOSAL SHOULD BE RETAINED BY YOU FOR YOUR OWN RECORDS

MGAM
Walsingham House
Ninth Floor
35 Seething Lane
London
EC3N 4AH

MGAM is a trading name of Acrisure UK MGA Limited is a registered company in England with company no. 09742763. Acrisure UK MGA Limited registered office is: Walsingham House, Ninth Floor, 35 Seething Lane, London, EC3N 4AH, United Kingdom.

Acrisure UK MGA Limited is authorised and regulated by the Financial Conduct Authority under firm reference number 835270 to carry out insurance distribution activities.