

ARCHITECTS PROFESSIONAL INDEMNITY PROPOSAL FORM

The completion of this form in no way binds the Proposer to purchase insurance, nor does it bind Underwriters to give insurance. Any information given will only be passed to Underwriters for the purpose of quotation and will be treated as confidential.

1) COMPANY NAME/TRADING NAME(S) INCLUDING PREVIOUS TRADING STYLES:					
2) FIRMS PRIMARY ADDRESS AND POSTCODE:					
3) WEBSITE ADDRESS			4) DATE 1ST ESTABLISHED		
5) FIRMS BUSINESS DESCRIPTION:					
6) FIRMS GOVERNING BODY:					
7) DETAILS OF MAIN PRINCIPALS, PARTNERS, OR DIRECTORS OF THE FIRM: (PLEASE ATTACH CV'S IF AVAILABLE)					
Full Name		Qualifications		Year Qualified	
8) PLEASE STATE NUMBER OF:					
Partners / Principals /Directors			Other Qualified Staff		

9)	UK	Europe	USA/Canada	Other	Total
Total Gross Fees in last financial Year ending:/...../.....	£	£	£	£	£
Total Gross Fees in previous financial year 1:	£	£	£	£	£
Total Gross Fees in previous financial year 2:	£	£	£	£	£
Estimated Gross fees for next financial year:	£	£	£	£	£
Largest Fee from any one client:	£	£	£	£	£

NBS Underwriting is a trading style of NBS Underwriting Limited.

Registered Office: One Fleet Place, London EC4M 7WS. Registered in England No. 07566393.

NBS Underwriting Limited is authorised and regulated by the Financial Conduct Authority, FRN 590034.

10) DOES ON CLIENT MAKE UP MORE THAN 30% OF THE PROPOSERS ANNUAL INCOME? IF YES PLEASE PROVIDE DETAILS AT THE END OF THE FORM	YES		NO	
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11) FULL DESCRIPTION OF ACTIVITIES, WITH PERCENTAGE BREAKDOWN FOR THE LAST FINANCIAL YEAR (ESTIMATED IF NO HISTORICAL DATA) WHICH MUST TOTAL 100%:			
Aborted / Held Over Work	%	Principal Designer under Building Regulations	%
Acoustic Design / Consultancy	%	Project Co-ordinator	%
Adjudication / Arbitration	%	Project Manager / Administration	%
Architectural	%	Quantity Surveying	%
BIM (Building Information Modelling)	%	Refurbishment / Restoration (Non-structural)	%
Building Control / Inspection Reports / H&S	%	Refurbishment / Restorations (Structural)	%
Building Surveying	%	Structural Surveys	%
CDM Co-ordinator / Principal Designer under CDM	%	Scaffolding	%
Cleark of Works	%	Town Planning	%
Engineering	%	Valuations (For Lending)	%
Expert Witness	%	Valuations (Non-Lending)	%
Feasibility Studies	%	Other (please specify)	%
Interior Design	%		
Landscape Design	%	Total	100%

12) DIVISION OF ACTIVITIES UNDERTAKEN IN LAST FINANCIAL YEAR, PERCENTAGE BREAKDOWN (ESTIMATED IF NO HISTORICAL DATA) WHICH MUST TOTAL 100%:			
Care / Residential / Nursing Homes	%	Residential Houses (Individual)	%
High Rise (over 6 storeys)	%	Residential Houses (Multiple)	%
Hospitals / Surgeries	%	Retail / Commercial	%
Hotels / Leisure	%	Roads – Highways / Carriageways	%
Industrial / Factories	%	Roads – Housing Infrastructure	%
Industrial Building Systems	%	Schools / Universities / Municipal Buildings	%
Mechanical Plant / Bulk Handling Equipment	%	Sewerage / Water Schemes	%
Modular Buildings	%	Swimming Pools	%
Offices	%	Other (please specify)	%
Residential Apartments / Flats / Schemes (Max 6 floors)	%	Total	100%

13) HAS THE FIRM / INDIVIDUAL EVER UNDERTAKEN OR PLAN TO UNDERTAKE WORK RELATING TO:				
Airports (airside) / Ports / Railways (trackside)	YES		NO	
Amusement Parks / Rides / Funfair	YES		NO	
Atomic / Nuclear	YES		NO	
Automotive / Aeronautical / Marine	YES		NO	
Basements / Foundations / Piling / Underpinning	YES		NO	
Basements (Standalone Contracts / Not part of a New Building Construction)	YES		NO	
Bridges / Tunnels / Mines	YES		NO	
Car parks (Multi-level / Underground)	YES		NO	
Chemical / Petrochemical / Refineries	YES		NO	
Cladding Design / Installation / Surveys (If yes please complete Cladding questionnaire)	YES		NO	
Damp Proofing / Waterproofing Design	YES		NO	
Fire Safety Surveys / Certification	YES		NO	
Golf Course Design (excluding club houses) / Sports Playing Surfaces	YES		NO	
Harbours / Jetties / Dams / Sea Defences	YES		NO	
High Rise (over 6 storeys)	YES		NO	
Industrial Building Systems	YES		NO	
Process Engineering	YES		NO	
Offshore Installations	YES		NO	
Power Plants / Biomass / Biogas / Wind Farms (Commercial)	YES		NO	
Power Supply / Power Stations	YES		NO	
Stadiums / Arenas	YES		NO	
Swimming Pools	YES		NO	
If YES , is a third-party specialist swimming pool contractor employed directly by the client / employer?	YES		NO	
Is there proof of Professional Indemnity Insurance held by specialist?	YES		NO	
Valuations for lending purposes	YES		NO	
If YES , to any of the above, please give details at the end of the form				

14) DOES THE PROPOSER ENSURE ALL SUB-CONSULTANTS HOLD THEIR OWN PROFESSIONAL INDEMNITY INSURANCE?	YES		NO	
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15) DETAILS OF THE 5 LARGEST PROJECTS IN THE LAST 5 YEARS (IF APPLICABLE) (PLEASE GIVE DETAILS OF CURRENT PROJECTS IF NEW BUSINESS):

Dates	Client	Description	Total Contract Value	Own Contract Value	Fee

16) HAVE YOU ENTERED ANY CONTRACTS SUBJECT TO NON-UK LAW? IF YES PLEASE GIVE DETAILS AT THE END OF THE FORM

YES

NO

17) DOES THE FIRM CURRENTLY HOLD PROFESSIONAL INDEMNITY INSURANCE?

YES

NO

Current Insurers	
Current PI Broker	
Premium	
Excess	
Renewal Date	
Retroactive Date	

18) WHAT LIMIT(S) OF INDEMNITY REQUIRED?

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19) CLAIMS AND OTHER CIRCUMSTANCE STATEMENTS		
a. No claims for professional negligence, error or omissions or the like have ever been made against The Firm or any predecessor(s) in business or against any Partners/Directors/Principals either directly or in respect of any Company of which they are a Partner/Director/Principal of.	TRUE	FALSE
b. After enquiry within The Firm, the Proposer is not aware of any circumstances which have occurred which may give rise to any claim.	TRUE	FALSE
c. The Firm or any Partners/Directors/Principal has not had any Insurers decline to offer PI renewal terms, nor has had their PI policy cancelled or voided, or had any special premium increase or special terms being imposed due to a material fact.	TRUE	FALSE
d. The Firm or any Partners/Directors/Principal do not act, or have not acted, in any capacity other than those declared.	TRUE	FALSE
e. The Firm or any Partners/Directors/Principal have not ever been the subject of investigations or disciplinary proceedings by any Regulatory Body or the Health & Safety Executive?	TRUE	FALSE
f. The Firm or any Partners/Directors/Principal do not undertake work for any partnership, company or organisation in which they are in a position to exercise a controlling interest in such a partnership, company, organisation.	TRUE	FALSE
If you answer FALSE , to any of the questions above please provide details on the final page of this proposal form.		

20) CONTACT NAME	21) CONTACT EMAIL
22) MOBILE NUMBER	23) TELEPHONE

24) MATERIAL INFORMATION

You must search for all material information and disclose it to us without misrepresentation. Material information is anything which might reasonably influence our decision to offer you insurance or the terms (including the premium) on which any offer is made. It includes facts, circumstances, allegations and events. Material information includes special or unusual facts concerning you or your business, any particular concerns you may have which have led you to seek or increase your insurance cover and any other facts relevant to the risk taken by us. You should assume that all information specifically sought by us is material, whether in this Proposal Form or otherwise.

Please check carefully all the information and advise your insurance adviser if any corrections or additions are required as soon as reasonably practicable.

25) DECLARATION

I/we declare that I/we have made a fair presentation of the risk, by disclosing all material matters which I/we know or ought to know or, failing that, by giving the Insurer sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances.

Signature:

Date:

ANY ADDITIONAL INFORMATION (PLEASE CONTINUE ON A SEPARATE SHEET IF REQUIRED):

Authorised and regulated by the Financial Conduct Authority. Financial Services Register No. 590034. Company Registration No. 07566393
Registered Office: One, Fleet Place, London, England EC4M 7WS

Your information

We collect and use relevant information about you to arrange your insurance cover and to meet our legal obligations.

This information includes personal data such as your name, address, contact details and other information that we collect about you in connection with the insurance cover from which you benefit. This information may also include more sensitive data such as information about your health and any criminal convictions.

In certain circumstances, we may need your consent to process certain information about you and this is explained in our privacy policy. This is available to read and download at www.nbsunderwriting.co.uk or on request.

For the purpose of providing insurance and handling claims or complaints your information may be shared with, and used by, a number of third parties in the insurance and associated sectors e.g advisers, agents, brokers, insurers, reinsurers, loss adjusters, solicitors, sub- contractors, regulators, law enforcement agencies, fraud and crime prevention agencies. We will only disclose your personal information in connection with the insurance coverage that we provide and to the extent required or permitted by law.

If you provide other people's details to us

Where you provide us or your insurance adviser with information about other people, you must make them aware that you are doing so. Where possible, you should also provide them with this notice.

If you would like more information

For more information about how we use your personal information, please see our privacy policy which is available at www.nbsunderwriting.co.uk or on request.

You have rights in relation to the information we hold about you, including the right to access your information. If you wish to exercise your rights, discuss how we use your information or request a copy of our privacy policy, you should contact the insurance adviser who provided you with your insurance in the first instance, or directly with us by contacting:

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