

ENGINEERS 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		All Other 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:	£	£	£	£	£
10) Does one client make up more than 30% of the Proposers annual income? If yes, please provide details at end of form.			YES		NO

11) FULL DESCRIPTION OF ACTIVITIES WITH PERCENTAGE BREAKDOWN FOR THE LAST FINANCIAL YEAR (ESTIMATED IF NO HISTORICAL DATA):

Aborted / Held Over Work	%	Interior Design	%
Acoustic	%	Mechanical Engineering	%
Architecture	%	Nuclear / Atomic Engineering	%
Building Control / Inspection Reports	%	Party Wall Surveying	%
Building Services / BIM	%	Petro / Chemical Engineering	%
CDM Co-ordinator / Principal Designer under CDM Regulations	%	Principal Designer under Building Regulations	%
Civil Engineering	%	Project Co-ordinator	%
Clerk of Works	%	Project Manager / Administration	%
Drafting	%	Setting Out	%
Electrical Engineering	%	Scaffolding	%
Expert Witness	%	Soil Remediation / Testing / Analysis	%
Feasibility Studies	%	Structural Building Surveys	%
Foundation / Underpinning / Piling	%	Structural Engineering	%
Geotechnical	%	Town Planning / Planning Application	%
Heating & Ventilation Engineering	%	Other Specialist Activities (provide full details)	%

12) DIVISION OF ACTIVITIES UNDERTAKEN IN LAST FINANCIAL YEAR, PERCENTAGE BREAKDOWN (ESTIMATED IF NO HISTORICAL DATA):

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 (provide full details)	%
Residential Apartments / Flats / Schemes (Max 6 Floors)	%		

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 (If yes, please complete Basement questionnaire)	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	

13) HAS THE FIRM / INDIVIDUAL EVER UNDERTAKEN OR PLAN TO UNDERTAKE WORK RELATING TO:					
Cladding Design / Installation / Surveys (If yes, please complete Cladding questionnaire)	YES		NO		
Damp Proofing / Waterproofing Design	YES		NO		
Fire Safety Surveys / Certification	YES		NO		
Foundations / Piling / Underpinning	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		
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	YES		NO		
If you answered 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	
15) DETAILS OF THE 5 LARGEST CONTRACTS IN THE LAST 5 YEARS (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 OF INDEMNITY IS REQUIRED?

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 were 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 a claim.	TRUE	FALSE
(c) The Firm or any Partners/Directors/Principal has not had any Insurers decline to offer PI renewal terms, nor 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 in the space at the end of the form.		

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.

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

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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