CHARTERED SURVEYORS & PROPERTY PROFESSIONALS 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) IS THE FIRM A RICS REGULATED FIRM?	YES		NO	

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 Commission plus fees for next financial year:	£	£	£	£	£
Largest Fee from any one client:	£	£	£	£	£

10) FULL DESCRIPTION OF ACTIVITIES, WITH PERCENTAGE BREAKDOWN (ESTIMATED IF NO HISTORICAL DATA):			
Agricultural Management	%	Feasibility Studies	%
Architecture	%	General Practice	%
Asbestos Surveys	%	Land / Topographical Surveying	%
Auctioneering – Art	%	Loss Assessing or Adjusting	%
Auctioneering – Livestock	%	Mineral / Hydrographical Surveying	%
Auctioneering – Property	%	Project Co-ordination	%
Auctioneering – Other	%	Principal Designer under Building Regulations	%
Building Surveying	%	Project Manager / Contract Administration	%
CDM Co-ordinator / Principal Designer under CDM Regulations	%	Property / Estate Management	%
Clerk of Works	%	Quantity Surveying	%
Dilapidations	%	Rating / Rent Review	%
Employers Agents	%	Scaffolding	%
Energy Assessments & Hips Reports	%	Setting Out	%
Estate / Letting Agents Commercial	%	Town Planning / Planning Application	%
Estate / Letting Agents Residential	%	Other (Please specify)	%
Expert Witness	%		
Facilities Management	%		
Residential Surveys & Valuations			
Fire Safety Reviews / External Wall Surveys	%	Pre-Sale Survey/Home Condition Inspections	%
Full Structural Surveys	%	Valuations For Lending Purposes	%
Partial Surveys	%	Valuations For Non-Lending Purposes	%
Party Wall Surveys	%		
Commercial Surveys & Valuations			
Fire Safety Reviews / External Wall Surveys	%	Valuations for Lending Purposes	%
Surveys	%	Valuations for Non-Lending Purposes	%

11) HAS THE FIRM / INDIVIDUAL EVER UNDERTAKEN OR PLAN TO UNDERTAKE WORK RELATING TO:				
Airports (airside) / Ports / Railways (trackside)	YES		NO	
Amusement / Funfair	YES		NO	
Asbestos Surveys	YES		NO	
Atomic / Nuclear	YES		NO	
Automative / Aeronautical / Marine / Offshore	YES		NO	
Basements (If yes, please complete Basement questionnaire)	YES		NO	
Bridges / Tunnels / Mines	YES		NO	
Car Parks (Multi-level / Underground)	YES		NO	
Chemical / Petrochemical / Refineries	YES		NO	
Cladding (If yes, please complete Cladding questionnaire)	YES		NO	
Damp Proofing / Waterproofing Design	YES		NO	
Fire Safety Reviews / External Wall Surveys (ESW1)	YES		NO	

Golf Course Design / Sports Playing Surfaces (does not include buildings)	**YES**		**NO**	
Harbours / Jetties / Dams / Sea Defences	**YES**		**NO**	
High Rise Contracts (Over 6 storeys)	**YES**		**NO**	
Leisure / Sports	**YES**		**NO**	
Mechanical Plant / Bulk Handling Work	**YES**		**NO**	
Party Wall Surveys	**YES**		**NO**	
Power Plants / Biomass / Biogas / Wind Farms (Commercial)	**YES**		**NO**	
Setting Out Work	**YES**		**NO**	
Stadiums / Arenas	**YES**		**NO**	
If **YES** to any of the above, please give details at the end of the form				
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**	

12) DETAILS OF THE 5 LARGEST CONTRACTS IN THE LAST 6 YEARS (GIVE DETAILS OF CURRENT PROJECTS IF NEW BUSINESS):

Date	Client	Description	Total Contract Value	Own Contract Value	Fee

13) HAVE YOU ENTERED ANY CONTRACTS SUBJECT TO NON-UK LAW? IF YES PLEASE GIVE DETAILS AT THE END OF THE FORM	**YES**		**NO**	

14) IF THE FIRM HAS UNDERTAKEN ANY SURVEYS OR VALUATIONS IN THE LAST 6 YEARS, PLEASE COMPLETE THE FOLLOWING (IF NOT PLEASE MOVE ON TO QUESTION 15):

a. Please provide details of the Proposer's residential surveying, valuation and/or inspection fees/income over the last 6 years:

Year						
Number of Surveys/Valuations						
% of total fees/income						

b. Please provide details of the Proposer's Commercial surveying, valuation and/or inspection fees/income over the last 6 years:

Year						
Number of Surveys/Valuations						
% of total fees/income						

c. Geographical spread of the Proposer's surveys and valuations as a percentage of the last year's fees/incomes for this aspect of overall fees/income:

Within 25 miles of office	%
Between 25 and 50 miles of office	%
Over 50 miles from office	%

d. Please provide details of the Proposer's five largest clients for whom survey, valuation and/or inspection work has been undertaken in the last 5 years:

Name of Client	Lending Institution (if applicable)	Location	Valuation	Fee	Services

e. What is the highest valuation for lending purposes provided by the Proposer in the last year and the last 6 years?

	Valuation	Location	Services
Residential Last Year			
Residential Last 6 Years			
Commercial Last Year			
Commercial Last 6 Years			

f. Please provide a split for the last year of surveying and valuing fees and number of reports for the following:

Purpose	Residential		Commercial	
	Fees	No. of Reports	Fees	No. of Reports
RICS Homebuyer Report or equivalent – with lending valuation				
RICS Homebuyer Report or equivalent – with non-lending valuation				
RICS Homebuyer Report or equivalent – with no valuation				
Further Advance valuations – for existing lender				
Re-mortgage valuations – for existing lender				
Asset Valuations for balance sheet purposes or probate/divorce valuations				
Building Surveys (Structural) – with lending valuation				
Building Surveys (Structural) – with non-lending valuation				
Building Surveys (Structural) – with no valuation				
For Property Investment Funds				
Home Condition Report				
Valuation for lending purposes (excluding any above)				
Other (please specify)				

g. Does the Proposer always re-inspect for re-valuations or assignments of existing surveys?	**YES**	☐	**NO**	☐

If **NO,** what is the maximum period for which the Proposer deems a valuation/survey/inspection to be current before such re-inspection is required?	

h. Does the Proposer operate internal quality assurance standards in order to confirm/support the accuracy of any valuation/ survey/inspection?	**YES**	☐	**NO**	☐
If **YES**, please provide details:				
i. Does the Proposer operate any form of manual and/or computer cross referring of valuations to similar/identical properties?	**YES**	☐	**NO**	☐
If **YES**, please provide details:				
j. Does the Proposer currently and has the Proposer in the past always complied with the RICS Valuation – Professional Standards ("Red Book")?	**YES**	☐	**NO**	☐
If **NO**, please provide details of the circumstances and procedures in place:				

k. Please provide details for all fee earners undertaking Survey and Valuation work (If insufficient space please continue at the end of the proposal form)

Name	Qualifications	No. of years S&V Experience	No. of years with this practice	Previous experience if with this practice less than 2 years

15) a. IF THE FIRM HAS UNDERTAKEN ANY ARCHITECTURAL WORK / PROJECT MANAGEMENT / PROJECT SUPERVISION OR PLANNING, PLEASE ADVISE THE PERCENTAGE OF WORK IN THE FOLLOWING AREAS			
Care / Residential / Nursing Homes	%	Residential Apartments / Flats / Schemes (max 6 floors)	%
High Rise (over 6 storeys)	%	Residential Houses (Individual)	%
Hospitals / Surgeries	%	Residential Houses (Multiple)	%
Hotels / Leisure	%	Retail / Commercial	%
Industrial / Factories	%	Roads – Highways / Carriageways	%
Industrial Building Systems	%	Roads – Housing Infrastructure	%
Mechanical Plant / Bulk Handling Equipment	%	Schools / Universities / Municipal Buildings	%
Modular Buildings	%	Sewerage / Water Schemes	%
Offices	%	Others (Please Specify)	%

b. Number of storeys in highest building completed in the last 10 years:	

c. Does the Proposer ensure all sub-consultants hold their own Professional Indemnity Insurance?	**YES**	☐	**NO**	☐

16) DOES THE FIRM CURRENTLY HOLD PROFESSIONAL INDEMNITY INSURANCE?	**YES** ☐ **NO** ☐
Current Insurers	
Current PI Broker	
Premium	
Excess	
Renewal Date	
Retroactive Date	

17) WHAT IS THE LIMIT OF INDEMNITY REQUIRED?

18) 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.		

19) CONTACT NAME	20) CONTACT EMAIL
21) MOBILE NUMBER	**22) TELEPHONE**

23) 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.			
24) 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 NEEDED):
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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