

### 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.

<b>1) COMPANY NAME / TRADING NAMES(S) INCLUDING PREVIOUS TRADING STYLES:</b>					
<b>2) FIRMS PRIMARY ADDRESS AND POSTCODE:</b>					
<b>3) WEBSITE ADDRESS</b>			<b>4) DATE 1<sup>ST</sup> ESTABLISHED:</b>		
<b>5) FIRMS BUSINESS DESCRIPTIONS:</b>					
<b>6) FIRMS GOVERNING BODY</b>					
<b>7) DETAILS OF MAIN PRINCIPALS, PARTNERS OR DIRECTORS: (PLEASE ATTACH CV'S IF AVAILABLE)</b>					
<b>Full Name</b>		<b>Qualifications</b>		<b>Year Qualified</b>	
<b>8) PLEASE STATE NUMBER OF:</b>					
Partners / Principals /Directors		Other Qualified Staff		All Other Staff	
<b>9)</b>	<b>UK</b>	<b>Europe</b>	<b>USA/Canada</b>	<b>Other</b>	<b>Total</b>
<b>Total Gross Fees in last financial Year ending:</b> ...../...../.....	£	£	£	£	£
<b>Total Gross Fees for the current year:</b>	£	£	£	£	£
<b>Total Gross Fees in previous financial year 1:</b>	£	£	£	£	£

<b>Total Gross Fees in previous financial year 2:</b>	£	£	£	£	£
<b>Largest Fee from any one client:</b>	£	£	£	£	£
<b>10) Does one client make up more than 30% of the Proposers annual income? If yes, please provide details at end of form.</b>			<b>YES</b>		<b>NO</b>

<b>11) FULL DESCRIPTION OF ACTIVITIES WITH PERCENTAGE BREAKDOWN FOR THE LAST FINANCIAL YEAR (ESTIMATED IF NO HISTORICAL DATA) WHICH MUST TOTAL 100%:</b>			
Aborted / Held Over Work	%	Landscape Design	%
Acoustic Design / Consultancy	%	Principal Designer	%
Adjudication / Arbitration	%	Project Co-ordinator	%
Architectural	%	Project Manager / Administration	%
BIM (Building Information Modelling)	%	Quantity Surveying	%
Building Control / Inspection Reports / H&S	%	Refurbishment / Restoration (Non-structural)	%
Building Surveying	%	Refurbishment / Restoration (Structural)	%
CDM Co-ordinator / Planning Supervisor	%	Structural Surveys	%
Clerk of Works	%	Town Planning / Planning Application	%
Engineering	%	Valuations (For Lending)	%
Expert Witness	%	Valuations (Non-Lending)	%
Feasibility Studies	%	Other (please specify)	%
Interior Design	%	<b>Total</b>	<b>100%</b>
<b>12) DIVISION OF ACTIVITIES UNDERTAKEN IN LAST FINANCIAL YEAR, PERCENTAGE BREAKDOWN (ESTIMATED IF NO HISTORICAL DATA) WHICH MUST TOTAL 100%:</b>			
Care / Residential / Nursing Homes	%	Residential Houses (Individual)	%
High Rise (over 6 storeys)	%	Residential Houses (Multiple)	%
Hospitals / Surgeries	%	Retail / Commercial	%
Hotels / Leisure	%	Roads / Highways	%
Industrial / Factories	%	Scaffolding	%
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 4 Floors)	%	<b>Total</b>	<b>100%</b>

<b>13) HAS THE FIRM / INDIVIDUAL EVER UNDERTAKEN OR PLAN TO UNDERTAKE WORK RELATING TO:</b>				
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)	YES		NO	
Biogas / Biomass / Renewable Energies for Commercial Contracts	YES		NO	
Bridges / Tunnels / Mines	YES		NO	
Car Parks	YES		NO	
Chemical / Petrochemical / Refineries	YES		NO	
Cladding Design / Installation / Surveys (If yes please complete Cladding questionnaire)	YES		NO	
Council / Local Authorities	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	
Hospitals / Healthcare / Medical Centres / Surgeries	YES		NO	
Hotels / Leisure	YES		NO	
Industrial / Factories	YES		NO	
Industrial Building Systems	YES		NO	
Mechanical Plant / Bulk Handling Equipment / Process Engineering	YES		NO	
Modular Buildings	YES		NO	
Offshore Installations	YES		NO	
Power Plants / Biomass / Biogas / Renewable Energies (Commercial)	YES		NO	
Power Supply / Power Stations	YES		NO	
Refineries & Petrochemical	YES		NO	
Roads / Highways	YES		NO	
Scaffolding	YES		NO	
Schools / Universities	YES		NO	
Setting Out	YES		NO	
Sewerage / Water	YES		NO	
Stadiums / Arenas	YES		NO	
Swimming Pools	YES		NO	
<b>If Yes, Is a third-party specialist swimming pool contractor employed directly by the client / employer?</b>	YES		NO	
Is there proof of Professional Indemnity Insurance held by specialist?	YES		NO	
Valuations	YES		NO	

<b>14) DOES THE PROPOSER ENSURE ALL SUB-CONSULTANTS HOLD THEIR OWN PROFESSIONAL INDEMNITY INSURANCE?</b>	YES		NO	
<b>15) HAS THE PROPOSER BEEN, OR COULD THE PROPOSER BE APPOINTED AS PRINCIPAL DESIGNER?</b>	YES		NO	
<b>16) IF 'YES', WILL THIS ROLE BE SUB-CONTRACTED OUT?</b>	YES		NO	

If 'NO', what qualifications, training and experience does the Insured have in undertaking the role of Principal Designer?

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17) 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

18) HAVE YOU ENTERED ANY CONTRACTS SUBJECT TO NON UK LAW? IF YES PLEASE GIVE DETAILS AT THE END OF THE FORM	YES		NO	
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19) DOES THE FIRM CURRENTLY HOLD PROFESSIONAL INDEMNITY INSURANCE?	YES		NO	
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<b>Current Insurers</b>	
<b>Current PI Brokers</b>	
<b>Premium</b>	
<b>Excess</b>	
<b>Renewal Date</b>	
<b>Retroactive Date</b>	

**20) WHAT LIMIT(S) OF INDEMNITY IS REQUIRED?**

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**21) 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 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 at the end of the form**

<b>22) CONTACT NAME</b>	<b>23) CONTACT EMAIL</b>
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<b>24) MOBILE NUMBER</b>	<b>25) TELEPHONE</b>
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**26) 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.

**27) 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.

<b>Signature:</b>		<b>Date:</b>	
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**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](http://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](http://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:

NBS Underwriting

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