

ARCHITECTS PROFESSIONAL INDEMNITY
PROPOSAL FORM

**IMPORTANT NOTICE TO THE PROPOSER TO COMPLETION OF THIS
PROPOSAL FORM**

1) Disclosure

- Any “material fact” must be disclosed to Insurers.
- A “material fact” is any information which may alter the judgement of an Insurer in assessing the risk.
- Any “material change” must be disclosed to Insurers.
- A “material change” is any information which may alter the judgement of an Insurer that has not previously been disclosed as a material fact.

Failure to provide all “material facts” and/or notify all “material changes” may cause the contract of insurance to be void and may result in Insurers repudiating liability entirely.

2) Presentation

- This Proposal Form must be completed in ink by an authorised individual, a partner, principal or director of the proposer.
- All questions must be answered.
- If there is insufficient space to provide answers additional information should be provided on the proposers letter headed paper.
- Where available brochures, standard contract conditions, conditions, agreements and letters of appointment should be provided.

Failure to present Insurers with information in an appropriate manner may adversely influence the ability of Insurers to offer terms.

3) Guidance

- If in doubt as to the meaning of any question contained within this proposal form or the issues raised in 1) Disclosure and/or 2) Presentation advice should be sought from an insurance advisor in the first instance.

SECTION 1 – GENERAL DETAILS

1) Please provide the following details:

Name of proposer(s) to be covered	Date Established

2) Main address of the proposer and any overseas addresses (specifying the name and position of the individual responsible at each location including web and e mail addresses):

E mail address

Web address

3) Individual, partner, principal, director, consultants under a contract of service details:

Name	Age	Qualifications	Date (s) Qualified

Attach CV where the proposer has been established less than 5 years and/or where any individual has no relevant qualifications.

4) Number of employees split between the following:

Qualified

Administrative

Other (specify)

5) Is the proposer connected or associated (financially or otherwise) with any other entity?

Yes/No

5.1) If yes is cover required for any work undertaken for any associated entity?

Yes/No

5.2) If yes please provide full details including nature of the work undertaken and income derived.

6) During the past 6 years has the proposers name been changed, has any other business been purchased and/or has any merger or consolidation taken place?

Yes/No

If yes please provide details.

SECTION 2 – CLAIMS INFORMATION

After full enquiry:

- 1) has the Proposer sustained any loss through the fraud or dishonesty of any person? Yes/No
- 2) is the Proposer aware of any fraud, dishonesty, bankruptcy or administration order applicable to any past or present principal, partner, director or employee? Yes/No
- 3) is the Proposer aware of any criminal conviction, or criminal charge pending but not yet tried, against any past or present principal, partner, director or employee (other than motoring offences)? Yes/No
- 4) has past or present principal, director, employee, or other fee earner at the Proposer's firm or practice ever faced disciplinary proceedings by any relevant professional organisation? Yes/No
- 5) has any claim been made against the Proposer's business or any principal, partner, director or employee whilst in this or any other business? Yes/No
- 6) is the Proposer aware of any circumstance or incident which has or could result in a claim being made against the Proposer's business, or any principal, partner, director or employee of this or any other business? Yes/No

If yes please provide details.

SECTION 3 – THE BUSINESS:WORK UNDERTAKEN

1.1) What is the Proposer's financial year end?

1.2) Please provide the proposers fees/income in each of the financial periods derived from clients based in:

	Last Financial Year Ended --/--	Current Financial Year Ending --/--	Coming Financial Year Ending --/--
Ireland			
E.U.			
Rest of World			
Total			

N.B. Start-up practices must provide a projection of fees/income for the Coming Financial Year

If fees/income are/is declared as derived from clients based in "Rest of World" please provide details including territories involved and income derived.

2) Please allocate below, as a percentage to a total of 100%, the fees/income between activities undertaken for the last complete financial year:

N.B. Start-up practices must complete this section as a projection for the Coming Financial Year

	Ireland	E.U.	RoW	Total
Architectural				
Town Planning				
Feasibility Studies – no design				
Landscape/Garden Architecture				
Quantity Surveying				
Residential Structural Surveys or Inspection Reports or Valuations				
Interior Design (Structural)				
Interior Design (Non-Structural)				
Project Co-ordination				
Project Management				
Building Surveying				
Planning Supervisory				
Expert Witness				
Environmental				
Drafting				
Clerks of Works				
Non- structural Refurbishment				
Building Energy Rating				
Other (specify)				
				100%

If fees/income are/is declared as “Project Management” and/or “Project Co-ordination” please complete the **Project Management and Project Co-ordination Supplementary Questionnaire**.

If fees/income are/is declared as “Planning Supervisor” please complete the **Planning Supervisors Construction, Design and Management Supplementary Questionnaire**.

If fees/income are/is declared as “Survey/Valuation/Inspection” please complete the **Survey, Valuation and Inspection Supplementary Questionnaire**.

3) Please allocate below, as a percentage to a total of 100%, the fees/income for the last financial year between contracts where the interest is:

	Ireland	EU	RoW	Total
Commercial Offices and Shopping centres				
Bridges and/or Tunnels				
Harbours and/or Jetties and/or Off-shore installations				
Sewerage and Water Schemes				
Retail				
Nuclear or Atomic Projects				
Foundations and Underpinning				
Leisure, Sport and Amusement				
Chemical, Petro-chemical and Refineries				
Housing Schemes (2-3 floors)				
High Rise Building				
Churches / Cathedrals				
Schools, Hospitals, Municipal Building				
Airports, Railways				
Roads Highways, or Motorways				
Retail/Business Parks				
Industrialised Systems Building				
Golf Course Architects				
Cladding and Curtain Walling				
Swimming Pool Design				
Other (specify)				
				100%

If fees/income are/is declared as “Sewerage and Water Schemes”, “Harbours and/or Jetties and/or Off-shore installations”, and/or “Chemical, Petro-chemical and Refineries” please complete the **Pollution Supplementary Questionnaire**.

3.1) What percentage of the proposers fees for each of the last five years emanates from work undertaken for Housing Associations?

4) Is cover required for any other activity, now ceased, which is different to those declared in (3) and (4) above? Yes/No

If yes please provide details.

5) Is the proposer aware of any change in activity/structure that will occur in the coming financial year? Yes/No

6) What percentage of fees over the last 3 years have been paid to outside consultants?

6.1) If fees are paid to outside consultants is cover required for the work undertaken by the outside consultants? Yes/No

6.2) If yes please provide full details including nature of the work, projects undertaken and names of consultants?

7) Please list the proposers five largest contracts undertaken in the last three years.

Type of Service and Country	Fee	Total Contract Value	Date Commenced	Date Completed

8) Please list the proposers five largest contracts due to be undertaken in the next three years.

Type of Service and Country	Fee	Total Contract Value	Anticipated Date of Commencement	Anticipated Date of Completion

9) Is the proposer a member of a consortium or has the proposer entered into a joint venture agreement? Yes/No

If yes please provide details.

10) Does or has the proposers work involved repetitive construction units? Yes/No

If yes please provide details.

11) Does or has the proposer undertaken any contract which involves responsibility for:

11.1) Manufacture, construction erection or installation? Yes/No

11.2) Supply materials, plant, goods or equipment? Yes/No

11.3) Provision of software Yes/No

If yes to any please provide details.

SECTION 4 – THE BUSINESS:RISK MANAGEMENT

1) Is the proposer admitted to any Association or accredited to any quality systems such as the ISO series? Yes/No

If yes please provide details.

2) What are the proposer operate a diary system? Yes/No

3) Are records are kept by the proposer of telephone conversations and attendance at meetings? Yes/No

4) What are the proposer's procedures to ensure that a client is fully aware of the services to be provided by the Proposer and the limitations thereof – e.g. letters of engagement, quote letter/scope of services letter or other (please provide details)

5) Does the Proposer always obtain satisfactory written references when engaging employees? Yes/No

If no please provide details.

6) If any partner, principal, director or employee is allowed to sign cheques without a counter signature please provide details of the individuals, the cheque limit and the circumstances Yes/No

7) Does the Proposer ensure that sub consultants are engaged in a binding contract accepting Responsibility for their own neglect, error or omission and does the Proposer ensure that all sub consultants carry Professional Indemnity Insurance? Yes/No

8) Has/will the Proposer or any partner/director/employee **ever certified/certify** or **provided/provide** an opinion on compliance with Building Regulations or planning permission or **certified/certify** payment in respect of building or engineering works without first having conducted a visual inspection of the relevant property/works? Yes/No

9) Does/will the Proposer undertake valuations for lending purposes (other than certification for Interim mortgage drawdown/stage payment certification)? Yes/No

SECTION 5 – INSURANCE COVERAGE

1) Does the proposer currently have Professional Indemnity Insurance in force?

If yes please provide the following details.

1.1) Insurer

1.2) Limit

1.3) Excess

1.4) Renewal date

1.5) Number of years cover has been continuously in force

2) What is the amount of indemnity now required?

3) Has any Proposal for similar insurance made on behalf of the proposers business, any predecessor of the business, or any principal, partner or director ever been

- | | | |
|-----|---|--------|
| (a) | declined | Yes/No |
| (b) | cancelled | Yes/No |
| (c) | renewal refused | Yes/No |
| (d) | or any special terms imposed (other than general market increases)? | Yes/No |

If yes please provide details.

SECTION 6 – DECLARATION

I/We declare that the statements and particulars contained in the proposal are true and that I/we have not mis-stated or suppressed any material facts.

I/We agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance effected thereon.

I/We undertake to inform Insurers of any material alteration to these facts occurring before completion of the contract of insurance. However, the duty to disclose material facts continues after the completion of the proposal form and throughout any period of insurance (and any extension thereto), upon which this proposal form was used as the basis of the contract of insurance.

Signing this proposal does not bind the proposer to complete this insurance.

Signature of authorised individual/partner/principal/director

Date
