

## Architects Proposal Form

### Important Notice

This proposal must be completed and signed by a principal, partner, director of the proposer/s. The person completing and signing the form should be authorised by the proposer to do so and should make all reasonable enquiries to enable all the questions to be answered.

All questions must be answered to enable a quotation to be given.

Completing and signing this proposal does not bind the proposers or insurers to enter a contract of insurance.

If there is insufficient space to answer questions, please use an additional sheet and attach it to this form (please indicate section number).

### General information

**1. Please provide the following details (including all trading names and subsidiaries):**

Name	Date of establishment

Website address:

**2. Address/es, including postcode/s for all subsidiaries:**


**3. Please supply details of all principals, directors, partners:**

Name	Qualifications	How long with the company

**4. Please state total numbers of:**

Principals, directors, partners	Qualified staff	Administration	Others

**5. Please state the name of any professional body or trade association of which you are a member:**

Professional body

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Trade association

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**6. Is cover required for the previous business activities of any principals, directors, partners?**

Yes

No

If **YES**, please provide:

Name

Name of previous firm

Last year's fees

Reason for leaving

Position in firm

Is there separate insurance covering the activities of this firm for the period stated above?

Yes

No

**7. Do you currently have a professional indemnity policy in place?**

Yes

No

If **YES**, please provide:

Name of current insurers

Name of your broker

Renewal date

Limit of indemnity

Premium

Excess

Retroactive date

**8. Do you or any of your principals, directors, partners have any association with or financial interest in any other practice, company or organisation?**

Yes

No

If **YES**, please provide details of the nature of the association, together with the name of the business and activities undertaken:

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**9. Do you use consultants / sub-contractors?**

Yes

No

If **YES**:

a. What percentage of your fee income was paid to them in the last financial year?

%

b. What was the nature of the work undertaken?

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c. Do you require cover for them under this policy?

Yes

No

d. Do you require them to carry professional indemnity insurance to a similar limit?  Yes  No

If **NO** to 8d, please provide details as to why not:

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**10. Please complete the following:**

a. Financial year end date / / 20

	Previous	Last complete	Current	Estimate
b. Total fee income	£	£	£	£

c. Estimated percentage split of your fee income for:

Work carried out for UK clients	%	%	%	%
Work carried out for US / Canadian clients not subject to US / Canadian law	%	%	%	%
Work carried out for US / Canadian clients subject to US / Canadian law	%	%	%	%
Work carried out for clients anywhere else in the world – please give details of where	%	%	%	%

d. Do you enter into contracts that are not subject to UK law?  Yes  No

If **YES**, please provide details of which countries and jurisdiction:

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**13. Please give the approximate percentages applicable to the following expressed as a percentage of the total gross fees for the last complete financial year:**

Basements	%	Industrial	%
Churches / cathedrals	%	Prisons	%
Commercial schemes	%	Other health care	%
Hospitals	%	Retail	%
Housing high rise (above 18 metres)	%	Schools or universities	%
Housing low rise	%	Swimming pools	%
Hotels / hostels	%		

**14. Please give details of your five largest contracts in the last five financial years (If new start-up, please complete question 15):**

<b>Largest contract:</b>	
Start and end dates	
Nature of contract	
Name and business of client	
Total contract value	
Income to you	
<b>Second largest contract:</b>	
Start and end dates	
Nature of contract	
Name and business of client	
Total contract value	
Income to you	
<b>Third largest contract:</b>	
Start and end dates	
Nature of contract	
Name and business of client	
Total contract value	
Income to you	

**Fourth largest contract:**

Start and end dates	
Nature of contract	
Name and business of client	
Total contract value	
Income to you	

**Fifth largest contract:**

Start and end dates	
Nature of contract	
Name and business of client	
Total contract value	
Income to you	

**15. Please provide details of the three largest contracts where construction is expected to commence in the next 12 months:**

**Largest contract:**

Start and end dates	
Nature of contract	
Name and business of client	
Total contract value	
Income to you	

**Second largest contract:**

Start and end dates	
Nature of contract	
Name and business of client	
Total contract value	
Income to you	

**Third largest contract:**

Start and end dates	
Nature of contract	
Name and business of client	
Total contract value	
Income to you	

**16. Has the proposer at any time undertaken any work where the end product is situated outside the UK?**  Yes  No

If **YES**, please state the start and end dates, total contract value, your contract values, service provided and country:

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**17. Are all projects carried out using well established techniques?**  Yes  No

If **NO**, please provide details:

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**18. Have you ever taken contractual responsibility for cladding systems on social housing, hospitals, schools, residential care homes, prisons, universities, student accommodation, hotels or hostels?**  Yes  No

If **YES**, please answer the following questions:

- i. Have you ever been involved in high rise projects over 18 metres?  Yes  No
- ii. Can you confirm that all cladding (including components within the cladding system) used on these projects has been non-combustible?  Yes  No
- iii. Were specialist cladding contractors engaged?  Yes  No
- iv. Did these specialist cladding contractors have their own Professional Indemnity Insurance?  Yes  No

If **NO** to ii, please provide details:

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19. Do you now, or have you in the past, undertaken any services which may create a liability for pollution, contamination or asbestos?  Yes  No

If YES, please give details:

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20. Do you, or any related organisation, engage (either themselves or through sub-contractors) in:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| a. Actual construction, fabrication, erection                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Property development   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. The manufacture, sale, leasing or distribution of any product or process | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If YES to any of the above, please give details:

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21. Do you, or have you been, a member of a consortium, joint venture or engaged with any other party in a single project value?  Yes  No

If YES, please give details, including names of other parties:

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## Risk management

22. Are satisfactory written references obtained from former employers for at least three years prior to the engagement of any employee responsible for money, accounts or goods?  Yes  No

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23. Above what amount do payments require at least a two-stage sign-off? £

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24. Do you hold client funds, or do you have client authority to agree and/or effect transfers or payments on their behalf from client funds or accounts?  Yes  No

If **YES**, please state:

a. Do you ever act solely on e-mail instructions to transfer funds or make payments from client accounts without taking steps to independently verify the authenticity of the instructions and integrity of any bank account details provided prior to execution?  Yes  No

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b. Do you undertake to immediately implement procedures to ensure that there is such an independent verification process in place for all future transactions?  Yes  No

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c. What steps have you taken to ensure that the transaction has been completed successfully?

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25. When entering into contracts please confirm:

a. You carry out work only under your standard contract, signed by every client?  Yes  No

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b. All contracts are vetted by a legally qualified person before being agreed?  Yes  No

If **NO** to any of the above, please explain why not:

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26. When entering into contracts do you always:

a. Work to a written specification with your clients, outlining the scope of each job?  Yes  No

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b. Ensure that changes to the scope of work are reflected in a written variation of the contract?  Yes  No

If **NO** to any of the above, please explain why not:

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**27. Has any person for whom insurance is now sought ever been the subject of a disciplinary proceeding taken by any regulatory body, professional organisation or trade association?**  Yes  No

If **YES**, please provide details:

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**28. Has any proposal for similar insurance made on behalf of you, any predecessor or any past or present principals, directors, partners ever been declined, cancelled, refused or had special terms applied?**  Yes  No

If **YES** to any of the above, please provide details:

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**29. Is there any other information that you consider material to the insurance required?**  Yes  No

If **YES** to any of the above, please provide details:

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**30. For what limits of indemnity are quotations required?**

- |  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> £250,000      | <input type="checkbox"/> £500,000   | <input type="checkbox"/> £1,000,000  |
| <input type="checkbox"/> £2,000,000    | <input type="checkbox"/> £5,000,000 | <input type="checkbox"/> £10,000,000 |
| <input type="checkbox"/> Other £ _____ |                                     |                                      |

# Claims

**31. In respect of any of the risks to which this proposal relates:**

- a. Has any claim been made (whether successful or not) against you, any predecessor, any past or present principals, directors, partners?  Yes  No

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- b. Has any loss been suffered by you or any predecessor as a result of the dishonesty or malice of any past or present principals, directors, partners, employees or self-employed person?  Yes  No

If **YES** to any of the above, please provide details:

Date of claim / loss	Brief details of each claim / loss	Cost of claim / loss	Estimated cost of claim / loss outstanding

c. What steps have been taken to prevent a recurrence?

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**32. Are you, after full enquiry:**

- a. Aware of any circumstance which is likely to give rise to a claim or loss against you, any predecessor or any past or present principals, directors, partners?  Yes  No

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- b. Aware of any shortcoming in your work for a client who is likely to give rise to a claim against you? This includes:  Yes  No
  - i. A shortcoming known to you, but not your client, which you cannot reasonably put right?
  - ii. A complaint from your client about your work or anything you have supplied which cannot be immediately resolved?
  - iii. An escalating level of complaint from your client on a particular project?
  - iv. A client withholding payment due to you after any complaint?

If **YES** to any of the above, please provide details:

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**33. Do you have any grounds, after reasonable enquiry, for suspecting that any past or present principal, director, partner, employee or self-employed person has acted dishonestly or maliciously?**

Yes

No

If **YES**, please provide details:

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## Please read this paragraph carefully before signing the declaration

It is essential that every proposal, when seeking a quotation to take out or renew any insurance, discloses to the prospective Insurers all material facts and information (including all material circumstances) which might influence the judgement of an Insurer in deciding whether to accept the risk and on what terms. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so entitles the Insurers, if they so wish, to avoid the contract of insurance from inception and so enables them to repudiate liability thereunder. If you have any doubt as to what constitutes a material fact or circumstance please do not hesitate to ask for advice.

## Declaration

On behalf of the proposer/s, I/we declare that, after full enquiry, the contents of this proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information. If there is any material alteration to the facts and information which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform the Insurer.

Signature of principal / director / partner:

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Date:

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Please use this page for additional information