



# ***Surveyors and Estate Agents***

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*Professional Indemnity Insurance – proposal form*

## 1 Your business details

1.1 Name of Individual or Firm requiring cover:

1.2 Date Firm established:

1.3 Is the Individual or Firm currently trading?

Yes  No

1.4 Principal address:

Other addresses:

Website address:

1.5 Please provide a full description of your activities

(Please also provide copies of any current company brochures or printed literature utilised by your firm for marketing purposes)

1.6 Please provide details of membership of any association or professional body

1.7 (a) Is the Firm a member of a consortium or joint venture?

Yes  No

(b) Is cover required for any joint venture?

Yes  No  If yes please provide details

## 2 You and your staff

2.1 Please provide details of all partners, principals and directors:

Name	Age	Professional Qualifications	Number of years relevant Experience

2.2

Number of staff	Professionally qualified	Other

2.3 If you are a sole practitioner please confirm:

a) That the application for Professional Indemnity is in relation to your full time occupation

Yes  No

b) You have arrangements in place in the event of sickness or holidays to ensure the continuation of the business

Yes  No

2.4 Has any partner, principal or director or employee ever been subject to disciplinary proceedings by any Association or professional body?

Yes  No  If yes please provide details:

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2.5 Is the firm, or any partner or director, individually connected or associated (financially or otherwise) with any other firm or organisation for whom work may be undertaken by the proposer?

Yes  No  If yes please provide details:

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## 3 Financial information

3.1 Please provide a split of the Gross Fees of the Firm from clients domiciled in:

	Date	UK	USA / Canada	Other	Total
Last completed financial year ending	/ /				
Current financial year ending	/ /				
Forthcoming financial year ending	/ /				

3.2 Is more than 50% of the Firm's annual fee income derived from either a single contract or a single client?

Yes  No  If yes please provide details:

## 4 Your business analysed

4.1 Please provide the approximate split of work undertaken by the Firm for the last financial year between the following disciplines:

a) Architecture	%
b) Auctioneering	%
c) Building society / Insurance agency	%
d) Building surveying (non-structural)	%
e) Estate agency – commercial	%
f) Estate agency – residential	%
g) Land agency	%
h) Land / Mineral / Hydrographic surveying	%
i) Mortgage broking / Building society / Insurance agency	%
j) Project management	%
k) Project co-ordination	%
l) Property letting or estate management – commercial	%
m) Property letting or estate management – residential	%
n) Property development / Investment agency	%
o) Quantity surveying	%
p) Rent reviews	%
q) Site investigation / Setting out	%
r) Surveys / Valuations reports – commercial	%
s) Surveys / Valuations reports – residential	%
t) Other work (please provide details)	%
<b>Total</b>	<b>100%</b>

4.2 Please provide the approximate split of work undertaken by the Firm for the last financial year between the following contract types:

a) Amusement ride contracts	%
b) Aviation / automotive / military / marine related engineering	%
c) Bridges / tunnels/ dams/ mines/ harbours / piers / jetties	%
d) Chemical / oil / nuclear engineering	%
e) Cladding & curtain walling contracts	%
f) Demolition contracts / non-destructive testing	%
g) Flooring / roofing contracts	%
h) Foundations / underpinning / piling	%
i) Fire protection / security related systems	%
j) High rise buildings (over 6 storeys)	%
k) Leisure contracts (excluding swimming pools)	%
l) Lifting / bulk handling equipment	%
m) Railway / airport related contracts	%
n) Swimming pools	%
o) Toxic Waste / asbestos / landfill	%
p) Water / sewage systems	%

4.3 Please state the three largest valuations undertaken in the past five years for:

	1	2	3
a) Residential valuations for lending purposes	GBP	GBP	GBP
b) Residential valuations for non lending purposes	GBP	GBP	GBP
c) Commercial valuations for lending purposes	GBP	GBP	GBP
d) Commercial valuations for non-lending purposes	GBP	GBP	GBP
e) Other – please specify	GBP	GBP	GBP

4.4 Please state the three largest contracts where construction has commenced in the past five years

a)	Start date	Completion date	Total contract value	Firm's contract value
Description:				
b)	Start date	Completion date	Total contract value	Firm's contract value
Description:				
c)	Start date	Completion date	Total contract value	Firm's contract value
Description:				

4.5 Please state the two largest contracts where construction is expected to commence shortly

a)	Start date	Completion date	Total contract value	Firm's contract value
Description:				
b)	Start date	Completion date	Total contract value	Firm's contract value
Description:				

4.6 Does the Firm's risk management procedures include:

Letters of engagement detailing the Firm's scope of services for all contracts?

Yes  No

Letters of non-engagement / disengagement?

Yes  No

Diary system with daily back up?

Yes

No

A minimum of three comparables retained on file for all valuations undertaken?

Yes  No

Dual sign off on valuations above a certain size? (If yes please provide details)

Yes  No

Do your standard contract conditions limit your liability?  
(please provide a copy of your standard contract conditions)

Yes  No

4.6 Has the Firm undertaken in the past, or is there an intention to undertake in the future, any activities other than those disclosed in this Proposal?

Yes  No  If yes please provide details:

## 5 Insurance History

5.1 Does the Firm currently have a Professional Indemnity policy in place?

Yes  No  If yes please provide the applicable retroactive date:

5.2 Is the Firm currently insured by Brit / Wren Insurance Services?

Yes  No

5.3 Has any application for Professional Indemnity insurance made by the Firm or any partner, principal or director ever been cancelled, declined or had special terms imposed?

Yes  No  If yes please provide details:

5.4 Has any claim, whether successful or not, ever been made against the Firm or its predecessors or any past or present partner, principal, director or employee?

Yes  No  If yes please provide details:

**PLEASE NOTE: If any partner, principal, director or employee is aware of any claim relating to work carried by them in a previous practice or employment, details should be provided under this question.**

5.5 Are you or any partner, principal, director or employee AFTER FULL ENQUIRY aware of any circumstance or any circumstances which may give rise to a claim against the Firm or its predecessors or any past or present partner, principal, director or employee?

Yes  No  If yes please provide details:

## 6 Insurance requirements

6.1 Please state the total limit of indemnity required

GBP 250,000	
GBP 500,000	
GBP 1,000,000	
GBP 2,000,000	
GBP 5,000,000	
GBP	

6.2 Please state the excess you wish to carry in respect of each and every claim (please note that a minimum excess will be determined by Underwriters although a higher excess would normally warrant a discount)

GBP
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If necessary please continue any answers where there was insufficient space, marking the appropriate question number for reference.

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## **IMPORTANT NOTES**

### *Data Protection Act 1998*

We may store your information on a computer and use it for administration, risk assessment, research and statistical purposes, marketing purposes and for crime prevention (see further details below). We will only disclose your personal details to third parties, if it is necessary for the performance of your contract with us.

In order to assess the terms of the insurance contract or administer claims which arise, we will need to collect data which the Data Protection Act defines as sensitive such as medical history or criminal convictions. By proceeding with this contract you will signify your consent to such information being processed by the Insurers or their agents.

We will keep your information secure at all times. In certain circumstances, for example for systems administration purposes, we may have to transfer your information to another country, which may be a country outside the European Economic Area ("EEA"). By proceeding with your insurance application, we will assume you are agreeable for us to transfer your information to a country outside the EEA.

Should you wish to receive a copy of the information we hold on you please contact the Compliance Officer, Brit Insurance Limited at 55 Bishopsgate, London, EC2N 3AN.

### **About your Insurer**

**This insurance will be underwritten by member companies of the Brit Insurance Holdings plc. Group (BIH) of companies who are authorised and regulated by the Financial Services Authority.**

**The location of the risk will determine which company within the BIH group will provide you with a quotation. Your quotation (and policy) will indicate which insurer within the group is underwriting the risk. Signing this application form signifies your acceptance of the appropriate insurer.**

**For further information about companies in the Brit Insurance Holdings group, please refer to the notes below.**

## **DECLARATION**

The information that you have provided to us forms the basis of your insurance policy. It is important that you advise us of all material information, and immediately of any change in information. Please note if you are in doubt whether or not any information is material, it should be disclosed. Failure to disclose information may prejudice your rights in the event of a claim.

A material fact is one that is likely to influence an Underwriter's judgement and acceptance of your proposal. If your proposal is a renewal of an existing policy, it should also include any change in the facts previously advised to Underwriters.

I/ We declare that the statements and particulars given in this Proposal are correct and that no material fact has been omitted. I/ We agree that this Proposal together with any other information supplied shall form the basis of the contract.

Signature

Position

Date

### **About Brit Insurance Holdings PLC**

**Brit Insurance Holdings PLC is an insurance holding company that writes both direct and reinsurance business through Lloyd's and its FSA regulated company, Brit Insurance Limited.**

### **About Brit Insurance Limited**

Brit Insurance Limited ("BIL") is a UK FSA regulated and authorised insurance company that underwrites PI and D&O risks that are located in the UK or within the EEA.

Brit Insurance Limited is a member of the Association of British Insurers.

Brit Insurance Limited is a member of the General Insurance Standards Council.

### **About Brit Syndicates Limited**

Brit Syndicates Limited is a Lloyd's managing agent that underwrites PI and D&O risks that are located outside the UK or the EEA.