

Professional Indemnity Insurance - Proposal Form
Architects and Civil Engineers
Project Cover

I. General Data	
1. Name of proposer in full	
2. Address of Head Office	
3. Address of branch office(s) and name(s) of resident partner(s)	
4. When was the firm established?	

5. Details of all practicing principals or partners:

Names	Qualifications, dates qualified/total duration of professional experience	Position held in company and how long

6. Total number of principals, partners and staff	Number
Technical:	
- Principals, partners or officers	_____
- Other qualified engineers	_____
- Surveyors	_____
- Qualified architects	_____
- Draughtsmen	_____

<ul style="list-style-type: none"> - Other qualified staff (please specify) - Trainee Staff <p>Total non-technical/administration staff</p>	<p>_____</p> <p>_____</p>
<p>7. Do you give work to independent firms, subcontractors and/or specialists?</p> <p>If so, please state kind of work and percentage of fees.</p> <p>(The professional liability of such independent firms is not covered under the proposed policy.)</p>	<p>Yes ()</p> <p>No ()</p> <p>_____ %</p>
<p>8. Are you financially connected with the principal of the project and/or contractors?</p>	<p>Yes ()</p> <p>No ()</p>
<p>II. Nature of your activities</p>	
<p>1. In which of the following professions is your firm engaged?</p> <p>a) Civil engineering</p> <p>b) Architects</p>	<p>()</p> <p>()</p>
<p>2. In what type of projects is your firm specialized?</p> <p>Please specify</p>	
<p>3. List some of the largest and typical projects performed by your firm during the last five years (brief description including values and fees).</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>	

III. General questions regarding the project	
1. Principal	
2. Main Contractor / Consortium	
3. Nature and purpose of project	
4. Location of project (place, country)	
5. Total Contract Value How much of sum refers to building structure?	
6. Your fees	
IV. Nature of your work/responsibility/period	
1. Nature of your work (detailed description including special technique and hazardous factors)	
2. Your responsibility (e.g. design and / or supervision)	
3. Commencement and duration of your work	
4. Commencement and duration of the construction works	
5. Probable date of handing over	
V. Technical details.	
1. Soil conditions	

2. Ground water conditions	
3. Nature of foundations	
VI. Surrounding property Please give description of the neighbourhood of the site (details of existing buildings or surrounding property possibly affected by contract works such as excavation, underpinning, piling, vibration or ground water lowering).	
VII. Insurance / claims experience 1. Are you protected by an annual professional indemnity insurance policy ? If so, please advise : a). Insurance Company b). Limit of Indemnity	Yes No
2. Number and amount of claims during last 5 years.	
VIII. Indemnity required. 1. Limit any one claim 2. Aggregate Limit 3. Deductible each and every claim to be borne by insured.	

IX. Scope of coverage 1. Design only 2. Supervision only 3. Design and supervision	Yes No Yes No Yes No
X. Endorsement to basic cover 1. Extended Claims Reporting Period 2. Loss of Documents, If so, up to what amount?	Yes No Yes No

I/We declare that the statements and particulars in this proposal are true and that I/we have not misstated 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.

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

Dated this _____ day of _____ 200__

For and on behalf of _____
(insert name of firm)

Signature of partner or principal _____

Please attach a brochure concerning your firm.