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PROPOSAL FORM



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DUTY OF FAIR PRESENTATION

1. Before this insurance contract is entered into, the Insured must make a fair presentation of the risk to the Insurer, in accordance with Section 3 of the Insurance Act 2015. In summary, the Insured must:
 - a. Disclose to the Insurer every material circumstance which the Insured knows or ought to know. Failing that, the Insured must give the Insurer sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances. A matter is material if it would influence the judgement of a prudent insurer as to whether to accept the risk, or the terms of the insurance (including premium);
 - b. Make the disclosure in clause (1)(a) above in a reasonably clear and accessible way; and
 - c. Ensure that every material representation of fact is substantially correct, and that every material representation of expectation or belief is made in good faith.

2. For the purposes of clause (1)(a) above, the Insured is expected to know the following:
 - a. If the Insured is an individual, what is known to the individual and anybody who is responsible for arranging his or her insurance.
 - b. If the Insured is not an individual, what is known to anybody who is part of the Insured's senior management; or anybody who is responsible for arranging the Insured's insurance.
 - c. Whether the Insured is an individual or not, what should reasonably have been revealed by a reasonable search of information available to the Insured. The information may be held within the Insured's organisation, or by any third party (including but not limited to subsidiaries, affiliates, the broker, or any other person who will be covered under the insurance). If the Insured is insuring subsidiaries, affiliates or other parties, the Insurer expects that the Insured will have included them in its enquiries, and that the Insured will inform the Insurer if it has not done so. The reasonable search may be conducted by making enquiries or by any other means.

LMA9117

16 March 2016



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PROPOSER'S DETAILS

It is a requirement to capture information about every company and subsidiary company that is to be covered by the policy. As "associated" companies do not fall within the subsidiaries definition they must arrange their own cover to comply with regulations. If you are an individual or partnership, please state your full names including any trading style.

- 1. Company Name (including list of partners if not a limited company)

- 2. Address 1

- 3. Address 2

- 4. Town
- 5. County
- 6. Postcode

If the business is a partnership, LLP, Ltd or PLC please provide full details of all other partners or any subsidiaries on the 'Additional Information' sheet at the end of the proposal form.

If you operate from more than one address please list all other business addresses and their business use on the 'Additional Information' sheet.

- 7. Full business description (if you have a brochure or company literature, please attach them to this form)

CURRENT INSURANCE ARRANGEMENTS

- 8. Insurer

- 9. Broker

- 10. Policy Limit
- Any one claim
- Aggregate
- (please tick as applicable)

- 11. Excess

- 12. Premium
- 13. Renewal date

- 14. Date commenced trading
- 15. Is the business VAT registered?
- Yes
- No

- 16. Please give details of any professional or trade associations you are affiliated to

- 17. Please provide your existing retroactive date or state 'None' if fully retroactive



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BUSINESS DETAILS

18. Please list below all partners/directors/principals of the companies named in Question 1

Name	Qualifications	Date qualified	Age	Number of years in this role
i.				
ii.				
iii.				
iv.				
v.				

19. Do you require cover for any past partners/directors/principals?

Yes No

If "Yes" please provide the following information for each person to be covered

Name	Qualifications	Number of years with your firm
i.		
ii.		
iii.		
iv.		

20. Do you require cover for the previous business activities of any principal or of an acquired firm?

Yes No

If "Yes" please provide the following information for each principal or firm to be covered

Name of principal

Name of past firm

Period	From To	From To	From To
Fees for last 3 years	£	£	£
	£	£	£
	£	£	£

Reason for leaving

Position in firm

Is there separate cover for the activities

of this firm for period shown? Yes No Yes No Yes No



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21. Please state below the total number of staff

	Full-time	Part-time
Principals/directors/partners		
Qualified staff		
Draftsman		
Other		

Please enclose brief CVs of the principals/directors

22. Gross income/fees

a. State the actual and estimated gross fees for the following periods (if this is a new venture, please provide estimated fees expected in the first year of trading)

	Last completed year	Two years ago	Current year (est.)
UK work	£	£	£
Europe (ex UK)	£	£	£
USA/Canada	£	£	£
Other overseas	£	£	£
TOTAL	£	£	£

b. What is the end date of your financial year? Day Month

c. Do you have declared fees for USA or Canada? Yes No

If "Yes" please confirm which law the contracts are subject to English USA or Canada

d. What was the largest (annual) fee received from a single client during the last completed year? £

e. What is the average fee received during the last completed year? £

23. Areas of business

a. Please describe below your business activities and services provided

b. Please provide below a split of business activities undertaken in the last year (or estimate if a new venture)

Activity	Percentage
i. Architectural new build stages C-L	%
ii. Architectural non-structural refurbishment stages C-L	%
iii. Town planning	%
iv. Feasibility studies	%
v. Architectural consultancy	%
vi. Interior design	%
vii. CDM	%
viii. Planning supervision	%
ix. Quantity surveying	%
x. Building surveying	%
xi. Purchase or lending valuations	%
xii. Fees paid to sub-consultants	%
xiii. Abortive work	%
xiv. Other	%
Total:	100 %

If you have entered a figure against 'Other' (xiv.), provide details below



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- c. Do you anticipate any major changes in these activities in the next 12 months? Yes No
 ('major changes' means any activity changing by more than 15%)
- d. For those activities in Q23.b. where there is no percentage shown, have you in the past 3 years provided services for that activity? Yes No
 If "Yes", please provide brief details below, including the fees earned therefrom

24. Clients

- a. Please provide below the percentages applicable to the total gross fees for the last completed financial year:

Client	Percentage
i. Public sector schools or universities	%
ii. Private sector schools or universities	%
iii. Public sector hospitals	%
iv. Private sector hospitals	%
v. Other healthcare	%
vi. Individual housing	%
vii. Multiple housing	%
viii. Housing associations/co-ops	%
ix. Churches and cathedrals	%
x. Industrial	%
xi. Retail	%
xii. Leisure – sports and amusements	%
xiii. Government departments	%
xiv. Other	%
Total:	100 %

If you have entered a figure against 'Other' (xiv.), provide details below

- b. What is the number of storeys in the highest block completed in the last 10 years?
 If over 10 storeys please provide details below

- c. Have you ever been involved in contracts involving the specification, recommendation and/or installation of expanded polystyrene and polyurethane core based sandwich panels (EPS Panels)? Yes No
 If "Yes" please provide the following details:

Client	Nature of client's business	Where were the EPS panels specified for, recommended or installed?
i.		
ii.		
iii.		



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25. Contracts

- a. Do you use a standard contract, agreement or letter of appointment? Yes No
- b. If "Yes" was this reviewed by your legal advisor or similarly qualified firm? Yes No
- c. Please provide details of the three largest contracts in the last six years

Client	Start date	Services provided	Total contract value	Your fees	Approx. complete date
i.			£	£	
ii.			£	£	
iii.			£	£	

- d. Please provide details of the three largest contracts that are due to commence in the next 12 months

Client	Start date	Services to be provided	Total contract value	Your fees	Approx. complete date
i.			£	£	
ii.			£	£	
iii.			£	£	

- e. Have you have undertaken any work where the "end product" is situated outside of the UK? Yes No
If "Yes" please provide the following details

Country	Start date	Description	Total contract value	Services provided	Approx. complete date
i.			£		
ii.			£		
iii.			£		

- f. In respect of ALL contracts undertaken in the last 6 years, have you been asked to undertake any unusual or innovative design projects? Yes No
If "Yes" please provide the following details

Client	Services you provided	Total Contract Value	Nature of end product
i.		£	
ii.		£	
iii.		£	



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26. Do you sub-contract any work? Yes No

If "Yes"

a. What percentage of gross income/fees was or will be paid to sub-contractors in the last financial year? %

b. Are sub-contractors required to carry their own Professional Indemnity insurance? Yes No

c. Do you get an indemnity from sub-contractors in writing? Yes No

If "Yes" for what limit? £

d. Do you require a sub-contractor to be indemnified under your own insurance arrangements? Yes No

If "Yes" please provide the following details

Name	Fees paid
	£

27. Joint ventures/related companies

a. Are you (or any partner/principal/director) a member of any consortium or joint venture? Yes No

If "Yes" provide details below (please use 'Additional Information' sheet, if necessary)

Name	Capacity	Details of job
i.		
ii.		
iii.		

b. Do you (or any partner/principal/director) act on behalf of, or undertake work for any firm, company or organisation in which this firm or any partner/principal/director has a financial interest? Yes No

If "Yes" provide brief details below

c. Does any partner/principal/director perform an executive role on behalf of any such firm, company or organisation? Yes No

If "Yes" provide details below (policies will usually exclude claims by related companies unless emanating from an independent third party)

28. Risk management procedures

a. Are you accredited to (or in the process of becoming accredited to) ISO 9001 Quality Standard or subject to any other form of external assessment or quality assurance system? Yes No

b. Please state where you perceive your exposure to claims may arise and in what circumstances might you envisage a claim arising?
(For example: *alleged poor advice, transactional or administrative errors, faulty design, etc.*)

c. Please describe below how you would cater for long absences of staff or when key staff leave

d. Are your computer systems records backed up regularly, with such records stored off-site? Yes No

e. Are your e-mails automatically archived after a set period? Yes No

f. Do you undertake any internal file audits (or peer reviews)? Yes No



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g.	Do you require satisfactory references when engaging staff? If "Yes" please confirm	Yes	No
i.	For whom you require references	All employees	Senior appointments only
ii.	What type of reference is required	Written	Verbal
h.	Is any person permitted to sign cheques on his/her signature alone for amounts exceeding £10,000?	Yes	No
i.	Do you operate a diary system to ensure that critical dates are not missed?	Yes	No
29. Fraud/dishonesty and general			
a.	Have you sustained any loss through the fraud or dishonesty of any person?	Yes	No
b.	Are you aware of any allegation or occurrence of fraud or dishonesty in the last 5 years committed by any past or present partner, director or employee?	Yes	No
c.	Has any person for whom insurance is now sought been the subject of any admonishment by any professional body within the past 5 years?	Yes	No
d.	Is there any other material information which may be relevant to the insurer's consideration of the risk that has not been declared elsewhere in this form?	Yes	No
If the answer to any of the above is "Yes" provide full details below			
30. Your requirements (Demands and Needs)			
a.	What policy limit do you require?	£	
b.	Do you require cover for your sub-contractors?	Yes	No
c.	Do you require fidelity cover, if available (loss of your own money or property due to dishonesty or fraud of your own staff)?	Yes	No
d.	Do you require cover for USA/Canada?	Yes	No



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GENERAL QUESTIONS

Please answer question a. in relation to this business or any previous business in which the proprietor, partners or directors have traded, in this or any other name:

- | | | |
|---|-----|----|
| a. Have any insurers in the last five years declined to insure any of you or your businesses, cancelled or refused to renew any insurance or imposed special terms? | Yes | No |
|---|-----|----|

Please answer questions b. to e. in relation to the proprietor, partners or directors of this business.

Convictions or cautions do not have to be declared if they have become spent under the Rehabilitation of Offenders Act 1974. Reference to the Rehabilitation of Offenders Act 1974 is a reference to it as it is in force for the time being, taking into account any amendment, extension or re-enactment, and includes any subordinate legislation for the time being in force made under it.

- | | | |
|---|-----|----|
| b. Have any of you in the last five years been declared bankrupt or insolvent, in connection with this or any other business in this or any other name, or been disqualified from being a company director or been involved as owner, proprietor, partner or director with any company which went into receivership, administration or liquidation? | Yes | No |
| c. Have any of you in the last six years been the subject of any County Court Judgment and/or been cited in any unsatisfied court judgments (or the Scottish equivalent) and/or have any court judgments pending? | Yes | No |
| d. Have any of you been convicted or charged (but not yet tried) with any criminal offence other than a motoring conviction? | Yes | No |
| e. Have any of you committed any offence to which you have admitted and for which you have received an official police caution? | Yes | No |

If the answer to any question is "Yes" please provide full details on the 'Additional Information' sheet at the end of the proposal form.

CLAIMS AND CIRCUMSTANCES

- | | | |
|---|-----|----|
| a. Have any claims, whether successful or not, been made against you (including any predecessors in business) or any present or former partner/principal/director in the last 5 years? | Yes | No |
| b. Is any partner/principal/director aware, AFTER ENQUIRY, of any circumstance or occurrence which may give rise to a claim against you (including any predecessors in business) or any present or former partner/principal/director? | Yes | No |

If the answer to either of the above questions is "Yes" provide full details below (please use 'Additional Information' sheet, if necessary)

Date of Claim	Cause of claim	Damages claimed	Defence costs	Reserves held by insurers
i.		£	£	£
ii.		£	£	£
iii.		£	£	£
c. What measures have been taken to prevent a similar claim(s) or occurrence(s) (please use 'Additional Information' sheet, if necessary)				

(Please note that this question is for underwriting purposes only. It does **NOT** constitute notification of a claim or possible claim. You are required to make a separate notification to the current insurer in accordance with their policy terms and conditions, prior to expiry of the current policy)

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.

Signature

Please print name

Date

Position

