

proposal form: architects
your business details

✓ 1. Name of Proposer: _____

2. Registered address of business: _____
_____ postcode _____

3. Establishment date of business: month _____ year _____

4. Description of business activities: _____

5. Please list the professional/regulator, trade associations or societies to which you belong:

6. Please provide your fee or turnover for:

The last financial year £ _____

The next financial year £ _____

7. Please breakdown your fee or turnover by territory:

UK £ _____

EU £ _____

USA/Canada £ _____

Other £ _____

8. Please provide a percentage split of your business activities:

architecture (residential)	_____ %	landscape architecture	_____ %
architecture (commercial)	_____ %	planning supervision	_____ %
building surveying	_____ %	project coordination	_____ %
drafting	_____ %	project management	_____ %
expert witness/adjudication/arbitration	_____ %	structural surveys	_____ %
feasibility	_____ %	town planning	_____ %
interior design/refurbishment	_____ %	other	_____ %
		_____	_____ %

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9. Have you undertaken any projects within the following areas:

- a) Manufacturing or power plants yes no
- b) Sewerage or water schemes yes no
- c) Petrochemicals or refineries yes no
- d) Nuclear or atomic yes no
- e) Roads, bridges, tunnels or dams yes no
- f) Harbours, jetties or sea defences yes no
- g) Mines or associated works yes no
- h) Swimming pools yes no
- i) Foundations or underpinning yes no
- j) Airports or railways yes no

If you ticked yes to any of the above, please provide further details below:

10. Please provide details of the largest contracts undertaken in the last 5 years or expected in the next 12 months:

Client	Nature of work	Total contract value	Your contract value	Start Date	End date actual or est.

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11. What is the total value of any projects that have been aborted in the last 12 months where construction has already commenced?

£ _____

12. Please provide details of all partners/principals

Name	Qualifications	Number of years experience

13. What is your total number of staff?

Partners/Directors _____

All Other _____

proposal form: architects

your cover

1. Which covers would you like a quote for:

- Professional Indemnity
- Directors and Officers Insurance
- Employment Practices Liability
- Other (please specify) _____

2. Is cover required for any:

a) partners' predecessor business? yes no

If yes please give full detail below including name, reason for winding up/leaving and start/end date:

b) or any associated or subsidiary company? yes no

If yes, please include name, nature of association and details of business activity:

3. Are all client specifications and any subsequent changes confirmed to them in writing?

yes no

4. Do you use subcontractors? yes no

If yes:

a) what was the percentage of total fee income paid to them last year: _____%

b) do you require and validate that they carry their own PI insurance? yes no

5. What limit of indemnity do you require?

- 250,000
- 500,000
- 1,000,000
- Other £ _____

6. Please provide your current insurance details:

Renewal date _____ / _____ / _____

Insurers _____

Premium _____

proposal form: architects your cover

7. Have you, or any predecessor, had any professional indemnity claims in the last five years?

This includes any claim, prosecution, proceedings or investigations against you whether successful or not.

yes no

If yes, please provide full details:

Date claim made	Details paid	Outstanding amount	Amount paid	Date settled

8. After enquiry, are you aware of any circumstance or shortcoming in your work which may lead to a claim against you or any predecessor? yes no

If yes, please provide full details:

proposal form: architects optional extras

DIRECTORS & OFFICERS INSURANCE

1. Please confirm the following:

- a) Less than 25% of your turnover derives from the US and you have no USA assets.
- b) You are a private limited company, a Limited liability partnership or a Company Limited by Guarantee.
- c) A positive net worth is shown in your latest accounts and anticipated in the next 12 months.
- d) Your company is not involved in biotech, pharmaceuticals, oil, gas, finance organisations or acting as a sports agent.
- e) Your company has had no previous claims or is aware of anything which may lead to a claim under this policy.

confirmed unconfirmed

2. If you have ticked 'unconfirmed' for the above question, please provide full details:

3. What limit do you require?

- 250,000
- 500,000
- 1,000,000
- Other £ _____

proposal form: architects optional extras

EMPLOYMENT PRACTICES COVER

1. Please confirm the following:

- a) You have a contract of employment for all employees
- b) You are not undergoing any down sizing or redundancy programme
- c) You have a written grievance procedure in place
- d) You have not been subject to any claims or Employment Tribunals

confirmed unconfirmed

2. If you have ticked 'unconfirmed' for the above question, please provide full details:

3. What limit do you require?

- 250,000
- 500,000
- 1,000,000
- Other £ _____

proposal form: architects declaration

I confirm that the principals, partners or directors have never been:

- a) Convicted of any criminal offence (other than motoring)
- b) Investigated, reprimanded or disqualified by their professional body
- c) Subject to a County Court judgement
- d) Bankrupt, insolvent or disqualified from being a company director
- e) Refused insurance, non renewed or had their insurance cancelled
- f) Claimed against or had losses arising out of fraud or dishonesty

agree disagree

If you disagree, please provide full details:

I/We declare that the information in the proposal form is true and that no Material Facts have been misstated or suppressed. The information provided in this proposal form made by or on behalf of the Proposer shall form the basis of the proposed policy. If there is any material change to the facts and information provided or any new material matter arises before completion of the insurance, I/We undertake to inform insurers. I/We consent to the information provided being used for the provision of insurance, which may involve sharing such information to third parties. Custodian Management Ltd may use this information for marketing (by post, telephone, email or fax) subject to compliance with the Data Protection Act 1998. Under this Act you have the right to amend or access information we hold on you or to withhold your details from being used for marketing. Please notify Custodian Management Ltd in writing if you wish to exercise any of these rights.

Signature of principal:

Broker details:

Contact name _____

Contact number _____

Contact email _____

 **Date** _____ / _____ / _____

