



Quercus Professional Indemnity Limited

PROPOSAL FORM

ARCHITECTS

PROFESSIONAL INDEMNITY INSURANCE

Contact:

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**ARCHITECTS
PROFESSIONAL INDEMNITY INSURANCE
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Please answer all questions fully and if you have a brochure or any other information concerning your business please attach to this proposal.

1. Name of Insured/Proposer:

2. Main address plus any overseas addresses:

3. Web-site address:

Email address:

Telephone No:

Fax No:

4. Date business established:

5. Full description of your business activities:

6. Are you connected or associated (financially or otherwise) with any other business?

Yes

No

If Yes, please give full details

7. During the past five years has the name been changed or has any other business been purchased or any merger or consolidation taken place?

Yes

No

If Yes, please give full details

8. Are you a member of any Professional Association?

Yes

No

If Yes, please give full details

9. Details of Principals/Partners/Directors:

Name	Age	Qualifications	Number of Years Experience

Please attach CVs for all of the above if the business is less than five years old.

10. Number of Employees:

Qualified _____ Others _____

11. a. Give details of your fees/income derived from clients based in:

	Actual for Last Financial Year	Estimate for Current Financial Year	Estimate for Next Financial Year
UK	£	£	£
North America	£	£	£
Elsewhere	£	£	£

b. Is any work performed outside the UK?

Yes No

If Yes, please give full details

c. On what date does your financial year end?

12. Please confirm the approximate percentage of each discipline undertaken during the last complete financial year:

Architectural	%	Interior Design	%
Landscape	%	All Other	%

13. Please confirm the approximate division of each activity undertaken during the last complete financial year:

Housing	%	Sewerage/Water Schemes	%
Office Facilities	%	Mechanical & Bulk Handling Plant	%
Retail Facilities	%	Offshore Installations/Marine	%
Industrial Facilities	%	Harbours/Jetties	%
Educational Facilities	%	Bridges/Tunnels	%
Leisure Facilities	%	Dams/Mines	%
Medical Facilities	%	Chemical/Oil/Nuclear Facilities	%
Roads/Highways	%	All Others (please specify)	%

14. During the last complete financial year what proportion of your work involved:

Project Management %

(where you are responsible for appointing other professional and/or non-professional firms necessary to the contract)

Project Co-ordination %

(where your client or principal makes the appointments whether on your recommendation or not)

Supervision of Construction %

Feasibility Studies %

Aborted Projects %

(NB We do not expect the above to total 100%)

15. Please list the firm's three largest contracts undertaken in the last three year:

Location and Type of Service Provided	Contract Value	Your Fee	Date Commenced	Approximate Completion Date

16. Do you currently have professional indemnity insurance in force?

Yes

No

If Yes, please advise Insurer Renewal Date

Premium

17. Has any proposal for similar insurance made on behalf of the business, any predecessor of the business, or any principal, partner or director ever been declined or has any such insurance ever been cancelled, renewal refused or any special terms imposed (other than general market increases)?

Yes

No

If Yes, please give full details

18. Have you sustained any loss through the fraud or dishonesty of any person or are you aware of any fraud or dishonesty at any time of any past or present principal, partner, director or employee?

Yes

No

If Yes, please give full details

19. Has any claim been made against your business or any principal, partner, director or employee whilst in this or any other business?

Yes

No

If Yes, please give full details

20. Are you aware, after full enquiry, of any circumstance or incident which has or may result in any claim being made against the business, or any principal, partner, director or employee of this or any other business?

Yes

No

If Yes, please give full details

21. Do you currently have any individual(s) responsible for risk management issues within your business?

Yes

No

If Yes, please give full details

22. Please indicate the levels of indemnity you require quotes for:

£ £ £

23. A self-insured excess will apply to any claim. Underwriters will decide the minimum amount when assessing your risk, but if you have a preferred level of excess, please indicate below:

£

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.

I/We undertake to inform insurers of any material alteration to these facts whether occurring before or after completion of the contract of insurance. Signing this proposal form does not bind the proposer to complete this insurance.

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Signature of Principal/Partner/Director

Date