

SENIOR WRIGHT INDEMNITY LTD

Boundary House
7/17 Jewry Street
London EC2N 3EX
Phone: 020 7680 5789
Fax: 020 7680 5790

PROFESSIONAL INDEMNITY INSURANCE PROPOSAL FORM SURVEYORS, VALUERS, AUCTIONEERS & ESTATE AGENTS

1. Please ensure that this Proposal Form is completed in ink by either a Partner, Director, Principal or Officer of the Firm, leaving no questions unanswered. It is imperative that full consultation within the Firm has taken place.
2. A number of questions request; 'YES' or 'NO' answers. Please ✓ (tick) the box that DOES apply.
3. Should there be insufficient space to answer any questions please give full details on your Firm's own headed note paper. Please ensure that same is signed, dated and makes clear reference to the question(s) to which it/they refer to on the Proposal Form. If a supplement attaches to this Proposal Form please ✓ here .
4. Depending upon the qualifications and/or experience of the Partner(s)/Director(s)/Principal(s) of the Firm, Insurers reserve the right to request a Curriculum Vitae of any of the named above before considering their position.
5. Completion of this Proposal Form does not automatically bind the Firm or Insurers to effect a Contract of Insurance.
6. Wherever the word 'Partner' appears herein, this is deemed to read 'Partner(s), Director(s) or Principal'.
7. Wherever the word 'Employee' appears herein, this is deemed to read 'Any person who is or has been under a contract of service for or on behalf of the Firm'.
8. Should the Firm require any advice as what may constitute material information or any information which is relevant to this Proposal Form then the Firm must seek advice before same is completed.

Senior Wright Indemnity Ltd., is a subsidiary of Senior Wright Limited, Lloyd's Broker.
Boundary House, 7-17 Jewry Street, London, EC3N 2EX.

NOTICE TO THE PROPOSER

With effect from 1st July 2003 the minimum policy wording of RICS has been altered. The principal changes are detailed below:

1. The wording is written in a more simplified format, maintaining the full Civil Liability coverage with 'restrictions' to that cover, rather than separate insuring clauses. This means that some of the old clauses have been removed as they are covered already by the Civil Liability insuring clause.
2. Loss of Documents cover is removed.
3. 'First party' Fidelity cover is removed.
4. There is one generic legal defence costs clause.
5. Generic ombudsman and arbitration scheme clauses incorporated.
6. Any sub-limits of indemnity are removed from the policy wording and incorporated within an agreed minimum policy schedule that is included as part of the minimum policy wording.
7. There is some minimum cover relating to asbestos – this is on a negligence basis (not civil liability), and will limit cover to the costs of remediation, rectification or re-performance of the Insured's work. Some loss of value cover is also provided where the Insured can demonstrate that he/she has worked in accordance with RICS Practice Statements or standard market procedures. The cover will be in the aggregate for a lower limit than required for the main cover.
8. Work regulated by the Financial Services Authority will be excluded from the minimum policy wording.

In our opinion the most important of these changes is that there will no longer be any first party fidelity cover. In other words misappropriation of your own funds is no longer covered. It may be possible to arrange this cover separately.

SPECIAL NOTICE

PLEASE MAKE SURE THAT EACH HEADING BELOW IS UNDERSTOOD BEFORE COMPLETING QUESTION 9

i) **General Practice**

DO NOT include as General Practice those activities specifically mentioned in other sub-sections contained in question 9. Please provide full details of General Practice activities below:

.....

.....

ii) **Project Management**

This term is used (by Insurers) where the Firm is responsible for the appointment of other professionals and/or non professional individuals, firms or companies necessary to the contract.

iii) **Project Co-ordination**

This term is used (by Insurers) where the Firm's Principal makes the appointment (whether on the Firm's recommendation or not).

iv) **Planning and Development**

This term is used (by Insurers) where the Firm provides outline planning work only and does NOT include detailed plans from which a structure will be erected.

v) **Architectural**

This term is used (by Insurers) where the Firm designs new buildings and structural alterations, including refurbishment and modernisation programmes where load bearing surfaces are affected. Please provide full details of the main types of Architectural work undertaken during the last 3 years together with building values against each contract.

vi) **Survey/Inspection and/or Valuations**

Reports on real property may be undertaken by a Fellow or Professional Associate of; the Royal Institution of Chartered Surveyors or the Incorporated Society of Valuers and Auctioneers, or the Royal Institute of British of Architects or Royal Incorporation of Architects of Scotland, or Faculty of Architects and Surveyors, or Architects Surveyors Institute, or any person having had five or more years experience in such work. **ANY OTHER PERSON(S) WILL NOT BE INDEMNIFIED** unless they are delegated by the Firm to execute such work subject always to supervision by a qualified person (as above) OR unless special agreement has first been obtained from Insurers. Their names must be identified in question 15, and CV's are required for each individual.

vii) **Asbestos Surveying**

Please be aware the percentage split between the different survey types undertaken, in accordance with the following, are required by Insurers:

- Type 1 Presumptive Survey (no sample taken)
- Type 2 Sampling Survey (samples of representative suspect material take for laboratory analysis)
- Type 3 Pre demolition/major refurbishment survey

Please also provide a copy of your standard contract terms and conditions in respect of Asbestos Surveying

STRICTLY CONFIDENTIAL

PLEASE COMPLETE IN BLOCK CAPITALS

1. THE FIRM

- a) Name(s): **(Please ensure that all current and previous trading titles/entities to be covered under this policy are listed below)**

Main Postal Address:

Postcode: Date Established: email Address:

Tel: Fax: Web Site:

- b) All other branch offices (Town/City only):

2. PARTNER(S)/DIRECTOR(S)/PRINCIPAL(S) DETAILS

Full Name	Age	Qualifications	Date Obtained	No. years With Firm

3. PARTNER(S)/DIRECTOR(S)/PRINCIPAL(S) PREVIOUS LIABILITY

Is cover required for the professional activities of any Partner/Director prior to joining the Firm? Yes No

If 'YES' please provide:

- a) Name(s) of Individual(s) concerned
- b) Name of previous firm(s)
- c) Date(s) at which Individual(s) joined and left previous firm(s)
- d) How long (in years) a Partner at previous firm(s)?
- e) How many other Partners at the previous firm(s)?
- f) Have any claims for alleged Professional Negligence been made and settled against previous firm(s) or are there any outstanding? Yes No
- If 'YES' provide full details:

4. EMPLOYEE(S) DETAILS

Numbers of: a) Qualified: b) Unqualified:

5. FINANCIAL YEAR

State which month ends the Firm's financial year:

6. GROSS BILLINGS

- a) State Firm's Gross Billings for each of the last three financial years and anticipated Gross Billings for the next financial year:

	Last 3 Years			Next Financial Year
	20.....	20.....	20.....	20.....
UK (inc. C.I.I.O.M.)	£	£	£	£
Overseas (Excluding USA/Canada)	£	£	£	£
USA/Canada	\$	\$	\$	\$

- b) State Countries where Overseas Billings have been earned:

7. BRANCH OFFICES

- a) State percentage of Firm's Gross Billings derived from each branch office (if more than one – refer to question 1): Not Applicable
- b) Is each branch office supervised by a Partner/Director/Principal? Yes No
If 'NO' please provide full details:
- b) If the Applicant is a sole practitioner what procedures are in place for periods of absence from the office due to holiday leave or sickness? Please provide full details:

8. ASSOCIATED FINANCIAL INTERESTS

- a) Does any Partner/Director/Principal of the Firm hold a Partnership/Directorship or have any other financial interest in any other Firm, Company or Organisation (other than as share or stockholders in a Publicly Quoted Company)? Yes No
- b) Is there any person above who has a controlling interest in any of these organisations? (Question 8a)? Yes No
- c) Does the Firm carry out any work for any of the organisations referred to in question 8a)? Yes No
- If 'YES' to 8 a), b) or c) please provide full details:

9. PROFESSIONAL BUSINESS (Please refer to **SPECIAL NOTICE**)

State approximate percentage of Gross Billings for each heading detailed below: (Last Year means: last completed financial year. This Year means: current financial year)

	Last Year	This Year		Last Year	This Year
a) Estate Agency			l) Residential Survey/Valuation Reports (See SPECIAL NOTICE vi)		
Residential	%	%	Building surveys (non-structural)	%	%
Commercial	%	%	Building surveys (structural)	%	%
b) Quantity Surveying	%	%	Partial reports e.g. home buyers reports	%	%
c) Auctioneering			Valuations for lending purposes	%	%
Fine Art	%	%	Other valuations (specify)	%	%
Livestock	%	%	m) Commercial Survey Reports (non-structural) (See SPECIAL NOTICE vi)	%	%
Farm Buildings	%	%	Commercial Survey Reports (structural) (See SPECIAL NOTICE vi)	%	%
Other	%	%	n) Commercial Valuation Reports (See SPECIAL NOTICE vi)		
d) General Practice (See SPECIAL NOTICE i)	%	%	o) Valuations for Lending Purposes	%	%
e) Project Management (See SPECIAL NOTICE ii)	%	%	p) Valuations for other purposes	%	%
f) Project Co-ordination (See SPECIAL NOTICE iii)	%	%	q) Cartographical Surveys	%	%
g) Building Society Agency	%	%	r) General Insurance Commissions	%	%
h) Property Management (Excluding Rent Reviews)			s) Financial Services	%	%
Residential	%	%	t) Estate Appraisal	%	%
Commercial	%	%	u) Loss Assessing/Adjusting	%	%
i) Rent Reviews			v) Expert Witness/Arbitration	%	%
Residential	%	%	w) Asbestos Surveying (See SPECIAL NOTICE vii)	%	%
Commercial	%	%	x) Any Other Work (please specify)	%	%
j) Planning & Development (See SPECIAL NOTICE iv)	%	%	Remember Total of a) - x) Must Equal 100%	100%	100%
k) Architectural (See SPECIAL NOTICE v)	%	%			

10. ESTATE AGENCY

State largest and typical values of properties handled in the last 3 years:

Residential Largest: £..... Commercial Largest: £.....
 Typical: £..... Typical: £.....

11. COMMERCIAL RENT REVIEW

State highest & typical annual rent review handled in the last 3 years:

Highest: £.....

Typical: £.....

12. QUANTITY SURVEYING

State largest and typical contract values handled in the last 3 years:

Largest:

Typical:

13. PROJECT MANAGEMENT/PROJECT CO-ORDINATION

State largest Project Management and Project Co-ordination contracts during last 3 years:

Brief description of contract and responsibilities	Contract Value
	£
	£
	£

14. ARCHITECTURAL

State largest Architectural contracts in the last 3 years:

Brief description of contract and responsibilities	Contract Value
	£
	£
	£

15. SURVEY/INSPECTION AND/OR VALUATIONS (See SPECIAL NOTICE vi)

State name(s) and experience of any individual(s) requiring special agreement from Insurers who fall outside the provision of Special Notice vi). Please remember to attach CV's of those individuals appearing below:

16. VALUATION AND SURVEY WORK

a) State the approximate geographical division of your Survey/Valuation Reports in the last 3 years. ✓ box if not applicable: and move to question 17. overleaf.

Scotland%	East Anglia%
North West England%	South West England%
North East England%	London/South East England%
Midlands%	Northern Ireland%
Wales%	Other Location (specify below)%

.....
(Remember Total Must Equal 100%)

b) State highest Residential Valuations (for lending purposes) provided by the Firm in the last 5 years (per individual property):

Location	Year of Valuation	Size of Valuation	Has the interest in the property changed since date of Valuation (if known)

c) State typical Residential Valuation size undertaken by the Firm in the last year for lending purposes:
£.....

d) State the highest Commercial Valuations (for lending purposes) provided by the Firm in the last 5 years (per individual property)

Location	Year of Valuation	Size of Valuation	Has the interest in the property changed since date of Valuation (if known)

e) State typical Commercial Valuation size undertaken by the Firm in the last year for lending purposes:
£.....

f) State total number of Commercial Valuations (for lending purposes) undertaken in the last year:

g) Does the Firm abide by the Statement of Asset Valuation Practice produced by R.I.C.S. in preparing valuations? If 'NO' please explain why not: Yes No

h) Have the Firm always followed RICS Red Book Survey and Valuation Guidelines including use of 3 comparables on each survey and valuation undertaken (including individual properties in a portfolio valuation)? Yes No

- i) If 'NO' why not?
- ii) If 'YES' do you keep and update your comparables database? Yes No
- iii) If 'NO' do you access a third party source? Yes No

17. ASBESTOS SURVEYING

Please provide the percentage split between the different survey types undertaken, in accordance with the following:

- Type 1% Presumptive Survey (no sample taken)
- Type 2% Sampling Survey (samples of representative suspect materials taken for laboratory analysis)
- Type 3.....% Pre demolition/major refurbishment survey

Please also provide a copy of your standard contract terms and conditions in respect of Asbestos Surveying.

18. FRAUD AND DISHONESTY

- a) Has the Firm(s) sustained any loss through the fraud or dishonesty of any individual during the last 12 years? Yes No
- b) Will any Partner or Employee be permitted to sign cheques on their sole signature in respect of the Firm's or Clients accounts? Yes No
- If 'YES' to either 17a) please provide full details below and/or 17b) please state limit: £.....
- c) Are the Firm's accounts independently annually audited by an Accountant or Auditor? Yes No

19. CURRENT P I INSURANCE

State particulars of the Firms current insurance:

Level of Indemnity	Uninsured Excess	Premium	Insurer (not Broker)	Renewal Date
£.....	£.....	£...../...../.....

Has the practice been continuously Insured since establishment? Yes No

20. P I QUOTATIONS REQUIRED (Please ✓ box(es))

- i) £250,000 ii) £500,000 iii) £1,000,000 iv) Other (specify) £.....

21. PREVIOUS PROFESSIONAL INDEMNITY INSURANCE

Has any Insurer ever cancelled, declined, refused to renew or required an increased premium or imposed special (punitive) policy terms?

If 'YES' please provide full details:

22. CLAIMS AND/OR RELATED MATTERS

Due to the Claims Made basis of Professional Indemnity Insurance please give very careful consideration to the following five questions. It is absolutely essential that these questions are answered correctly, failure to do so could well prejudice the Firm's rights under any insurance contract effected with Insurers.

- a) Have any claims/notification for professional negligence, during the last 12 years, been made against the Firm or any current or former Partner whilst acting on behalf of the Firm? Yes No
If 'YES' please provide full details, including amounts involved:

Date of Claim	Amount of Claims Paid	Amount of Claims Outstanding	Brief Details

- b) AFTER FULL ENQUIRY within the Firm are there any circumstances such as allegations or incidents that the Firm is aware of which have not been previously reported to Professional Indemnity Insurance Insurers? Yes No
If 'YES' please provide full details:
- c) Has any Partner or Employee ever been asked to stand before or attend a Disciplinary Committee or Regulatory Board, other than as a witness or independent expert? Yes No
- d) Has any current or former Partner or Employee ever been declared bankrupt, insolvent or entered into any special financial arrangement with creditors? Yes No
- e) Has any current or former Partner or Employee ever been convicted of a Criminal Act, other than motoring offences? Yes No
If 'YES' please provide full details:

23. WORKING RECORDS/ARCHIVED FILES

- a) Are all working papers, records or documents relating to the business activities of the Firm (or any predecessors in business as stated in answer to question 1) kept for at least 12 years in a secure and accessible location? Yes No
If 'NO' why not:
- c) Have any working papers, records or documents, relating to the business activities of the Firm ever been destroyed (which have not been duplicated or stored on micro film/computer disk)? Yes No

DECLARATION

I/We declare that the above statements and particulars, together with any other information supplied/attaching to this Proposal Form are true and I/we have not suppressed or misstated any material facts. I/We agree that this declaration shall be the basis of the contract between the Firm and Insurers and, I/we undertake to inform Insurers of any material alteration to these facts occurring before/during currency of the Contract of Insurance.

SIGNATURE OF PARTNER/DIRECTOR/PRINCIPAL/OFFICER:.....
please indicate title of signatory

PLEASE PRINT NAME: DATED:...../...../.....

FOR & ON BEHALF OF:
insert name of the Firm

PLEASE NOW TAKE A COPY OF THIS PROPOSAL FORM FOR YOUR RECORDS.