

SENIOR WRIGHT INDEMNITY LTD

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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.

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)

		Last Year			Last Year
1.	Estate Agency		13.	Survey/Valuation Reports – Residential Property (See SPECIAL NOTICE vi)	
	Residential	%		For Lending Purposes	%
	Commercial	%		Partial Surveys (Homebuyers Surveys/Reports)	%
2.	Quantity Surveying	%		Other (e.g Probate/Insurance Surveys)	%
3.	Building Surveying	%	14.	Survey/Valuation Reports – Commercial Property (See SPECIAL NOTICE vi)	
4.	Ratings	%		For Lending Purposes	%
5.	Planning & Development (See SPECIAL NOTICE iv)	%		For Purchasers	%
6.	Auctioneering			For Accounting Purposes	%
	Fine Art	%		Other (Please provide details)	%
	Livestock	%	15.	Survey/Valuation Reports – Agricultural Property	
	Farm Buildings	%		For Lending Purposes	%
	Other	%		Other (please provide details)	%
7.	General Practice (See SPECIAL NOTICE i)	%	16.	Cartographical Surveys	%
8.	Project Management (See SPECIAL NOTICE ii)	%	17.	Plant & Machinery Valuations	%
9.	Project Co-ordination (See SPECIAL NOTICE iii)	%	18.	Financial Services	%
10.	Building Society Agency	%	19.	Estate Appraisal	%
11.	Property Management (Excluding Rent Reviews)		20.	Loss Assessing/Adjusting	%
	Residential	%	21.	Expert Witness/Arbitration	%
	Commercial	%	22.	Asbestos Surveying (See SPECIAL NOTICE vii)	%
12.	Rent Reviews		23.	Architectural (See SPECIAL NOTICE v)	%
	Residential	%	24.	General Insurance Commissions	%
	Commercial	%	25.	Any other Work (Please detail at end of form)	%
<u>Remember - Total of 1. – 25. Must Equal 100%</u>					100%

10. ESTATE AGENCY

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

Residential: Largest: £_____ Typical: £_____ **Commercial:** Largest: £_____ 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? Yes No
 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 18a) please provide full details below and/or 18b) 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

If the Firm is a Limited Company or an LLP, would you wish to receive a quotation for Directors' and Officers' Insurance? 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.

Extra Room for Further Information: