

howden



**PROFESSIONAL INDEMNITY
PROPOSAL FORM FOR DESIGN AND
CONSTRUCTION FIRMS**

howdengroup.com

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CONTACT US

Your completed proposal form can either be emailed or posted to us using the contact details below. Please retain a copy for your own records. Please do not hesitate to contact us if you have any questions.

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1. ADVICE ON COMPLETING THE PROPOSAL FORM

To allow us sufficient time to negotiate with Insurers, please ensure you return this proposal form as soon as possible. Wherever the word 'Principal' appears herein, this is deemed to read 'Partner(s), Director(s), Member(s) or Principal(s)'.

Many businesses either fail to allow sufficient time to complete the proposal form and/or provide inaccurate information. Insurers regard the proposal form as a reflection of the quality of the business seeking insurance; a poorly completed, untidy form can reflect badly on your business and will not assist us in securing terms.

1.1. General instructions relating to completion of the form

- Please ensure this Proposal Form is completed by a Principal of the business.
- A response to all questions must be entered. Where a question is not relevant to your business, please respond N/A.
- Where the Proposal Form is completed by just one Principal, we often find that disagreements arise regarding the responses provided. It is imperative that full consultation within the business has taken place, prior to submission of this form.
- If you are completing this Proposal Form electronically, the boxes will expand accordingly. If you are completing this Proposal Form by hand, it should be completed in black ink and preferably in block capitals.
- If you have completed the Form electronically, please print and sign it before returning it to us, either electronically or by post.
- A number of questions request **YES** or **NO** answers. Please place an **x** in the appropriate box or underline the appropriate response.
- If there is insufficient space to answer any questions please provide full details on your headed paper. Please ensure that any additional information is signed, dated and makes clear reference to the question(s) on the Proposal Form, to which it refers.
- **If a supplement is attached to this proposal form, please tick here** .
- Depending upon the qualifications and/or experience of the Principal(s), Insurers reserve the right to request a Curriculum Vitae and details of any circumstances or claims pertaining, in the past 5 years, irrespective of whether they were employed by the business at the time.
- Completion of this proposal form does not automatically bind the Principal, the Firm or Insurers to effect a contract of insurance.
- 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'.
- If you have any questions about completing this Form please contact us 0207 133 1300
- A copy of this proposal should be retained for your own records.

1.2 Providing additional information

The proposal form is the basis of the contract of insurance which may ultimately ensue and the information contained herein forms the basis of disclosure to Insurers. Failure to disclose something which could be considered material may render the insurance contract voidable. This form confines itself to dealing with essential issues such as income and claims. If you feel there is additional information that is relevant to Insurers' appraisal of your business, but is not requested by this form, this should be set out on your headed paper and attached to this proposal form.

Additional information, where not requested by the proposal form, could include:

- Corporate brochure(s);
- Organisation chart(s);
- An overview of risk management;
- CV's of the Principal(s);
- A description of any services provided in the past 6 years which are no longer provided and/or any new services the business intends to provide in the future;
- An overview of the client base;
- Terms of Engagement, particularly if they restrict your liability.

1.3 Claims and circumstances

Whilst every question on the proposal form is important and constitutes material information upon which Insurers rely, Insurers will be particularly concerned with the history of claims and/or circumstances. Details of all claims and circumstances notified to previous insurers must be declared on the proposal form, accompanied by a brief description which should include:

- Overview of the job/instruction being undertaken
- Date the work, to which the allegation relates, was undertaken
- Policy year in which the notification was made to Insurers
- Alleged wrong doing
- The Firm's own view on the matter
- Insurers' view on the matter (clearly differentiated from the above)
- Details of any amounts:
 - Paid by Insurers
 - Reserved by Insurers
 - Legal fees incurred by insurers

In order to ensure that all notifiable matters are declared, the recommended practice would be for each Principal and all senior members of staff to sign a declaration to the effect that he/she has investigated the areas for which he/she is responsible and can confirm that there are no claims or circumstances other than those (if any) contained in the proposal form.

After completion of the proposal form and prior to the expiry of the firm's current insurance, a check should be undertaken within the Business to ensure that there are no claims or circumstances of which anyone is aware other than those already notified in the proposal form.

If any new matters are discovered, these should be immediately notified to Howden if we are your current Broker. If we are not your current Broker, then you should notify your current Broker/Insurers and Howden. Such notifications should reach your current Broker/Insurers and Howden prior to the expiry date of the firm's current insurance.

1.4 Disclosure of material facts or information

When seeking a quotation, taking out or renewing an insurance contract it is essential that you disclose to prospective Insurers any material facts or information (including any material circumstances or change in circumstances) which might influence the judgement of Insurers in setting the premium and/or the terms and conditions of the insurance contract or in determining whether they will accept the risk. This duty of disclosure continues throughout the Policy period.

The statement made in this proposal form (including any supporting information) will form the representation to Insurers and as such will be the basis of the insurance contract. Failure to disclose material information may render the insurance contract voidable from inception, at the option of Insurers and enable them to repudiate liability thereunder. If you have any doubt as to what constitutes a material fact or circumstance, please contact us.

PROFESSIONAL INDEMNITY INSURANCE

DESIGN AND CONSTRUCTION PROPOSAL FORM

Any information provided on this form, which may include sensitive data (e.g. medical history, criminal convictions, age), will be processed by Howden Insurance Brokers Limited in compliance with the Data Protection Act 1998 and will only be used for the purposes of providing insurance cover and handling claims arising. In the course of our duty as insurance brokers we may be required to provide such data to limited third parties including Insurers and/or circumstance required by law.

1. NAME AND ADDRESS DETAILS

1.1 Name of Firm (including any subsidiaries for whom cover is required).

Establishment Date(s)

1.2 Name of all predecessors of the Firm for whom cover is required.

Date of Establishment

Cessation

	Date of Establishment	Cessation

1.3 Principal Address and location of all other offices.

Principal Address	
Office 2	
Office 3	
Office 4	
Office 5	

1. NAME AND ADDRESS DETAILS (continued)

Main office telephone number

Firm's Website address

2. PARTNERS/DIRECTORS AND CONSULTANTS DETAILS

2a Partners/Director details

Name	Partner/Director	Age	Qualifications	How long a Partner/Director/ in the Firm

2b Consultants details (**please include all consultants who you wish to be indemnified by your policy**)

Name	Age	Qualifications	How long a Consultant to the Firm

3. OTHER STAFF DETAILS

3.1 Please state numbers of:

Other professionally qualified staff	Other technical staff	Administrative/Contract Hire/ Self-employed persons

SECTION 4 – TURNOVER / FEE INCOME

4.1 Please state the date of the firm's financial year end

Day	Month

4.2 Please state for the whole Firm the total turnover for each of the past four years including an estimate for the current financial year and next financial year.

	Year:	Year:	Year:	Year:	Current year:	Next financial year
UK						
EIRE						
USA/Canada						
Elsewhere						
TOTAL						

SECTION 4 – TURNOVER / FEE INCOME continued

4.3 Has/Have the firm(s) undertaken any services where the 'end product' of such services was carried out in a foreign country? **YES/NO**

If YES, please give details of the five largest contracts:

Country	Jurisdiction applicable to contract	Start date	Description of contract	Total contract value	Firm's contract value	Extent of services provided	Completion date

SECTION 4 – TURNOVER / FEE INCOME continued

4.4 Has/Have the firm(s) undertaken any services where the jurisdiction applicable of that contract is subject to the laws of the United States of America and/or Canada? **YES/NO**

If YES, please provide the following details:

Country	Start date	Description of contract	Total contract value	Firm's contract value	Extent of services provided	Completion date

SECTION 4 – TURNOVER / FEE INCOME

4.5 Please provide details of the firm's turnover as follows:

	Last Year		Current Year (estimated)	
	UK	Overseas	UK	Overseas
Turnover where the Firm constructs from their own design and provides full technical supervision	£	£	£	£
Fees where the Firm provides design and technical services only (i.e. no construction is performed by the firm)	£	£	£	£
Fees where the Firm provides project management or supervision of construction services only (i.e. no construction is performed by the firm)	£	£	£	£
Turnover where the firm constructs from other's design performed on behalf of the Firm	£	£	£	£
Turnover where the firm constructs from other's design and other's technical supervision performed on behalf of the firm	£	£	£	£
Other turnover not mentioned above (please provide details)	£	£	£	£

4.6 Does turnover declared in other (above) include any professional advice or design provided by the Firm? If **YES**, please provide full details including the approximate fees involved:

SECTION 5 – BUSINESS ACTIVITIES

5.1 Please give an approximate percentage split of the following disciplines in which the Firm has a design or other responsibility, contractually or otherwise

Architectural	%	Chemical Engineering	%
Civil Engineering	%	Soil Engineering	%
Structural Engineering	%	Nuclear Engineering	%
Mechanical Engineering	%	Surveying	%
Electrical Engineering	%	Others (please specify)	%
Heat and Ventilation Engineering	%		

5.2 Please give the approximate percentages to these specified projects as a percentage of the total work which you have carried out in the past 12 months.

	Design only	Design and Construction
Home Building		
Individually designed	%	%
Multiple low rise	%	%
Multiple high rise	%	%
Modular (repetitive design)	%	%
Public/Commercial Buildings		
Hospitals	%	%
Schools/Universities	%	%
Offices/Retail/Warehouses	%	%
Engineering Construction		
Highways	%	%
Bridges/Tunnels/Dams	%	%
Harbours/Jetties	%	%
Sewage/Water scheme	%	%

SECTION 5 – BUSINESS ACTIVITIES continued

INDUSTRIAL	Design only	Design and construction
Power/Manufacturing plants	%	%
Refineries/Petrochemical installations	%	%
Mechanical plant/Bulk handling equipment	%	%
Industrial building systems	%	%
Other including any specialist construction (please provide details below)	%	%

5.3 Do you engage in, or are you responsible for the manufacture or fabrication of any pre-engineered unit?

YES NO

If **YES**, please provide full details (i.e. whether consisting of well-established techniques or new and original processes or designs) and explain where the relevant turnover has been declared in question 4.2

5.4 Do you ensure that any consultants for whom you are responsible have a professional indemnity policy in force (e.g. Architects, surveyors & engineers etc.)?

YES NO

Minimum limit of indemnity

SECTION 6 – CONTRACTS

6.1 Please state the 5 largest contracts awarded to the Firm, where construction has commenced or been completed within the past 5 years:

Date started	Estimated completion date	Name and type of contract	Total contract value	Services provided

6.2 Please state the 3 largest contracts awarded to the Firm where construction is expected to commence shortly

Estimated starting date	Approximate completion date	Name and type of contract	Estimated contract value	Services provided

SECTION 7 – RISK CONTROLS

7.1 Have all clients with whom the firms(s) work(s) signed terms of business agreements together with a letter setting out the scope of the firm's services?

YES NO

7.2 Are all instruction from clients and their requirements recorded in writing and retained

YES NO

7.3 Can all individuals in the firm(s) access standard risk warnings to include in their letters/ reports?

YES NO

8. OTHER FINANCIAL INTEREST

8.1 Does the Firm or any Partner / Director undertake any work for any other Partnership, Company or Organisation in which the firm (or Partners) have a financial association or interest (other than as a shareholder in a Publicly Quoted Company) **YES / NO**

If **YES** give full details of the nature of the association or interest together with the name and business of the firm or organisation.

SECTION 9 – CONSORTIUM/ JOINT VENTURE

9.1 Is the Firm or any Partner, a member of a consortium/joint venture or engaged with any other firm or person, in a Single Project Partnership?
YES **NO**

9.2 Has the Firm or any Partner previously been a member of a consortium or joint venture or engaged with any other firm/person in a Single Project Partnership?
YES **NO**

(If the answer to either of the above is **YES**, please give the names of other members / partners and their capacities in the consortium/joint venture)

N.B. Special arrangements must be made with underwriters if coverage is required for work done whilst as a member of a consortium or joint venture. In such cases a copy of the consortium agreement will be required.

SECTION 10 – CURRENT INSURANCE ARRANGEMENTS

10.1 If the Firm currently has Professional Indemnity Insurance please provide the following details. (This information is not required where the policy is currently arranged by Howden Insurance Brokers)

Name of Insurers	
Limit of Indemnity	£
Excess	£
Premium	£
Retroactive Date	
Policy Expiry date	

SECTION 11 – PREVIOUS APPLICATIONS FOR INSURANCE

11.1 Has an Insurer ever:

a) Excluded a Partner/ Director from policy coverage? YES NO

b) Cancelled or voided an insurance policy? YES NO

If any answer is **YES** please give full details

SECTION 12 –NEW INSURANCE ARRANGEMENTS

12.1 What limit of indemnity do you require a quotation for?

12.2 What excess are you prepared to carry?

12.3 If you have any other specific requirements with regard to your Professional Indemnity Insurance please state these in the space provided below

SECTION 13 – CLAIMS

13.1 Have any claims alleging professional negligence, error or omission (successful or otherwise) been made against the Firm or its present or former Partners/Directors and/or predecessors in business during the past 10 years?

YES NO

If YES, please give full details including amounts

Date of Claim	Details	Amount claimed	Amount Paid	Defence costs (if known)	Insurers' Reserve (if known)

SECTION 13 – CLAIMS continued

13.2 Are any of the Partners/Directors AFTER ENQUIRY of all staff and consultants aware of any circumstances or events which may give rise to a claim against the Firm or its present or former Partners/Directors and/or predecessors in business? **YES /NO**

If YES please give full details

IMPORTANT NOTICE CONCERNING DISCLOSURE OF MATERIAL INFORMATION

It is essential that every proposer or insured, when seeking a quotation, taking out or renewing an insurance, discloses all material facts to Insurers. A material fact is one that is likely to influence the judgement of an Insurer in fixing the premium or in determining whether to accept the risk. If your proposal is a renewal it should include any changes in facts previously advised to insurers. If you have any doubt about facts considered material you should disclose them.

Failure to disclose could prejudice your rights to indemnity in the event of a claim or cause Insurers to void your policy.

DECLARATION

Please read the declaration carefully and sign at the bottom

- I/We declare that the statements made and particulars given in the Proposal are true and I/We have not mis-stated or suppressed any material fact.
- I/We undertake to inform Insurers of any material alteration to these facts occurring before completion of the contract of insurance.

Signature of Partner / Director	
Name of Partner /Director	
Date	

OTHER INSURANCE REQUIREMENTS

It is vital your insurance programme meets the evolving needs of your business. Whilst many organisations keep a close eye on their most expensive, business critical insurances, it is not uncommon for other forms of insurance to be continued with no verification of whether they remain appropriate to business needs.

Combining our in-depth knowledge of the professional sectors we serve with the product expertise and global knowledge of the Howden Broking Group enables us to handle the most complex insurance programmes. If you are interested in other forms of insurance please tick the relevant box(s) below and we will arrange for a member of the relevant specialist team to contact you:

Employee Benefits		Bespoke Private Client Insurance	
Pension Auto Enrolment		(Household, Contents, Fine Art, Valuables, Motor, Overseas Property)	
Group Death in Service			
Private Medical Insurance		Commercial Insurances	
Keyman and Shareholder Protection		Office Combined (EL, PL, Office and Contents)	
		Business Travel	
Directors and Officers Insurance		Expatriate Medical Insurance	
		Environmental Liability Insurance	
Cyber Insurance		Property Insurance	
Intellectual Property and Patent Insurance		Block Management Insurance	
Political Risk Insurance		Motor Fleet	
Transactional Risk Insurance		Business Interruption	
Single Project Insurance			
Contractors all Risks			
Other (please specify below)			

If the person responsible for any of the insurances listed above is that other than the person responsible for buying PII please complete the following:

Name:

Telephone Number:

Email address: