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## Professional Indemnity Insurance for Consulting Engineers Proposal Form

### Special notice

This proposal must be completed in by a partner, principal or director of the firm or company. All questions must be answered to enable a quotation to be given.

### Your duty to make a fair presentation of the risk

Material information is information that would influence an Insurer in deciding whether a risk is acceptable and, if so, the premium, terms and conditions to be applied. In addition, the Insurance Act 2015 sets out whose knowledge of material information you must disclose. As an organisation you will be deemed to know all material information that is known to your senior management and those responsible for arranging your insurance, and which should have been revealed by a reasonable search. Your search will need to include information which is held by other persons such as your agents, outside advisers (including lawyers and consultants), suppliers/service providers etc.

There are clearly limits to the search you, and we, can carry out. Please talk to your usual Aon adviser if you are in any doubt about what information needs to be disclosed.

### 1 Name(s) and date(s) established for all firms requiring insurance

Name	Date
	/ /
	/ /
	/ /
	/ /
	/ /

### 2 a Address and contact details

	Tel	Fax
	Email	
Postcode	Website	

### b Do you have any offices or assets in territories outside the UK?

Yes  No

If yes, please list

### 3 During the past five years has:

a The name been changed?

Yes  No

b Has any business been purchased or any merger or consolidation taken place?

Yes  No

If yes to either, please give full details

### 4 Do you have any US domiciled interests to be insured under this policy?

Yes  No

For example – having a US office that is subsidiary of a UK parent, or having a US registered address, would count as having a US domiciled interest, whereas providing services to a US client from a UK office (even if it requires you to visit the US) would not.

### 5 Are you a member of a Professional Body?

Yes  No

If yes, which one

### 6 a Please give the following details

Name of all partners/directors/principals	Qualifications	Date qualified	Years partner/director of firm	How long a partner/principal
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		

**b Please state the total number of**

Partners/directors/principals	
Surveyors	
Draughtsmen	

Other qualified engineers	
Self-employed or contract hire staff	
Others	
<b>Total staff</b>	

**c Is coverage required for past partners of the firm?**

Yes  No

If so, please provide details including date of leaving and name

**d Are there any beneficial owners?\***

Name	Position	Beneficial owner	
		Yes <input type="radio"/>	No <input type="radio"/>
		Yes <input type="radio"/>	No <input type="radio"/>
		Yes <input type="radio"/>	No <input type="radio"/>
		Yes <input type="radio"/>	No <input type="radio"/>

\*Any individual or organisation which directly or indirectly, owns or controls at least 25% of the shares or voting rights.

**7 In which of the following disciplines is your firm engaged?**

Please state approximate percentage for the last 12 months

a Civil engineering		%
b Structural engineering		%
c Mechanical engineering		%
d Electrical engineering		%
e Heating and ventilating engineering		%

f Chemical engineering		%
g Soil engineering		%
h Nuclear engineering		%
i Others, not shown please specify		%
Chemical engineering		<b>100%</b>

**8 Division of work of the firm for last 12 months**

Please indicate the approximate percentage of the total fees the firm derives from work where the main contract or interest is

State approximate percentage (if None state 'None')

a Feasibility studies, reports surveys etc. (where applicant is not involved in actual design work)		%
b Bridges and/or tunnels		%
c Dams		%
d Mines		%
e Harbours or jetties		%
f Sewerage schemes		%
g Foundations and underpinning		%
h Soil testing		%
i Water schemes		%
j Nuclear or atomic projects		%
k Heating, ventilation and air conditioning		%
l Chemical, petrochemicals and refineries		%
m Housing schemes (max 3 floors)		%
n High rise building (above 3 floors)		%
o Schools, hospitals, municipal buildings		%
p Industrialised systems buildings		%
q Mechanical plant and bulk handling equipment (including silos etc.)		%
r Other work including any specialist activities not shown above (please specify)		%
<b>Total</b>		<b>100%</b>

Supervision of construction

a Proportion of work where firm both designs and supervises the actual construction		%
b Proportion of work where firm provided technical supervision of construction from the design made by other firms		%
c Proportion of work where firm provides design services but not supervision of construction		%
d Proportion of work where firm acts as project manager/coordinator		%
<b>Total</b>		<b>100%</b>

**9** Applicable to questions 6 and 7

a What substantial changes in the above percentages or amounts does the firm foresee during the next twelve months

b Please give details of any major new operations being undertaken during the next twelve months

**10** Have you ever or do you plan to provide advice, design, specification or installation of cladding/insulation similar to that used on Grenfell Tower? For example: Aluminium Composite Material (ACM), Reynobond PE; Reynolux; other product involving aluminium coated with polyethylene core [not exhaustive]

Yes  No

If yes, please provide further details (use a separate sheet if necessary)

**11** Gross income/fees (delete as applicable)

Please insert date financial year end / /	Past financial year	Current financial year	Estimate for coming financial year
Income received from operations involving UK based locations	£	£	£
Income received from operations involving foreign locations	£	£	£
Largest single income/fee received from a client	£	£	£

**12** Please list below

a Your 3 largest home based projects in the last 3 years

Contract	Period of project	Approx total value of project	Gross income received from project	Type of project and services provided

b Your 3 largest projects where the 'end product' of such work is carried out in a foreign country

Contract	Period of project	Approx total value of project	Gross income received from project	Type of project and services provided

c Are any of the projects listed under (b) subject to the legal jurisdiction of foreign courts?

Yes  No  Unknown

If yes, please state countries involved

**13** a Is this firm or any partner/director/principal connected or associated (financially or otherwise) with any other firm or organisation?

Yes  No

If yes, please give full details

b Is this firm or any partner/director/principal or any associated firm involved in any process of manufacture or construction? Yes  No

If yes, please give full details

c Is work ever sub-contracted by you to others to carry out manufacture/construction on your behalf?

Yes  No

If yes, please give full details

14 Does the firm engage subcontractors or consultants? Yes  No

If yes

a Does the firm require subcontractors/consultants to carry professional indemnity insurance? Yes  No

b If yes for what limits? £  £

c What percentage of the firm's gross income is paid to Subcontractors  % Consultants?  %

15 a Is the firm or any partner/director/principal a consortium member or involved in any work carried out in association with any other organisation? Yes  No

If yes, please state in what capacity and give the names of other members and their roles in the consortium

b Is coverage required for liability arising out of this work? Yes  No   
NB Such work may be subject to specialist conditions and/or a separate insurance contract.

16 a Please give particulars of previous similar insurance

Period	Limit	Excess	Insurer
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b Has any similar insurance for the firm or any predecessors or present partners or directors been declined cancelled or renewal refused? Yes  No

If yes, please give full details

17 Has any claim been made against this firm/organisation or any partner/director/principal while in a previous firm/organisation? Yes  No

If yes, please give full details

18 Are any of the partners/director/principals after full enquiry aware of any circumstances which may give rise to a claim against this firm or its predecessors in the business or against any of the former partners/directors/principals or employees? Yes  No

If yes, please give full details

19 a For what limits of indemnity do you require a quotation? £

b Please state preference as to self-insured excess £

20 Are there any other facts of which underwriters should be aware? Yes  No

If yes, please give details

**Declaration**

I/We declare the following:

- i I/We understand that I/we have a legal duty to make a fair presentation of the risk to be insured and that failure in this duty could result in the policy being invalidated and/or any claims not being paid or not being paid in full
- ii All facts, provided within this proposal form, or provided separately as part of this application for insurance, are true or substantially true and any representations as to matters of expectation or belief are made in good faith

- iii I/We understand that by submitting this proposal form I/we consent to the information being used by Aon and Insurers (including Underwriting Managers on Insurers behalf) for the purpose of providing insurance, underwriting, processing, claims handling and preventing fraud
- iv I/We understand that completion of this proposal form does not bind the Insurer to a contract of insurance
- v If any information provided as part of this application for insurance materially changes before a contract of insurance is concluded, I/we will immediately advise Aon or the Insurer

Do you have any of the following insurances – if yes, please advise of the renewal date:

Office Yes  No  Renewal date  /  /   
Cyber Yes  No  Renewal date  /  /

Directors and Officers Yes  No  Renewal date  /  /

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