



SURVEYORS PROFESSIONAL INDEMNITY INSURANCE PROPOSAL FORM

IMPORTANT NOTICE TO THE PROPOSER

To apply for Professional Indemnity Insurance coverage, please fully complete the following Proposal Form. If there is insufficient space to provide answers, additional information should be provided on the Proposer's letter headed paper.

If the Proposer is aware of any material facts that may affect the Insurer's decision in providing this insurance, please disclose them to your broker. If you are in any doubt as to what to tell Insurers, tell them anyway. Not doing so, may affect how they settle claims under the policy, or may render any policy issued invalid.

Upon receipt of your completed Proposal Form your broker will submit the details to the Insurer for approval. Once approved, and upon receipt of the premium, taxes and fees, a Policy will be issued to your broker. Insurance coverage will not commence until your proposal has been accepted by the Insurer.

Similar to other professional insurances the Professional Indemnity Insurance Policy, is underwritten on what is known as a 'claims made basis'. This means that the policy will only provide cover for claims or circumstances discovered and notified to the Insurer during the period of insurance.

The nature and type of insurance cover offered can vary from policy to policy and insurer to insurer therefore, it is important to ensure that you have the cover that is right for you.

If you have any questions about this type of insurance, would like to see a specimen of the full policy terms and conditions, or would like further advice about completing the Proposal or any other related matter, please contact your broker.

SURVEYORS PROFESSIONAL INDEMNITY INSURANCE PROPOSAL FORM



SECTION 1 – GENERAL DETAILS

1. Name of Proposer(s) to be covered:	Date Established:

2. Main address of the Proposer and any overseas addresses:
(specifying the name and position of the individual responsible at each location including web and email addresses)

	Email Address: _____ Web Address: _____ Telephone No: _____
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3. Individual, partner, principal, director, consultants under a contract of service details:

Name	Age	Qualifications	Date(s) Qualified

Attach CV where the Proposer has been established less than 5 years and/or where any individual has no relevant qualifications

4. Number of Employees split between the following:

Qualified	Administrative	Other (specify)

	Yes	No
5. Is the Proposer connected or associated (financially or otherwise) with any other entity?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, is cover required for any work undertaken for any associated entity?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please provide full details including nature of the work undertaken and income derived.		

6. During the past 6 years has the Proposer's name been changed, has any other business been purchased and/or has any merger or consolidation taken place?

If Yes, please provide details.

SECTION 2 – THE BUSINESS: WORK UNDERTAKEN

1. Please provide the Proposer's fees/income in each of the financial periods derived from clients based in:

	Last Financial Year Ended ____/____/____	Current Financial Year Ending ____/____/____	Coming Financial Year Ending ____/____/____
UK			
Elsewhere			
Total			

If fees/income are/is declared as derived from clients based "Elsewhere" please provide details including territories involved and income derived.

Territory	Last Financial Year Ended ____/____/____	Current Financial Year Ending ____/____/____	Coming Financial Year Ending ____/____/____

2. Please allocate below, as a percentage to a total of 100%, the split in fees/income between activities for the last complete financial year

	UK	Elsewhere	Total
Quantity Surveying (pre and post contract)			
Quantity Surveying (other)			
General Practice			
Estate/House Agency/Sales (residential)			
Estate/House Agency/Sales (commercial)			
Residential Survey/Valuation/Inspection – full structural			
Residential Survey/Valuation/Inspection – partial surveys			
Residential Survey/Valuation/Inspection – lending institution valuation			
Residential Survey/Valuation/Inspection – pre sale survey/home condition inspections			
Residential Survey/Valuation/Inspection – other valuations			
Commercial Survey/Valuation – survey			
Commercial Survey/Valuation – valuation			
Land/Agricultural Management			
Property/Estate Management/Rating/Rent Review (residential)			
Property/Estate Management/Rating/Rent Review (commercial)			
Land/Mineral/Hydrographic Surveying			
Auctioneering – livestock markets			
Auctioneering – fine art			
Auctioneering – property			
Auctioneering – other			
Building Surveying			
Architectural – design only			
Architectural – design and supervision			
Architectural – design supervision and project management			
Architectural – refurbishment (non structural)			
Architectural – design supervision and project co-ordination			
Project Management			
Project Co-ordination			
Employers Agent			
Planning and Development			
Planning Supervisor (CDM regulations)			
Building Society Agents			
Insurance Agents			
Loss Assessing/Loss Adjusting			
Expert Witness			
Other (specify)			

If fees/income are/is declared as "Building Society Agents", "Insurance Agents", "General Practice", and/or "Other" please complete the **Financial Services Supplementary Questionnaire**.

If fees/income are/is declared as "Project Management" and/or "Project Co-ordination" please complete the **Project Management and Project Co-ordination Supplementary Questionnaire**.

If fees/income are/is declared as "Planning Supervisor" please complete the **Planning Supervisors Construction, Design and Management Supplementary Questionnaire**.

If fees/income have/has ever been derived from "Survey/Valuation/Inspection" please complete the **Survey, Valuation and Inspection Supplementary Questionnaire**.

3. Is the Proposer aware of any change in activity/structure that will occur in the coming financial year? Yes No
 If Yes, please provide details.

4. What percentage of fees over the last three years has been paid to outside consultants? _____% Yes No
 If fees are paid to outside consultants, is cover required for the work undertaken by the outside consultants?
 If Yes, please provide details including nature of work, projects undertaken and names of consultants.

SECTION 3 – CLAIMS INFORMATION

1. After full enquiry has the Proposer sustained any loss through the fraud or dishonesty of any person? Yes No
 If Yes, please provide details.

2. After full enquiry is the Proposer aware of any fraud, dishonesty, bankruptcy or administration order applicable to any past or present principal, partner, director or employee? Yes No
 If Yes, please provide details.

3. After full enquiry has any claim been made against the Proposer’s business or any principal, partner, director or employee whilst in this or any other business? Yes No
 If Yes, please provide details.

4. After full enquiry is the Proposer aware of any circumstance or incident which has or could result in any claim being made against the Proposer’s business, or any principal, partner, director or employee of this or any other business? Yes No
 If Yes, please provide details.

SECTION 4 – THE BUSINESS: RISK MANAGEMENT

1. Is the Proposer admitted to any Association or accredited to any quality systems such as the ISO9000? Yes No
 If Yes, please provide details.

2. What are the Proposer’s procedures in operating a diary system?

3. How does the Proposer ensure that rent reviews are not missed?

4. Does the Proposer have written procedures or checklists for the service performed? Yes No
 If Yes, please provide details.

5. What records are kept by the Proposer of telephone conversations and attendance at meetings?

6. Does the Proposer subscribe to any form of Continuing Professional Development?
If Yes, please provide details.

Yes No

7. What are the Proposer's procedures, such as letters of engagement, to ensure that a client's requirements are clearly identified and can be met?

8. How often does the Proposer undertake a review of working procedures?

9. What are the Proposer's procedures in reviewing the work undertaken by staff and partners?

10. Does the Proposer always obtain satisfactory written references when engaging employees?
If No, please provide details.

Yes No

11. If any partner, director or employee is allowed to sign cheques without a counter signature please provide details of the individuals, the cheque limit and the circumstances.

12. Are employees who receive cash/cheques in the course of their duties required to pay in daily?
If No, please provide details of the procedures implemented.

Yes No

13. Does the Proposer ensure that sub consultants that are engaged in a binding contract accept responsibility for their own neglect, error or omission and does the Proposer ensure that all sub consultants carry Professional Indemnity Insurance?

Yes No

SECTION 5 – INSURANCE COVERAGE

1. Does the Proposer currently have Professional Indemnity Insurance in force? Yes No
 If Yes, please provide the following details:

Insurer: _____

Limit: _____

Excess: _____

Renewal Date: _____

Number of years cover has been continuously in force: _____

2. Please select the Limit of Indemnity and Excess you require?

Limit of Indemnity		Excess	
£100,000	<input type="checkbox"/>	£250	<input type="checkbox"/>
£250,000	<input type="checkbox"/>	£500	<input type="checkbox"/>
£500,000	<input type="checkbox"/>	£1,000	<input type="checkbox"/>
£1,000,000	<input type="checkbox"/>	£2,500	<input type="checkbox"/>
£2,000,000	<input type="checkbox"/>	£5,000	<input type="checkbox"/>
£3,000,000	<input type="checkbox"/>	£7,500	<input type="checkbox"/>
£5,000,000	<input type="checkbox"/>	£10,000	<input type="checkbox"/>

If you require an alternative Limit or Excess please specify below:

Limit of Indemnity required: £ _____ Excess required: £ _____

3. Has any Proposal for similar insurance made on behalf of the Proposer’s business, any predecessor of the business, or any principal, partner or director ever been declined or has such insurance ever been cancelled, renewal refused or any special terms imposed (other than general market increases)? Yes No
 If Yes, please provide details.

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4. Has the Proposer ever been in the assigned risks pool? Yes No
5. Has any fee earners at the Proposer’s ever faced criminal investigation or disciplinary proceedings by the Royal Institution of Charter Surveyors or any other professional organisation? Yes No
6. Have you ever been late in paying, or failed to pay, either a Professional Indemnity Premium or Excess? Yes No

SECTION 6 – DECLARATION

I/We declare that the statements and particulars contained in the proposal are true and that I/we have not mis-stated 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 occurring before completion of the contract of insurance. However, the duty to disclose material facts continues after the completion of the proposal form and throughout any period of insurance (and any extension thereto), upon which this proposal form was used as the basis of the contract of insurance.

Signing this proposal does not bind the Proposer to complete this insurance.

Signature of authorised individual/partner/principal/director Date



**FINANCIAL SERVICES
SUPPLEMENTARY QUESTIONNAIRE**

FINANCIAL SERVICES SUPPLEMENTARY QUESTIONNAIRE



1. Name of Proposer(s) to be covered:

2. Does the Proposer undertake any work as defined under the Financial Services Act 1986, the Financial Services and Markets Act 2000 and/or any supplementary amendment? Yes No

If No, please ignore the remaining questions and sign and date this Declaration.

3. Please list, on the Proposer's letter headed paper, all partners, employees and consultants (including their qualifications) entitled to undertake Financial Services work.

4. Please state the approximate total percentage of fees/income for the last financial year derived from work undertaken as defined under the Financial Services Act 1986, the Financial Services and Markets Act 2000 and/or any supplementary amendment?

_____ %

5. Does the Proposer anticipate any significant change in the answer given in (4) above during the next financial year? Yes No

If Yes, please provide details.

6. In relation to Question 4 above, please allocate below the fees/income between activities undertaken.

Pensions	%
Endowments	%
Other Life	%
Mortgages	%
Free Standing Additional Voluntary Contributions (FSAVC's)	%
Building Society Agencies	%
Pension Fund Managers/Trustees or Administrators	%
Investment in Unit Trusts/Insurance Bonds/Tangibles/Bonds/Commodities	%
Investments in Split-Capital Investment Trusts/Zero Dividend Preference Shares (including Unit Trusts holding investments of 33.33% or more in Split-Capital Trusts)	%
Other (please specify)	%

7. Has the Proposer been subject to any "Phase" of the Pension Review? Yes No

If Yes, please provide full details of the procedures adopted and of all redress payments made to the policy holders.

8. Has the Proposer previously given advice which falls within the Financial Services Act 1986, the Financial Services and Markets Act 2000 and/or any supplementary amendment but have now ceased to advise? Yes No

If Yes, please state when this practice ceased and why.

DECLARATION

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**PROJECT MANAGEMENT AND PROJECT
COORDINATION
SUPPLEMENTARY QUESTIONNAIRE**

PROJECT MANAGEMENT AND PROJECT COORDINATION SUPPLEMENTARY QUESTIONNAIRE



1. Name of Proposer(s):

2. Where the Proposer acts as project managers please provide details in the table below of the five largest projects the Proposer has been involved with

Start Date	Completion Date	Type of Project	Total Contract Value	Total Fees Retained	Total Fees Paid to Consultants

3. Where the Proposer acts as project co-ordinators provide details in the table below of the five largest projects the Proposer has been involved with.

Start Date	Completion Date	Type of Project	Total Contract Value	Total Fees Retained

4. Please provide details in the table below of the three largest projects the Proposer will be involved with where construction will commence in the next 12 months.

Start Date	Completion Date	Type of Project	Total Contract Value	Total Fees Retained	Professional Services

5. Does the Proposer ensure that when they are undertaking project management activities all other sub consultants carry Professional Indemnity Insurance? Yes No

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Signature of authorised individual/partner/principal/director Date



**PLANNING SUPERVISORS CDM
SUPPLEMENTARY QUESTIONNAIRE**

**PLANNING SUPERVISORS CDM
SUPPLEMENTARY QUESTIONNAIRE**



Please provide the following details

(Please write in block capitals or cross the appropriate boxes as required)

1. **Name of Proposer(s):**

2. **Does the Proposer offer planning Supervisor Services, as provided by the Construction (Design and Management) Regulations 1994?** Yes No
If Yes, please provide details of the services that the Proposer provides.

3. **Does the Proposer allocate the services provided to specific individuals?** Yes No

4. **Does the Proposer ensure that any staff undertaking the role of a Planning Supervisor are adequately experienced in relevant health and safety aspects?** Yes No
If Yes, please provide details.

5. **Does the Proposer ensure that those staff who will undertake Planning Supervisor duties attend specific CONDAM courses?** Yes No
If Yes, please provide details.

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**SURVEY / VALUATION INSPECTION
SUPPLEMENTARY QUESTIONNAIRE**

SURVEY / VALUATION INSPECTION SUPPLEMENTARY QUESTIONNAIRE



1. Name of Proposer(s):

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2. Please provide details of the geographical spread of the Proposer's survey, valuation and its inspections as a percentage of the last year's fees/income for this aspect of your overall fees/income.

	%
Within 25 miles of office	
Between 25 and 50 miles of office	
Between 50 and 100 miles of office	
Over 100 miles of office	

3. Please provide details of the Proposer's five largest clients for whom survey, valuation and/or inspection work has been undertaken in the last three years.

Name of client	Lending Institution	Location	Valuation	Fee	Service Performed

4. What is that highest residential valuation (per individual property) provided by the Proposer in the last year and the last seven years?

Last Year	Valuation	Location
Last Seven Years	Valuation	Location

5. What is the highest commercial valuation (per individual property) provided by the Proposer in the last year and the last seven years?

Last Year	Valuation	Location
Last Seven Years	Valuation	Location

6. Please provide details of the Proposer's residential surveying, valuation and/or inspection fees/income over the last six years.

Year						
No. of Survey/Valuation/Inspections						
% of Total Fees/Income						

7. Please provide details of the Proposer's commercial surveying, valuation and/or inspection fees/income over the last six years.

Year						
No. of Survey/Valuation/Inspections						
% of Total Fees/Income						

8. Does the Proposer always re-inspect for re-valuations or assignments or existing surveys?

Yes No

If No, what is the maximum period for which the Proposer deems a valuation/survey/inspection to be current before such re-inspection is required?

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**SURVEY / VALUATION INSPECTION
SUPPLEMENTARY QUESTIONNAIRE**



9. Does the Proposer operate internal quality assurance standards in order to confirm/support the accuracy of any valuation/survey/inspection? Yes No
If Yes, please provide details.

10. Does the Proposer operate any form of manual and/or computer cross referring of valuations to similar/identical properties? Yes No
If Yes, please provide details.

11. Does the Proposer currently and has the Proposer in the past always complied with the RICS Manual of Valuation Guidance Notes and the Statement of Assets Valuation Practice and Guidance? Yes No
If No, please provide details of the procedures in place.

12. Has the Proposer ever undertaken survey, valuation and/or inspections in areas subject to flooding, Muncic and/or mining works (whether used or disused)? Yes No
If Yes, please provide details of the additional disclaimers incorporated and the additional checking procedures undertaken.

13. Does the Proposer always qualify the advice given to the effect that such advice is on the basis that the land or property is not contaminated? Yes No
If No, please provide details.

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