

STRICTLY PRIVATE & CONFIDENTIAL

Surveyors Professional Indemnity Insurance

PROPOSAL FORM

For advice, or assistance with
this form please contact:



contractsure

Contractsure Limited
9-13 Fenchurch Buildings
Fenchurch Street
London EC3M 5HR
Tel.: 020 7709 1366
Fax.: 020 7709 1367

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.

Surveyors Professional Indemnity Insurance

PROPOSAL FORM

MEMBERS OF THE ROYAL INSTITUTION OF CHARTERED SURVEYORS

1. NAME(S) OF FIRM (Please include any predecessors in business for whom cover is required)

2. ADDRESS OF PRINCIPAL OFFICE (Please list all other locations by Town or Country if overseas and identify supervising Partner/Director at each location)

3. DATE ESTABLISHED

4. NAMES OF PARTNERS/DIRECTORS

Names of Partners/ Directors	Qualifications	Date Qualified	Number of years as Partner/Director with the Firm(s)

5. If cover required for any partner/director for liability prior to joining the above firm(s) please advise:

(a) Name of Partner/Director	
(b) Name of Previous Firm(s)	
(c) Date of joining the above Firm	

6. NUMBER OF STAFF

Qualified Staff (other than Partners/Directors)	Others (eg. Administration staff)	Self-employed/ contract hire	Total

7. RECENT CHANGES – During the last six years, has the name of the Firm(s) changed or has any amalgamation or acquisition taken place? **YES/NO**

If "YES" please give details:

8. OTHER FINANCIAL INTERESTS – Does the Firm or any Partner/Director undertake work for any partnership, company or organisation (Please delete as appropriate):

(a) In which they are in a position to exercise a controlling interest in such partnership, company or organisation? (Apart from shares held in Public Companies) or,

(b) In which any Partner/Director holds a directorship or other appointment? **YES/NO**

If "YES" please state the name and nature of such organisation, and outline work undertaken:

9. GROSS FEE INCOME – Please advise:

For each of the last three financial years:- Date / Month / Year	UK Based Contracts	Overseas Based Contracts	USA/Canada Contracts
/ /	£	£	£
/ /	£	£	£
/ /	£	£	£
Estimated Gross Fees for the Current Financial Year / /	£	£	£

10. OVERSEAS WORK

(a) In which Countries do/will the Firm(s) operate?

(b) Please advise how overseas work is controlled:

11. DISCIPLINE PROFILE – Please advise approximate split of work during the last complete Financial Year within each of the disciplines below:

		%
(a) QUANTITY SURVEYING (Other than specific items listed below)		
(b) GENERAL PRACTICE (Other than specific items listed below)		
(c) BUILDING SURVEYING (Other than specific items listed below)		
(d) ESTATE/HOUSE AGENCY/SALES (i) Residential		
(ii) Commercial		
(e) SURVEY/VALUATION/INSPECTION REPORTS (Commercial) Please advise for last financial year the percentage of:		
(i) Valuations for lending purposes including structural surveys with valuations		
(ii) Asset Valuations for balance sheet purposes or probate or divorce or insurance valuations		
(iii) Building surveys (no valuations)		
(iv) Other (please specify)		
(f) SURVEY/VALUATION REPORTS (Residential) Please advise for last financial year the percentage of:		
(i) Mortgage Valuations		
(ii) Home Buyers reports		
(iii) Further advances/ Re- mortgages		
(iv) Probate/Divorce Valuations		
(v) structural surveys (No valuations)		
(vi) Home Condition reports for HIPS		
(g) PROPERTY/ESTATE/LAND MANAGEMENT		
(h) LAND/MINERAL/HYDROGRAPHIC SURVEYING		
i) AUCTIONEERING		
(j) PROJECT MANAGEMENT – where the Firm is responsible for appointing other professional and/or non-professional firms necessary to the contract		

(k) PROJECT CO-ORDINATION – where the Firm’s principal makes the appointments, whether on the Firm’s recommendation or not.		
(l) ARCHITECTURAL – where any one total contract value exceeds £25,000 (contracts below this value may be included under Building Surveying above)		
(m) BUILDING SOCIETY AGENCY(S)		
(n) INSURANCE AGENCY		
(o) RATING		
(p) ANY OTHER WORK – Please advise details		
		100%

12. Under Q12 DISCIPLINE PROFILE above – for any activities where you have answered “Nil” please give details if you have undertaken such work in the last six years:

13. SURVEY/INSPECTION/VALUATION REPORTS –

(a) Please advise Name(s) of persons undertaking such work who require cover and have less than five years experience or who do not hold one of the qualifications below. Please advise the actual experience of such persons and confirm that work is suitably supervised.

Fellow or Professional Associate of The Royal Institution of Chartered Surveyors
 Fellow or Associate of The Incorporated Society of Valuers and Auctioneers
 Faculty of Architects and Surveyors
 Royal Institute of British Architects
 Royal Institute of Architects of Scotland

(b) Please advise the approximate geographical spread of your survey/valuations over the last three years:

Scotland	%	East Anglia	%
North West England	%	South West England	%
North East England	%	London / South East England	%
Midlands	%	Others – Please specify:	%
Wales	%		%
			100%

(c) Please advise your five largest valuations undertaken for lending purposes:

Name	Property value	If portfolio value of Single largest property
1)		
2)		
3)		
4)		
5)		

(d) Please advise your five largest survey/valuations (other than those undertaken for lending purposes as declared in c) above) in the last three years:

Name	Property value	Type ie asset, Probate, insurance, Structural survey	If portfolio value of single largest property
1)	£		£
2)	£		£
3)	£		£
4)	£		£
5)	£		£

(e) Is it your practice to always re-inspect for re-valuations or assignments of existing surveys? **YES/NO**

If not, please advise the maximum period for which you deem your valuation/survey to be current before such re-inspection is required?

(f) What, if any, internal Quality Assurance Standards are in current practice to confirm/support the accuracy of any valuation/survey? Please advise nature of QA procedures and how long these have been used.

(g) Do you operate any form of either manual or computer cross referring of valuations of similar /identical properties? Please specify:

14. PROPERTY MANAGEMENT – Please provide a brief description of your activities:

15. BUILDING SURVEYING – Where this is undertaken please give details of five largest contracts during the last six years:

Dates started/completed	Contract value	Nature of buildings

16. **CLAIMS** – PLEASE NOTE THAT IT IS IMPERATIVE TO ANSWER THESE QUESTIONS CORRECTLY AS FAILURE TO DO SO COULD PREJUDICE YOUR RIGHTS IN THE EVENT OF A CLAIM ARISING IN THE FUTURE.

(a) **CLAIMS** – During the last six years, have any claims been made against the Firm(s) or predecessors in business or present or former Partners/Directors arising out of the Firm’s activities? **YES/NO**

If “YES”, please advise full details including amounts involved and settlement dates where appropriate:

CLAIMS PAID

CLAIMS OUTSTANDING

(b) **CIRCUMSTANCES** – Are any of the Partners/Directors AFTER ENQUIRY aware of any circumstances which may give rise to a claim against the Firm(s) or its Predecessors in business or its/their present or former Partners/Directors? **YES/NO**

If “YES”, please advise full details including amounts involved:

17. CURRENT INSURANCE ARRANGEMENTS – Please complete if you are not currently insured via Contractsure:

Limit of indemnity	Excess	Premium	Insurer	Renewal Date	Period continuously insured

18. PREVIOUS INSURANCE – Has any similar insurance for this Firm(s) or any Partner/Director been declined, cancelled or renewal refused? **YES/NO**

If "YES", please advise details:

19. QUOTATIONS REQUIRED

Limits of indemnity	£	£	£
Excess(es)	£	£	£

DECLARATION

I/We declare that the above statements and particulars are true and I/We have not suppressed or misstated any material facts.

I/We agree that this proposal, together with any other information supplied by me/us shall form the basis of any subsequent contract of insurance.

SIGNED:.....PARTNER/DIRECTOR

DATE:.....

FOR AND ON BEHALF OF:.....

PLEASE RETAIN A COPY OF THIS PROPOSAL FOR YOUR RECORDS. COMPLETION DOES NOT BIND YOU OR INSURERS TO COMPLETE A CONTRACT OF INSURANCE.

INSURANCE BROKERS, AGENTS AND INTERMEDIARIES PROFESSIONAL INDEMNITY INSURANCE.

