

The Insurance
Supermarket



Personal Touch Financial Services Ltd

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Professional Indemnity Proposal Form – Surveyors & Estate Agents

Personal Touch Financial Services Ltd is authorised and regulated by the Financial Services Authority

IMPORTANT NOTICE

This proposal must be completed and signed by a Principal, Partner or Director of the Proposer. The person completing and signing the form should be authorised by the Proposer to do so and should make all necessary enquiries of his fellow Partners, Directors and Employees to enable all the questions to be answered.

All questions must be answered to enable a quotation to be given.

Completing and signing this proposal does not bind the Proposers or Underwriters to enter a contract of insurance.

If there is insufficient space to answer questions, please use an additional sheet and attach it to this form (please indicate section number).

Surveyors Indemnity

Please complete this Proposal form in **BLOCK CAPITALS** to avoid problems when transmitting by fax. For additional information or information that you cannot fit into the spaces provided please use a separate sheet.

- 1) **NAME/S** (including trading names) of the Proposer/s:
use a separate sheet if necessary

Name	Date Commenced

Website Address:

Email Address:

- 2) **ADDRESS/ES** of Proposer/s
All addresses must be shown together with the Principal responsible for the work at each office:

Address	Principal in charge	Approx % of total fees

- 3)

Name in full of all Principals	Qualifications	Date Qualified	How long as a Principal with Proposers

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4) Is cover required for the previous business activities of any Principal?

YES NO

If YES, please state:

Name of Principal		
Name of Previous Firm		
Period	From / / To / /	From / / To / /
Fees for Last 3 Yrs	Y/E / / £ Y/E / / £ Y/E / / £	Y/E / / £ Y/E / / £ Y/E / / £
Reason for Leaving		
Position in Firm		
Is there separate insurance covering the activities of this Firm for the Period stated above?		

5) Is cover required for predecessor practices to the Proposer/s?

YES NO

If YES, please provide full details:

Name of Predecessor	Date Commenced	Date Ceased	Reason for Cessation

6) DO NOT ANSWER IF PROPOSAL IS FOR RENEWAL OF INSURANCE WITH HCC

Name of current Insurers	
Name of your broker	
Renewal date	
Limit of indemnity	
Premium	
Excess	

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7) Please state total numbers of:

Principals	
Qualified staff	
Others	

Please state name of any Trade Associations of which any Proposer is a member:

8) (a) Do you sub-contract work to any outside party?

YES NO

If YES, please provide details:

(b) Do you require any sub-contractor or consultant to be indemnified under your insurance?

YES NO

If YES, please state:

Name	Qualifications	Fees Paid (last financial year)

9) State for the whole Proposer/s

(a) Gross fees received for each of the last five financial years

Year End	Last Complete Year		Estimate Current Year	Estimate Forthcoming Year
	£	£		
UK	£	£	£	£
USA / Canada	£	£	£	£
Other	£	£	£	£

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(b) Split of Gross Fees in the last complete financial year:

Quantity Surveying	%
Building Surveying	%
Residential Estate Agency / Letting Agency	%
Commercial Estate Agency	%
Residential Property Management	%
Commercial Property / Land Management	%
Rent Reviews / Lease Renewals	%
Land / Mineral / Hydrographic Surveying *	%
Planning & Development Consultancy (without detailed plans)	%
Project Co-ordination	%
Project Management	%
Architectural Work	%
Residential Surveys / Valuations for lending purposes	%
Other Residential Surveys / Valuations	%
Commercial Surveys / Valuations for lending purposes	%
Other Commercial Surveys / Valuations	%
Asbestos Surveys	%
Building Society Agency	%
General Insurance Business	%
Financial Services	%
Auctioneering	%
Mortgage Broking*	%
Other	%
	100%

*Please ask HCC International for a supplementary questionnaire

10) Question 10 (all parts) relate to work completed in the past 3 years

Please note 'own project value' refers to the total value of the proposer's proportion of the total project (not just the fee element)

(a) Quantity Surveying Pre-Contract

(i) Highest total single project value of an individual job:

£

(ii) Highest own single project value of an individual job:

£

(iii) Average own total single project value of jobs undertaken:

£

(b) Quantity Surveying Post-Contract

(i) Highest total single project value of an individual job:

£

(ii) Highest own single project value of an individual job:

£

(iii) Average own total single project value of jobs undertaken:

£

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(c) Building Surveying

(i) Average total single project value of jobs undertaken:

£

(ii) Highest total single project value of an individual job:

£

(iii) Highest own single project value of an individual job:

£

(d) Commercial Estate Agency

(i) Average individual property value handled:

£

(ii) Highest individual property value handled:

£

(e) Commercial Property / Land Management (Inc Rent Reviews etc)

Is there a working diary system which is checked regularly?

YES NO

(f) Project Co-ordination (no responsibility for appointment of other consultants / contractors)

(i) Average total single project value of jobs undertaken:

£

(ii) Highest total single project value of an individual job:

£

(iii) Highest own single project value of an individual job:

£

(g) Project Management (with responsibility for appointment of other consultants / contractors)

(i) Average total single project value of jobs undertaken:

£

(ii) Highest total single project value of an individual job:

£

(iii) Highest own single project value of an individual job:

£

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(h) Architectural Work

(i) Please give details of the 3 largest project values where construction has commenced during the past 3 years:

Description	Total Own Contract Value	Total Contract Value	Extent of Service	Approximate Completion Date

(ii) Please give the average of total single project values of jobs undertaken:

£

(i) Residential Surveys / Valuations for Lending Purposes

(i) Please state approximately:

Average Annual Number of Reports	Highest Single Property Valuation	Average Single Property Valuation	Highest Portfolio Valuation	Average Portfolio Valuation
	£	£	£	£

(ii) Please identify your three largest clients:

Name	Annual Fee Income
	£
	£
	£

(j) Commercial Surveys / Valuations for Lending Purposes

(i) For the last 3 years, please state approximately:

Average Annual Number of Reports	Highest Single property Valuation	Average Single Property Valuation	Highest Portfolio Valuation	Average Portfolio Valuation
	£	£	£	£
	£	£	£	£
	£	£	£	£

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(j) Please identify your three largest clients:

Name	Annual Fee Income
	£
	£
	£

(k) **Other Commercial Surveys / Valuations**

Please state for your three largest valuations:

Approximate valuation	Client	Purpose
£		
£		
£		

(l) **Financial Services**

Do you undertake any Financial Services activities?

YES NO

Are you tied (for the purposes of the Financial Services Act) to any organisation?

YES NO

IF INDEPENDENT, how are you regulated?

(m) **Auctioneering**

	Fees	Max Value	Average Value
Livestock & Deadstock	£	£	£
Fine Art or Antiques	£	£	£
Property or Land	£	£	£
Other (please give details)	£	£	£

(n) **Other**

Please give full details:

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- 11) (a) Have you in the past 10 years undertaken any drive-by, kerb-side or desk-top valuations?

YES NO

If Yes, please give full details below:

Date	Location	Client	Purpose of valuation	Valuation (£)

- (b) Have you any intention of undertaking drive-by, kerb-side or desk-top valuations in the future?

YES NO

- 12) (a) If there are activities in Question 9 (b) where you have declared no income for the last financial year. Have you provided any of these services at any time in the past 3 years?

YES NO

If YES, please state:

Services Provided	Fees Year End	Fees Year End	Fees Year End
	/ /	/ /	/ /
	£	£	£
	£	£	£
	£	£	£

- 13) (a) Do you have any system for the cross-referencing of valuations for similar properties?

YES NO

If YES, how long has this system been in operation?

years

If NO, how would you support the accuracy of any valuation?

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- (b) Have you at all times complied with the RICS Manual of Valuation Guidance Notes and the Statement of Asset Valuation Practice and Guidance Notes and, when issued, the Appraisal and Valuation Manual?

YES NO

If NO, please explain:

- 14) (a) If you have undertaken overseas work at any time in the past, please provide full details, including details of the country/ies involved:

- (b) Do you work other than from your UK offices?

YES NO

- (c) Have you at any time accepted liability other than under the jurisdiction of the UK courts?

YES NO

If YES, to any of the above then please provide full details listing jurisdiction and amount of work involved on a separate sheet.

- 15) Most insurers now exclude liability arising from claims involving pollution. Occasionally, it can be possible to obtain limited cover for such claims. Please state:

- (a) Do you knowingly undertake any work which involves contaminated or polluted land or property, or provide advice as to whether or not land or property might be contaminated or polluted?

YES NO

- (b) If available, do you require a quotation to include coverage for claims involving pollution?

YES NO

If YES, please ask for a Pollution Questionnaire

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- 16) (a) Do you always obtain written references going back at least three years when engaging employees?

YES		NO	
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- (b) Above what amount do cheques require more than one signature?
£

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- (c) Are all cash books, receipts, counterfoils and bank statements checked independently of the person normally responsible by a Principal at least monthly?

YES		NO	
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- (d) Is there an annual audit by an independent accountant?

YES		NO	
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- 17) (a) Are you or have you at any time been a member of a consortium or group practice or engaged with any other party in a Single Project Partnership?

YES		NO	
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If YES, please give full details (including names of other parties)
(Special arrangements must be made to cover this type of work)

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- (b) Does the Proposer/s or any Principal have any association with or financial interest in any other Practice, Company or Organisation for whom work is carried out and where cover is required?

YES		NO	
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If YES, please give full details of the nature of the work and association together with the name and business of the third party.

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Fees from this source in last complete financial year: £

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18) (a) For what Limit/s of Indemnity are quotations required?

(b) : There will be a minimum level of uninsured excess. Is a quotation required with a voluntary excess to achieve a premium saving? If so, for what level of excess?

19) (a) In the last 10 years, in respect of ANY of the risks to which this proposal relates, has any Claim been made (whether successful or not) against the Proposer or any past or present Principal?

YES	NO
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Has any loss been suffered by the Proposer, any predecessor or any past or present Principal in respect of ANY of the risks to which this proposal relates?

YES	NO
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If YES, please give details:

Date of claim/loss	Brief details of each claim/loss	Cost of claim/loss	Estimated cost of claim/loss outstanding

(b) What steps have been taken to prevent a recurrence?

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Please read this paragraph carefully before signing the declaration:

It is essential that every Proposer or Insured when seeking a quotation to take out or renew any insurance discloses to the prospective insurers all material facts and information (including all material circumstances) which might influence the judgement of an underwriter in deciding whether to accept the risk and on what terms. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so entitles the underwriters, if they so wish, to avoid the contract of insurance from inception and so enables them to repudiate liability thereunder. If you have any doubt as to what constitutes a material fact or circumstance please do not hesitate to ask for advice.

DECLARATION

I/we declare that, after full enquiry, the contents of this proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information. I/we agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance which may be effected. If there is any material alteration to the facts and information which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform Underwriters.

I/we hereby consent to any information I/we have provided being processed by you for the purposes of providing insurance and claims handling, which may necessitate sharing such information with third parties. HCC International Insurance Company PLC. may use this information for marketing (by post, telephone, e-mail or fax) subject to the conditions of the Data Protection Act. If you do not wish these details to be used for marketing please inform HCC International Insurance Company PLC. in writing. Under the Data Protection Act 1998 you have the right to access or amend the information we hold about you. If you would like to exercise either of these rights please contact HCC International Insurance Company PLC.

Date:

Signature of Principal:

A copy of this proposal should be retained by you for your own records.