



Professional Indemnity

Proposal Form

Engineers

Servca Group

info@servca.com

www.servca.com

+44(0)207 8469000

Please complete the whole form to the best of your ability, clarifying any areas where necessary and continuing on a separate sheet if required.

A website, brochure or overview of the services you provide will assist underwriters

New start-ups: Please use estimated values for fees, work breakdown etc. Please also provide a current CV or full summary of relevant qualifications and experience.

Insurance Act 2015 - Proposal Forms for non-consumer contracts - Duty of fair presentation

1. Before this insurance contract is entered into, the Insured must make a fair presentation of the risk to the Insurer, in accordance with Section 3 of the Insurance Act 2015. In summary, the Insured must:
 - a. Disclose to the Insurer every material circumstance which the Insured knows or ought to know. Failing that, the Insured must give the Insurer sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances. A matter is material if it would influence the judgement of a prudent insurer as to whether to accept the risk, or the terms of the insurance (including premium);
 - b. Make the disclosure in clause (1)(a) above in a reasonably clear and accessible way; and
 - c. Ensure that every material representation of fact is substantially correct, and that every material representation of expectation or belief is made in good faith.
2. For the purposes of clause (1)(a) above, the Insured is expected to know the following:
 - a. If the Insured is an individual, what is known to the individual and anybody who is responsible for arranging his or her insurance.
 - b. If the Insured is not an individual, what is known to anybody who is part of the Insured's senior management; or anybody who is responsible for arranging the Insured's insurance.
 - c. Whether the Insured is an individual or not, what should reasonably have been revealed by a reasonable search of information available to the Insured. The information may be held within the Insured's organisation, or by any third party (including but not limited to subsidiaries, affiliates, the broker, or any other person who will be covered under the insurance). If the Insured is insuring subsidiaries, affiliates or other parties, the Insurer expects that the Insured will have included them in its enquiries, and that the Insured will inform the Insurer if it has not done so. The reasonable search may be conducted by making enquiries or by any other means.

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Your Business

1. Name of all companies/firms to be insured, if a predecessor firm give date ceased:

Name	Date established

2. Contact details

Address: _____ Contact Name: _____ Telephone: _____

Postcode: _____ email: _____ Website: _____ Fax: _____

3. Please describe fully the activities you undertake:

4. Please provide name(s) in full of partners/directors of firm/company and any employee carrying out professional work:

Name	Qualifications	Date Qualified	No. of years in this capacity with the firm/ company

5. Please state your fees (excluding VAT, disbursements, recharged expenses and fees paid to independent consultants) received for the past two financial years. If a new firm/company state projected fee income.

Previous year	Last year	Current year (estimate)	Month of financial year end
£	£	£	£

During the last financial year (estimate if new start-up)

Largest fee from any one client	Average fee from any one client
£	£

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Sub-contractors

6. Do you pay fees to independent sub-contractors/sub-consultants? YES NO
 If YES, please specify profession and amounts:

Name	Date established
	£
	£

- Do you ensure that such sub-contractors/sub-consultants carry and maintain Professional Indemnity Insurance? YES NO

Contracts

7. Please provide details of the three largest contracts (in terms of total project value) undertaken in the last five years where you had responsibility for design or other professional services:

Starting date	Description of contract (e.g. hotel, factory)	Total contract value	Approx. date of practical completion	Your fee

8. Please provide details of the two largest contracts (in terms of total project value) expected to commence in the next 12 months where you have responsibility for design or other professional services:

Starting date	Description of contract (e.g. hotel, factory)	Total contract value	Approx. date of practical completion	Your fee

9. Please give an approximate percentage split of the disciplines in which you are involved:

Electrical engineering	<input style="width: 90%;" type="text"/> %
Heating ventilating and air conditioning engineering	<input style="width: 90%;" type="text"/> %
Mechanical engineering	
a) building services (excluding lifts)	<input style="width: 90%;" type="text"/> %
b) process control/production line work	<input style="width: 90%;" type="text"/> %
c) other (please describe)	<input style="width: 90%;" type="text"/> %



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d) Civil engineering	%
e) Structural engineering	%
f) Soil engineering	%
g) Architectural	%
h) Project management	%
i) Project co-ordination	%
k) Foundations/underpinning	%

Feasibility studies/expert witness work
 Important: - Please state which discipline this work related to %

Other - please provide full details %

10. Have you undertaken contracts involving any of the following in the last five years?		
Manufacturing Plant	YES	NO
Power Plant	YES	NO
Roads, bridges, tunnels and dams	YES	NO
Petrochemical / chemical / refineries	YES	NO
Harbours / jetties/ airports / railways	YES	NO
Mines and associated works	YES	NO
Housing/commercial schemes above three floors	YES	NO
Swimming pools	YES	NO
Nuclear / atomic	YES	NO
Design of pre-stressed or reinforced concrete	YES	NO
Design of structural steelwork	YES	NO
Air conditioning for "clean rooms"	YES	NO
Basement Extensions	YES	NO

If the answer to any part of question 10 is YES, please provide full details on a separate sheet.



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- 11. Have you undertaken contracts involving any of the following in the last five years?
 - a) soil engineering / water & sewerage / foundations / underpinning / project management work YES NO
 - b) roads / highways / bridges / tunnels / dams / harbours / airports / jetties or railways YES NO
- 12. Do you undertake any contract which involves supply of any goods, materials, plant or equipment? YES NO
- 13. Do you carry out work outside of the UK? YES NO
- 14. Have you ever undertaken a contract which forms part of a PFI or PPP project? YES NO
- 15. Have you ever undertaken a contract as a member of a consortium or joint venture? YES NO

If any answer for questions 11 - 15 is YES, please provide full details on a separate sheet.

- 16. Do all your contracts involve well-established techniques and practices? YES NO
- 17. Do you act purely as a professional consultant, not undertaking any construction work? YES NO

If NO to questions 16 or 17, please provide details on a separate sheet.

- 18. If you have or are planning to undertake overseas work please state which countries including applicable jurisdiction together with your fees for this work and a brief description of the contract. YES NO

Cladding

- 19. Has the firm or its predecessors ever been involved in:
 - a) The specification, design or supervision of the installation of windows or cladding or cavity barrier protection on any building over 4 stories or 18 meters in height? YES NO

If YES please provide details.



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b) The refurbishment of any building over 4 stories or 18 meters in height? YES NO

If YES please provide details including the number and height of such buildings, the extent of your services, the nature/scope of the refurbishment.

c) Any project on a building over 4 stories / 18 meters in height, which involved the installation of Aluminium Composite Material (ACM) panels? YES NO

If YES please provide details including the number and height of such buildings, the extent of your services, the nature of the panels including if they contained any (modified or unmodified) polyethylene filler and Foam Insulation.

20. Please provide details of your current PI cover

Name of Insurer	Limit of indemnity	Excess	Premium	Renewal Date	Retroactive Date

Please advise the limit of Indemnity now required together with your preferred excess.

Option	Limit	Excess
A	£	£
B	£	£



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Claims:

In relation to your professional business activities, after reasonable enquiry are you aware of:

- | | | | |
|----|---|-----|----|
| a. | Any matter which may lead to a claim against you. | YES | NO |
| | This includes: | | |
| | i. a shortcoming or problem in your work known to you which you cannot reasonably put right; | YES | NO |
| | ii. a complaint about your work or anything you have supplied which cannot be immediately resolved; | YES | NO |
| | iii. an escalating level of complaint on a particular project; | YES | NO |
| | iv. a client withholding payment due to you after any complaint. | YES | NO |
| b. | Any loss from the dishonesty or malice of any employee or self-employed freelancer. | YES | NO |
| c. | Any loss from the suspected dishonesty or malice of any employee or self-employed freelancer. | YES | NO |
| d. | Any matter which may give rise to a claim against your predecessors in business or any past director officer, board member, senior manager or employee. | YES | NO |

If you answered YES to any of the above please provide details:

- | | | | |
|----|---|-----|----|
| 1) | been declared bankrupt or become insolvent or made any voluntary arrangement with creditors or been subject to enforcement of a judgment debt? | YES | NO |
| 2) | been a partner, a director or had a controlling interest in any company, firm or business entity which has entered into a voluntary arrangement with creditors or been subject to any application for liquidation, administration, receivership or to enforcement of a judgment debt? | YES | NO |

If the answer to 1. and/or 2. above is YES, please give full details on a separate sheet.

- | | | | |
|----|--|-----|----|
| 3) | Has any claim, whether successful or not been made against you or your predecessors in business or any past or present partner, principal, director or employee (whether previously insured or not)? | YES | NO |
| 4) | Have you ever had any insurance or proposal cancelled, withdrawn, declined or made subject to special terms? | YES | NO |

If the answer to 3. and/or 4. above is YES, please give full details below:

Date	Details



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Declaration

I/we declare that I/we have made a fair presentation of the risk, by disclosing all material matters which I/we know or ought to know or, failing that, by giving the Insurer sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances.

I/We undertake to inform you before any contract of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our proposal for insurance.

Signature

Print name

Position

Date

A copy of this proposal should be retained for your records

Marketing

Collegiate would like the opportunity to send you relevant information which may be of interest to your business, including product and industry news. By ticking the boxes below, you are consenting to the use of your data for the purpose of marketing activities only. The data will be used only by Collegiate and will never be sold or passed onto third party companies for marketing purposes.

Please let us know if you would like us to contact you by any of the below means:

Yes, I would like to receive Marketing Communications by:

Post

Email

Phone

SMS

Your consent and preference options can be updated or withdrawn anytime by clicking the unsubscribe link on our communications



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Data Protection

Collegiate Management Services Ltd (the Data Controller) are committed to protecting and respecting your privacy in accordance with the current Data Protection Legislation. Below is a summary of the main ways in which we process your personal data, for more information please visit our website at www.collegiate.co.uk

We may use the personal data we hold about you for the purposes of providing insurance, handling claims and any other related purposes, for offering renewal, research or statistical purposes and to provide you with information, products or services that you request from us or which we feel may interest you. We will also use your data to safeguard against fraud and money laundering and to meet our general legal or regulatory obligations.

We may disclose your personal data to third parties involved in providing products or services to us, or to service providers who perform services on our behalf. These include our group companies, affinity partners, brokers, agents, third party administrators, reinsurers, other insurance intermediaries, insurance reference bureaus, credit agencies, fraud detection agencies, loss adjusters, solicitors/barristers, accountants, regulatory authorities, and as may be required by law.

We may transfer your personal data to destinations outside the European Economic Area ("EEA"), and we will ensure that it is treated securely and in accordance with the Legislation.

You have the right to ask us not to process your data for marketing purposes, to see a copy of the personal information we hold about you, to have your data deleted (subject to certain exemptions), to have any inaccurate or misleading data corrected or deleted, to restrict processing, to ask us to provide a copy of your data to any controller and to lodge a complaint with the local data protection authority.

Your data will not be retained for longer than is necessary, and will be managed in accordance with our data retention policy. In most cases, the retention period will be for maximum period of 7 years following the expiry of our business relationship with you, unless we are required to retain the data for a longer period due to business, legal or regulatory requirements.