

► This booklet is perforated for easy faxing, scanning or copying.

Surveyors Professional Indemnity Insurance Proposal Form

Please return your completed proposal form
and attachments to:

Willis Limited
FINEX Surveyors Division
Friars Street
Ipswich, Suffolk
IP1 1TA

or email to: surveyors@willis.com

Contact Number: 01473 223 273

Fax line: 01473 223 686

www.willis.com/surveyors

Willis is one of the leading risk management and insurance intermediaries. Headquartered in London, we have over 15,000 Associates working in over 300 offices in 100 countries.

Regional offices: Belfast, Birmingham, Bristol, Cardiff, Cheltenham, Dublin, Dundee, Edinburgh, Glasgow, Guernsey, Ipswich, Leicester, Manchester, Northampton, Preston, Reading & Sheffield.

The Willis logo is displayed in a dark blue, serif font. The letters are bold and closely spaced, with the 'W' being the largest and most prominent.

Important Notes

Please read these notes carefully before answering any questions.

- (A) This proposal should be typed or completed in ink. Please answer every question fully as incomplete answers may not be sufficient and can cause delay. If necessary please attach separate sheets with information which will be incorporated into your proposal.
- (B) Whoever fills out the proposal must be a principal, partner, director or member of the firm and make all the necessary enquiries of their fellow partners, directors, members and employees to enable all the questions to be answered.
- (C) When we refer to "You" we mean you, your partners, directors, members or employees or any former partners, directors, members or employees of any firm for which cover is required under this insurance.
- (D) Please ensure the current title of the firm is shown together with any other trading titles, including subsidiary associated or predecessor firms for which cover is required.

Your Details

Name of the firm to be insured:

(See Important Note D)

Principal address:

Post code:

Other addresses (by town or by country if outside the UK):

1. Claims Experience

Can you confirm that:

- a) During the last ten years, no claims (successful or otherwise) have been made against you or any other firm to be covered by this insurance?
- b) You are not, AFTER ENQUIRY, aware of any circumstances which may give rise to a claim against you?
- c) You have not sustained any loss through fraud or dishonesty of any person?

Yes No

If No to any of the claims questions, please provide full details including dates, total payments including costs and reserves, brief details of the nature of the claim, whether the claim is paid or still outstanding and state the steps taken to prevent a reoccurrence:

2. (a) Your Cover Requirements

Please state the limit of indemnity you require:

£

Please state the excess you wish to carry in respect of each and every claim:

£

(A minimum excess will be applied)

2. (b) Existing Insurance Details

Name of Insurer:

Renewal Date:

Limit of Indemnity:

Premium (NOT REQUIRED FOR EXISTING WILLIS CLIENTS):

Excess:

3. Your Firm

When was the firm first established?

Please provide the following information (continue on a separate page if necessary):

Names of all partners, directors or members (include your own details if you are a sole practitioner)	Period of time as a partner, director or member	Professional Qualifications	Date Qualified
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

How many staff does your firm presently employ (excluding partners, directors or members)?

Professionally qualified:

Technical:

All others:

4. General Information

Can you confirm that:

- a) You have never been refused professional indemnity insurance or have had such insurance cancelled or special conditions applied.
- b) You have never been in the Assigned Risks Pool
- c) You have never been the subject of a disciplinary proceeding by any professional organisation.

- d) In the last three years you have not participated in a consortium or joint venture.
- e) All sub-consultants that you use are required to hold their own professional indemnity insurance and you do retain your rights of recourse.
- f) You do not undertake work for any other firm, company or organisation in which you have a financial or controlling interest or which has a financial or controlling interest in your firm (other than as shareholders/stockholders in a publicly quoted company) for which cover is required.
- g) You do not require cover for liability arising from any partner's previous business.
- h) You do not undertake any manufacturing, construction, alteration, repair or installation work.
- i) You do not supply any materials or other goods.
- j) In the last three years you have not undertaken any work outside the UK.
- k) You have a diary system employed for rent reviews.
- l) You have never carried out any regulated activities or acted as an introducer in respect of such activities as defined in the Financial Services and Markets Act 2000?

Yes No

If No to any of the General Information questions, please provide full details:

5. Your Fee Income

Provide details of your gross fees (excluding VAT) received in the last three financial years and your estimated fees for the forthcoming year.

	Year / /	Year / /	Last complete year / /	Forthcoming year (estimate)
United Kingdom	£	£	£	£
USA or Canada	£	£	£	£
Elsewhere	£	£	£	£
Total Fees	£	£	£	£

6. Your Business Activities

Please provide a split of your gross fees received in the last complete financial year. If recently established provide an estimated split of work for the forthcoming year:

Specialisation		Fee Income %
Estate Agency	Residential	<input type="text"/> %
	Commercial	<input type="text"/> %
	Investment Agency/ Property Investment	<input type="text"/> %
Auctioneering	Livestock Markets	<input type="text"/> %
	Fine Art	<input type="text"/> %
	Property	<input type="text"/> %
	Other	<input type="text"/> %
Property Management	Property Management	<input type="text"/> %
	Land/Estate	<input type="text"/> %
	Residential Lettings	<input type="text"/> %
	Facilities Management	<input type="text"/> %
	Rating and Rent Review	<input type="text"/> %
Quantity Surveying	Pre and Post Contract Services	<input type="text"/> %
	Other Services	<input type="text"/> %
Architectural Work	Design Only	<input type="text"/> %
	Design and Supervision	<input type="text"/> %
	Refurbishment	<input type="text"/> %
Project Management	Project Management	<input type="text"/> %
	Project Co-ordination	<input type="text"/> %
	Employers Agent	<input type="text"/> %
	Planning Supervisor	<input type="text"/> %
Building Surveying		<input type="text"/> %
Residential Surveying/Valuation/Inspection	Full Structural Surveys	<input type="text"/> %
	Partial Surveys (Homebuyers etc)	<input type="text"/> %
	Lending Institution Valuations	<input type="text"/> %
	Other	<input type="text"/> %
Commercial Survey/Valuations	Surveys	<input type="text"/> %
	Valuations – for lending	<input type="text"/> %
	Valuations – for non lending	<input type="text"/> %
Land Surveying	Land Surveying	<input type="text"/> %
	Site Surveys	<input type="text"/> %
	Site Setting Out	<input type="text"/> %
	Mineral/Hydrographic	<input type="text"/> %
Insurance and Financial Services	General Insurance Agent	<input type="text"/> %
	Financial Services	<input type="text"/> %
	Building Society Agent	<input type="text"/> %
Loss Assessing or Adjusting		<input type="text"/> %
All other business activities		<input type="text"/> %

Details of all other business activities:

For all rent reviews and lease renewals undertaken in the last three years, please specify:

Largest commercial rent review/lease renewal:

Average commercial rent review/lease renewal:

Largest residential rent review/lease renewal:

Average residential rent review/lease renewal:

For all Quantity Surveying, Architectural, Project Management, Project Co-ordination and Employers Agent work carried out in the last three years, please specify your five largest contracts:

Start/Finish Date	Description and location	Total contract value	Your fees	Services provided by your firm
		£	£	
		£	£	
		£	£	
		£	£	
		£	£	

7. Surveying and Valuing

Have you undertaken any survey or valuation work within the past 5 years?

Yes No

If Yes, please complete a separate survey and valuation questionnaire:

Have you undertaken any investment agency or provided property investment advice during the last three years?

Yes No

If Yes, please provide details of your three largest contracts stating nature of your client's business, value of investment, the total fee(s) earned and the services provided by your firm:

8. Asbestos

Have you ever carried out or do you intend to provide during the forthcoming period of insurance:

- a) Any asbestos inspections as set out in MDHS 100 published by the Health & Safety Executive in connection with Regulation 4 of the Control of Asbestos at Work Regulations 2002 (CAWR) or any other comparable inspection?
- b) Any advice, design or specification in relation to the manufacture, process, supply, use, removal or disposal of asbestos or any asbestos containing material?

Yes No

9. Risk Management

Can you confirm that:

- a) You have written checklists and/or work procedures for the services which you provide.
- b) There is a partner, director, member or qualified office manager based in each office.
- c) You have a procedure for complaints and for logging complaints that may lead to a claim.
- d) You always retain a written record of relevant telephone conversations and attendance at meetings.
- e) You always obtain satisfactory written references immediately proceeding the engagement of any partner, director, member or employee.
- f) If you are not a sole practitioner, you will arrange for all cheques and/or electronic fund transfers for more than £25,000 to be authorised by two people at least one of whom will be a partner, director or member.
- g) If you are a sole practitioner, you have reciprocal arrangements in place if you cannot attend your business.

Yes

No

If No to any of the Risk Management questions, please provide details of your systems:

Data Protection

All personal data collected by Willis Limited will be held in accordance with the Data Protection Act 1998. We will treat all information we hold about you as private and confidential, whether or not you become a client and even when you are no longer a client. We will not disclose any information we hold about you to others except:-

- (i) to the extent we are required to do so by law or regulatory requirements;
- (ii) where it is necessary to do so in order to provide our services to you (which might involve us disclosing information which you consider confidential or sensitive to insurers); or
- (iii) at your request or with your consent.

You agree that we and other companies in our group may hold and process by computer or otherwise any information we hold about you in order to provide our services to you. Further, we may disclose to third parties certain industry-wide statistics or other information which may include information relating to you — although information specific to you will not be revealed without your consent. You have a right of access to some or all of the information we hold about you, or to have inaccurate information corrected, under data protection law. If you wish to exercise either of these rights, please contact us in writing. You agree that we may, for the purposes of providing our services to you or for systems administration, transfer information we hold about you to any country — including countries outside the European Economic Area, which may not have comparable data protection laws.

Declaration

I/We declare that the above statements and particulars made in this proposal are true and that no material facts have been mis-stated or suppressed after enquiry. I/We agree that this proposal, together with any other information supplied shall form the basis of any contract of insurance effected thereon. I undertake to inform insurers of any material alteration to those facts occurring before the completion of the contract of insurance.

Signed:

Position Held:

Date:

Willis Limited

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FINEX Surveyors Division
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Ipswich Suffolk
IP1 1TA
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