

DESIGN & CONSTRUCT PROFESSIONAL INDEMNITY PROPOSAL FORM

The completion of this form in no way binds the Proposer to purchase insurance, nor does it bind Underwriters to give insurance. Any information given will only be passed to Underwriters for the purpose of quotation and will be treated as confidential.

1) COMPANY NAME / TRADING NAMES(S)				
2) PREVIOUS TRADING NAMES TO BE INCLUDED IN COVER:				
3) FIRMS PRIMARY ADDRESS AND EIRCODE:				
4) WEBSITE ADDRESS		5) DATE 1ST ESTABLISHED:		
6) FIRMS BUSINESS DESCRIPTIONS:				
7) DETAILS OF MAIN PRINCIPALS, PARTNERS OR DIRECTORS: (PLEASE ATTACH CV'S IF AVAILABLE)				
Full Name		D.O.B	Qualifications	
8)	IRELAND		USA/CANADA	OTHER (PLEASE SPECIFY)
Total Turnover in last financial Year ending:/...../.....	€		€	€
Total Turnover for the current year:	€		€	€
Total Turnover in previous financial year :	€		€	€
Estimated Turnover for next financial year:	€		€	€

9) Does the firm currently hold Professional Indemnity Insurance?		YES	NO
Current Insurers			
Premium			
Excess			
Renewal Date			
Retroactive Date			
10) WHAT LIMIT OF INDEMNITY IS REQUIRED?			
11) FULL DESCRIPTION OF ACTIVITIES WITH PERCENTAGE BREAKDOWN FOR THE LAST FINANCIAL YEAR (ESTIMATED IF NO HISTORICAL DATA):			
Abortive Work	%	Mechanical Engineering	%
Adjudication / Arbitration	%	Party Wall Surveying	%
Architectural (Non-Structural)	%	Piling and Foundation	%
Building Surveying	%	Project Co-Ordination	%
Civil Engineering	%	Project Management	%
Electrical Engineering	%	Quantity Surveying – General	%
Expert Witness	%	Quantity Surveying – Post Contract	%
Feasibility	%	Quantity Surveying – Pre Contract	%
General Building	%	Soil Engineering	%
Heating & Venting Engineering	%	Structural Engineering	%
Interior Design – Non Structural	%	Structural Survey / Inspection Reports (non-RICS)	%
Interior Design – Structural	%	Structural Survey / Inspection Reports (RICS)	%
Land Surveying	%	Town Planning	%
Landscaping – excluding sports grounds	%	Others (please specify)	%
Managing Contractor	%		
12) DIVISION OF ACTIVITIES UNDERTAKEN IN LAST FINANCIAL YEAR, PERCENTAGE BREAKDOWN (ESTIMATED IF NO HISTORICAL DATA):			
Airports- Non-Airside	%	Industrial Systems	%
Airports / Railways	%	Modular Buildings	%
Basements Standalone Contracts	%	Offices	%
Bio Gas	%	Offices High Rise (Over 3 Storeys)	%
Bridges / Tunnels / Mines/ Dams	%	Offshore Installations / Marine	%
Car Parks	%	Railway Stations Non-Trackside	%
Care / Residential Homes	%	Refineries & Petrochemical	%
Churches / Historical / Museums	%	Retail / Commercial	%
Council / Local Authorities	%	Roads / Highways	%
Data Centres	%	Scaffolding	%
Golf Courses (except clubhouses)	%	Secondary Schools / Universities	%
Harbours/ Jetties / Sea Defences	%	Sewerage / Water	%
Hotel / Leisure	%	Small Educational / Primary Schools	%
Hospitals	%	Small Healthcare / Medical Centres / Surgeries	%
Housing High Rise (Over 3 Storeys)	%	Stadiums	%
Housing Individual Low Rise (Up To 3 Storeys)	%	Swimming Pools Standalone Contracts	%
Housing Multiple Low Rise (up to 3 storeys)	%	Others (Please specify)	%

13) DESIGN & CONSTRUCT FULL BREAKDOWN OF LIABILITY WITH PERCENTAGE BREAKDOWN FOR THE LAST FINANCIAL YEAR:	
	%
Turnover where the Firm designs and constructs/installs from its own design and provides full technical supervision	
Fees where the Firm provides design and technical services only (i.e. no construction is undertaken by the Firm)	
Fees where the Firm provides project management or supervision of construction services only (i.e. no design or construction is undertaken by the Firm or subcontractors)	
Turnover where the Firm constructs/install from others' designs performed on behalf of the Firm (i.e. where there is a contingent design liability but supervision is retained)	
Turnover where the Firm constructs/install from others' designs and others' technical supervision performed on behalf of the Firm (i.e. where there is a contingent design and supervision liability)	
Turnover where the Firm constructs from others' design and others' technical supervision (i.e. duty to warn)	
Other Turnover (No cover required)	
Other Turnover (cover required) Please give details	

14) DETAILS OF THE 5 LARGEST CONTRACTS IN THE LAST 5 YEARS (GIVE DETAILS OF CURRENT PROJECTS IF NEW BUSINESS):				
Dates	Client	Description	Total Contract Value	Own Contract Value

15) Have you been involved with or do you expect to be involved in any projects with basements?	YES	NO
16) Have you been involved with or do you expect to be involved in any swimming pool projects?	YES	NO
17) Have you been involved or do you expect to be involved in any projects where any type of cladding, façade system or curtain walling has been used?	YES	NO
If you answer "YES" to any of the above, please provide a fully completed Combined Construction Questionnaire		
18) Do you engage in, or are you responsible for the manufacture or fabrication of any pre-engineered unit?	YES	NO
19) Do you work from offices other than your Irish offices?	YES	NO
20) Do you enter into any contracts where the jurisdiction or applicable law is other than Ireland?	YES	NO
21) Does any one client generate more than 20% of your fee income/turnover	YES	NO
22) Do you undertake external wall fire reviews / EWS-1 forms?	YES	NO

23) Is or has the firm been a member of a consortium or joint venture?	YES	NO
24) Have you been involved with or do you expect to be involved in any Rapid Build Schools projects for the Department of Education or Rapid Build Housing Schemes for Dublin City Council?	YES	NO
If you answered YES to any of the above (18-24), please provide full details at the end of the form		

25) RISK MANAGEMENT		
Please confirm that		
(a) work undertaken by professional / technical staff is regularly reviewed by a principal, partner, director or qualified manager?	TRUE	FALSE
(c) written procedures or checklists are used for the professional / technical service provided?	TRUE	FALSE
(d) any consultants for which you are or have been responsible for are required to have Professional Indemnity Insurance for a limit not less than the amount of cover requested by this Proposal?	TRUE	FALSE
(e) contracts are evidenced in writing, specify the work to be undertaken and the extent of your responsibility?	TRUE	FALSE
(f) changes in specification during the course of a contract are evidenced in writing?	TRUE	FALSE
(g) you have not failed to complete a project?	TRUE	FALSE
(h) a system in place for ensuring that time limits and critical dates are met?	TRUE	FALSE
If you answer 'False' to any of the questions above please provide details at the end of the form		

26) CLAIMS AND OTHER CIRCUMSTANCE STATEMENTS		
(a) No claims for professional negligence, error or omissions or the like have ever been made against The Firm or any predecessor(s) in business or against any Partners/Directors/Principals either directly or in respect of any Company of which they were a Partner/Director/Principal of.	TRUE	FALSE
(b) After enquiry within The Firm, the Proposer is not aware of any circumstances which have occurred which may give rise to a claim.	TRUE	FALSE
(c) The Firm or any Partners/Directors/Principal has not had any Insurers decline to offer PI renewal terms, nor has had their PI policy cancelled or voided, or had any special premium increase or special terms being imposed due to a material fact.	TRUE	FALSE
(d) The Firm or any Partners/Directors/Principal do not act, or have not acted, in any capacity other than those declared	TRUE	FALSE
(e) The Firm or any Partners/Directors/Principal have not ever been the subject of investigations or disciplinary proceedings by any Regulatory Body or the Health & Safety Authority?	TRUE	FALSE
(f) The Firm or any Partners/Directors/Principal do not undertake work for any partnership, company or organisation in which they are in a position to exercise a controlling interest in such a partnership, company, organisation.	TRUE	FALSE
If you answer 'False' to any of the questions above please provide details at the end of the form		

27) MATERIAL INFORMATION

You must search for all material information and disclose it to us without misrepresentation. Material information is anything which might reasonably influence our decision to offer you insurance or the terms (including the premium) on which any offer is made. It includes facts, circumstances, allegations and events. Material information includes special or unusual facts concerning you or your business, any particular concerns you may have which have led you to seek or increase your insurance cover and any other facts relevant to the risk taken by us. You should assume that all information specifically sought by us is material, whether in this proposal form or otherwise.

Please check carefully all the information and advise your insurance adviser if any corrections or additions are required as soon as reasonably practicable.

28) 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.

Signed:		Dated:	
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Any Additional Information (Please continue on a separate sheet if required):