



**New ACE Professional
Indemnity Insurance
Scheme**

PROPOSAL FORM

**for members of the
Association for
Consultancy and
Engineering**

PLEASE READ THE FOLLOWING BEFORE COMPLETING THE PROPOSAL FORM

Please note that Griffiths and Armour, Heath Lambert Group and Willis are not underwriting the insurance cover, but any insurance cover placed is underwritten by various underwriters selected by Griffiths and Armour and/or Heath Lambert Group and/or Willis in conjunction with the proposer.

Disclosure

It is important to remember that when applying for insurance coverage any material facts have to be disclosed to those Insurers with whom you are intending to effect your Insurance. A "material fact" is any information which might influence the judgement of Insurers when they accept the risk. Material facts can also encompass any material change in circumstances and failure to disclose such information may cause the contract of insurance to be made void and Insurers could be entitled to repudiate liability entirely.

It should be pointed out that the duty of disclosure continues throughout the policy period. Furthermore it is of utmost importance that any material facts or information which comes to light after completion of this Proposal Form (which is also the basis of the contract of insurance), but before the inception of the policy (including renewal), must be immediately notified to current and prospective Insurers.

Your Presentation to Insurers

When Insurers look at this Proposal Form they are forming an opinion of your firm. This Proposal Form has been designed to capture as much information as possible concerning the business of a multi-disciplinary firm but the questions may not necessarily exactly fit the profile of your firm. In such cases please provide additional information by attaching appendices to the Proposal Form. If the space available to answer the questions is insufficient, please use appendices rather than summarising the information.

It can be of assistance if brochures and other similar promotional material can be submitted with the Proposal Form. Insurers would be interested in receiving examples of any standard Terms of Engagement/Conditions of Contract which seek to limit your liability under contract.

Predecessors in Business

To ensure full disclosure, you should declare all predecessors in business for whom cover is required.

Data Protection

All personal data collected by Griffiths and Armour, Heath Lambert Group and Willis 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.

In an effort to measure the success of the New ACE PI Insurance Scheme we may share certain information with the Association for Consultancy and Engineering. Please tick the box should you not wish Griffiths and Armour, Heath Lambert Group and Willis to share such information without your prior written approval

1. Name of Firm

Date Established

ACE Membership No.

Principal Address & Contact

Telephone No.:

Contact Person's E-mail:

Facsimile No.:

Website Address:

Address(es) of any overseas office(s) and % split of Fees

2. a) Staff details:

Names of Executive
Partners/Principals/Directors

Age & Qualifications

Date Qualified

Number of years in this
capacity (at this Firm)

b) Please state the number of:

Qualified full-time staff:

Qualified part-time staff:

3. Constitution & Amalgamations

Has the name of the Firm(s) changed or has any amalgamation, merger or takeover occurred during the past 24 months?

Yes: No:

If Yes, please give details:

4. Associated Companies

Is the Firm(s) associated with another Firm(s), where the individual Firm or any Principal or Director is financially connected or associated with any other entity?

Yes: No:

If Yes, please give details should cover be required for that entity and/or claims emanating from that entity:

5. Gross Earnings

Please state total Fees (after deduction of disbursements and VAT) for each of the last two financial years and anticipated Fees for this current year.

Financial year ending: Day Month Year

UK & Eire Firm's Fees
 Sub-consultants' Fees
Total Fees

Worldwide ex. Firm's Fees
UK, Eire, USA Sub- consultants' Fees
and Canada **Total Fees**

USA and Firm's Fees
Canada Sub- consultants' Fees
Total Fees

6. Division of Work - Operations

Please indicate the approximate percentage of the total Fee derived from the following areas:-

Commercial Offices	%
Bridges and/or Tunnels	%
Dams and/or Mines	%
Harbours, Jetties, Coastal defences, Offshore	%
Sewerage and Water schemes	%
Foundations, Underpinning, Piling	%
Highways, Roads, Groundworks	%
Pipework, Tanks, Vessels, Silos	%
Nuclear or Atomic Projects	%
Leisure, Sport and Amusement	%
Fire Protection/Security Systems	%
Aviation, Automotive, Railways, Metros	%
Toxic Waste, Asbestos, Landfill	%
Chemical and Petrochemical	%
Retail and Shopping Centres	%
Air Conditioning for 'clean rooms'	%
High-Rise Building (above 5 floors)	%
Schools, Hospitals other Municipal	%
Cladding/Curtain Walling/Glazing	%
Industrialised System Buildings	%

Housing Schemes (below 6 floors)	%
Retail/Business Parks	%
Demolition	%
Mechanical and Bulk Handling	%
Lifting Equipment	%
Total	100%

7. Division of work – Disciplines

a) Please state the approximate percentage of work carried out

	UK & Eire	W/W Ex. UK, Eire, USA, Can	USA/Can
Civil Engineering	%	%	%
Structural Engineering	%	%	%
Mechanical, Process Control Engineering	%	%	%
Heat/Vent, Air-Con., Electrical Engineering	%	%	%
Architectural, Structural Interior Design	%	%	%
Building Surveying	%	%	%
Project Management	%	%	%
Project Co-ordination, Employer's Agent	%	%	%
Planning Supervision	%	%	%
Structural Surveying	%	%	%
Interior Design – Non-Structural	%	%	%
Draughting and Town Planning	%	%	%
Quantity Surveying	%	%	%
Feasibility Studies, Expert Witness	%	%	%
Geotechnical Engineering and/or Soil/Lab. Analysis	%	%	%
Environmental Engineering	%	%	%
Nuclear and Atomic Engineering	%	%	%
Chemical/Petrochemical Engineering	%	%	%
Setting-Out	%	%	%
Marine Engineering	%	%	%
Other Work – specify details	%	%	%
Total	100%	100%	100%

b) If there are specific Disciplines which are usually passed to sub-consultants please give details:

8. Largest Contracts

a) list the Firm's three largest contracts in the last three years:

Type of service and Country	Fee	Contract Value	Date Commenced	Date Finished
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b) please give details of the largest contract to be undertaken in the forthcoming year.

c) what is the largest income/fee earned from a single client (which may be for multiple projects) in the last twelve months?

9. Joint Ventures / Consortia

Is the Firm, Principal or Director a member of any consortium or joint venture?

Yes: No:

If Yes, please give the following details for each:

a) Name of joint venture or consortium

b) Type of services being provided by the consortium or joint venture

c) Percentage interest in such consortium or joint venture

10. Products and Materials

Does the Company/Firm, or any Associated Company/Firm contract to:

a) Manufacture, construct, erect or install?

Yes: No:

b) Supply materials, plant, goods or equipment?

Yes: No:

If Yes, to either a) or b) please give full details

11. Risk Management

Does the Firm operate any Quality Assurance System(s) or similar

Yes: No:

If Yes, please give details on a separate sheet

12. Limit of Indemnity

a) What Limit does the Firm require?

£

b) What self-insured Excess (each and every claim) is the Firm prepared to carry?

£

13. Claims and/or circumstances which may give rise to a claim

Please remember that answers to this question should be considered carefully AFTER FULL ENQUIRY from all Principals, Directors and Employees.
(Use separate sheet if necessary.)

a) Has any claim(s) been made against the Firm(s), Principals, Directors, Employees or their predecessors in business in the past ten years in respect of liability for which indemnity could have/has been sought under a Professional Indemnity Policy whether or not this is/was below the self insured excess?

(i) Claims Paid Yes: No:

(ii) Claims Outstanding Yes: No:

b) Are any of the Principals, Directors or Employees AFTER FULL ENQUIRY within the Firm(s) aware of any circumstance(s) which may give rise to a claim(s) against the Firm, any predecessor in business in the past ten years or any past or present Principal, Director or Employee?

Yes: No:

If Yes to either a) or b), please provide full details on the attached supplementary claims questionnaire



**PLEASE ENSURE THAT THIS PROPOSAL FORM IS SIGNED
AND DATED**

Important notice concerning disclosure.

It is your duty to disclose all material facts to Insurers. A material fact is one which may influence an Insurer's judgement in the consideration of your proposal. If your proposal is a renewal, it is likely that any change in facts previously advised to Insurers will be material and such changes should be highlighted. If you are in any doubt as to whether a fact is material you should disclose it.

Failure to disclose could prejudice your rights to recover in the event of a claim or allow Underwriters to void the policy.

I/We declare that the statements and particulars contained in the proposal are to the best of my/our knowledge and belief to be true and that I/we have not mis-stated or suppressed any material facts. I/We agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance effected thereon. I/We undertake to inform Insurers of any material alteration to these facts occurring before completion of the contract of insurance. However, I/We understand that the duty to disclose material facts continues after the completion of the proposal form and throughout any period of insurance (and any extension thereto), upon which this proposal form was used as the basis of the contract of insurance.

Signature of Principal, Partner or Director:

Dated this Day of 20

A COPY OF THIS PROPOSAL SHOULD BE RETAINED BY YOU
FOR YOUR OWN RECORDS



Supplementary Claims Questionnaire for Question 13

Date of claim, circumstance or event

Details

Amount claimed

£

Amount paid

£

Claimant's costs (if known)

£

Defence costs (if known)

£

Date of claim, circumstance or event

Details

Amount claimed

£

Amount paid

£

Claimant's costs (if known)

£

Defence costs (if known)

£

Date of claim, circumstance or event

Details

Amount claimed

£

Amount paid

£

Claimant's costs (if known)

£

Defence costs (if known)

£
