

CONSULTING ENGINEERS  
PROFESSIONAL INDEMNITY INSURANCE  
PROPOSAL FORM



**This form does not apply to firms which also undertake construction, installation or fabrication. These firms should complete the BUILDING & ENGINEERING CONTRACTORS PI Proposal Form.**

**A full policy wording is available on request**

Please complete in capital letters using an ink pen and tick boxes as appropriate

In this proposal we use the term 'Principal' to mean any sole principal, partner, director or member of a Limited Liability Partnership.

Please ensure that all relevant sections of the Proposal are completed

**1 Name(s) under which business/practice to be insured under this arrangement (including predecessor firms)**

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**2 (a) Addresses of all offices (including postcode and telephone no.)**

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Telephone

Postcode

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Telephone

Postcode

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**(b) Website address:**

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**(c) Date of Establishment:**

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**3 Description of business activities**

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**4 (a) Give details of the three largest contracts undertaken in the past three years**

Starting and Completion dates

Total contract value\*

Description of contract & service provided

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(b) Give details of the three largest contracts expected to be undertaken in the next twelve months

Starting and Completion dates	Total contract value*	Description of contract & service provided
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\*Civil and Structural Engineering contracts – please provide the overall total contract values  
Other Engineers – value of specific work undertaken by the Proposer

5 During the past 6 years, has the name of the Proposer been changed or has any amalgamation, acquisition or take-over taken place or have any Principals departed, retired or died?

Yes  No

If YES, please provide details:

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6 Give details below of

(a) **Principals** (including details if sole principal)

Full name	Age	Qualifications	Date qualified	Number of years in this capacity with the Proposer
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(b) **Consultants** under a contract of service with the Proposer

Full name	Age	Qualifications	Date qualified	Number of years in this capacity with the Proposer
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7 State number of other permanent staff

(a) Qualified (b) Full-time (c) Part-time

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**8** Limit of Indemnity required under this insurance

£250,000     £500,000     £1,000,000     £5,000,000     Other \_\_\_\_\_

**9** How much does the Proposer wish to contribute towards each and every claim?

£500     £1,000     £2,500     £5,000     Other (please specify) \_\_\_\_\_

**10** (a) State gross fees (including those paid to sub-contractors) payable by clients for work undertaken

	Last year	Previous year	Forthcoming year (estimated for new and existing firms)
(i) in the UK and Channel Islands			
(ii) Overseas (excluding USA / Canada)*			
(iii) in the USA / Canada			
<b>Totals of i, ii &amp; iii</b>			

\* State countries and % amounts involved:

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(b) Sub-contractors / consultants / Clients Fees?

	Last year	Forthcoming year (estimated)
(i) state % of fees paid to sub-contractors / consultants	%	%
(ii) state largest fee earned from any client	£	£

**11** Indicate which of the following services are performed by the Proposer by showing the percentage of gross fees received during the past year

Architecture	%	Heating, Ventilating & Air Conditioning	%
Chemical Engineering	%	Process Engineering	%
Civil Engineering	%	Marine Engineering	%
Electrical Engineering	%	Mechanical Engineering	%
Electronic Engineering	%	Mining Engineering	%
Expert Witness	%	Soil Engineering	%
Feasibility Studies	%	Structural Engineering	%
Geo-technical / environmental Engineering	%	Other (please specify)	%

**12 (a)** If the Proposer engages in the following types of work, state the percentage of gross fees received in the last year

Amusement rides and heavy lifting equipment *	%
Aviation industry (safety critical including working on apron of runways etc.) *	%
Basements *	%
Clean rooms (dust free / germ free protected environments) *	%
Dams, harbours, jetties, offshore installations and marine projects	%
High rise properties (over 10 stories)	%
Hotel & Pubs	%
Housing	%
Leisure / Sports Facilities (excluding Hotels & Pubs)	%
Nuclear, atomic or petrochemical industry	%
Office developments	%
Railway (safety critical including trackside) *	%
Schools, hospitals and municipal buildings	%
Setting Out	%
Sewage and water schemes	%
Small Industrial units	%
Soil testing and site investigation	%
Swimming pools *	%
Tunnels, mines and bridges (excluding drainage tunnels, small landscape / foot bridges) *	%
Other (give details on a separate sheet)	%
<b>Total</b>	<b>%</b>

\* Please confirm if any work in these sectors shown above has historically been and/or is going to be carried out in the future?

Yes  No

If 'Yes' please provide full details below or complete our supplementary questionnaire

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(b) Have you been involved in any specialist contracts for Cladding, Curtain Walling, Glazing, Roofing and/or Water Schemes?

Yes  No

If so, PLEASE SPECIFY below:

**13** Please confirm that you have never been involved in / responsible for the specification, selection, design, installation, certification of cladding / cladding systems or the project management of work that included cladding / cladding systems specified, designed, installed or certified by a third party?

Yes  No

If Yes, please complete our Cladding Questionnaire

**14** Are all current projects on time and within budget and all projects completed within the last 2 years been completed on time and within the agreed budget?

Yes  No

If 'No' please provide full details below:

Four horizontal lines for providing details.

**15** percentage of gross fees received in the last year applicable to

Public sector or PFI contracts	%
Housing Association contracts	%
Contract Values over £5m	%

**16** (a) Does the Proposer undertake any work where the construction/installation is carried out outside the United Kingdom?

Yes  No

(b) Does the Proposer work other than from its U.K. offices?

Yes  No

(c) Does the Proposer enter into contracts where the jurisdiction is other than U.K. Courts?

Yes  No

If the answer to a, b or c is 'YES', full details are required (i.e. List the jurisdiction and contract information)

Four horizontal lines for providing details.

**17** (a) Does the business/practice or any Principal act on behalf of, or undertake work for any firm, company or organisation in which the business/practice or any Principal has a financial interest?  Yes  No

(b) Does any Principal perform an executive role or hold a position whereby he or she is able to make a major policy decision on behalf of such firm, company or organisation?  Yes  No

If 'Yes', in either case, give details below (or by separate note, if preferred)

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(c) Is such other company, firm or organisation associated with any process of manufacture, construction or erection or any form of contracting or supply?  Yes  No

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**18** Is the Proposer accredited to or in the process of becoming accredited to BS EN ISO 9001 (formerly ISO 9000 and/or BS5750) Quality Systems or subject to any other form of external assessment?  Yes  No

If 'Yes', give details below

**19** Is the Proposer able to confirm that

(a) work undertaken by staff is regularly reviewed by a Principal or qualified manager?  Yes  No

(b) no disciplinary action has been taken by any outside professional or regulatory body against any Principal or member of staff?  Yes  No

(c) written procedures or checklists are used for the professional services provided?  Yes  No

(d) contracts or terms of acceptance are evidenced in writing, specify the work to be undertaken and the extent of the Proposer's responsibility?  Yes  No

(e) records are kept of all contracts, letters of engagement, client meetings and telephone calls?  Yes  No

(f) working papers are retained for at least 3 years?  Yes  No

(g) diary systems, registers or other procedures are in operation to ensure that deadlines are met?  Yes  No

(h) a formal review of working procedures is undertaken at least annually?  Yes  No

(i) satisfactory written references are always obtained for new employees?  Yes  No

If 'No', to any of the above, give details below

**20** Has the Proposer any existing Professional Indemnity insurance in force?  Yes  No  
 If 'Yes', state

(a) name of insurer	(b) renewal date
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**21** Has any insurer in respect of the risks to which this proposal relates ever

(a) declined a proposal, refused renewal or terminated an insurance?  Yes  No

(b) required an increased premium or imposed special conditions?  Yes  No

If 'Yes', in either case, give details

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**22** (a) Has any claim been made against the Proposer or any predecessors in business or any Principal, consultant or employee for neglect, error or omission in relation to professional duties?  Yes  No

(b) Has the Proposer or any predecessors in business or any Principal, consultant or employee incurred any other loss or expense which might be within the terms of cover?  Yes  No

If 'Yes', in either case, give details below or attach a separate note if preferred

Date of claim or loss	Brief details of each claim or loss	Cost (if any) of claim paid or loss incurred	Estimated outstanding cost

(c) What action has been taken to prevent a recurrence of the situation which gave rise to each claim or loss?

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**23** Is any Principal, after enquiry, aware of any circumstances which might give rise to a claim against the Proposer or any predecessors in business or any of the present or former Principals?  Yes  No

(a) result in the Proposer or any predecessors in business or any of the present or former Principals incurring any losses or expenses which might be within the terms of this cover?  Yes  No

(b) otherwise affect the Company's consideration of this insurance?  Yes  No

If 'Yes', give details including maximum potential cost (by separate note if preferred)



**24** Has any Principal been involved in any other business in the last 5 years which has been declared bankrupt, insolvent or gone into liquidation?  Yes  No

If 'Yes', please give details of the business including name, address, trade and dates

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## Fair Presentation of Risk in Accordance with the Insurance Act 2015

The Partner, Principal or Director of the Firm/Company, must make a fair presentation of the risk to us – in accordance with Section 3 of the Insurance Act 2015. Such fair representation must be reasonably clear and accessible, each representation of fact substantially correct, and every material representation of expectation or belief, made in good faith. In this regard, fair presentation covers 'every material circumstance which the Partner, Principal or Director of the Firm/Company knows (or ought to know) generally, including any of the Senior Management. For the sake of completeness, this also includes any information held within the Firm / Company's organisation. If any subsidiaries, affiliates or other parties are to be insured under this application, we expect that the relevant information has been sourced and provided herein.

For the purposes of this Fair Presentation the Senior Management means, in accordance with the Insurance Act 2015: those individuals that play significant roles in the making of decisions about how the Insured's activities / services / clients are to be managed. Under Section 4 of the Insurance Act 2015 an Insured must disclose all material circumstances known to its 'Senior Management' and those persons responsible for the Insured's insurances.

I / we the undersigned, agree that this submission together with any additional detail supplied, represents a fair presentation of the risk known to the Senior Management of the Firm/Company noted below.

Signed

Date

Print Name

Position

Company

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### **Short Form Privacy Notice**

In order for us and the insurers to provide you with your insurance cover, we collect and process information about you. This information includes details such as your name, address and contact details and any other information that we collect about you in connection with the insurance cover from which you benefit. This information may include more sensitive details such as information about your health or any criminal convictions you may have.

In certain circumstances, we may need your consent to process certain categories of information about you, including any sensitive information (health information or information relating to any criminal convictions). Where your consent is required, unless another ground applies, your consent to this processing is necessary for us to provide our services and we will ask you for your consent separately. You may withdraw your consent at any time. However, should you exercise this right, we may not be able to fulfil the insurance services requested by you, your policy may terminate, or you may be unable to make a claim.

The way insurance works means we may need to disclose your personal information to third parties in the insurance market for example, insurers or other insurance market participants or credit reference agencies and to third parties including loss adjusters, claims handlers and solicitors.

More information about our use of personal data is set out in our Privacy Notice on our website, [www.euna.com](http://www.euna.com). We recommend that you review this notice.



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Euna Underwriting Limited are an  
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FRN 565023

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