



Underwriting Agency Pty Limited

# PROPOSAL FORM

FOR

## CONSULTING ENGINEERS

ANSWER ALL QUESTIONS TO THE BEST OF YOUR KNOWLEDGE AND BELIEF. DO NOT LEAVE ANY QUESTIONS UNANSWERED.

ALL MATERIAL FACTS MUST BE DISCLOSED, AS FAILURE TO DO SO MAY NULLIFY ANY POLICY OR CERTIFICATE ISSUED.

IF YOU CONSIDER THAT ANY QUESTION REQUIRES KNOWLEDGE WHICH YOU ARE UNABLE TO PROVIDE, INDICATE THIS IN YOUR ANSWER OR ASK **HIGH STREET UNDERWRITING AGENCY PTY LIMITED** FOR ADVICE.

**High Street Underwriting Agency Pty Limited**

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# PROFESSIONAL INDEMNITY INSURANCE

## PROPOSAL FORM

FOR

## CONSULTING ENGINEERS

**This proposal must be completed in ink by a Partner, Director or Principal of the Firm. If there is insufficient space to answer any questions use additional sheets of the Firm's headed paper and attach it to the form.**

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- 1. Name of the Firm**  
(including all current/former firm(s) for whom cover is required)

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- 2. Address:** (all offices must be shown)

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- 3. Date of commencement of:**

(a) **Current Firm** \_\_\_\_\_

(b) **Cessation of Former Firm(s)** \_\_\_\_\_

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4.

Names in full of all Partners/Directors/ Principals	Qualifications	Date Obtained	How long a Partner/ Director/ Principal

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5. Please give total number of:

- (a) Partners/Directors/Principals \_\_\_\_\_
- (b) Qualified staff \_\_\_\_\_
- (c) Other Staff \_\_\_\_\_

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6. (a) Does the firm enter into any written agreements or letters of appointment? **YES/NO**  
If YES please enclose copies.

(b) Does the firm issue any literature, etc. describing the services offered? **YES/NO**

If YES please enclose examples

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**7. Does the Firm or any Partners/Directors/Principals/Owners have an association with or a financial interest in any other firm or organisation? (other than as a stockholder in a PLC )** **YES/NO**

**If YES please give full details.**

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**8. a) Please give the total annual gross fees in each of the last three financial years and an estimate for the current and coming 12 month periods:**

	<b>AUSTRALIA</b>	<b>OVERSEAS</b>
20..	\$ _____	\$ _____
20..	\$ _____	\$ _____
20..	\$ _____	\$ _____
<b>Current Year</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Coming Year</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Please state date of Financial Year End .....**

**b) Please state the gross fees earned in the last financial year from each of the following activities:**

	<b>Australian Contracts</b>	<b>Overseas Contracts</b>
<b>a) Consulting Engineering</b>		
i) <b>Civil</b>	\$	\$
ii) <b>Structural</b>	\$	\$
iii) <b>Soil</b>	\$	\$
iv) <b>Mechanical</b>	\$	\$
v) <b>Heating and Ventilation</b>	\$	\$
vi) <b>Electrical</b>	\$	\$
<b>b) Architectural</b>	\$	\$
<b>c) Town Planning</b>	\$	\$

d)	<b>Structural Surveys/Valuations/ Inspection Reports</b>	\$	\$
e)	<b>Others (please specify below)</b>	\$	\$
	<b>TOTAL</b>	\$	\$

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c) **Please state the percentage of total gross fees earned in the last financial year from the following categories:**

a)	<b>Bridges/Flyovers/Tunnels/Dams/Mines</b>	%
b)	<b>Harbours/Jetties/Sea Defences</b>	%
c)	<b>Chemical/Petrochemical/Refineries</b>	%
d)	<b>Nuclear/Atomic Projects</b>	%
e)	<b>Water/Sewage Schemes</b>	%
f)	<b>Hospitals/Universities/Schools</b>	%
g)	<b>Housing</b>	%
h)	<b>Factories/Offices/Retail</b>	%
i)	<b>Mechanical Plant</b>	%
j)	<b>Others (please specify below)</b>	%
	<b>TOTAL</b>	<b>100%</b>

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d) Please state the percentage of gross fees earned in the last financial year in respect of the following:

- a) Feasibility Studies %
  - b) High Rise Buildings (10 Storeys or more) %
  - c) Reinforced Prestressed Concrete %
  - d) Restoration/Rehabilitation Work %
  - e) Industrial Building Systems %
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9. (a) Please provide details of the five largest contracts undertaken in the past five years

Title of Contract	Fee
_____	_____
_____	_____
_____	_____
_____	_____

(b) Please provide details of the two largest contracts expected to be undertaken in the forthcoming year

Title of Contract	Fee
_____	_____
_____	_____

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10. Is any of the work for which you are responsible subcontracted? YES/NO  
If YES please state:

- (a) Brief details of the work carried out by them;
  - (b) Do they carry professional indemnity insurance; YES/NO
  - (c) If YES how much \$ \_\_\_\_\_
  - (d) What % of income/fees is paid to such persons.
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**11. Has the Firm or any of the Partners/Directors/Principal ever been a member of a consortium or joint venture? YES/NO**  
If YES please give details.

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**12. Do you require this insurance to provide for legal actions bought:**  
(a) Only in the Courts of Australia YES/NO  
(b) In Courts any where in the world other than the USA & Canada YES/NO

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**13. Is the Firm represented in the USA or Canada and/or their territories? YES/NO**  
If YES then full details must be given.

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**14. Please give the following details:**  
(a) Name of current Insurers \_\_\_\_\_  
(b) Limit of Indemnity \_\_\_\_\_  
(c) Excess applicable \_\_\_\_\_  
(d) Expiry date \_\_\_\_\_

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**15. Has any Insurer ever, in respect of the Firm and or the Partners/Directors/Principals/Owners and/or its former Partners/Directors/Principals/Owners:**  
(a) Declined to insure YES/NO  
(b) Imposed special terms YES/NO  
(c) Cancelled or avoided a policy YES/NO  
If YES to any of the above please supply full details.

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**16. Has any claim for professional negligence, error or omission ever been made against the Firm and or Partners/Directors/Principals/Owners or employees and or their predecessors in the Firm whether insured or not? YES/NO**

**If YES please give full details.**

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**17. Are any of the Partners/Directors/Principals/Owners or employees AFTER FULL ENQUIRY aware of any circumstances which are likely to give rise to a claim against the Firm or its predecessors in business or any of its present or former Partners/Directors/Principals/Owners or employees? YES/NO**

**If YES please give full details.**

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**18. For what limits of indemnity do you require quotation.**

- \$ 500,000
- \$1,000,000
- \$2,000,000
- \$..... Other (please specify)

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**19. Do you require any of the following extensions? YES/NO**

<b>(a) Libel &amp; Slander</b>	<b>YES/NO</b>
<b>(b) Dishonesty of Employees</b>	<b>YES/NO</b>
<b>(c) Loss of Documents</b>	<b>YES/NO</b>
<b>(d) Unintentional Breach of Copyright</b>	<b>YES/NO</b>
<b>(e) Unintentional Breach of Confidentiality</b>	<b>YES/NO</b>

**If the answer to any of the above is YES then the relevant claims information as requested in questions 16 & 17 must be supplied.**

**Declaration**

I/We declare that the above answers, statements, particulars and additional information are true to the very best of the knowledge and belief of the Proposer. After full enquiry, I/We also confirm that I/We have disclosed all information and material facts that may affect the Underwriters' view of the risk, or affect their assessment of the exposures they are covering under the policy. I/We understand that all answers, statements, particulars and additional information supplied with this proposal form will become part of and form the basis of the policy.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For and/on behalf of the Proposer** \_\_\_\_\_

**Name in capital letters (Printed)** \_\_\_\_\_

**Date:** \_\_\_\_\_