



**CARROLL INSURANCE GROUP LIMITED**

*insurance & reinsurance brokers*

**Professional Indemnity Insurance proposal for Architects,  
Consulting Engineers, & Engineering Professions**

**Your Details**

Company name including subsidiaries or associated firms to be covered under this policy

Correspondence address:

Any other addresses:

**Current Insurance Arrangements**

Current professional indemnity insurer:

Policy expiry date:

Limit of Indemnity:

£

Excess:

£

Premium:

£

**Your cover requirements**

Please select the limit of indemnity you require:

£1,000,000		£2,000,000		£3,000,000		£4,000,000	
£5,000,000		£10,000,000		Other £			

Please select the each and every claim excess you wish to be applied (a minimum excess will apply):

£2500		£5,000		£10,000		£15,000	
£25,000		£50,000		Other £			

Do you need the policy to provide cover any prior business?

Yes/No

If Yes, please give details:

**Claims**

**Please note that failure to answer all of the questions detailed below and provide full details where requested may affect our ability to offer a quotation, and may also affect your entitlement to any protection offered under the scope of the policy should cover be offered and subsequently accepted.**

The term 'You' in the questions below incorporates; the firm applying for insurance, any current or past director, any current or past officer, any current or past partner, any current or past employee, or any predecessor firm or associated company to be covered by the policy applied for.

- Are you aware of any claim being brought against you arising out of the performance of your business activities or has anyone ever threatened to bring such a claim (please clearly circle your response)?

Yes / No

- Are you aware of any circumstance(s), which may lead to a claim against you in the future (including any complaints or criticisms of your activities (please clearly circle your response)?

Yes / No

- Have you suffered any loss from fraud, dishonesty or malice or do you have any grounds for suspecting that you may suffer loss through fraud, dishonesty or malice (please clearly circle your response)?

Yes / No

- Are there any other details or is there any other information relating to claims, circumstances, or complaints, which you believe may be relevant to the consideration of this proposal for insurance (please clearly circle your response and include details on a separate sheet)?

Yes / No

If you have answered 'Yes' to any of the above please complete the table below:

Date of claims	Brief description of claim	Total loss including costs	Outstanding reserves	Open/ Closed

Does your firm engage sub contractors?

Yes / No

If yes to the above, does your firm check to see whether they have their own professional insurance?

Yes / No

If yes to the above, do you require them to carry a minimum level of cover (if yes please specify amount)

£

Do you undertake work for any other firm or organisation in which you have a financial interest?

Yes/No

If Yes, please provide further details:

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**Company Profile**

When did your company commence?

Please provide the following information:

Names of all partners, directors or members (include your own details if you are a sole practitioner)	Commenced employment on	Professional qualifications	Date qualified

Please provide details of staffing numbers for each of the categories below:

Professionally qualified:

Technical:

All others:


**Fee Income**

In what month does your financial year end?

Provide details of your gross fees over the last three financial years and an estimate of your expected fees for the year to come.

			Last complete year	Current / Future Year (Est.)
Republic of Ireland & UK	£	£	£	£
European Union	£	£	£	£
North America	£	£	£	£
Elsewhere	£	£	£	£
Total Fees	£	£	£	£

Does any one client account for more than 20% of your fee income? If so please provide details below with the fees paid during the last financial year

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**Areas of practice and activities**

Please complete the table below, giving the percentage split, per activity, of the total fees earned by your firm during the last complete financial year. If your firm has yet to complete a full financial year then please provide as accurate an estimate as reasonably possible.

Architectural work	%
Commercial Building Surveys & Inspections	%
Residential Building Surveys & Inspections	%
Civil Engineering	%
Feasibility studies and reports	%
Geotechnical Engineering	%
Heating & Ventilation Engineering	%
Interior design	%
Landscape architecture / garden & park design	%
Mechanical & Electrical Engineering	%
Planning & Supervision	%
Project Co-ordination	%
Project Leading / Management	%
Quantity surveying	%
Setting out	%
Structural Engineering	%
Structural surveys or valuation reports	%
Town Planning	%
All other activities (detail below)	%
<b>100%</b>	

Additional Information:

Please complete the table below, giving the percentage split, per project type, of the total fees earned by your firm during the last complete financial year.

Housing (Up to 3 floors)	%
Apartments & Flats	%
Hospitals & Schools	%
Retail & Offices	%
Industrial & Commercial	%
Hotels / Stadia / Sports	%
Roads & Motorways	%
Bridges & Tunnels	%
Harbours, docks, coastal defences, dams, piers, canals, aqua ducts, sewage & water treatment stations	%
Airports, airfields, military bases	%
Petrochemical	%
Power stations	%
Other (detail below)	%
<b>100%</b>	

Additional Information:

Please provide details of your five largest contracts undertaken in the last five years:

Date(s)	Client name	Total contract value	Your fees	Your role in the contract

Please provide details if possible of the three largest contracts you are due to undertake in the forthcoming year:

Period of Contract	Client name	Total contract value	Your fees	Your role in the contract

For all structural survey reports or valuations undertaken in the last three years please specify:

Largest single valuation:

£
£

Average single valuation:

**Overseas Work**

Have you ever undertaken any work outside Ireland or the UK

Yes/No
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If yes, then please provide details of the three largest contracts undertaken in the last five years:

Dates	Type of contract and country	Total contract value	Your fees	Your role in the contract

**Risk management**

Do you have internal written quality/risk management procedures in place?

Yes/No
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Is there a partner, director, member or qualified office manager based in each office?

Yes/No
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Do you use standard contract terms and conditions?

Yes/No
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Do you have a centralised procedure for complaints and for logging complaints that may lead to a claim and a designated individual responsible for maintaining the same?

Yes/No
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Do you always obtain satisfactory written references before employing any subcontractor, partner, director, officer or employee?

Yes/No
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Do all cheques and invoices for more than £20,000 require authorisation by two people one of which must be a director or partner?

Yes/No

Does your firm hold any quality accreditations or charter marks?

Yes/No

If yes please detail below:

Please use the section below to provide any additional information that you consider to be relevant and material to your proposal for professional indemnity insurance:

# Declaration

I/We declare that this proposal form has completed after proper enquiries of all Partners, Principals and Directors, and that the contents are true and accurate and that all facts and matters, which may be relevant for consideration of our proposal for insurance, have been disclosed.

I/We undertake to inform insurers before any contract of insurance is concluded of any material change to the information already provided or any new fact or matter, which may be relevant to the consideration of the proposal for insurance, that comes to light.

I/We agree that this proposal form and all other written information which is provided will be incorporated into and form the basis of any contract of insurance, should one be concluded.

Signature of  
Principal/Partner/Director:  
(Please delete as appropriate)

Name of signatory (in capitals): .....

Date: .....

Contact Telephone Number: .....

## **IMPORTANT NOTICE**

Failure to disclose material facts could result in your Policy being voided. Material facts are those facts, which might influence the acceptance or assessment of your Proposal. If you are in doubt as to whether a fact is material you should disclose it. A copy of this Proposal Form is available on written request.

The Company reserves the right to decline any Proposal. Full details of the cover appear in the Policy Document, a specimen of which is available on request.