

AIG Europe Limited

Construction Professional Liability Insurance Proposal

Proposer Details									
Name of Firm(s)									
Principal Address line one									
Principal Address line two									
City and postcode									
Telephone number									
Fax number									
Website address									
Is the Firm(s) a subsidiary of an overseas parent company?	Yes	No							
If 'Yes':									
Name of P	arent	Address	of Parent						
Di ci li i c									
Please provide details of any subsid									
Subsidia	ary	Cou	ntry						
Date Firm(s) was established									
Please give the following details of	all Partners, Directors or Princi	pals of the Firm(s):							
Name	Qualifications	Date Qualified	How long a Partner / Director / Principal						
Discount of the contract of th									
Please state the following:		Г							
Number of Partners, Principals or Directors:		This year							
		Last year							
		Two years ago							

		1	
Number of Qualified Technical		This year	
Staff:		Last year	
		Two years ago	
Number of other Technical Staff:		This year	
		Last year	
		Two years ago	
Number of Administrative and all		This year	
other staff:		Last year	
		Two years ago	
What is the annual average percent	age rate of staff turnover for th	ne last two years?	%
	ago rato or otali tarrioror ioi ti	io idot tiro you.o.	,,,
Does the Firm(s) use independent sub-contractors?	Yes	No	
If 'Yes', please answer the following	:		
Please state what proportion of the others?	Firm's business involves the s	ubcontracting of work to	%
Does the Firm(s) insist that subcontractors maintain their own Professional Indemnity cover?	Yes	No	
What services does the Firm(s) use independent subcontractors for?			
How does the Firm(s) select and manage independent subcontractors?			
During the past 6 years has the name of the Firm(s) been changed or has any amalgamation/ take over taken place?	Yes	No	
If 'Yes', please provide details			
Is coverage required for any Partner, Director or Principal for any former firm for which they were a Partner?	Yes	No	
If 'Yes', please provide details			
Full Name	Former Firm	Period with Former Firm	Position Held in Former Firm

Professional Services

Please state in the columns provide	d the gross fees (C	GBP) for the la	st five complete fina	ncial years (please	insert month/year):
	/	//	/	/	/
Fee Income					
Financial Year End Date					
Please state the estimated fee incor	ne for the next fina	ncial year		GBP	
Please state in the columns provide	d the geographical	percentage sp	olit of fee income:		
If any income is derived from any of	fice domiciled over	repas for which	L COVERAGE IS REQUIRE	nd please complete	the income
breakdown in the Premium Tax Su	pplementary Que	stionnaire atta	ached, in order to ca	lculate applicable t	axes to apply.
Please state in the columns provide	d the percentage s	plit of the annu	ual fee income for ea	ach of the following	activities:
Please provide details of other income specified in (v) above					

Please provide an estimate of the p categories:	ercentage	of total annual fe	ees for the last o	omplete financia	I year from the fo	ollowing
		%				%
		%				%
		%				%
		%				%
		%				%
		%				%
			I		l	
Please provide an estimate of the p categories:	ercentage	of total annual ir	ncome for the la	st complete finan	cial year from th	e following
Home Building						
		%				%
		%				%
Engineering						
		%				%
		%				%
Industrial						
		%				%
Amenities						
		%				%
Please provide details in respect of the type of work normally carried out by the Firm(s)						
In respect of the activities declared, does this involve the use of well-established designs?	Yes	;	□ No			
If 'No', please provide details						
Do you engage in the manufacture or fabrication of any preengineered unit?	Yes	;	□ No			
Is the work split above representative of the Firm(s) makeup over the previous three years?	Yes	;	□ No			
If 'No', please provide details						
Are any substantial changes in the percentage amounts shown above anticipated during the next 12 months?	Yes	;	□ No			
If 'Yes', please provide an explanation						

Please split the Firm(s) business between the following market sectors:

Government		%	Finance	%
Manufacturing/Industrial		%	Commercial	%
Construction/Engineering		%	Aerospace	%
Trade Wholesale/Retail		%	Rail	%
Healthcare/Medical		%	Other	%
Is this business split representative of the Firm(s) business over the previous three years? If 'No', please provide details	Yes	:	□ No	
Are any substantial changes in the percentage amounts shown above anticipated during the next 12 months?	Yes		□ No	
If 'Yes', please provide details				
How many current customers are yo	%			

Please provide details of the five largest contracts undertaken in the past three years, or for a new business / practice, in the forthcoming year:

Name of Client	Business of Client	Nature of Contract	Total Value	Income to You

Risk Managen	nent					
Does the Firm(s) h principal meetings		Yes			No	
If 'Yes', do these is all current projects		Yes			No	
Does the Firm(s) a standard written or which clearly outlin service?	ontract conditions	Yes			No	
If 'No',						
What percentage	of contracts are in	the non-stand	ard form?			%
What is the proced off of non-standard						
Do the standard w conditions exclude pollution or contant	liability for	Yes			No	
Has the Firm(s) as under contract or than two subseque	deed to more	Yes			No	
If 'Yes', please pro	vide details:					
Year	Contr	act		N	ature of Contract	Number of Assignments
Does the custome contract?	r always sign the	Yes			No	
Does the Firm(s) he procedures for regongoing contracts with clients?	Jular review of	Yes			No	
Does the Firm(s) p services which fall scope of the contr	outside the	Yes			No	
If 'Yes', does the F amend the scope reflect any change requirements?	of service to	Yes			No	
					s the Firm(s) ensure that one of the following pr	
The Institution of S Engineers	Structural	Yes			No	

Name	Activity	Qualification	Experience in Field
Does the Firm(s) have written risk management procedures which are regularly reviewed and circulated to all staff?	Yes	No	
Does the Firm(s) operate any Quality Assurance Systems?	Yes	No	
If 'Yes', please specify			
Does the Firm(s) offer and promote continuing training?	Yes	No	
Fraud and Dishonesty			
Has the Firm(s) sustained any loss through the fraud or dishonesty of any person?	Yes	No	
If 'Yes', provide details			
Is the Firm(s) aware of any allegation or occurrence of fraud or dishonesty at any time committed by any past or present Partner, Director or employee?	Yes	No	
If 'Yes', please give details and state the precautions taken to prevent a reoccurrence			
Does the Firm(s) always require satisfactory references or only when engaging senior employees?	Always	Senior Appointments o	nly
Nature of reference	Written	Verbal	
Is any employee allowed to sign cheques on his/her signature alone for values exceeding GBP25,000?	Yes	No	
If 'Yes' please give details on a sepa	arate sheet		
How frequently are checks carried or reconciled with bank statements (increceiving or banking monies, in response).	cluding the balance of cash ar	nd unpresented cheques), inde	pendently of employees
	Weekly	Monthly	Quarterly
	Other (please specify)		

Previous Coverage

Unless a renewal to AIG, please give details of previous Professional Indemnity Insurance carried during the past two years:

Po	licy Period		Insurer	Limit	Exc	ess	Premium
bel pre pre prii has	lemnity Insuranalf of the Firedecessors in esent partners ncipals ever to s such insura	the business, or s/directors/ been declined or nce ever been lewal refused or	Yes	□ No			
lf "	Yes', please a	advise reason(s)					
		he limit (s) of	GBP	GBP		GBP	
	emnity for wr required	nich quotations	GBP	GBP			
		he excess you	GBP	GBP		GBP	
WO	uld be prepai	ed to carry	GBP	GBP			
Α	principal afte any claims e made agains their predece	er, director or er inquiry aware of ever having been st the Firm(s) or essors in business e present or former ectors or	Yes	No			
В	principal afte of any circur occurrences rise to a clair or their pred business or	which may give m against the Firm	Yes	No			
14.		wared VEC to guesti	ione A or D full details of each	motter must be advi	and bafara	. austation	can be considered

If you have answered YES to questions A or B full details of each matter must be advised before quotation can be considered. We must remind you that it is imperative to answer these questions correctly. **FAILURE TO DO SO COULD WELL PREJUDICE YOUR RIGHTS**, if subsequently a claim should arise.

Privacy Policy

AIG Europe Limited's Privacy Policy is available at www.aig.com/uk/privacypolicy or by requesting a copy from Data Protection Officer, Legal Department, AIG Europe Limited, The AIG Building, 58 Fenchurch Street, London EC3M (email: DataProtectionOfficer@aig.com).

By submitting information to AIG relating to any identifiable individual, you represent that you have authority to provide that personal information to AIG. With respect to any individual about whom you provide personal information to AIG, you agree: (a) to inform the individual about the content of the Privacy Policy; and (b) to obtain any legally-required consent for the collection, use, disclosure, and transfer (including cross-border transfer) of personal information about the individual in accordance with the Privacy.

SIGNING THIS PROPOSAL DOES NOT BIND THE PROPOSER TO COMPLETE THIS INSURANCE

Declaration

I/We declare that the statements and particulars in this proposal are true and that no material facts have mis-stated or suppressed after enquiry. I agree that this proposal, together with any other information supplied shall form the basis of any contract of insurance effected thereon. I undertake to inform the Insurers of any material alteration to those facts occurring before the completion of the contract of insurance.

Signed	
Title (to be signed by Partner, Director or Principal or equivalent)	
Firm(s)	
Date	

AIG Europe Limited

The AIG Building 58 Fenchurch Street London EC3M 4AB

Tel: 020 7954 7000 Fax: 020 7954 8334

Premium Tax – Supplementary Questionnaire

Explanatory note: The regulations with respect to the payment of premium tax within the European Union have changed over recent years, in particular following the 'Kvaerner' European High Court Judgement in June 2001. Where it was previously the responsibility of the Insured to settle their overseas' premium tax liabilities locally with the relevant tax authorities, insurers are now increasingly being made strictly responsible for the collection of these tax amounts, along with the premium, and making the relevant payments on to those tax authorities. This is, of course, the same way the UK premium tax arrangements have always operated.

For every country (including outside the EU, as other countries are now adopting similar regulations) where you have a domiciled office, you have a potential liability for insurance tax payable to the local authority. Accordingly, in order for insurers to evaluate your tax liabilities and collect the correct amount for payment to the relevant tax authorities in overseas jurisdictions (as well as in the UK), can you please provide a breakdown of your income for the last completed financial year arising from all domestic and overseas activities below. If income is derived from the United States of America or Australia, please specify the state in which the office is domiciled.

Country	Income derived from each domiciled office
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%
	%

Signe	d	 	٠.	 	 		 	 	-	 		 	 		 			 		
Date		 		 	 		 	 		 		 			 			 		



Bring on tomorrow

American International Group, Inc. (AIG) is a leading international insurance organisation serving customers in more than 130 countries and jurisdictions. AIG is the marketing name for the worldwide property-casualty, life and retirement, and general insurance operations of American International Group, Inc.

This material is for information purposes. Products and services are written or provided by subsidiaries or affiliates of American International Group, Inc. and may not be available in every jurisdiction. For additional information, please visit our website at www.aig.com.

Registered in England: company number 1486260. Registered address: The AIG Building, 58 Fenchurch Street, London EC3M 4AB

AIG Europe Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority.