

Professional Indemnity

Proposal Form Surveyors and Related Professions

Please complete the whole form to the best of your ability, clarifying any areas where necessary and continuing on a separate sheet if required.

A website, brochure or overview of the services you provide will assist underwriters

New start-ups: Please use estimated values for fees, work breakdown etc. Please also provide a current CV or full summary of relevant qualifications and experience.

Insurance Act 2015 - Proposal Forms for non-consumer contracts - Duty of fair presentation

1. Before this insurance contract is entered into, the Insured must make a fair presentation of the risk to the Insurer, in accordance with Section 3 of the Insurance Act 2015. In summary, the Insured must:
 - a) Disclose to the Insurer every material circumstance which the Insured knows or ought to know. Failing that, the Insured must give the Insurer sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances. A matter is material if it would influence the judgement of a prudent insurer as to whether to accept the risk, or the terms of the insurance (including premium);
 - b) Make the disclosure in clause (1)(a) above in a reasonably clear and accessible way; and
 - c) Ensure that every material representation of fact is substantially correct, and that every material representation of expectation or belief is made in good faith.
2. For the purposes of clause (1)(a) above, the Insured is expected to know the following:
 - a) If the Insured is an individual, what is known to the individual and anybody who is responsible for arranging his or her insurance.
 - b) If the Insured is not an individual, what is known to anybody who is part of the Insured's senior management; or anybody who is responsible for arranging the Insured's insurance.
 - c) Whether the Insured is an individual or not, what should reasonably have been revealed by a reasonable search of information available to the Insured. The information may be held within the Insured's organisation, or by any third party (including but not limited to subsidiaries, affiliates, the broker, or any other person who will be covered under the insurance). If the Insured is insuring subsidiaries, affiliates or other parties, the Insurer expects that the Insured will have included them in its enquiries, and that the Insured will inform the Insurer if it has not done so. The reasonable search may be conducted by making enquiries or by any other means.

Please return your completed form and any supporting documentation to:

Email: underwriting@collegiate.co.uk
Fax: 020 7459 3455
Post: 18 Mansell Street, London, E1 1FE

SURVEYORS AND RELATED PROFESSIONS

1: Company name:

2: Contact details:

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|--|---------------|
| Address: Post code: | Contact Name: |
| | Telephone: |
| | Fax: |
| | Email: |
| | Website: |

3: Additional entities to be covered by this proposal:

Please provide the name and web address for any other companies or businesses (including associated or subsidiary companies) requiring cover, or the name and date of succession of any predecessor businesses.

Please note that you should answer all subsequent questions on this application form in relation to all parties to be insured under this policy

4: Date the original business was established:

5: Staff:
Total number of staff including Partners / Directors listed below

Partners Directors

| Name | Qualifications and number of years experience <small>(A CV will also assist underwriters)</small> | Number of years experience |
|------|--|----------------------------|
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Please list all professional institutions the business is regulated by and/or a member of

6: Total Income:

Gross income, including all fees commissions and VAT during the last financial year (estimate if new start-up).

| | Last complete financial year | Current year | Estimate next year |
|---------------|------------------------------|--------------|--------------------|
| UK work | £ | £ | £ |
| Overseas work | £ | £ | £ |

For overseas work please state countries and applicable jurisdiction.

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| During the last financial year (or estimate for a new start up) | |
|---|---------------------------------|
| Largest fee from any one client | Average fee from any one client |
| £ | £ |

7: Your Business Activity:

Please split your last completed financial year's income approximately between the following professional disciplines: For a new business please estimate where you expect your work to come from.

Please ensure that the total percentages entered equal 100%.

| | | |
|--------|--|---|
| i) | Estate Agency – residential | % |
| | Estate Agency – commercial | % |
| iii) | Letting Agency – residential | % |
| iv) | Letting Agency - commercial | % |
| v) | Residential Property Management | % |
| vi) | Commercial Property Management | % |
| vii) | Commercial Rent Review | % |
| | Highest annual rental review in the last year | £ |
| viii) | Residential Rent Review | % |
| ix) | Investment & Development Agency (an additional questionnaire will be required) | % |
| x) | Agricultural Agency / Consultancy | % |
| xi) | Expert Witness | % |
| Xii) | Party wall / Schedules of dilapidations / Condition surveys | % |
| xiii) | Auctioneering – chattels/machinery/property | % |
| xiv) | Auctioneering - livestock | % |
| xv) | Auctioneering – fine art | % |
| xvi) | Energy Performance Certificates | % |
| xvii) | Home Information Pack production | % |
| xviii) | Building Surveying | |
| | a) Residential | % |
| | b) Commercial | % |

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|------|--|---|
| xix) | Survey & Valuation (a separate questionnaire will be required) | |
| | a) Home Condition Reports | % |
| | b) Homebuyers Reports | % |
| | c) Full Structural Surveys – no valuation | % |
| | d) Residential S&V – Lending | % |
| | e) Residential S&V – non-Lending | % |

What is the purpose of the non lending valuations

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| | | |
| | f) Commercial S&V - Lending | % |
| | g) Commercial S&V non-Lending | % |

What is the purpose of the non lending valuations

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|----------|--|---|
| xx) | Land Surveying | |
| | a) topographical / cartographical | % |
| | b) hydrological | % |
| xxi) | Setting Out | % |
| xxii) | Quantity Surveying | % |
| xxiii) | Architectural | % |
| xxiv) | Town Planning | % |
| xxv) | Project Management | |
| | a) Contract values under £2m | % |
| | b) Contract values over £2m | % |
| xxvi) | Project co-ordination | |
| | a) Contract values under £2m | % |
| | b) Contract values over £2m | % |
| xxvii) | Principal Designer / CDM | % |
| xxviii) | Rating | % |
| xxix) | Loss Assessing / Adjusting | % |
| xxx) | Landscape Architecture | % |
| xxxi) | Drafting / CAD | % |
| xxxii) | Interior Design | % |
| xxxiii) | Building Society / Insurance commissions | % |
| xxxiv) | Mortgage Broking (a separate questionnaire will be required) | % |
| xxxv) | Leasehold Enfranchisements / valuations | % |
| xxxvi) | Right to Light Surveys | % |
| xxxvii) | Project Monitoring | % |
| xxxviii) | Planning Applications | % |
| xxxix) | Other (please provide details over leaf) | |

Please enter details of any other work here.

8: Valuations

- a) Has this firm ever undertaken valuations for lenders? YES NO
- b) Do you comply and have you at all times in the past complied with the RICS Manual of Valuation Guidance Notes and the Statement of Asset Valuation Practice and Guidance Notes and the RICS Appraisal and Valuation Manual? YES NO
- c) Have you undertaken any valuations for lenders in the past eight years?
If YES please provide details, split between residential & commercial properties. YES NO

Residential

| Year | # of Valuations | Largest Valuation | List all Lenders | Fees earned |
|------|-----------------|-------------------|------------------|-------------|
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Commercial

| Year | # of Valuations | Largest Valuation | List all Lenders | Fees earned |
|------|-----------------|-------------------|------------------|-------------|
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- c) Have you ever undertaken any valuations for Spinnaka? YES NO
- d) Have you ever undertaken any valuations for Pure Panel Management? YES NO

9: Sub-contractors Do you use sub-contractors? YES NO

If YES:

a) What percentage of fees are paid to them?

b) What work do they carry out?

c) Do you ensure that they have their own PI insurance in force? YES NO

10: Contracts If you have declared income for QS, Architecture, Project Management, Project Co-ordination or Project Monitoring please complete the following.

Please give details of the three largest contracts you have carried out in the past three years:

| Start / End date | Nature of contract / services provided | Total value of project | Your contract value | Fees earned |
|------------------|--|------------------------|---------------------|-------------|
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Please give details of the two largest contracts you have lined up for the forthcoming year:

| Start / End date | Nature of contract / services provided | Total value of project | Your contract value | Fees earned |
|------------------|--|------------------------|---------------------|-------------|
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11: Specific work related questions

- a) Does the firm undertake asbestos inspections? YES NO
If YES a separate questionnaire will need to be completed
- b) Where you act as a property manager, do you ensure that your retainer with the landlord specifies the extent of your responsibilities as to the management of asbestos? YES NO
- c) Does the firm knowingly undertake any work which includes contaminated or polluted land or property or advise as to whether or not land or property might be contaminated or polluted? YES NO
If YES a separate questionnaire will need to be completed
- d) Has the firm ever transacted any business regulated by the financial services act 1986 or the financial services and markets act 2000? YES NO

12: Cladding

Has the firm or its predecessors ever been involved in:

- a) The specification, design or supervision of the installation of windows or cladding or cavity barrier protection on any building over 4 stories or 18 meters in height? YES NO

If yes please provide details.

- b) The refurbishment of any building over 4 stories or 18 meters in height? YES NO

If Yes please provide details including the number and height of such buildings, the extent of your services, the nature/scope of the refurbishment.

- c) Any project on a building over 4 stories / 18 meters in height, which involved the installation of Aluminium Composite Material (ACM) panels? YES NO

If Yes please provide details including the number and height of such buildings, the extent of your services, the nature of the panels including if they contained any (modified or unmodified) polyethylene filler and Foam Insulation.

13: Claims:

Has any claim, whether successful or not been made against you or your predecessors in business or any past or present partner, principal, director or employee (whether previously insured or not)? YES NO

In relation to your professional business activities, are you after reasonable enquiry aware of:

- a. Any matter which may lead to a claim against you.
This includes:
- i. a shortcoming or problem in your work known to you which you cannot reasonable put right; YES NO
 - ii. a complaint about your work or anything you have supplied which cannot be immediately resolved; YES NO
 - iii. an escalating level of complaint on a particular project; YES NO
 - iv. a client withholding payment due to you after any complaint. YES NO
- b. Any loss from the dishonesty of malice of any employee or self-employed freelancer. YES NO
- c. Any loss from the suspected dishonesty or malice of any employee or self-employed freelancer. YES NO
- d. Any matter which may give rise to a claim against your predecessors in business or any past director, officer, board member, senior manager or employee. YES NO

If you answered YES to any of the above please provide details:

In relation to your professional business activities, are you after reasonable enquiry aware of

14: Principals

Have you or any of your partners or directors at any time either personally or in any business capacity:

- a. been declared bankrupt or become insolvent or made any voluntary arrangement with creditors or been subject to enforcement of a judgment debt? YES NO
- b. been a partner, a director or had a controlling interest in any company, firm or business entity which has entered into a voluntary arrangement with creditors or been subject to any application for liquidation, administration, receivership or to enforcement of a judgment debt? YES NO

If the answer to a or b is YES please provide details .

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15: Previous Insurance:

Have you ever bought Professional Indemnity Insurance in the past?

YES NO

If YES, please provide details:

| Name of Insurer | Limit of indemnity | Excess | Premium | Renewal Date | Retroactive Date |
|-----------------|--------------------|--------|---------|--------------|------------------|
| | | | | | |

16: Required Insurance:

Please advise the limit of Indemnity now required together with your preferred excess.

| Option | Limit | Excess |
|--------|-------|--------|
| A | £ | £ |
| B | £ | £ |

DECLARATION

I/we declare that I/we have made a fair presentation of the risk, by disclosing all material matters which I/we know or ought to know or, failing that, by giving the Insurer sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances.

I/We undertake to inform you before any contract of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our proposal for insurance.

Signature of Principal/Partner/Director

Date

Name _____
(in capitals)

A copy of this proposal should be retained for your records.

Marketing

Collegiate would like the opportunity to send you relevant information which may be of interest to your business, including product and industry news. By ticking the boxes below, you are consenting to the use of your data for the purpose of marketing activities only. The data will be used only by Collegiate and will never be sold or passed onto third party companies for marketing purposes.

Please let us know if you would like us to contact you by any of the below means:

Yes, I would like to receive Marketing Communications by:

Post Email Phone SMS

Your consent and preference options can be updated or withdrawn anytime by clicking the unsubscribe link on our communications

Data Protection

Collegiate Management Services Ltd (the Data Controller) are committed to protecting and respecting your privacy in accordance with the current Data Protection Legislation. Below is a summary of the main ways in which we process your personal data, for more information please visit our website at www.collegiate.co.uk

We may use the personal data we hold about you for the purposes of providing insurance, handling claims and any other related purposes, for offering renewal, research or statistical purposes and to provide you with information, products or services that you request from us or which we feel may interest you. We will also use your data to safeguard against fraud and money laundering and to meet our general legal or regulatory obligations.

We may disclose your personal data to third parties involved in providing products or services to us, or to service providers who perform services on our behalf. These include our group companies, affinity partners, brokers, agents, third party administrators, reinsurers, other insurance intermediaries, insurance reference bureaus, credit agencies, fraud detection agencies, loss adjusters, solicitors/barristers, accountants, regulatory authorities, and as may be required by law.

We may transfer your personal data to destinations outside the European Economic Area ("EEA"), and we will ensure that it is treated securely and in accordance with the Legislation.

You have the right to ask us not to process your data for marketing purposes, to see a copy of the personal information we hold about you, to have your data deleted (subject to certain exemptions), to have any inaccurate or misleading data corrected or deleted, to restrict processing, to ask us to provide a copy of your data to any controller and to lodge a complaint with the local data protection authority.

Your data will not be retained for longer than is necessary, and will be managed in accordance with our data retention policy. In most cases, the retention period will be for maximum period of 7 years following the expiry of our business relationship with you, unless we are required to retain the data for a longer period due to business, legal or regulatory requirements.