



MANCHESTER

UNDERWRITING MANAGEMENT

DESIGN & CONSTRUCT PROPOSAL FORM

IMPORTANT:

In this application:

“**You / Your**” refers to all firms to be insured under this arrangement, including any predecessor or previous business for which cover is required.

“**Firm**” means any business, whether a sole trader, partnership or company, limited in liability or otherwise.

“**Principal**” means any Director, Partner, Member or Sole Trader.

Answers should relate to all work for which cover is required - past, present and future.

You MUST complete all sections of this Application Form. The Application Form must be signed and dated once completed.

This Application Form is for a contract of insurance and **You**, the proposer, must disclose all material facts relevant to this application for Professional Indemnity Insurance and other covers.

All material facts must be disclosed truthfully, to the best of **Your** knowledge and belief at the time of disclosure. **You** must also disclose any changes to the facts disclosed that occur prior to commencement of insurance. The information provided in this Application Form, together with any other information given, will be used by underwriters in their assessment of this application.

Failure to disclose all relevant material facts whilst making this application may lead to the invalidation of any insurance effected, and ultimately result in avoidance of the insurance or non-payment of any claim made.

Full details for coverage provided can be found in our Policy Wordings and Summaries, which are available on request.

1) Please provide full trading names of all Firms to be insured under this arrangement (You/Your):

Name(s)	Date Established

2) Please provide Your website address: www.

3) Please provide all addresses:

4) If cover is required for Your previous business (predecessor practices), please provide full details below:

Name(s)	Start Date	End Date	Reason for winding up/leaving

5) If any of the Principals require cover for any previous professional business activity not covered elsewhere, please provide details below:

Name of Principal to be covered						
Name of previous Firm						
Period at previous Firm	From:		From:		From:	
	To:		To:		To:	
Fees for last 3 years of trading	Year	Total	Year	Total	Year	Total
Position held at previous Firm						
Reason for leaving						

6) Do You have any association with or financial interest in any other Firm?

Yes No

If YES, please provide full details below of the nature of the association and the name and business of the third party:

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7) Please supply details of all Principals:

Name	Age	Qualifications	Date Qualified	Date of Engagement

8) Please supply details of total numbers of staff:

Principals	Qualified Staff	Unqualified Staff	Others

9) Has any **Principal ever been convicted of a criminal offence or are any charges/prosecutions pending (excluding minor motoring offences), or been investigated/reprimanded/disqualified by their professional body?** Yes No

If YES, please provide full details below:

10) Please provide full details if any **Principal has been made personally bankrupt or has been associated with any business which has ceased trading, either voluntarily or compulsorily:**

11) Please provide details of **Your current Professional Indemnity insurance arrangements below:**

Current Insurer	
Current Broker	
Policy Renewal Date	
Limit of Indemnity	
Excess	
Premium	
If You currently have Professional Indemnity coverage in force, please advise the retroactive date, if any:	
Date	

12) Please provide a breakdown of turnover/fees generated:

Year End Date (month applicable)

Year End	to 2012	to 2013	to 2014	to 2015	to 2016	N/Y Estimate
Work in UK						
Work in EU						
Work in USA/Canada						
Work elsewhere						
Total						

13) Please provide a breakdown of the turnover/fees generated:

	Last full financial year		Current financial year	
	UK	Overseas	UK	Overseas
A) Turnover where You design and construct from Your own design				
B) Turnover where You construct from the designs of others performed on Your behalf				
C) Fees where You design and provide technical supervision and project management services (i.e. No construction is undertaken by the firm)				
D) Turnover where You construct from designs provided by the employer (i.e. You have no design responsibility)				
E) Other Turnover (please provide brief details below)				
TOTAL:				

14) If **You have declared no turnover in A,B,C,D or E above, have **You** ever undertaken such work in the past? If YES please provide detail below:**

Yes No

If YES, please provide full details:

15) Please provide a breakdown of activities and percentage of income generated from each discipline (must equal 100%) in the last complete financial year:

Heating/Ventilating/Air Conditioning Engineering	%
Electrical Engineering	%
Mechanical Engineering (not process engineering)	%
Structural Engineering	%
Civil Engineering	%
Soil Engineering	%
Marine Engineering	%
Environmental Engineering	%
Architectural	%
Project Management	%
Project Co-Ordination	%
Chemical/Process Engineering	%
Other (please provide full details below)	%
Total:	%

16) Please provide a breakdown of contract types and percentage of income generated from each (must equal 100%) in the last completed financial year:

Commercial Schemes	%
Retail Works	%
Industrial Works	%
Churches/Cathedrals	%
Private Sector Individual Houses	%
Private Sector Housing Schemes	%
Public Sector Housing (inc Housing Associations)	%
Public Sector Hospitals	%
Private Sector Hospitals	%
Public Sector Education	%
Private Sector Education	%
Other (please provide full details below)	%
Total	%

17) Have you at any time undertaken work in any of the following disciplines? If YES, please provide details below:

Clean Rooms	Yes	No	Nuclear/Atomic Projects	Yes	No
Amusement Rides	Yes	No	Railways	Yes	No
Bridges/Tunnels/Mines	Yes	No	Water Schemes	Yes	No
Chemical/Petro-Chemical/Oil Plants & Refineries	Yes	No	Bulk Handling Equipment	Yes	No
Dams/Harbours/Jetties/Sea Defences	Yes	No	Cladding/Roofing	Yes	No
Facade/Glazing Design	Yes	No	High Rise properties (over six storeys)	Yes	No
Industrial Waste Treatment	Yes	No	Landfill Sites	Yes	No
Marine Engineering	Yes	No	Offshore Installations	Yes	No
Airports/Aircraft	Yes	No	Highways/Flyovers	Yes	No

18) Do **You** anticipate professional activities/services provided will change over the forthcoming twelve months? If YES, please give full details below:

Yes No

19) Are **You** involved in the process of manufacturing, construction, alteration, repair, installation, sale or supply of products, other than in pure design or consultancy capacity? If YES, please give full details below:

Yes No

20) Do **You** engage the services of sub-contractors?

Yes No

If YES, please provide answers to the following, otherwise skip to the next question.

What percentage of fees/turnover was paid to sub-contractors during the last financial year? %

Do **You** always require **Your** sub-contractors to hold their own Professional Indemnity coverage and verify that it is in force? Yes No

If YES, please confirm the minimum limit **You** require them to maintain:

£

21) Please provide details of **Your** 5 largest contracts currently in hand.

Client	Start Date	Description of Work	Total Contract Value	Your Contract Fee	Estimated CompletionDate
			£	£	
			£	£	
			£	£	
			£	£	
			£	£	

22) What is the average single value of all contracts performed over the last 12 months?

£

23) Have **You** at all times used written agreements for each contract undertaken which clearly outline the services to be provided, and **You** confirm all changes to the specifications or agreed deliverables in writing, explaining the cost changes and other implications? Yes No

If **You** have answered NO please detail below what procedures are undertaken to ensure that any revised specifications/deliverables are agreed and understood by all parties.

24) Are all current projects on time and within budget and have all projects completed within the last 2 years been completed on time and within the agreed budget? Yes No
If NO, please give full details below.

25) Do **You** undertake any projects where construction is outside the United Kingdom? Yes No
If YES, please provide details of 3 largest projects below:

Country	Client	Start Date	Description of Work	Total Contract Value	Your Contract Fee	Est. Completion Date
<input type="text"/>				£	£	
<input type="text"/>				£	£	
<input type="text"/>				£	£	

26) Have **You** at any time entered into a contract that is subject to the law of countries other than the United Kingdom? If YES, please give full details below. Yes No

Country	Client	Start Date	Description of Work	Total Contract Value	Your Contract Fee	Est. Completion Date
<input type="text"/>				£	£	
<input type="text"/>				£	£	
<input type="text"/>				£	£	

27) Have **You** ever entered into contracts on behalf of clients? Yes No

If YES is written sign off for the contract terms always obtained from **Your** client prior to doing so? Yes No

28) Please select the Limit of Liability You require quotations for.

£250,000	<input type="checkbox"/>	£2,000,000	<input type="checkbox"/>
£500,000	<input type="checkbox"/>	£3,000,000	<input type="checkbox"/>
£1,000,000	<input type="checkbox"/>	£5,000,000	<input type="checkbox"/>
Other Limit of Liability			

29) What Level of Excess do You require?

30) Has any claim been made or loss suffered by You, whether insured or not, in respect of any of the risks to which this proposal for insurance relates? If YES, please provide details below:

Yes No

Date of Claim/loss	Details of claim/loss	Amount Paid	Date Settled	Outstanding Reserve
		£		£
		£		£
		£		£
		£		£
		£		£

31) Are You aware of any of the following?

Any circumstances which might lead to a claim against You, whether insured or not, in respect of any of the risks to which this proposal for insurance relates? Yes No

Any matter which might otherwise affect the consideration of this proposal? Yes No

Has any application for similar insurance made on Your behalf or on behalf of any past or present Principal ever been declined, refused renewal, cancelled or accepted only on special terms? Yes No

If YES to any of the above, please provide full details here:

DECLARATION

I/we declare that, after full enquiry, the contents of this application are true and that I/we have not misstated, omitted or suppressed any material fact or information. I/we agree that this application together with any other information supplied by me/us shall form the basis of any contract of insurance which may be effected.

If there is any material alteration to the facts and information which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform Underwriters.

I/we hereby consent to any information I/we have provided being processed by you for the purposes of providing insurance and claims handling, which may necessitate sharing such information with third parties. Manchester Underwriting Management Ltd. may use this information for marketing (by post, telephone, e-mail or fax) subject to the conditions of the Data Protection Act.

If you do not wish these details to be used for marketing please inform Manchester Underwriting Management Ltd. in writing. Under the Data Protection Act 1998 you have the right to access or amend the information we hold about you. If you would like to exercise either of these rights please contact Manchester Underwriting Management Ltd.

Name of Principal Signing this form:

Signature of Principal:

How does a Digital Signature work?

Date: