# **Application**



## Professional liability insurance program for architects in private practice

		ions can be submi wing to assist us in					om. Su	bmitting broke	er, please complete
Nar	ne of	brokerage:							
		broker contact:							
Bro	keraç	ge address:				City:		Postal	code:
For	rene	wal purposes only: F	Policy number	er:		IS	N (Clie	nt's number): _	
Th	е ар	plicant							
1.	Nan	ne of applicant: (Onl	v declared	antitias will	he co	vered )			
2.		licant is:   Corpora	_	_	_		_		cribe):
3.		ress of head office:		·					,
4.		e established (dd/mm							
5.									
6.	Pred	decessor firms:							
7.	Tota	ıl number of employe	es:						
		1 7		Enginee archited		Other licer profession		Technical	All others
	Pri	ncipal, partner, office	er, director						
	Sta	aff							
8.	Plea	se list any associatio	on members	hips of the fi	rm:				
Ins	ura	nce							
9.	(a)	Has the applicant or	predecesso	r firm previo	usly ca	rried professio	nal liab	oility insurance?	YES NO
									Expiry date
		Previous Insurer	Com	pany	\$	Limit	\$	eductible	(dd/mm/yyyy)
		Present Insurer			\$		\$		
		1 Tesent insurer			Ψ		Ψ		
	(b)	Date the applicant h	as continuou	ısly carried p	orofess	ional liability ir	nsuranc	e (dd/mm/yyyy)	:
10.	10. Previous insurance—Has any application for insurance been made on behalf of the applicant or any of the present partners, officers, directors or employees or, to the knowledge of the firm, on behalf of their predecessors in business, been declined or cancelled, or has renewal been refused in the past five years?  YES  NO								
		s, please provide de					=	•	
11.	Plea	se indicate the limit a	and deductib	ole required:					
	Limit:   \$250,000 per claim/\$500,000 annual aggregate  \$500,000 per claim/\$1,000,000 annual aggregate  \$1,000,000 per claim/\$2,000,000 annual aggregate  \$2,000,000 per claim/\$2,000,000 annual aggregate								
	Ded	uctible: \$1,000	\$2,000			] \$10,000 [	\$25,	000	
	Othe	er limit or deductible:	\$						

#### Fee breakdown

12.	Gross fee	income	(excluding	taxes and	disburseme	ents invoic	ed separatel	y to you	ır clients,	like trave	el and l	living
	expenses,	etc.); if y	ou do not h	nave fees	in a category	below, ple	ease indicate	NIL: do	not leave	e any ans	swer b	lank:

	Last 12 months or last fiscal year	Anticipated next 12 months or next fiscal year
(a) Gross fees [include all amounts in 12 (b) to 12 (e)]	\$	\$
(b) Fees paid to subconsultants	\$	\$
(c) Fees emanating from projects and joint ventures separately insured Please complete the attached Separately Insured Project Application Addendum	s s	\$
(d) Fees emanating from projects or services performed in the U.S. (CAN \$)	\$	\$
(e) Fees emanating from projects or services performed outside of Canada or the U.S. (CAN \$)	\$	\$

	Location of 0.5. (State) and foreign services and/or projects:	
13.	Total construction values (see Guidelines):	\$ \$

## **Projects**

14. (a) Please indicate the percentage of your fees indicated in question 12 (a) from the last 12 months or the last fiscal year. If you have no fees for that period, please indicate the percentage of your anticipated fees:

Projects	Percentage
Services not resulting in construction	%
Residential projects (private)	%
Residential projects (multi-unit)	%
Industrial projects	%
Recreational projects	%
Institutional projects	%
Commercial projects	%
Interior design	%
Landscape architecture	%
Other (specify)	%
Total	100%

	(b)	Please provide a complete description of the applicant's operations:						
	(c)	Do more than 25% of the applicant's fees emanate from a single client?  YES □ NO □  If yes, please state the client's name:						
Otł	her	activities						
15.	Doe	es the applicant or any related company also perform actual construction, installation or erection? YES $\Box$ NO $\Box$						
16.	Doe	es the applicant or any related company also perform actual manufacturing, fabrication or assembly? YES $\Box$ NO $\Box$						
17.		es the applicant or any related company also perform decommissioning, remediation, cleanup, removal, tainment, detoxification, transport, storage, disposal or neutralization of polluted or contaminated properties						

and products?

15, 16 and 17 above?

18. Does the applicant or any related company assume responsibility for any of the activities mentioned in questions

YES NO

## Risk management 19. What percentage of the applicant's services is provided using a standard written contract: $\prod 0\%$ □ 1-24% 25-49% ☐ 50-74% ☐ 75-99% □ 100% 20. Was the applicant's standard contract reviewed and approved by counsel? YES ☐ NO ☐ 21. Please indicate which of the following clauses the applicant endeavours to include in all contracts entered into: YES ☐ NO ☐ (a) clear description of services to be rendered YES ☐ NO ☐ (b) limitation of liability YES ☐ NO ☐ (c) indemnity agreement YES ☐ NO ☐ (d) governing law YES NO (e) warranties or guaranties YES NO 22. Does the applicant have a formal process in place for resolving disputes with clients? 23. Does the applicant have written in-house quality management procedures that are followed by all employees? YES NO 24. Does the applicant have an in-house continuing education program for professional employees? YES NO 25. Does the applicant usually require proof of professional liability insurance from subconsultants? YES \( \sqrt{S} \) NO \( \sqrt{S} \) Knowledge of prior errors or claims 26. Does the applicant or any of the firm's partners, officers, directors or employees have any knowledge or information (a) any error, omission or negligent act in the performance of professional services for others? YES \( \subseteq \text{NO} \subseteq \) (b) any written or oral demand for money or any written or oral allegation of breach in the rendering or failure to YES NO render professional services (in the last five years)? YES ☐ NO ☐ (c) any unresolved job dispute or circumstance which might reasonably result in a claim? (d) having been called upon to make any payment or to forego any claim for fees as a result of any job dispute YES NO during the past five years? (e) their licence having been suspended or them having been fined or reprimanded during the past five years? YES ☐ NO ☐ If you have answered yes to any of the questions above, please attach an explanation. Without limitation of any other remedy of the insurers, it is agreed that, if the answer yes is given to any of the questions in 26, any claim arising from the facts or circumstances reported therein are excluded from coverage.

#### **Additional information**

27. If a new applicant, please complete the list below detailing the five largest projects completed in the past five years and attach recent company brochures:

Name of project	Description	Location	Construction value
			\$
			\$
			\$
			\$
			\$

## Applicant's consent to the transmission of the information contained in the application form

I hereby acknowledge that the information collected in the application form is acquired by my insurance broker to be transmitted to Victor Insurance Managers Inc. for the sole purpose of obtaining an insurance policy, and will be kept confidential.

Moreover, I authorize Victor Insurance Managers Inc., its insurers or service providers to:

- conduct verification, using outside sources, of the information contained in the application form, in attached documentation and in subsequently provided documentation;
- in the event of a claim, transmit the submitted and verified information to loss adjusters, lawyers or other similar offices for the purposes of investigating, defending, negotiating or settling any claims, as required.

I acknowledge that specific details of Victor's Privacy Notice can be found at www.victorinsurance.ca.

### Subscribe to risk management information

Please complete the information below to subscribe to and receive risk management information for architects and engineers:
Yes, I would like to subscribe to and receive emailed risk management information.
Name:
Email address:
You may unsubscribe at any time. To read more about Victor's policy regarding the collection and use of email contact information, please visit our website at <a href="https://www.victorinsurance.ca">www.victorinsurance.ca</a> .
Declarations and signature
The applicant has read the foregoing and understands that completion of this application does not bind the insurer of the broker to complete the insurance on the terms requested or at all. Terms and conditions of coverage are as set our in the policy without reference to the terms and conditions requested in the application herein or otherwise.
The applicant declares and warrants that they have made reasonable efforts to obtain sufficient information from each prospective insured under the policy to fully and accurately complete this application, that this application is complete and correct to the best of their knowledge and belief, and that all particulars which may have a bearing upon the applicant's acceptability as a professional liability insurance risk have been revealed. It is agreed that the answers to the questions herein shall be binding on all insureds under the policy. It is understood that this application shall form the basis of the contract should the insurer approve the coverage and should the applicant be satisfied with the insurer's quotation.
It is further agreed that if, in the time between submission of this application and the requested date for coverage to be effective, the applicant becomes aware of any information which would change the answers furnished in response to question 26 of this application, such information shall be revealed immediately in writing to the insurer.
Signature of applicant (authorized representative)  Date (dd/mm/yyyy)