

**PROPOSAL FORM FOR ARCHITECTS
& ENGINEERS (SINGLE PROJECT)**

I- GENERAL DATA

1.	Name of Firm	
2.	Address of Head Office	
3.	Address of Branch offices(s) and name(s) of resident partner(s)	
4.	When was the firm established?	
5.	Details of all practising principals or partners Name Qualification, total duration of professional experience Position held in company and how long	
6.	Total number of principals, partners and staff - Principals, partners or officers - Other qualified engineers - Qualified architects - Surveyors - Draughtsmen - Other qualified staff (please specify) - Trainee staff (please specify) - Total non-technical/administration staff	
7.	Do you give work to independent firms (subcontractors) and/Or specialists? <i>If so, please state kind of work and percentage of fees.</i> <i>(The professional liability of such independent firms is not covered under the proposed policy)</i>	
8.	Are you in any way connected with the principal of the project and/Or with contractor(s)?	

II- NATURE OF YOUR ACTIVITIES

1.	<u>Which of the following areas is your firm involved in?</u>	
	- Civil Engineering	
	- Structural Engineering	
	- Mechanical Engineering	
	- Electrical Engineering	
	- Chemical Engineering	
	- Soil Engineering	
	- Other, not shown - <i>Please specify</i>	
2.	In what type of projects is your firm specialized? Please specify	
3.	List some of the largest and typical jobs performed by your firm during the last five years (brief description including values and fees)	

III- GENERAL QUESTIONS REGARDING THE PROJECT

1.	Name of principal	
2.	Main contractor/consortium	
3.	Nature and purpose of project	
4.	Location of project (place, country)	
5.	Total contract value.	
6.	How much of total sum refers to the building structure.	
7.	How much are your fees.	

IV- NATURE OF YOUR WORK/RESPONSIBILITY PERIOD

1.	Nature of your work <i>(give a detailed description including special methods and technologies as well as hazardous factors)</i>	
2.	Your responsibility <i>(e.g. design and/Or supervision)</i>	
3.	Commencement and duration of your work	
4.	Commencement and duration of construction work	
5.	Probable date of handing over	
6.	Period of your liability/statutory limitation	

V- TECHNICAL DETAILS

1.	Soil conditions.	
2.	Ground-water conditions.	
3.	Nature of foundations.	

VI- SURROUNDING PROPERTY

Please give a description of sites in the neighbourhood with details of existing building or surrounding property affected by contract works such as excavation, underpinning, piling, vibration or ground water lowering.		

VII- INSURANCE/CLAIMS EXPERIENCE

1.	Are you protected by an annual professional indemnity insurance policy? <i>If so, please advise</i>	
	- insurance agency	
	- limit of indemnity	
2.	Number and volume of claims during the last 5 years	

VIII-INDEMNITY REQUIRED

1.	Limit any one accident and in the aggregate	
2.	Deductible each and every claim to be borne by insured	

IX- SCOPE OF COVERAGE

1.	Design only, supervision only or design and supervision?	
2.	Loss of documents with a limit of	
3.	Libel and slander with a limit of	
4.	Dishonesty of employees. <i>If so, please answer:</i>	
	- Has the firm sustained any loss through the fraud or dishonesty of any employee?	
	- Is any employee allowed to sign cheques without countersignature by a partner and up to what amount?	
5.	Third party liability	
6.	Other extension <i>(specify)</i>	

I/We declare that the statements and particulars in this proposal are true and that I/We have not misstated or suppressed any material facts. I/We agree that this proposal, together with any other information supplied by me/us, shall form the basis of any contract of insurance effected thereon.

Signing this proposal form does not bind the proposer or company to complete this insurance.

Dated this.....Day of.....

For and on behalf of.

Signature of partner or principal

Please attach a brochure concerning your firm.