

Surveyors, Valuers, Estate Agents & Auctioneers  
Professional Indemnity Insurance

Proposal Form

# SURVEYORS, VALUERS, ESTATE AGENTS & AUCTIONEERS

## Professional Indemnity Insurance

### Proposal Form

Notes for Professional Indemnity Insurance Proposers:

The Proposal Form, if accepted, will form the basis of your contract with Insurers and it is, therefore, essential that the questions asked have been understood and answered correctly.

If in answering any of the questions in this Proposal Form you find there is insufficient space, please complete on your firm's headed notepaper and attach it to this form.

In the event that you require any assistance in completing this Proposal Form, please do not hesitate to contact Lothbury UK Limited.

Please provide, in addition to completing this form, if proposing for the first time, the following information to assist Insurers in considering their terms:

- a) Directors, Partners and/or Principals' curriculum vitae (unless qualified).
- b) Standard Contract Terms and Conditions.
- c) Copies of any brochures that the Firm issue.

1. Trading names and styles of the Companies and/or Partnerships and/or Sole Proprietors, hereinafter referred to as the "Firm", including any former Firms for which cover is required:

2. Address(es) of the Firm(s), showing who is responsible for the operation of each office:

3. When did the current Firm commence business?

4. Please provide details of the commencement and cessation, and the reasons for the cessation, of any former Firms:

5. Profession/Business of the Firm:

6. Please provide:

Names in full of all Directors,  
Partners or Principals:

Qualifications and dates  
gained:

Position and date  
appointed:

7. Is cover is required in respect of any past Director, Partner or Principal? If yes, please provide the following details:

Full Name:

Qualifications:

How long with the Firm?

8. Please provide the total number of:

- a) Directors, Partners or Principals
- b) Qualified staff
- c) Unqualified Assistants
- d) Trained Staff
- e) Typists or office staff
- f) Others

9. Is the Firm currently insured for Professional Indemnity?  
If Yes, please provide the following information:

Yes/No

- a) Insurers
- b) Limit of Indemnity
- c) Excess
- d) Renewal Date
- e) Retroactive Date

10. Has any Insurer:

- a) Ever declined to provide terms or renew for the Firm or any Director, Partner or Principal?  
Yes / No
- b) Ever required an increase in premium, other than due for normal market conditions, or imposed special terms?  
Yes / No
- c) Ever cancelled an Insurance?  
If Yes, please provide full details: Yes / No

11. If you are a sole practitioner what arrangements are made when you cannot attend your business?

12. Percentage of Gross fees received in the past 12 months from the following activities (if new firm please provide an estimate):

U K    U S A/ Canada    Elsewhere

- a) Estate Agency
- b) Property, Estate and Land Management (excl. Rent Reviews and Lease Renewals)
- c) Commercial Rent Reviews and/or Lease Renewals
- d) Residential Rent Reviews and/or Lease Renewals
- e) Quantity Surveying
- f) Project Management
- g) Project Co-ordination
- h) Commercial Building Surveying
- i) Residential Building Surveying
- j) Commercial Structural Surveys and/or Inspection Reports
- k) Residential Structural Surveys and/or Inspection Reports
- l) Commercial Valuations
- m) Residential Valuations
- n) Aerial, Marine or Engineering Surveys
- o) Mineral Surveys and/or Valuations
- p) Land Surveys and/or Valuations
- q) Commercial Architectural activities
- r) Residential Architectural activities
- s) Commercial Auctioneering
- t) Residential Auctioneering
- u) Fine Art and/or Antiques Auctioneering

U K            U S A/ Canada            Elsewhere

- v) All other Auctioneering
- w) General Insurance Agency
- x) Financial Services and/or Investments
- y) Building Society Agency
- z) Any other work (please supply full details)

13. Where you have not declared fees in respect any of the activities in Question 12 above in the past 12 months has the Firm undertaken work in any of these areas in the past five years? Yes / No  
If Yes, please provide full details.

14. Please give the Firm's Gross Fees for the past five financial years:

Financial Year	Gross Fees received		
	United Kingdom	United States of America / Canada	Elsewhere

15. Please give the Firm's estimated fees for the coming twelve months (Note: New Firms should provide this information):

United Kingdom	United States of America / Canada	Elsewhere
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16. How many Commercial Valuations were undertaken by the Firm in the past 12 months?



22. Does the Firm or any Director, Partner or Principal act on behalf of, or undertake work for, any Firm, Company or Organisation in which the Firm or any Director, Partner or Principal has a financial interest? Yes / No  
If Yes, please provide full details.
23. Is the Firm or any Director, Partner or Principal connected or associated (financially or otherwise) with any other Practice, Company or Organisation? Yes / No  
If Yes, please provide full details.
24. Does the Firm or any Director, Partner or Principal act in any other capacity other than stated in Question 5 of this Proposal Form? Yes / No  
If Yes, please provide full details.
25. Is the Firm, or any Director, Partner or Principal a member of a consortium or joint venture? Yes / No  
If Yes, please supply full details.
26. When engaging independent or specialist consultants in connection with any contract does the Firm ensure that such consultants have entered into a binding contract with the Principal, accepting full responsibility for their own professional neglect, error or omission? Yes / No  
If No, please provide full details.

27. Does the firm require cover for any consultants and/or sub-consultants for their activities undertaken for, on behalf of, and in the name of the Firm only? Yes / No

If Yes, please provide the following details:

Name:                      Qualifications:                      Activities:                      Date first engaged:

28. a) Does the Firm always obtain satisfactory written references direct from former employers for three years immediately proceeding the engagement of any Employee, Director, Partner or Principal responsible for money, accounts or goods? Yes / No  
If No, please supply full details.
- b) Has the Firm suffered any loss during the past five years through fraud or dishonesty of any Employee, Director, Partner or Principal? Yes / No  
If Yes, please supply full details.
- c) Do all cheques drawn for more than £25,000 require two signatures? Yes / No  
If No, please supply full details.
- d) Is cash in hand and petty cash checked independently of the employees responsible at least monthly, and additionally, without warning, at least every six months? Yes / No  
If No, please supply full details.
- e) Are bank statements, receipts, counterfoils and supporting documents checked at least monthly against the cash book entries independently of the employees making cash book entries and/or paying into the bank? Yes / No  
If No, please supply full details.

f) Please confirm that your annual Accounts have been prepared and/or Certified by an independent Accountant or Auditor? Yes / No  
If No, please supply full details.

g) Please confirm that entirely separate Employees, Directors, Partners or Principals will carry out the responsibilities for the authorisation of transactions, processing of transactions and completing of transactions? Yes / No  
If No, please supply full details.

29. Limit of Indemnity required (including any alternatives):

a)

b)

c)

30. Has any claim, such as would be covered by the proposed insurance, ever been made against the Firm or any Directors, Partners or Principals, whilst with the Firm or elsewhere? Yes / No  
If Yes, please provide full details, including any quantum.

31. Are any of the Directors, Partners, Principals and/or Employees, **after full enquiry**, aware of any circumstances that could give rise to a claim against the Firm, their predecessors in business and/or any present or former Directors, Partners or Principals of the Firm? Yes / No  
If Yes, please provide full details.

## DECLARATION

I/We hereby 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. I/We undertake to inform Insurers of any material alteration of the facts occurring prior to the completion of the Contract of Insurance. The signing of this proposal does not bind the Proposer or Insurers to complete this Insurance.

Signature of Director, Partner or Principal:

Name of signatory (please print):

Date:

Please remember to keep a copy of this Proposal for your records.

## DATA PROTECTION ACT

By signing this Application Form (or returning it to us if from the website) you consent to us holding and processing your personal data for the above purposes. You also consent to us transferring your information to countries outside the EEA. If we do make such a transfer we will ensure your information is protected.

The data controller is Lothbury UK Limited. In compliance with the Data Protection Act 1998, we will hold the data, together with other information, securely and confidentially and process it for the purpose of carrying out our activities. These activities are administration, research, marketing and prospecting, accounts and records, insurance broking, risk assessment, consultancy services, surety, and compliance services.

If you provide data on another individual within your business, you confirm that you have the consent of that individual to forward the data to us and we will process the data as above.

We will process the data about buyers, debtors and debts in accordance with the data protection policy stipulated by the client, which remains the data controller of those data. The client will make its data protection policy clearly known and available to Lothbury UK Limited. Where no data protection policy is made known we shall not be liable for any breach under the client's data protection policy. Furthermore you agree to comply with the Data Protection Act 1998 and to process all personal data in accordance with that Act.

We may keep your information for a reasonable period for the on-going pursuance of our business activities as stated above. We may also use the data you provide to contact you by mail, telephone, fax or email with information about our other products and services.

A copy of the data we hold on you may be obtained for a small fee upon written request to:

The Compliance Officer,  
Lothbury UK Limited,  
Fleur-de-Lys Court,  
112 Houndsditch,  
London EC3A 7DB.

Lothbury UK Limited is regulated by the Financial Services Authority for the conduct of UK business.