

3. Staff Details

Please state numbers of:

Partners/Directors	Other qualified staff	Other staff	Self-employed persons

4. Fee Income

4.1 Please state for the whole Firm the total annual fees (excluding disbursements) received in each of the last five financial years ending ____ (day)_____ (month)

	Year:	Year:	Year:	Year:	Year:
UK					
USA/Canada					
Elsewhere					

4.2 Split of gross fees (excluding disbursements) received in the last completed financial year

	UK £	USA/Canada £	Elsewhere £
a) Consulting Engineering:			
i) civil			
ii) structural			
iii) soil & foundation			
iv) mechanical			
v) heating & ventilation			
vi) electrical			
b) Architectural			
c) Quantity Surveying			
d) Structural Surveys/Valuations *			
e) Aborted work/work held over			
f) Expert Witness/Adjudication			
g) All other work not listed above (please attach details)			
Total Gross Fees received	£	£	£

* If fees have been declared for structural surveys/valuations a separate questionnaire will be required.

4.3 Estimated gross fees for the current financial year

4.4 Estimated gross fees for the following financial year

4.5 What percentage of fees are derived from feasibility studies only where there will be no subsequent design by the firm?

4. Fee Income (continued)

4.5 If any of the above fees are paid by the firm to any independent specialist consultants please provide the following:

Name of Firm/Individual	Professional Discipline	Fees paid (Last Financial Year)

4.6 Please give approximate percentage applicable to the following categories expressed as a percentage of the total gross fees.

a) Chemical, Petrochemical, offshore projects		%
b) Nuclear Projects		%
c) Sewage/Water Schemes		%
d) Bridges, Tunnels and Dams		%
e) Bulk Handling Equipment		%
f) Sea Defence Projects		%
g) Railways		%

5. Contracts

5.1 Please state the 5 largest contracts awarded to the Firm where construction has commenced or been completed within the past 6 years:

Start date	Practical completion date	Description of contract	Total contract value	Fee	Extent of service provided

5.2 Please state the 5 largest contracts awarded to the Firm where construction is expected to start within the next 12 months

Start date	Approximate completion date	Description of contract	Total contract value	Fee	Extent of service to be provided

6. Contracts outside the United Kingdom

6.1 Does the Firm undertake or has it undertaken any contracts whatsoever where the “end product” of such work is outside the United Kingdom? **YES / NO**

If **YES** please give details.

Country	Start date	Description of contract (eg hotel, office)	Total contract value	Fee	Completion date	Extent of service provided

6.2 Does the Firm work or has it worked other than from it’s UK office? **YES / NO**

6.3 Does the Firm enter into contracts where the jurisdiction is other than UK courts? **YES / NO**

If the answer to any of the above is **YES**, full details are required - i.e. list the jurisdictions and the gross fees derived from each and provide a copy of the relevant contracts.

7. Consortium/Joint Venture

7.1 Is the Firm or any Partner a member of a consortium or joint venture or engaged with any other firm or person in a Single Project Partnership? **YES/NO**

7.2 Has the Firm or any Partner previously been a member of a consortium or joint venture or engaged with any other firm or person in a Single Project Partnership? **YES/NO**

(If the answer to either of the above is **YES** give the names of other members/partners and their capacities in the consortium/joint venture)

N.B. Special arrangements must be made with underwriters if coverage is required for work done whilst as a

member of a consortium or joint venture. In such cases a copy of the consortium agreement will be required.

8. Other Financial Interest

Does the Firm or any Partner have any association with, or financial interest in any other firm or organisation (other than a share or stockholder in a Publicly Quoted Company)? **YES/NO**

If **YES** give full details of the nature of the association or interest together with the name and business of the firm or organisation.

9. Current Insurance Arrangements

9.1 If the Firm currently has Professional Indemnity Insurance please provide the following details.
(This information is not required where the policy is currently arranged by Howden Insurance Brokers)

Name of Insurers

Limit of Indemnity

Excess

Policy Expiry date

9.2 Has an Insurer ever:

- | | |
|---|---------------|
| a) Declined to insure this Firm or any Partner? | YES/NO |
| b) Imposed special terms? | YES/NO |
| c) Cancelled or voided an insurance? | YES/NO |

If any answer is **YES** please give full details

10. New Policy Arrangements

For what Limit of Indemnity do you require a quotation?



11. Claims

11.1 Please list, in respect of the Firm, its current Partners/Directors, retired Partners/Directors and/or Predecessors of the Firm, for the last 10 years:

a) all claims made against any of them

and

b) all circumstances or events disclosed to Insurers

If none state 'NONE'

Date of Claim	Details	Amount claimed	Amount Paid	Claimants' costs (if known)	Defence' costs (if known)	Other comments

11. Claims (continued)

11.2 Are any of the Partners/Directors AFTER ENQUIRY of all staff and consultants aware of any circumstances or events which may give rise to a claim against the Firm or its Predecessors?

YES/NO

If YES please give full details

Important Notice Concerning Disclosure of Material Information

It is essential that every Proposer or Insured, when seeking a quotation, taking out or renewing an insurance, discloses all material facts to Insurers. A material fact is one that is likely to influence the judgement of an Insurer in fixing the premium or in determining whether to accept the risk. If your proposal is a renewal it should include any changes in facts previously advised to insurers. If you have any doubt about facts considered material you should disclose them.

Failure to disclose could prejudice your rights to indemnity in the event of a claim or cause Insurers to void your policy.

Declaration

I/We declare that the statements made and particulars given in the Proposal are true and I/We have not mis-stated or suppressed any material fact.

I/We undertake to inform Insurers of any material alteration to these facts occurring before completion of the contract of insurance.

Dated this _____ day of _____ 20____

Signature of Partner/Director _____

Name of Partner/Director _____
(capitals)

A copy of this proposal should be retained by you for your own records