



WIMSURE

SURVEYORS INDEMNITY

PROPOSAL FORM

for

Wimsure Underwriting Limited

15, St Mary-at-Hill, London, EC3R 8EE

Tel: 0203 058 1090

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IMPORTANT NOTICE

This proposal must be completed and signed by a Principal, Partner or Director of the Proposer. The Person completing and signing the form should be authorised by the Proposer to do so and should make all necessary enquiries of his fellow Partners, Directors and Employees to enable all the questions to be answered.

All questions must be answered to enable a quotation to be given.

Completing and signing this Proposal does not bind the Proposers or Underwriters to enter a Contract of Insurance.

If there is insufficient space to answer questions, please use an additional sheet and attach it to this form (Please indicate section number).

E.U. DISCLOSURE CLAUSE (UK)

ONLY APPLICABLE TO PRIVATE INDIVIDUALS AND SOLE TRADERS, WHERE THERE IS A LLOYD'S PARTICIPATION IN THE INSURANCE PLACEMENT.

Notice to the Proposer/Assured.

The Parties are free to choose the law applicable to this Insurance Contract. Unless specifically agreed to the contrary this insurance shall be subject to English Law.

Any enquiry or complaint should be addressed in the first instance to your Broker.

If you are not satisfied with the way a complaint has been dealt with you may ask the Complaints and Advisory Department at Lloyd's to review your case without prejudice to your rights in law. The address is:

Complaints and Advisory Department Lloyd's,
One Lime Street, LONDON EC3M 7HA Telephone 020 7623 7100.

LSW 1002 (07/99) (amended).

- 1) **NAME/S** (including trading names) of the Proposer/s:
use a separate sheet if necessary

Name	Date Commenced

- 2) **ADDRESS/ES** of Proposer/s
All addresses must be shown together with the Principal responsible for the work at each office:

Address	Principal in charge	Approx % of total fees

Tel No	Fax No

- 3)

Name in full of all Principals	Qualifications	Date Qualified	How long as a Principal with Proposers

- 4) Is cover required for the previous business activities of any Principal?

YES		NO	
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IF YES, please state:

Name of Principal			
Name of Previous Firm			
Period	From / / To / /	From / / To / /	From / / To / /
Fees for Last 3 Yrs	19 £ 19 £ 19 £	19 £ 19 £ 19 £	19 £ 19 £ 19 £
Reason for Leaving			
Position in Firm			
Is there separate insurance covering the activities of this Firm for the Period stated above?			

5) Is cover required for predecessor practices to the Proposer/s?

YES		NO	
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IF YES, please provide full details:

Name of Predecessor	Date Commenced	Date Ceased	Reason for Cessation

6) **PLEASE PROVIDE DETAILS OF YOUR CURRENT INSURANCE:**

name of current insurers	
name of your broker	
renewal date	
limit of indemnity	
premium	
excess	

7) Please state total numbers of:

Principals	
Qualified staff	
Others	

Please state name of any Trade Associations of which any Proposer is a member:

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8) (a) Do you sub-contract work to any outside party?

YES		NO	
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IF YES, please provide details:

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(b) Do you require any sub-contractor or consultant to be indemnified under your insurance?

YES		NO	
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IF YES, please state:

Name	Qualifications	Fees Paid (last financial year)

9) State for the whole Proposer/s

(a) Gross fees received for each of the last five financial years

				Last Complete Year	Current Year	Forthcoming Year
Year End	/ /19	/ /19	/ /19	/ /19	/ /19	/ /19
UK	£	£	£	£	£	£
Overseas	£	£	£	£	£	£

(b) Split of Gross Fees in the last complete financial year:

Quantity Surveying	%
Building Surveying	%
Residential Estate Agency / Letting Agency	%
Commercial Estate Agency	%
Residential Property Management	%
Commercial Property / Land Management	%
Rent Reviews / Lease Renewals	%
Land / Mineral / Hydrographic Surveying	%
Planning & Development Consultancy (without detailed plans)	%
Project Co-ordination	%
Project Management	%
Architectural Work	%
Residential Surveys / Valuations for lending purposes	%
Other Residential Surveys / Valuations	%
Commercial Surveys / Valuations for lending purposes	%
Other Commercial Surveys / Valuations	%
Building Society Agency	%
General Insurance Business	%
Financial Services	%
Auctioneering	%
Other	%

100%

10) Please provide more details of the work that you have done in the past:

(a) **Quantity Surveying**

Average total contract value of jobs worked upon in last 3 years:

£

Highest total contract value of an individual job in last 3 years:

£

(b) **Commercial Estate Agency**

Average individual property value handled in last 3 years:

£

Highest individual property value handled in last 3 years:

£

(c) **Commercial Property / Land Management (inc Rent Reviews etc)**

Is there a working diary system which is checked regularly?

YES		NO	
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(d) **Project Co-ordination** (no responsibility for appointment of other consultants / contractors)

Highest total contract value of an individual job in last 3 years:

£

(e) **Project Management** (with responsibility for appointment of other consultants / contractors)

Highest total contract value of an individual job in last 3 years:

£

Do you endeavour to ensure that other professional consultants maintain adequate P.I. insurance of their own?

YES		NO	
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(f) **Architectural Work**

Please give details of the 3 largest contracts where construction has commenced during the past 3 years:

Description	Total Contract Value	Extent of Service	Appx Completion Date

(g) **Residential Surveys / Valuations for Lending Purposes**

For the last 3 years, please state approximately:

Average annual number of reports	Highest single property valuation	Average Valuation
	£	£

Please identify your **three** largest clients:

Name	Annual Fee Income
	£
	£

(h) **Commercial Surveys / Valuations for Lending Purposes**

For the last 3 years, please state approximately:

Average annual number of reports	Highest single property valuation	Highest portfolio valuation	Average Valuation
	£	£	£

Please identify your **three** largest clients:

Name	Annual Fee Income
	£
	£
	£

(i) **Other Commercial Surveys / Valuations**

For the last 3 years, please state approximately for your **three** largest valuations:

Valuation	Client	Purpose
£		
£		
£		

(j) **Financial Services**

Do you undertake any Financial Services activities?

YES		NO	
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Are you tied (for the purposes of the Financial Services Act) to any organisation?

YES		NO	
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IF INDEPENDENT, how are you regulated?

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(k) **Auctioneering**

For the last complete financial year, please state:

	Fees	Max Value	Ave Value
Livestock & Deadstock	£	£	£
Fine Art or Antiques	£	£	£
Property or Land	£	£	£
Other (please give details)	£	£	£

(l) **Other**

Please give full details:

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11) (a) There are some activities in Question 9 (b) where you have declared no income for the last financial year. Have you provided any of these services **at any time** in the past?

YES		NO	
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IF YES, please state:

Services Provided	Fees Year End	Fees Year End	Fees Year End
	/ /	/ /	/ /
	£	£	£
	£	£	£
	£	£	£

(b) Do you have any system for the cross-referencing of valuations for similar properties?

YES		NO	
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IF YES, how long has this system been in operation?

_____	years
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IF NO, how would you support the accuracy of any valuation?

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(c) Have you at all times complied with the RICS Manual of Valuation Guidance Notes and the Statement of Asset Valuation Practice and Guidance Notes and, when issued, the Appraisal and Valuation Manual?

YES		NO	
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IF NO, please explain:

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12) If you have undertaken overseas work at any time in the past, please provide full details, including details of the country/ies involved:

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(a) Do you work other than from your UK offices?

YES		NO	
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(b) Have you at any time accepted liability other than under the jurisdiction of the UK courts?

YES		NO	
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IF YES to either (a) or (b) then please provide full details listing jurisdiction and amount of work involved on a separate sheet.

13) Most insurers now exclude liability arising from claims involving pollution. Occasionally, it can be possible to obtain limited cover for such claims. Please state:

(a) Do you knowingly undertake any work which involves contaminated or polluted land or property, or provide advice as to whether or not land or property might be contaminated or polluted?

YES		NO	
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IF YES, please ask for a Pollution Questionnaire.

(b) If available, do you require a quotation to include coverage for claims involving pollution?

YES		NO	
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- 14) (a) Do you always obtain written references going back at least three years when engaging employees?

YES		NO	
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- (b) Above what amount do cheques require more than one signature?

£

- (c) Are all cash books, receipts, counterfoils and bank statements checked independently of the person normally responsible by a Principal at least monthly?

YES		NO	
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- (d) Is there an annual audit by an independent accountant?

YES		NO	
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- 15) (a) Are you or have you at any time been a member of a consortium or group practice or engaged with any other party in a Single Project Partnership?

YES		NO	
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IF YES, please give full details (including names of other parties)
(Special arrangements must be made to cover this type of work)

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- (b) Does the Proposer/s or any Principal have any association with or financial interest in any other Practice, Company or Organisation for whom work is carried out and where cover is required?

YES		NO	
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IF YES, please give full details of the nature of the work and association together with the **name** and **business** of the third party.

ees from this source in last complete financial year: £

- 16) For what Limit/s of Indemnity are quotations required?

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There will be a minimum level of uninsured excess. Is a quotation required with a voluntary excess to achieve a premium saving? If so, for what level of excess?

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Please read this paragraph carefully before signing the declaration:

It is essential that every Proposer or Assured when seeking a quotation to take out or renew any insurance discloses to the prospective Underwriters all material facts and information (including all material circumstances) which might influence the judgement of an Underwriter in deciding whether to accept the risk and on what terms. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so entitles the Underwriters, if they so wish, to avoid the contract of insurance from inception and so enables them to repudiate liability thereunder. If you have any doubt as to what constitutes a material fact or circumstance please do not hesitate to ask for advice.

DECLARATION

I/we declare that, after full enquiry, the contents of this proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information. I/we agree that this proposal 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.

Dated this day of 20

Signature of Principal:

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

PLEASE USE THIS SPACE FOR ANY ADDITIONAL INFORMATION