

## Design and Construct Short Proposal Form

1. a) Name of Firm:

.....

b) Date of commencement of firm: .....

c) Business description: .....

2. Please state total numbers of:

Directors.....Qualified Staff.....Sub Consultants.....Others.....

3. Split in Turnover for the last financial year ending: Month.....Year.....

		UK	USA / Canada	Other
(i)	<b>Turnover</b> where the Firm designs and constructs from it's own design and provides full technical supervision			
(ii)	<b>Fees</b> where the Firm provides design, project management & technical services only (i.e. no construction is undertaken by the Firm)			
(iii)	<b>Turnover</b> where the Firm constructs from others' designs performed on behalf of the Firm (i.e. where there is contingent design liability)			
(iv)	<b>Turnover</b> where the Firm constructs from others' designs and others' technical supervision			
(v)	Other <b>turnover</b> not mentioned above (please provide details) _____			
	<b>Total turnover for the group</b>			

4. Please give an approximate percentage split of the disciplines within your business:

Architectural	%	Quantity Surveying	%
Civil Engineering	%	Project Management	%
Structural Engineering	%	Heating and ventilation and electrical engineering	%
Mechanical Engineering	%	Project Co-ordination	%
Interior Design	%	Others (please specify below)	%

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5. Please indicate the approximate percentage of total work according to type:

		Approximate percentage	
<b>Home building</b>		<b>Design only</b>	<b>Design and Construct</b>
1.	Individual dwellings	%	%
2.	Low rise multiple dwellings	%	%
3.	High rise multiple dwellings	%	%
4.	Modular dwellings (involving repetitive design)	%	%
<b>Engineering construction</b>			
1.	Highways	%	%
2.	Bridges, overpasses, underpasses	%	%
3.	Dams, harbours, jetties, sea defences	%	%
4.	Tunnels, mines	%	%
5.	Railways, airports	%	%
6.	Sewage, water schemes	%	%

<b>Industrial</b>			
1.	Power plants	%	%
2.	Refineries and petro chemical installations	%	%
3.	Manufacturing plants, mechanical plant, bulk handling, equipment, silos, chimneys	%	%
4.	Industrialised systems building	%	%
5.	Heating, ventilating, air conditioning	%	%
<b>Amenities</b>			
1.	Hospitals and nursing homes	%	%
2.	Schools and universities	%	%
3.	Hotels and recreation centres	%	%
4.	High rise offices, others	%	%
<b>General</b>			
1.	Feasibility studies, reports, surveys, soil, sub-surface testing etc.	%	%
2.	Soil, Foundation, underpinning, piling	%	%
3.	Any other specialist activities not detailed above please specify:	%	%
		= 100%	= 100%

6. Do you anticipate any major changes in your business activities in the forthcoming 12 months? Yes  No   
**If yes, please provide full details in the space provided at the end of this form.**

7. (a) Do you appoint independent or specialist sub contractors / consultants? Yes  No   
 If Yes, please state:

What percentage of gross income/fees was paid to sub contractors in the last financial year?	%
Are financial checks carried out on specialists, designers or consultants who are appointed by you, prior to their appointment?	
Are sub contractors required to carry professional indemnity insurance?	
If Yes, to what limits?	
Do you always get an indemnity from sub contractors for their negligence in writing?	
If Yes, to what limits?	

(b) Please describe the work and activities of the specialists, designers or consultants:

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(c) Are they always professionally qualified or have at least 5 years experience? Yes  No

8. (a) Please give details of the three largest contracts undertaken in the past 6 years:

Client	Start Date	Extent of services	Total Contract Value	Your Fee	Completion Date
1					
2					
3					

Please give details of the three largest new projects likely to commence in the coming 12 months:

Client	Start Date	Extent of Services	Total Contract Value	Your Fee	Completion Date
1					
2					
3					

(b) What is the total income received in the last financial year from your largest client? .....

(c) What is the average fee received in the last financial year? .....

(d) Have you ever failed to complete a project? Yes  No

If Yes, please explain reason and type of project etc.

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9. (a) After enquiry have any Professional Indemnity claims been made against the firm (s) and/or predecessors of the firm(s) and/ or your current and/or retired partner(s), director(s), or principal(s), either individually or otherwise, whether successful or not within the past ten years? Yes  No

If Yes, please give details:

Date of claim/loss	Brief details of each claim/loss	Amount of Claim paid	Reserve/ Outstanding

(b) After enquiry, are any of the partners, directors or principals aware of any pending claims and/or circumstances which are likely to give rise to a claim against the firm(s) and/or predecessors of the firm(s) and/or your current and/or retired partner(s), director(s), member(s) or principal (s)? Yes  No

If Yes, please give details:

Date of claim/loss	Brief details of each claim/loss	Cost of claim/loss	Estimated cost of claim/loss outstanding

10. Are there any other material changes to the last completed proposal form? Yes  No

If Yes to any of the above, please give details

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**SIGNING THIS PROPOSAL FORM DOES NOT BIND THE PROPOSER OR THE INSURER TO COMPLETE THIS INSURANCE**

After enquiry I declare that we are not aware of any circumstance or incident which may give rise to a claim. I agree that the Proposal form and this Declaration together with any other information gives a fair presentation of the risk. I undertake to inform Insurers of any material alteration to those facts occurring before completion of the Contract of Insurance. A material fact is one which would influence the acceptance or assessment of the risk.

**TO BE SIGNED BY A PERSON AUTHORISED BY THE BOARD ONLY**

<b>SIGNATURE</b>		<b>DATE</b>	
<b>NAME</b>			
<b>POSITION</b>			

DUAL Corporate Risks Ltd recommends that you keep a record of all information supplied for the purpose of entering into an insurance contract (including copies of this Proposal Form and correspondence). DUAL Corporate Risks Limited is authorised and regulated by the Financial Conduct Authority. Registered address: 107 Leadenhall Street, London EC3A 4AF, United Kingdom. Part of the DUAL Group. Registered in England and Wales under company registration no. 4160680.