



**MISCELLANEOUS
ERRORS &
OMISSIONS**

PROPOSAL FORM

for

**Insurance effected through Williams Insurance Management
Limited**

15 St Mary at Hill, London EC3R 8EE

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Registered Office: as above Registered in England: 4851546

Authorised and regulated by the Financial Conduct Authority



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).



01) **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

Tel No	Fax No

3) 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

4)

Name in full of all Principals	Qualifications	Date Qualified	How long as a Principal with Proposer/s

5) 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	Y/E / / £ Y/E / / £ Y/E / / £	Y/E / / £ Y/E / / £ Y/E / / £	Y/E / / £ Y/E / / £ Y/E / / £
Reason for Leaving			
Position in Firm			
Is there separate insurance covering the activities of this Firm for the Period stated above?			

6) Is cover required for any past Partner or Principal?

YES		NO	
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IF YES, please give:

Name	Qualifications	How long with Proposer/s

7) Please state total numbers of:

Principals		Contract Hired Staff	
Qualified staff		Others	

8) PLEASE PROVIDE DETAILS OF YOUR CURRENT INSURANCE:

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

9) (a) Please provide a full description of all of your activities:

PLEASE PROVIDE A BROCHURE, IF AVAILABLE.

- (b) Please categorise the activities outlined above and indicate the approximate percentage of the gross income/fees each represents:

	%
	%
	%
	%
	%
	%
	%
	%
	%
	100%

- (c) Do you anticipate any major changes in these activities in the forthcoming 12 months?

YES		NO	
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IF YES, please give full details:

- (d) Where do you perceive your exposure to claims to lie? In what circumstances might you envisage a claim arising?

- (e) Have you undertaken any other activities in the past for which cover is required?

YES		NO	
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IF YES, please provide full details:

- (f) Are you involved in any process of manufacture, construction, alteration, repair, installation or sale or supply of products, other than in a pure consultancy capacity as described above?

YES		NO	
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IF YES, please provide full details:

10) (a) Is any work put out to sub-contractors?

YES		NO	
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IF YES, please state:

What percentage of gross income/fees was paid to sub-contractors in the last financial year?	%
Are sub-contractors required to carry insurance?	
Do you get an indemnity from sub-contractors, in writing?	
IF YES , to what limits?	

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

YES		NO	
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IF YES, please state:

Name	Qualifications	Fees Paid (last financial year)

11) State for the whole Proposer/s:

Gross turnover received for each of the last five financial years:

Year End	/ /	/ /	/ /	Last Complete Year	Current Year Estimate	Forthcoming Year Estimate
UK Work	£	£	£	£	£	£
USA/Canada	£	£	£	£	£	£
Other Overseas	£	£	£	£	£	£
TOTAL	£	£	£	£	£	£

12) Please give details of the 3 largest contracts in the last 5 financial years (give details of current projects if new business):

Client	Start Date	Description	Total Contract Value	Fee	Appx Completion Date
1					
2					
3					

13) What is the total fee income received in the last financial year from your largest client?

£

14) Have you **at any time** undertaken any work where the "end product" is situated outside the United Kingdom?

YES		NO	
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IF YES, please give the following details:

(a)

Country	Start Date	Description	Total Contract Value	Appx Completion Date	Services Provided

(b) Do you work other than from its UK offices?

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

15) Do you use a standard form of contract, agreement or letter of appointment?

YES		NO	
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IF YES, please attach a copy.

16) (a) Are you or have you 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?

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

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17) Do you require insurance for:

Loss of Documents	YES		NO	
Dishonesty of Employees	YES		NO	
Libel & Slander	YES		NO	
Breach of Copyright	YES		NO	
Unintentional Breach of Confidence	YES		NO	
Claims involving pollution etc.	YES		NO	

Some policies give this cover automatically.

18) 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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19) (a) In respect of **ANY** of the risks to which this proposal relates, has any Claim been made (whether successful or not) against the Proposer, any predecessor or any past or present Principal?

YES		NO	
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Has any loss been suffered by the Proposer, any predecessor or any past or present Principal in respect of **ANY** of the risks to which this proposal relates?

YES		NO	
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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

(b) What steps have been taken to prevent a recurrence?

20) Is any Principal, **AFTER FULL ENQUIRY**, aware of any circumstance which might:

(i) give rise to a claim against the Proposer, any predecessor or any past or present Principal?

YES		NO	
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(ii) cause any loss to the Proposer, any predecessor or any past or present Principal?

YES		NO	
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