

### Proposer Details

**1. a. Name(s) of Firm(s):**

Name: ..... Date commenced: .....

Name: ..... Date commenced: .....

Website address: .....

**1. b. Address(es) – all addresses must be shown together with the Principal in charge of each location:**

Address: .....

..... Principal in charge: .....

Address: .....

..... Principal in charge: .....

Address: .....

..... Principal in charge: .....

**1. c. Please give the following details for all Partners/Directors/Principals of the Firm(s):**

Name: ..... How long as a Partner/Director/Principal: .....

Qualifications: ..... Date qualified: ..... Age: .....

Name: ..... How long as a Partner/Director/Principal: .....

Qualifications: ..... Date qualified: ..... Age: .....

Name: ..... How long as a Partner/Director/Principal: .....

Qualifications: ..... Date qualified: ..... Age: .....

Name: ..... How long as a Partner/Director/Principal: .....

Qualifications: ..... Date qualified: ..... Age: .....

Name: ..... How long as a Partner/Director/Principal: .....

Qualifications: ..... Date qualified: ..... Age: .....

**1. d. Is Cover required for Predecessor practices to the Proposer(s)?**

Yes  No

If 'yes' please provide full details:

Name of Predecessor: ..... Date commenced: ..... Date ceased: .....

Reason for cessation: .....

Name of Predecessor: ..... Date commenced: ..... Date ceased: .....

Reason for cessation: .....

**2. a. Please state total number of:**

Principals/Directors: ..... Qualified Staff: ..... Trained Staff: ..... Other: .....

**2. b. Please state the name of any Professional body or Trade Association of which the proposer is a member:**

Professional body: ..... Trade Association: .....

Professional body: ..... Trade Association: .....



**Professional Indemnity (excluding Design & Construct) Fact Find continued**

**4. d. 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 in 4a.** Yes  No

If 'yes' please provide full details:

.....  
 .....  
 .....

**5. In respect of activities in question 4a. have you at any time in the past 3 years provided any other activities?** Yes  No

If 'yes' please provide the following details:

	Year end ..... / .....	Year end ..... / .....	Year end ..... / .....
Services provided:	Fees received	Fees received	Fees received
.....	£ .....	£ .....	£ .....
.....	£ .....	£ .....	£ .....
.....	£ .....	£ .....	£ .....

**6. a. Do you sub-contract any work?** Yes  No

If 'yes' please provide the following details:

What percentage of gross income/fees was paid to sub-contractors in the last financial year? ..... %

Are sub-contractors required to carry professional indemnity insurance? Yes  No

Do you get an indemnity from sub-contractors, in writing? Yes  No

If 'yes', to what limits? .....

**6. b. Do you require any sub-contractor(s) to be indemnified under your insurance arrangements?** Yes  No

If 'yes' please state:

Name: .....

Qualifications: ..... Fees paid (last Financial Year): .....

Name: .....

Qualifications: ..... Fees paid (last Financial Year): .....

Name: .....

Qualifications: ..... Fees paid (last Financial Year): .....

**7. a. Please give details of the 3 largest contracts in the last 5 Financial Years.**

Client: ..... Services provided by you: .....

Start date: ..... Total Contract value: ..... Fee: ..... Approx. Completion Date: .....

Client: ..... Services provided by you: .....

Start date: ..... Total Contract value: ..... Fee: ..... Approx. Completion Date: .....

Client: ..... Services provided by you: .....

Start date: ..... Total Contract value: ..... Fee: ..... Approx. Completion Date: .....

**Professional Indemnity (excluding Design & Construct) Fact Find **continued****

**7. b. Please give details of the 3 largest contracts that are due to commence in the next 12 months:**

Client: ..... Services provided by you: .....  
Start date: ..... Total Contract value: ..... Fee: ..... Approx. Completion Date: .....  
Client: ..... Services provided by you: .....  
Start date: ..... Total Contract value: ..... Fee: ..... Approx. Completion Date: .....  
Client: ..... Services provided by you: .....  
Start date: ..... Total Contract value: ..... Fee: ..... Approx. Completion Date: .....

**8. Have you at any time undertaken any work where the 'end product' is situated outside the United Kingdom?** Yes  No

If 'yes' please give the following details:

Country: ..... Description: .....  
Start date: ..... Total Contract value: ..... Approx. Completion Date: .....  
Services provided by you: .....  
Country: ..... Description: .....  
Start date: ..... Total Contract value: ..... Approx. Completion Date: .....  
Services provided by you: .....  
Country: ..... Description: .....  
Start date: ..... Total Contract value: ..... Approx. Completion Date: .....  
Services provided by you: .....

**9. Do you use a standard form of contract, agreement or letter of appointment?** Yes  No

If 'yes' please attach a copy.

**10. a. Is the Firm or any Partner or Principal a member of a Consortium or Joint Venture?** Yes  No

If 'yes' please give the following details:

Name: ..... Capacity: .....  
Details of job: .....  
Name: ..... Capacity: .....  
Details of job: .....  
Name: ..... Capacity: .....  
Details of job: .....

**10. b. Does the Firm or any Partner/Principal/Director act on behalf of, or undertake work for any Firm, Company or Organisation in which this Firm or any Partner/Principal/Director has a financial interest?** Yes  No

**10. c. Does any Partner/Principal/Director perform an executive role on behalf of any such Firm, Company or Organisation?** Yes  No

If 'yes' to b. or c. please provide details:

.....  
.....  
.....

**Professional Indemnity (excluding Design & Construct) Fact Find continued**

**10. d. Is such other Firm, Company or Organisation associated with any process of manufacture, construction or any form of contracting or supply?** Yes  No

If 'yes' please provide details:

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.....  
.....

**11. a. Has the Firm(s) sustained any loss through the fraud or dishonesty of any person?** Yes  No

If 'yes' please provide details:

.....  
.....  
.....

**11. b. Is the Firm(s) aware of any allegation or occurrence of fraud or dishonesty at any time committed by any past or present Partner, Director or Employee?** Yes  No

If 'yes' please give details and state the precautions taken to prevent reoccurrence:

.....  
.....  
.....

**11. c. Does the Firm(s) always require satisfactory references or only when engaging senior employees?** Always  Senior appointments only

Nature of reference:

Written  Verbal

**11. d. Is any employee allowed to sign cheques in his/her signature alone for values exceeding £25,000?** Yes  No

If 'yes' please provide details:

.....  
.....  
.....

**12. Has any insurer ever cancelled, declined, refused to renew or required an increased rate or special conditions in respect of your own or your predecessor(s)'s firm(s)'s insurance?** Yes  No

If 'yes' please provide details:

.....  
.....  
.....

**13. Do you currently buy professional indemnity Insurance?** Yes  No

If 'yes' please provide the following details:

Renewal Date: ..... Limit of Indemnity: .....

Excess: ..... Premium: .....

Current Insurer: .....

**Professional Indemnity (excluding Design & Construct) Fact Find continued**

**14. Please specify:**

**a. The limit(s) of indemnity you require quotations for:**

£ ..... £ ..... £ ..... £ ..... £ .....

**b. Please state the excess you are prepared to carry:**

£ ..... £ ..... £ ..... £ ..... £ .....

**15. Have any claims, whether successful or not been made against the Firm(s) or their predecessors in business or any of the present or former Partners, Principals or Directors?**

Yes  No

**16. Is any Partner, Principal, Director or employee after inquiry, aware of any circumstance or occurrences which may give rise to a claim against the Firm(s) or their predecessors in business or any of the present or former Partners, Principals or Directors?**

Yes  No

If 'yes' to question 15 or 16 please provide full details:

.....  
.....  
.....

**Declaration**

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

Signature of Principal: .....

Date: .....