

In association with Hollard.

PROPOSAL FORM Built Environment Pl



Underwritten by The Hollard Insurance Co. Ltd, an authorised Financial Services Provider www.itoo.co.za | @itooexpert

ITOO is an Authorised Financial Services Provider. FSP No. 47230



Please answer **ALL** questions completely

Should any question or part thereof not be applicable, please state "N/A" Should insufficient space be provided, please continue on your company letterhead

1.	Name of Insured
2.	Physical Address
3.	VAT Number
4.	Company Website

5. Total gross income/Fees for the current and the past 3 financial years

Year 1	Year 2		Year 3	
Current year	Date of	Date of financial year end		

6. Is the Proposer controlled, owned or associated with any other firm, corporation or company

7. Number of principals, partners, officers and professionals

8. Number of non-professional employees

Name of all partners / principals / key employees	Professional qualification	Date qualified	How long partner/ principal in practice

- 9. Does the Proposer belong to any professional association(s)
- 10. Does the Proposer use a written contract with clients

Yes No

If **YES**, please attached a copy of your standard contract

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11.	Does the Proposer have any F preventing claims	Risk Management Procedures in place to assist in	Yes	Νο
	If YES , please provide details			
12.	What percentage of the Prop	oser's business involves sub-contracting to others		
13.	Does the Proposer use a writt	en contract with such sub-contractors	Yes	Νο
14.	Do you limit your liability unde		Yes	Νο
	If YES , please attached a copy	of your standard contract		
15.	Is any work undertaken currer South Africa	ntly or planned to be undertaken outside of	Yes	No
16.	Does the Proposer currently h	nave PI cover in place	Yes	No
	If YES , please provide details			
	a. Name of Insurer			
	b. Expiry Date			
	c. Limit of Indemnity			
	d. Retroactive Date			
	e. Deductible			
	f. Premium			
	Has any similar insurance eve	r been declined or cancelled	Yes	No
17.				
17.	If YES , please provide details			
17.	If YES , please provide details			

18. Does any person to be insured have knowledge or information of any act, error or omission which might reasonably be expected to give rise to a claim against him or the Proposer

Yes No

If **YES**, please provide details

19. Have any PI claims been made against any proposed Insured(s) during the past five years

If **YES**, please provide details

ACTIVITIES

- 1. Describe the activities for which coverage is desired
- 2. Disciplines in which you are engaged

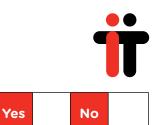
Civil	%	Geotechnical	%
Structural	%	Chemical & Process	%
Electrical	%	Architecture	%
Mechanical	%	Quantity Surveying	%
Mining	%	Land Surveying	%
Environmental	%	Project Management	%
Other	%	Other	%

Please specify 'Other'

3. Type of work undertaken

Feasibility Studies – No design work	%	Design work	%
Construction / Installation work	%	Supervision only of Construction / Installation	%
Project Management	%	Quantity Surveying	%
Other	%	Other	%

Please specify 'Other'





4. Countries in which you operate

South Africa	%	Swaziland	%
Mozambique	%	Botswana	%
Angola	%	Zimbabwe	%
Namibia	%	Other	%

Please specify 'Other

5. Are you involved in any form of Joint Venture Projects where you have agreed with others to perform work together



If **YES**, please provide details of each contract, including details of split of work and responsibility. Also advise what insurances are in place and whether or not you require any form of cover under the policy for which you are now proposing

RISK MANAGEMENT

- 1. What actions do you take to ensure compliance with National and International standards
- 2. Do you have a system of check within the firm whereby work of one person is checked by another and are you ISO 9000 compliant and to what degree
- 3. Are contract documents vetted by the Principals, in-house attorneys, or external attorney firms

LIMIT OF INDEMNITY

	Option 1	Option 2	Option 3	Option 4
Quote				
Deductible				



DECLARATION

I/We, the undersigned, declare that the statements set forth in this proposal form together with any other information supplied are true and correct and that I/we have not misstated or suppressed any material facts.

I/We agree that this proposal form together with any other information supplied by me/us shall form the basis upon which the contract of insurance is concluded and shall be incorporated therein.

I/We further undertake that in the event that the information provided changes between the date of this application and inception of cover, I/We will notify ITOO of such changes as soon as reasonably possible.

Name (duly authorised)	Designation
	D D M M Y Y Y
Signature	Date