



[www.artisanuw.com.au](http://www.artisanuw.com.au)



## Important Notice

### Your duty of disclosure

Before you enter into an insurance contract, you have a duty to tell us anything that you know, or could reasonably be expected to know, may affect our decision to insure you and on what terms. You have this duty until we agree to insure you. You have the same duty before you renew, extend, vary or reinstate an insurance contract.

You do not need to tell us anything that:

- reduces the risk we insure you for; or
- is common knowledge; or
- we know or should know as an Insurer; or
- we waive your duty to tell us about

### If you do not tell us anything

If you do not tell us anything you are required to, we may cancel your contract or reduce the amount we will pay you if you make a claim, or both. If your failure to tell us is fraudulent, we may refuse to pay a claim and treat the contract as if it never existed.

### Claims made policy

The Policy is issued on a claims made and notified basis. This means that the Policy only covers the Insured for claims first made against the Insured during the Period of Insurance and notified to us during the Period of Insurance. Section 40(3) of the Insurance Contracts Act 1984 may provide additional rights at law. That section provides that where the Insured gave notice in writing to the Insurer of facts that might give rise to a claim against the Insured as soon as was reasonably practicable after the Insured became aware of those facts but during the period of insurance, the Insurer is not relieved of liability under the contract in respect of the claim, when made, by reason only that it was made after the expiration of the period of insurance.

### Retroactive date

The proposed insurance may be limited by a Retroactive Date. If so, the policy will not cover any claims or circumstances arising from any events, services, activities, errors or omissions or conduct prior to the Retroactive Date.

### Subrogation

Where you have prejudiced Artisan Underwriting Pty Ltd (including its Insurers or underwriters) rights to recover a loss from another party, this may have the effect of excluding or limiting the Underwriters liability in respect of that loss.

### Privacy Notice

We safeguard your privacy and the confidentiality of your personal information and are committed to handling your personal information in a responsible way. We will abide by the Privacy Act 1988 (Cth) (the 'Act') including the Australian Privacy Principles which are set out in the Act. We have developed a Privacy Policy that sets out how we collect, store, use and disclose your personal information. Please refer to our website below for a copy of our Privacy Policy.



## Part A – Insured Details

| 1. Insured Entities | Date Incorporated | ABN |
|---------------------|-------------------|-----|
|                     |                   |     |
|                     |                   |     |
|                     |                   |     |
|                     |                   |     |

| 2. Telephone number | Email addresses |
|---------------------|-----------------|
|                     |                 |

| 3. Websites |
|-------------|
|             |

| 4. Addresses | State | Post Code |
|--------------|-------|-----------|
|              |       |           |

| 5. Name of Principal/<br>Directors | Age | Qualifications | Start date with Insured |
|------------------------------------|-----|----------------|-------------------------|
|                                    |     |                |                         |
|                                    |     |                |                         |
|                                    |     |                |                         |
|                                    |     |                |                         |
|                                    |     |                |                         |

| Number of Directors, Principal,<br>Partners & Staff | Full time | Part Time |
|---|-----------|-----------|
| Directors, partners, principals                     |           |           |
| Qualified/Technical staff                           |           |           |
| Administration/Other staff                          |           |           |
| Total all staff                                     |           |           |



## Part B – Activities, Income & Contracts

6. Please provide gross Fees/Turnover, including gross fees paid to sub-contractors.

| Location              | Previous 12 months | Last 12 months | Next 12 Months |
|-----------------------|--------------------|----------------|----------------|
| Australia             |                    |                |                |
| Excluding USA/Canada) |                    |                |                |
| Including USA/Canada) |                    |                |                |
| <b>Total</b>          |                    |                |                |

7. Please state the percentage of gross revenue (fee / turnover) for each of the activities set out below:

| Disciplines                          | % | Disciplines                                     | % |
|--------------------------------------|---|---|---|
| Architecture                         |   | Project/Construction Management                 |   |
| Landscape Architecture               |   | Project Co-Ordination / Contract Administration |   |
| Project Management (architectural)   |   | Civil Engineering                               |   |
| Drafting                             |   | Structural Engineering                          |   |
| Interior Design – structural         |   | Heating/Ventilation/Air-Conditioning            |   |
| Interior Design – non-structural     |   | Electrical Engineering                          |   |
| Town Planning                        |   | Mechanical Engineering                          |   |
| Feasibility Studies / Expert Witness |   | Chemical/Petrochem Engineering                  |   |
| Quantity Surveying                   |   | Nuclear Engineering                             |   |
| Land Surveying                       |   | Geotechnical Engineering                        |   |
| Development Management               |   | Process Engineering (inc SCADA/PLC)             |   |
| Marine Surveying                     |   | Mining Engineering                              |   |
|                                      |   | <b>TOTAL</b>                                    |   |

8. Does the Insured subcontract out any of their Professional Services/Activities?

No  Yes  If Yes:

(a) Please confirm the percentage of fees/turnover paid to subcontractors in the last 12 months?

(b) Provide full details of the Professional Services Subcontracted.

|  |
|--|
|  |
|  |
|  |
|  |

9. Please state the percentage of gross revenue (fee / turnover) for each of the activities set out below:

|  | Australia | USA/Canada | Elsewhere | Total |
|--|-----------|------------|-----------|-------|
| Individual Dwellings                                   |           |            |           |       |
| Low Rise Buildings                                     |           |            |           |       |
| High Rise Buildings (between 4 & 10 floors)            |           |            |           |       |
| High Rise Buildings (above 10 floors)                  |           |            |           |       |
| Schools, Hospitals, Municipal                          |           |            |           |       |
| Retail Shops, Flats, Townhouses                        |           |            |           |       |
| Modular and Industrial Buildings                       |           |            |           |       |
| Feasibility Studies, Reports                           |           |            |           |       |
| Town Planning  |           |            |           |       |
| Domestic Surveying (pre purchase building inspections) |           |            |           |       |
| Industrial and Commercial Surveys/ Inspections         |           |            |           |       |
| Swimming Pools, Dams                                   |           |            |           |       |
| Bridges, Tunnels, Harbours, Jetties                    |           |            |           |       |
| Roads  |           |            |           |       |
| Mechanical Plant, Bulk Handling                        |           |            |           |       |
| Silos  |           |            |           |       |
| Mines  |           |            |           |       |
| Foundations, Underpinning                              |           |            |           |       |
| Sewerage, Water Systems (Housing)                      |           |            |           |       |
| Sewerage, Water Systems (Other)                        |           |            |           |       |
| Environmental Appraisals, Assessments, Audits          |           |            |           |       |

|                           |  |  |  |  |
|---------------------------|--|--|--|--|
| Waste Disposal, Treatment |  |  |  |  |
| Oil & Gas Pipelines       |  |  |  |  |
| Other (specify)           |  |  |  |  |
| <b>TOTAL</b>              |  |  |  |  |

10. Does or has the proposer undertaken any contract which involves responsibility for:

(a) Manufacture, construction, erection or installation

No  Yes

(b) Supply materials, plant, goods or equipment?

No  Yes

(c) Provision of software?

No  Yes  If yes to any, please provide details:

11. Please provide us

(i) the 3 largest Projects/Contracts in the last 5 years (including current).

| Client name | Start Date | Completion Date |
|-------------|------------|-----------------|
|             |            |                 |
|             |            |                 |
|             |            |                 |

(ii) Project/Contract Specifics of the aforementioned..

| Project/Contract Type | Project/Contract Value | Scope of Services Provided |
|-----------------------|------------------------|----------------------------|
|                       |                        |                            |
|                       |                        |                            |
|                       |                        |                            |

12. What was the proposer's largest fee earned from one client and the average fee per client in the last year?

Largest:  Average:

13. Is the proposer aware of any change in activity that will occur in the coming financial year?

No  Yes  If yes, please provide details:

14. Does the Insured anticipate any changes to the above Activities in the next 12 months?

No  Yes  If Yes, please provide details:

15. Has the Insured performed any other professional service or activity other than described in Q6 or Q8 above and for which cover may be required?

No  Yes  If Yes, please provide details:

16. Is cover required for Professional Services or activities which have been provided by a former subsidiary?

No  Yes  If Yes, please provide details:

| Name subsidiary | Date ceased to be a subsidiary |
|-----------------|--------------------------------|
|                 |                                |
|                 |                                |

17. Has the Insured or any of its subsidiaries undertaken any mergers or acquisitions in the last five years?

No  Yes  If Yes, please provide details:

18. Does the Insured require cover for any previous business including the previous business of any principal or director?

No  Yes  If Yes, please provide details:

| Name of Principal or Director | Name of Previous Business | Professional Services/ Activities |
|-------------------------------|---------------------------|-----------------------------------|
|                               |                           |                                   |
|                               |                           |                                   |
|                               |                           |                                   |

Note: Previous Business is an Optional Extension and is not automatically covered

19. Does the Insured hold any license or accreditation which is required in order to provide Professional Services or activities for which cover is requested?

No  Yes  If Yes, please confirm the licence or accreditation has been in force at all relevant times?

Yes  No  If Yes, please provide details:

|  |
|--|
|  |
|  |

20. Does the Insured have any representation outside of Australia?

No  Yes  If Yes, please confirm Country, Revenue, Number of Staff and Offices

| Country | Fees/Turnover | Number of staff | Number of offices |
|---------|---------------|-----------------|-------------------|
|         |               |                 |                   |
|         |               |                 |                   |
|         |               |                 |                   |
|         |               |                 |                   |

21. Is the proposer a member of a consortium or has the proposer entered into a joint venture agreement?

No  Yes  If Yes, please provide details:

|  |
|--|
|  |
|--|

22. How is the Insured managing its liabilities around both its own and any subcontractor or vendors Insolvency Risk?

|  |
|--|
|  |
|--|

23. What peer review, quality assurance/control and cross check type processes does the client have in place?

|  |
|--|
|  |
|--|

24. How is the Insured managing its non-compliant/non-conforming product risk (including on behalf of its subcontractors)?

|  |
|--|
|  |
|--|

25. Does the Insured have any financial interest in any of its projects or contracts. if so, please provide details?

No  Yes  If Yes, please provide details:

|  |
|--|
|  |
|--|



## Part C – Insurance Details

26. Does the Insured carry an active and current Professional Indemnity Insurance Policy?

No  Yes  If Yes, please provide details:

|                    |                            |
|--------------------|----------------------------|
| Name of Insurer    | Premium                    |
|                    |                            |
| Limit of indemnity | Excess                     |
|                    |                            |
| Expiry Date        | Retroactive Date Specified |
|                    |                            |

27. Stamp Duty Declaration – Please provide a percentage breakdown of fees/turnover by location as follows

| NSW | VIC | QLD | SA | WA | ACT | TAS | NT | OS |
|-----|-----|-----|----|----|-----|-----|----|----|
|     |     |     |    |    |     |     |    |    |



## Part D – Claims

28. Is the Insured aware of any circumstance or incident which may give rise to a claim against the Insured or its partners/principals/directors or employees?

No  Yes  If Yes, please provide details:

29. Has there ever been or is there any pending claims against the Insured, its subsidiaries, previous businesses or predecessors in business or its current or former partners/principals/directors or employees for actual or alleged breaches of professional duties or services for which this policy relates?

No  Yes  If Yes, please provide details:

| Date of claim or loss | Brief details of each claim or loss | Cost (if any) of claim paid or loss insured | Estimated outstanding loss |
|-----------------------|-------------------------------------|---|----------------------------|
|                       |                                     |   |                            |
|                       |                                     |   |                            |
|                       |                                     |   |                            |

30. Is the Insured aware of any actual or pending prosecution, investigation or inquiry of the Insured or any partners/principals/directors or employees under any statute, legislation, regulation or By-law whatsoever?

No  Yes  If Yes, please provide details:

31. Has the Insured or any partner/directors or employees ever been subject to any disciplinary action, been fined or penalised, or been the subject of an inquiry investigating or alleging professional misconduct?

No  Yes  If Yes, please provide details:

32. Has the Insured (including its subsidiaries, previous businesses or predecessors in business or its current or former partners/principals/directors) ever had any Insurer decline a proposal, imposed any special terms, cancelled or refused to renew a Professional Indemnity Insurance policy?

No  Yes  If Yes, please provide details:



## Part E – Declaration

Please Note: Signing the Declaration does not bind either the proposed Insured or the Insurer to execute this or any insurance whatsoever.

By signing this Declaration, the Insured declares that all necessary inquiries into the accuracy of the responses given in this proposal have been made and the Insured confirms that the statements and particulars given in this proposal are true, accurate and complete and that no material facts have been omitted, misstated or suppressed. The Insured agrees that if any of the information changes between the date of this proposal and the inception date of the insurance to which this proposal relates, the Insured will give immediate notice thereof to the Artisan Underwriting Pty Ltd (Artisan).

The Insured acknowledges receipt of the Important Notice, Privacy Notice and Duty of Disclosure information contained in this proposal and confirms they have read and understood the content of them. The Insured consents to Artisan Underwriting Pty Ltd collecting, using and disclosing personal information as set out in Artisan's Privacy Notice in this proposal and the policy.

If the Insured has provided or will provide information to Artisan about any other individuals, the Insured confirms that they are authorised to disclose the other individual's personal information to Artisan and give the above consent on their behalf.

The signatory below confirms that they are authorised by the Insured (and its subsidiaries, previous businesses, partners/principals/directors if applicable) to complete this proposal form and to accept quotation terms for this insurance on behalf of the Insureds (and its subsidiaries, previous businesses, partners/principals/directors).

Signed

Name of Partner(s) or Director (s)

On behalf of

Date

|  |
|--|
|  |
|  |
|  |
|  |

 **Contact Us**

