

MISCELLANEOUS ERRORS AND OMISSIONS PROPOSAL FORM

- PLEASE NOTE: a) An answer MUST be given to all Questions
- b) If insufficient space is provided to answer a question insert 'see attached' and show question number and answer on a separate sheet of paper.

1) Name and address (es) of the Firm _____

2) When was the Firm established? _____
 mm/dd/yy

3) Description of the Firm's activities _____

4)

NAME OF ALL DIRECTORS/PARTNERS	QUALIFICATIONS	YEAR OBTAINED	HOW LONG A DIRECTOR/PARTNER IN THE FIRM	PLEASE GIVE DETAILS OF PREVIOUS OCCUPATIONS, IF LESS THAN 5 YEARS PRACTICAL EXPERIENCE IN PRESENT OCCUPATION

5) If sole Director/Partner, please answer the following:

Is this a part time occupation? YES NO

If "YES", please give brief details of present full time occupation _____

6) How many permanent staff does the Firm employ under each of the following headings?

	Full-time	Part-time
(a) Qualified staff	_____	_____
(b) All other staff	_____	_____

7) If cover is required for any Partner's Liability prior to joining the Firm, please complete the following:

PARTNER'S NAME	NAME OF PREVIOUS FIRM	DATE OF JOINING THE FIRM

8) Does the Firm undertake any structural surveys? YES NO

If "YES", under what circumstances? _____

9) Does the Firm undertake work outside Trinidad and Tobago or work for clients outside Trinidad and Tobago? YES NO

If "YES", please give details, including proportion of fees from this work. (Within Caribbean Area) _____

10) Are any major changes planned or expected in the Firm's activities within the next two years? YES NO

If "YES", please give details. _____

11) Does the Firm use a standard form of contract, agreement or letter of appointment? YES NO

If "YES", please enclose copies

12) Does the Firm issue any Brochure, Leaflets, Books etc. describing the Firm's services or offering any services or facilities? YES NO

If "YES", please enclose copies

13) Is any work outsourced to sub-contractors? YES NO

If "YES", please give details including:

a) Does the Firm require sub-contractors to carry insurance? YES NO

If "YES", for what limits? _____

b) What percentage of the Firm's fees is paid to sub-contractors? _____

14) Please give the amount of gross income/fees from the following:

- a) Last financial year _____
- b) Previous financial year _____
- c) Current financial year (estimate) _____
- d) Date of financial year end _____
- e) Largest annual fee from any one client _____

15) Has any insurer in respect of the risks to which this Proposal relates and in relation to the Proposer/Firm and/or any of its present or past Partners, Directors or Principals or on behalf of any predecessor to the Proposer/Firm ever:

- a) declined a Proposal? YES NO
- c) imposed special conditions? YES NO
- d) refused renewal? YES NO
- e) terminated an insurance? YES NO
- f) required an increased premium? YES NO

If "YES" to any of the above, please give full particulars

16) Have any claims alleging negligence been made against:

- a) the Firm YES NO
- b) its predecessors in business YES NO
- c) its present or past Directors and/or Partners (whether insured or not)? YES NO

If "YES" to any of the above, please give full details or circumstances, including the amount involved

We must remind you that it is imperative to answer this question correctly. FAILURE TO DO SO COULD VERY WELL PREJUDICE YOUR RIGHTS, if subsequently a claim should arise.

17) Are any of the Directors and/or Partners, AFTER ENQUIRY, aware of any circumstances which may give rise to a claim against

- a) the Firm YES NO
- b) its predecessors in business YES NO
- c) any of its present or past Directors and/or Partners? YES NO

If "YES" to any of the above, please give details _____

18) What is the limit of indemnity required? _____

19) a) Is the Firm or any of the Directors/Partners connected or associated (financially or otherwise) with any other Firm, Company or Organization? YES NO

If "YES", please give full details

DIRECTOR / PARTNER	DETAILS (NAME OF FIRM / COMPANY / ORGANIZATION)

- b) Is such other Company, Firm or Organization associated with any process of manufacture, construction, erection or installation, or any form of contracting or supply? YES NO

If "YES", please give full details _____

- 20) Is the Firm represented in any way in the USA or its territories and possessions, or in Canada? YES NO

If "YES", please explain how (e.g. by subsidiary company, local office, local representative or by any other person of concern with the power of attorney to act on behalf of the Firm)

- 21) Does the Firm undertake any contract which also involves its sub-contractors in:

- a) Manufacture, construction, erection or installation? YES NO

If "YES", please state what proportion of the fees declared relates to such contract.

- b) The supply of materials, plant, goods or equipment? YES NO
 If "YES", please give details.

- 22) Please indicate your five (5) largest clients for survey/valuations in the last three (3) years:

NAME	OVERALL BUSINESS %	NAME	OVERALL BUSINESS %

- 23) What, if any, internal Quality Assurance Standards are in current practice to confirm/support the accuracy of any valuation or survey?

Please advise nature and period of use.

24) Is it the Firm's practice to always re-inspect for re-valuations or assignments of existing surveys?

YES

NO

If "YES", what is the maximum period for which the Firm deems valuations/surveys to be current before such re-inspections are required? Please specify.

25) Does the Firm have any other Professional Indemnity Insurance in force?

YES

NO

If "YES", what is:

- a) The name of the Insurer?
- b) The limit of indemnity?
- c) the policy renewal date?

26) Is cover required for any of the following extensions?

- a) Loss of documents
- b) Libel and Slander

YES

NO

YES

NO

27) Use this space to provide additional information as applicable

IMPORTANT NOTICE CONCERNING DISCLOSURE

It is your duty to disclose all material facts to the Company.

A material fact is one that is likely to influence an Underwriter's judgment and acceptance of your proposal. If your proposal is a renewal of an existing policy, it should also include any change in facts previously advised to Underwriters. If you are in any doubt as to whether or not facts are considered material, you should disclose them.

DECLARATION

I/We wish to effect insurance with Guardian General Insurance Limited on the Terms Conditions and Exclusions of the Policy to be issued by the Company. I/We warrant that the statements and particulars given by me/us in this Proposal are to the best of my/our knowledge and belief true and complete and no material fact has been misrepresented mis-stated suppressed or withheld. I/We agree that this Proposal and Declaration and any supplementary information sheet(s) attached hereto shall form the basis of the contract between me/us and Guardian General Insurance Limited and shall be deemed as incorporated in the Policy issued.

Name of Firm: _____

* Signature of Partner or Director: _____

If Company, Please Affix Company Stamp

Date: _____

mm/dd/yy

***This Proposal Form and any supplementary information sheet(s) must be signed in ink by a Partner or Director. Signing the Form does not bind the Firm or the Company to complete the Insurance.**
