

Griffiths & Armour Professional Risks acts as manager for the professional indemnity division of Griffiths & Armour  
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**GROUP OFFICES** Liverpool London Manchester Glasgow Dublin Guernsey

## The Griffiths & Armour Professional Indemnity Insurance Scheme Proposal Form

1. Name(s) of practice(s)/firm(s) for which cover is required .....

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2. Principal address .....

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3. (a) Name(s) and qualifications of current partner(s)/director(s)/member(s) .....

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(b) Name(s) of any former partner(s)/director(s)/member(s) engaged in practice during the past six years, and date of leaving .....

.....

(c) Total number of staff (excluding Partners/Directors)

Professionally qualified	Draughtsmen/Assistants	All others
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

(d) Have you recently discharged or are contemplating discharging any of your staff for any omission, neglect, error or the like? *Insert YES or NO*  If YES, please give full particulars .....

.....

**4. Activities**

(a) What is the nature of the services that you provide?

(b) Are there any areas of particular speciality?

(c) State the three largest contracts where construction has commenced during the past five years.

	Starting date and approx completion date	Description of contract and location (hotel, factory, etc.)	Total contract value	Fee Income	State professional services provided
(i)					
(ii)					
(iii)					

- (d) Please provide details of your three largest clients and the percentage of total fee income that you received from each during the past year.

	Client	%
1	_____	_____
2	_____	_____
3	_____	_____

- (e) Do you engage in any of the following types of work? Insert **YES** or **NO**

If "YES", please insert approximate percentage of fees derived from such work during the last 12 months.

(a)	Offshore structures	_____ %
(b)	Chemical/petrol/oil refineries	_____ %
(c)	Bridges/Flyovers/Tunnels/Dams/Mines	_____ %
(d)	Harbours/Jetties/Sea Defences	_____ %
(e)	Airports	_____ %
(f)	Nuclear Projects	_____ %
(g)	Industrial Waste Treatment	_____ %
(h)	Contaminated Land	_____ %

**5. Fee Income**

- (a) State the estimated and declared amount of gross fees, excluding expenses recoverable from clients in accordance with the Conditions of Engagement upon which the adjustable/non adjustable premium is to be based.

Estimated fees

Declared fees

- (b) Approximate percentage fee split for estimated fees

	UK %	USA or Canada %	Elsewhere %
<b>1. Where Practice's own staff carry out the work</b>			
(a) Civil			
(b) Structural			
(c) Soil Analysis/Testing			
(d) Mechanical, Electrical, Heating and Ventilation			
(e) Process/Plant			
(f) Machinery/Equipment			
(g) Mining			
(h) Project Management			
(i) Architectural			
(j) Any other work			
<b>2. Fees paid to independent consultants</b>			
<b>3. Total fees for entire Practice</b>			

