



I. General Data

- 1. Name of proposer in full
  - 2. Address of head office
  - 3. Address of branch offices and name(s) of resident partner(s)
- 

FOR OFFICIAL USE ONLY	
Policy Number	<input type="text"/>
Premium	<input type="text"/>
Agent's name	<input type="text"/>
Period of insurance: From	<input type="text"/>
to	<input type="text"/>
Renewal date	<input type="text"/>

6. When was the firm established?

Details of all principals or partners:

Name	Qualifications, dates qualified total duration of professional experience	Position held in company and how long
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Total number of principals, partners and staff:

Technical

Principals, partners or officers	<input style="width: 100%; height: 20px;" type="text"/>
Other qualified engineers	<input style="width: 100%; height: 20px;" type="text"/>
Surveyors	<input style="width: 100%; height: 20px;" type="text"/>
Qualified architects	<input style="width: 100%; height: 20px;" type="text"/>
Draughtsmen	<input style="width: 100%; height: 20px;" type="text"/>
Other qualified staff <small>(please specify)</small>	<input style="width: 100%; height: 20px;" type="text"/>

Total nontechnical/administrative staff

7. Do you give work to independent firms (subcontractors) and/or specialists?

No  Yes (please state kind of work and percentage of fees. The professional liability of such independent firms is not covered under the proposed policy.)

8. Are you financially connected with the principal of the project and/or with contractors)

No  Yes (please give details)

II. Nature of your activities

in which of the following professions is your firm engaged?

a) Civil engineering	<input style="width: 50px; height: 20px;" type="text"/>	b) Structural engineering	<input style="width: 50px; height: 20px;" type="text"/>	c) Mechanical engineering	<input style="width: 50px; height: 20px;" type="text"/>
d) Electrical engineering	<input style="width: 50px; height: 20px;" type="text"/>	e) Chemical engineering	<input style="width: 50px; height: 20px;" type="text"/>	f) Soil engineering	<input style="width: 50px; height: 20px;" type="text"/>
g) Heating and ventilating engineering	<input style="width: 50px; height: 20px;" type="text"/>	h) Others, not shown (please specify)	<input style="width: 50px; height: 20px;" type="text"/>		<input style="width: 50px; height: 20px;" type="text"/>

2. In what type of projects is your firm specialized? Please specify.

3. List some of the largest and typical projects performed by your firm during the last five years (brief description including values and fees)

III. General questions regarding the project

1. Principal

2. Main contractor/consortium

3. Nature and purpose of project

4. Location of project (place, country)

5. Total contract value

How much of total sum refers to building structure?

6. Your fees

IV. Nature of your work/responsibility/period

1. Nature of your work (detailed description including special techniques and hazardous factors)

2. Your responsibility (e.g. design and/or supervision)

3. Commencement and duration of your work

4. Commencement and duration of the construction works

5. Probable date of handing over

6. Period of your liability/statutory limitation

V. Technical details

1. Soil conditions

2. Ground-water conditions

3. Nature of foundations

VI. Surrounding property

Please give description of the neighbourhood of the site (details of existing buildings or surrounding property possibly affected by contract works such as excavation, underpinning, piling, vibration or ground-water lowering).

  
  

VII. Insurance/claims experience

1. Are you protected by an annual professional indemnity insurance policy?

No  If so, please advise

a) insurance company

b) limit of indemnity

2. Number and amount of claims during last 5 years

VIII. Indemnity required

1. Limit any one claim

2. Aggregate Limit

3. Deductible each and every claim to be borne by insured

IX. Scope of coverage

1. Design only                      No                       Yes

2. Supervision only                      No                       Yes

1. Design and Supervision                      No     Yes

X. Endorsements to basic cover

1. Extended Claims Reporting Period                      No     Yes

2. Loss of Documents                                      No     Yes

If so, up to what amount?

Any other facts known to you which are likely to affect acceptance or assessment of the risks proposed for insurance must be disclosed. Should you have any doubt about what you should disclose, do not hesitate to tell us or your insurance adviser. This is for your protection, as failure to disclose may mean that you policy will not provide you with the cover you require, or perhaps invalidate the policy altogether.

**DECLARATION**

I declare that the statements and particulars given in this proposal are, to the best of my knowledge and belief, true and complete, and this proposal shall form the basis of my contract with General Insurance Botswana (Pty) Limited.

I agree that the Insurance will not be in force until the proposal has been accepted by the Company except to the extent of any official cover note which may be issued.

Date

For and on behalf of (insert name of firm)

Signature of partner or principal

Please attach a brochure concerning your firm