

**IMPORTANT: Duty Of Disclosure**

This proposal form is to be completed by the Applicant or an Authorised Officer of the Applicant. The information provided to Vero Liability in this proposal form will be the basis of any contract of insurance entered into.

There are serious consequences if you fail to tell us information which is material to our decision to issue, renew, or alter this policy, or the terms on which we did any of these things.

You must disclose to Vero Liability Insurance Limited all information which is material to it in deciding whether to issue insurance cover to you, and if so on what terms and/or premium. This includes but is not limited to any circumstances or conduct which might lead to a claim being made against you. This may also include information which is additional to the questions that we have asked. The duty to disclose material information occurs prior to the commencement of cover, prior to each renewal or whenever the policy is varied. This means that prior to renewal or any policy variations, as well as advising of new information you may also need to advise us of any alterations to the facts previously notified.

Failing to disclose material information may result in your policy being avoided. This means that your policy would be deemed to have never existed and no claims would be payable.

If there is insufficient space to provide full information in this proposal document, please attach additional sheets. **WHEN IN DOUBT DISCLOSE.**

**Claims Made Policy**

This is a proposal form for a Claims Made policy. The policy will only respond to claims and/or circumstances which are first made known to the Insured and notified to Vero Liability Insurance Limited during the policy period. The policy will not provide cover for:

- Events that occurred prior to the retroactive date of the policy (if specified).
- Claims made after the expiry of the policy period (or extended reporting period if available) even though the act giving rise to the claim may have occurred during the policy period.
- Claims notified or arising out of facts or circumstances notified under any previous policy or noted on the current proposal form or any previous proposal form.
- Claims made, threatened or intimated prior to the commencement of the policy period.
- Claims arising from circumstances known to the Insured at the commencement of the policy period as having the potential to give rise to a claim.

**Applicant Details**

Name of applicant including trading names, names of subsidiaries and any other parties to be insured

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Address

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Website Address

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Email Address Contact Person

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Phone Number Broker / Agent

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**Financial Details**

Please provide gross fees or income (including fees paid to subcontractors) as follows:

Country	Last Financial Year	Current financial Year estimated	Next financial year estimated
New Zealand	\$	\$	\$
Australia	\$	\$	\$
Asia & Pacific	\$	\$	\$
UK & Europe	\$	\$	\$
USA/Canada	\$	\$	\$
<b>Total</b>	\$	\$	\$

**Business Details**

State fully the nature of your business/profession including details of any advice given and/or services provided (please include current and past activities):

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[Please furnish copies of any brochures, or other documentation which may assist Vero Liability in gaining a complete appreciation of your business/profession.]

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When was the business established?

Has the name of the business ever changed?

Yes  ► No

► If Yes, please advise

Has any other business amalgamated or merged with you?

Yes  ► No

► If Yes, please advise

Have you purchased another business?

Yes  ► No

► If Yes, please advise

Please list the professional bodies or associations to which the Applicant belongs:

Are any of your products and/or services subject to any legislation governed by the Financial Markets Authority? (refer [www.fma.govt.nz](http://www.fma.govt.nz))

Yes  ► No

► If Yes, please advise what steps you have taken to ensure you/your business is compliant with the legislation.

Do you sell any products? ► If Yes, please advise

Yes  ► No

Do you have a standard form of contract or agreement which applies to the provision of professional or specialist services/advice?

Yes  ► No

► If Yes, please enclose copies of the contract/agreement.

Is it your practice to use your standard form on all occasions?

Yes  No  ►

► If No, please enclose copies of those contracts or agreements where your standard form has not been used or has been altered.

Do you use any standard form of disclaimer or exclusion of liability, other than as disclosed under your standard form of contract/agreement

Yes  ► No

► If Yes, please supply copies of the same and detail the circumstances in which it is used.

Please provide details and value of the five largest contracts entered into with clients

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

Is legal counsel an in-house function?

Yes  ► No

1. Please describe the formal procedures in place relating to:
  - i) Defining scope and engagement conditions with clients
  - ii) Assessment of new clients and managing variations to engagement conditions

**Details of Principals and Staff**

Names of Principals/Directors or Persons for whose acts cover is required	Qualifications	When Qualified	How long practising as Principal/Director

Numbers of Staff	Employees		Contractors	
	Full time	Part time	Full time	Part time
Principals/Directors				
Qualified Staff				
Other Technical Staff				
Administrative/Clerical				
Other				

Have any of the Partners/Principals/Directors or Staff ever been subject to disciplinary proceedings, or reprimand by any Court or professional association as a result of their professional activities? Yes  No

▶ If Yes, please advise details.

**Activities Details**

Please indicate the percentage of your firm's income derived from the following fields of activity

Type of Activity	Work undertaken by your firm	Work undertaken by outside consultants
Aerospace Engineering	%	%
Architectural	%	%
• Residential	%	%
• Commercial	%	%
• Other	%	%
Building Remediation Services	%	%
Building Surveying	%	%
Chemical Engineering	%	%
Civil Engineering	%	%
Construction Management	%	%
Design of Pollution Control Equipment	%	%
Electrical Engineering	%	%
Heating/ Ventilation/ Air-conditioning Engineers	%	%
Interior Design	%	%
Land Surveying	%	%
Marine Surveying	%	%
Mechanical and/or Hydraulic Engineering	%	%

Nuclear Engineering	%	%
Passive Fire Engineering	%	%
Peer Review	%	%
Pre-purchase inspections	%	%
Property insurance valuations	%	%
Quantity Surveying	%	%
Structural Engineering	%	%
Town Planning	%	%
Other (specify)	%	%

**Sub-Consultant Details**

Does the firm engage sub-consultants? Yes  No

▶ If Yes:

(a) what percentage of gross fees is paid to them %

(b) is the work undertaken under direct engagement by your client? Yes  No

(c) are the sub-consultants required to carry Professional Indemnity Insurance? Yes  No

▶ If Yes, please indicate minimum level of cover required: \$

Please indicate the percentage of income derived from the following job categories that you engage sub-consultants:

Boundary surveys %

Bridges %

Buildings:

• Commercial (including flats/units/town houses) %

• Domestic (excluding flats/units/town houses) %

• High Rise (exceeding 3 floors and not otherwise classified) %

• Institutional (ecclesiastical/ health/ municipal /educational etc) %

Dams %

Fair / exhibition / show ground structures %

Feasibility studies (where not involved in design / construction) %

Foundations / underpinning %

Harbours / Jetties %

Heating / ventilation / air-conditioning %

Industrial buildings %

Land reclamation %

Marine surveys %

Mechanical plant / bulk handling equipment %

Mines %

Nuclear / Atomic %

Petro-chemicals / refineries / fertilisers / ammonia plants %

Sewerage systems %

Soil testing / surveys of sub-surface conditions	%
Tunnels	%
Town planning	%
Water systems	%
Other (please specify)	%

**Funds Transfer**

Do you transfer funds on behalf of clients over \$10,000 in value	Yes <input type="checkbox"/>	No <input type="checkbox"/> ▶
Do you have an independent and/or secondary verification process to:		
(a) authenticate any funds transfer instructions greater than \$10,000 prior to transfer?	Yes <input type="checkbox"/>	No <input type="checkbox"/> ▶
(b) authenticate any request to change supplier or customer bank account details (including account number, email address, contact information bank routing number)?	Yes <input type="checkbox"/>	No <input type="checkbox"/> ▶
Do you obtain verbal confirmation with clients prior to the transferring of funds greater than \$10,000?	Yes <input type="checkbox"/>	No <input type="checkbox"/> ▶
Is there a social engineering fraud risk management strategy in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/> ▶
▶ If the answer to any of the above question is No, please give details of your process:		

**Prior Insurance**

Has any insurer in respect of the risks to which this proposal relates ever:

1. declined a proposal, refused renewal or terminated any insurance?	Yes <input type="checkbox"/> ▶	No <input type="checkbox"/>
2. required an increased premium or imposed special conditions?	Yes <input type="checkbox"/> ▶	No <input type="checkbox"/>
3. declined an insurance claim by the Applicant or reduced its liability to pay an insurance claim in full (other than by application of an Excess)?	Yes <input type="checkbox"/> ▶	No <input type="checkbox"/>
▶ If Yes to any of the above please give details		

**Claims Experience**

Has any claim been made against the Applicant or any principal or director (including principal or director of any previous business) consultant or employee in respect of the risks to which this proposal relates? Yes  ▶    No

▶ If Yes please give details \*

Date of Claim or Loss	Brief details of claim or loss	Cost (if any of claim paid or loss insured)	Estimated outstanding loss
		\$	\$
		\$	\$
		\$	\$
		\$	\$

What action has been taken to prevent a recurrence of the situation which gave rise to each claim or loss?

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Is any principal, director, partner, consultant or employee, after enquiry, aware of any circumstances which might give rise to a claim against the Applicant or his/her predecessors in business or any present or former principals, partners, directors, consultants or employees?

Yes  No

▶ If Yes please give details\*

\* Please attach supporting documents and additional pages if necessary.

### Declaration

On behalf of all proposed Insureds, I/We declare and agree that:

1. the information and answers given in this proposal are in every respect true and correct and that Vero Liability has been made aware of all information that may be material in considering this proposal.
2. this proposal and declaration shall be the basis of and incorporated in the insurance contract.
3. I/We warrant that we will notify Vero Liability of any material alteration to these facts whether occurring before or after the completion of this insurance contract.
4. Vero Liability is authorised to give to or obtain from any other insurers or any insurance broker or other party any information relating to this insurance or any other insurance held by me/us or any claim made by me/us.

I/We understand that:

- Vero Liability is collecting the information on this proposal for the purpose of conducting its business, evaluating our insurance requirements and deciding whether to issue insurance cover and if so on what terms.
- failure to provide any of this information may result in Vero Liability refusing to provide the insurance.
- this information will be held by Vero Liability at 23-29 Albert Street, Auckland.
- I/We have certain rights of access to and correction of this information.

Signed:

Title:

Date:

If this proposal form is being completed electronically, please print the completed form to sign.

Note: Completion of this proposal does not bind the Applicant or Vero Liability to enter into a contract of insurance.

**Vero Liability Insurance Limited**

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