

*Civil and Structural Engineers – total contract value
 Other Engineers – value of specific work undertaken by the Proposer

7. Give details below of
 7a. **partner/directors** (including details if sole principal) and
 7b. consultants under a contract of service with the Proposer

Full name	Age	Qualifications	Date qualified	Number of years in this capacity in the afore-mentioned practice

- 7a. _____

- 7b. _____

8. Give details below of previous business experience, as appropriate, or attach curricula vitae
Newly established business/practice – complete for all partners/directors
Existing business/practice – complete for each partner/director who has held such position with the Proposer for less than 5 years

Name of partner/director	Period engaged in Previous occupation	Name of firm/company	Profession or business	Position held

9. State numbers of other permanent staff
- 9a. **qualified** (i) full-time (ii) part-time
- 9b. **all others** (i) full-time (ii) part-time

10. Limit of Indemnity required under **this** insurance

(a) Each and every claim _____

(b) Total aggregate for policy period _____

11. Is cover required for Partners' Previous Business in respect of any partner named in 7a? Yes No

If 'Yes', state

1. for which partners	2. title of previous business	3. date partner left business	4. Limit o of Indemnity required if less than that stated in10a. above

12. Is the business/practice represented in any way in Ghana? Yes No

If 'Yes', state how (eg. By subsidiary company, local office, local representative or by any other person or concern holding a power of attorney on behalf of the business/practice)

13. State gross fees (including those paid to sub-contractors) payable by clients for work Undertaken in Ghana

		Last year	Previous Year	Forthcoming Year (estimated) for new and existing practices
13a.	State gross fee paid to subcontractors	¢	¢	¢
13b.	State largest fee earned from any client	¢	¢	¢

14. Indicate which of the following services are performed by the practice by showing the percentage of gross fees received during the past year

Architecture	%	Marine Engineering	%
Chemical Engineering	%	Mechanical Engineering	%
Civil Engineering	%	Mining Engineering	%
Electrical Engineering	%	Soil Engineering	%
Electronic Engineering	%	Structural Engineering	%
Heating & Ventilating Engineering	%	Other (give details)	%

15a. Does the business/practice or any partner/director act on behalf of, or undertake work for any firm, company or organisation in which the business/practice or any partner/director has a financial interest? Yes No

15b. Does any partner/director perform an executive role or hold a position whereby he or she is able to make a major policy decision on behalf of such firm, company organisation? Yes No

If 'Yes', in either case, give details (by separate note, if preferred)

15c. Is such other company, firm or organisation associated with any process of manufacture, construction or erection or any form of contracting or supply? Yes No

16. Does the Proposer undertake any contract which involves the business/practice or its subcontractors in

16a. manufacture, construction, erection or installation? Yes No

If 'Yes', state what proportion of the fees declared relates to such contracts
%

16b. the supply of materials, plant, goods or equipment? Yes No

If 'Yes',

i. does the supply relate to Ghana branded products only

ii. what proportion of the fees declared relates to such contracts %

A copy of the contract conditions between the Proposer and the manufacturer or source must be attached

17. Does the Proposer use any brochures, written agreements or conditions of contract in connection with the business/practice? Yes No

If 'Yes', please attach copies

18. Does the Proposer use conditions of contract in every case? Yes No

19. Does the Proposer work to a professional code of practice? Yes No

If 'Yes', provide details below

20a. Does the Proposer have written work instructions or checklists for the services provided? Yes No

If 'Yes', give details of the scope of these instructions below (by separate note, if preferred)

20b. What does the Proposer think are the more significant potential risks associated with their fields of work?

Give details below

20c. What does the Proposer do to minimize these risks? Give details below

20d. How often does management review working procedures to ensure continuing suitability and what form does the review take?

Give details below

21. Is the Proposer accredited to or in the process of becoming accredited to or subject to any other form of external assessment? Yes No

If 'Yes', please give details below

If 'No', give details of how project development and customers relations are monitored (by separate note if preferred)

22. What is the procedure undertaken prior to contracts being accepted to ensure that

22a. the contract specifications can be met?

22b. customer requirements can be satisfied?

Give details below

22a. _____

22b. _____

23. What records are kept of

23a. the original contract

23b. subsequent amendments to that contract

23c. verbal agreements

23d. telephone conversations

Give details below on each

24. What steps does the Proposer take to review work undertaken by staff?

25. Do recruitment procedures involve taking up references? Yes No

If 'Yes', over what period are references taken and what information is requested?
Give details below

26. Has the Proposer any existing Professional Indemnity insurance in force? Yes No

If 'Yes', state

26a. name of insurer _____

26b. renewal date _____

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

27a. declined a proposal, refused renewal or terminated an insurance? Yes No

27b. required an increased premium or imposed special conditions? Yes No

If 'Yes', in either case, give details

28a. Has any claim been made against the Proposer or any predecessors in business or any partner, director, consultant or employee for neglect, error or omission in relation to professional duties? Yes No

28b. Has the Proposer or any predecessors in business or any partner, director, consultant or employee incurred any other loss or expense which might be within the terms of cover? Yes No

If 'Yes', in either case, give details below or attach a separate note if preferred

Date of claim loss	Brief details of each claim or loss	Amount (if any) of claim paid or loss incurred	Estimated outstanding cost

28c. What action has been taken to prevent a recurrence of the situation which gave rise to each claim or loss?

29. Is any partner, principal, director, consultant or employee, **after enquiry**, aware of any circumstances which might

29a. give rise to a claim against the Proposer or any predecessor in business or any of the present or former partners or principals? Yes No

29b. result in the Proposer or any predecessors in business or any of the present of former partners or principal incurring any losses or expenses which might be within the terms of this cover? Yes No

29c. otherwise affect the Company's consideration of this insurance? Yes No

If 'Yes', give details including maximum potential cost (by separate note if preferred)

DECLARATION

I/We declare that the above statement made by me/us or on my/our behalf are true and complete and will form part of the contract between me/us and the Company. I/We agree to accept a policy in the Company's usual form for this class of business.

Signature _____ Date _____