

Architects & Engineers Questionnaire

Professional Indemnity Insurance

Important Notices

Understanding the Policy

You should read the entire **Policy** carefully, including the definitions and the exclusions to ensure that it meets your requirements. We recommend that you consult an insurance adviser to ensure a clear understanding of your rights and obligations under this insurance contract.

Your duty of disclosure

When you are completing the **Proposal** it is important that you understand you are answering questions for yourself and anyone else that you want to be covered by the **Policy**.

Before you enter into the **Policy**, you have a duty to tell us anything that you know, or could reasonably be expected to know, which may affect our decision to insure you and on what terms. You have this duty until we agree to insure you.

You have the same duty before you renew, extend, vary or reinstate the **Policy**.

You do not need to tell us anything that:

- reduces the risk we insure you for;
- is common knowledge;
- we know or should know as an insurer; or
- we waive your duty to tell us about.

If you do not tell us something

If you do not tell us anything you are required to, we may cancel your contract or reduce the amount we shall pay you if you make a claim, or both.

If your failure to tell us is fraudulent, we may refuse to pay a claim and treat the contract as if it never existed.

General Insurance Code of Practice

We are a signatory to the General Insurance Code of Practice. This aims to raise the standards of practice and service in the insurance industry, improve the way that claims and complaints are handled and help people better understand how general insurance works. Information brochures on the Code are available upon request.

Privacy Statement – Privacy Information

We are bound by the Australian Privacy Principles set out under the *Privacy Act 1988 (Cth)* when we collect and handle your personal and or sensitive information. We shall only collect personal and or sensitive information that is necessary in order for us to process and administer the Policy and any claims made under the Policy. Where possible, we shall collect personal information directly from you or, where that is not reasonably practical, from other sources. We may also use your personal and or sensitive information for the purpose of designing or underwriting new insurance products, for research and analytical purposes, to perform administrative functions, and to comply with our legal obligations.

We may disclose your personal and or sensitive information to third parties for the purposes described above, including insurers, reinsurers, reinsurance brokers, loss adjusters, external claims data collectors, investigators and others involved in the claims handling process, agents and service providers and related entities some of whom may be located in overseas countries, including Hong Kong, India, Singapore, Switzerland, the United States of America and the Slovak Republic.

In providing personal and or sensitive information, you consent to the collection, use and disclosure, including overseas disclosure of your personal and or sensitive information for the purposes described above. Where you provide us with personal and or sensitive information about others, you represent to us that you have made them aware of that disclosure and of our privacy policy and that you have obtained their consent.

If you do not consent to provide us with the personal and or sensitive information that we request, or withdraw your consent to the use and disclosure of your personal and or sensitive information at any stage, we may not be able to offer or continue to offer you the products or provide the services that you seek including claims assessment and handling.

We realise that this information is often very sensitive in nature and shall treat it with the utmost care and security. Information on how we handle your personal and or sensitive information is explained in our privacy policy, including:

- What information we collect and how we use it;
- When do we disclose your information overseas;
- How do we hold and protect your information;
- How we disclose the information;
- How you can check, update or change the information we are holding;
- What happens if you wish to complain.

A copy of our privacy policy is available by contacting your broker or available on our website:

corporatesolutions.swissre.com/australia-newzealand



ARCHITECTS & ENGINEERS QUESTIONNAIRE

1. Please state the percentage of gross income/fees for each activity set out below.

Activities	%	Activities	%
Civil		Marine	
Structural		Project Management	
Mechanical		Town Planning/Feasibility Study	
Electrical		Land/Building Surveying	
Chemical		Quantity Surveying	
Process/Control Systems		Architecture	
Environmental		Draftsman Work	
Geotechnical		Interior Design	
Acoustic		Landscape Architecture	
Heating/Ventilation/ Air-Conditioning		Other (please specify):	
Mining			
Hydraulic			
Total			100%

2. Please further categorize the business activities undertaken by contract type, and state the percentage of gross income/fees for each.

Activities	%	Activities	%
Residential Buildings		Bridges/Tunnels	
Commercial Buildings		Dams	
Industrial Buildings		Roads	
Institutional Buildings		Harbours/Jetties	
Modular Buildings		Sewerage Plants	
Fairground Structures		Waste Disposal Treatment	
Mines		Pollution Control Systems Design	
Oil & Gas Pipelines		Pre-Purchase Inspections	
Petrochemical Plants/Refineries		Land Surveying	
Nuclear Facilities		Building Surveying	
Foundations/Underpinning		Marine Surveying	
Total			100%

3. Does the Insured engage in any actual construction or fabrication? Yes / No
 If 'Yes', is this insurance application for a specific single project only? Yes / No



4. **Are any of the Insured's activities performed in or provided to clients based in the USA/Canada?** **Yes / No**

If 'Yes', please provide details of Insured activities:

5. **Does the Insured have a formal evaluation and approval process, including involvement of the company's principals, to engage new clients or accept new projects?** **Yes / No**

If 'Yes', please provide details of the evaluation and approval process:

6. **Does the Insured always use standard written contracts with clients that clearly outline the scope of services provided and contain appropriate limitations of liability?** **Yes / No**

If 'No', please provide details of the Insured's practice in regards to contracts:

7. **Does the Insured work on innovative design or with service providers that Work on innovative design?** **Yes / No**

If 'Yes', please provide details of the innovative design work:
