



GUARDIAN GENERAL INSURANCE LIMITED trading as
Newtown Centre, 30-36 Maraval Road Newtown, Port of Spain Tel: (868) 622-9994 Website: www.ggil.biz

MISCELLANEOUS ERRORS AND OMISSIONS INSURANCE PROPOSAL FORM

PLEASE NOTE:

- a) An answer **MUST** be given to all Questions
- b) If insufficient space is provided to answer a question insert 'see attached' and show question number and answer on a separate sheet of paper.

1) Name and address(es) of the Firm.

2) When was the Firm established?

3)

Name of all Directors/Partners	Qualifications	Year Obtained	How long a Director/Partner in the Firm	If less than 5 yrs practical experience this occupation, please give details of previous occupations

4) If Sole Director/Partner, please answer the following:-

Is this a part time occupation:

YES NO

If YES, please give brief details of present full time occupation

- 5) How many other permanent staff does the Firm employ under each of the following headings?

	Full-time	Part-time
(a) Qualified staff	_____	_____
(b) All other staff	_____	_____

- 6) If cover is required for any Partner's Liability prior to joining the firm, please complete the following:

Partner's Name	Name of Previous Firm	Date of joining the Firm

- 7) Description of the Firm's activities:

8) Does the Firm undertake any structural surveys? If YES, under what circumstances?	YES	NO
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- 9) Does the Firm perform work outside Trinidad & Tobago or work for clients outside Trinidad & Tobago?

If YES, please give details, including proportion of fees from this work. (within the Caribbean Area)

YES NO

- 10) Are any major changes in the Firm's activities planned or expected within the next two years?

If YES, please give details

YES NO

- 11) Does the Firm use a standard form of contract, agreement or letter of appointment?

If YES, please enclose copies

YES NO

- 12) Does the Firm issue any Brochure, Leaflets, Books, etc describing the Firm's services or offering any service or facility? YES NO
- If YES, please enclose copies.

13)	Is any work put out to sub-contractors?	YES	NO
If YES, please give details, including:-			
(a)	Does the Firm require sub-contractors to carry insurance and for what limits?		
(b)	What percentage of the Firm's fees is paid to sub-contractors?		

14) Please give the amount of gross income/fees from the following:-

(a)	Last financial year:	
(b)	Previous financial year:	
(c)	Current financial year (estimate):	
(d)	Date of financial year end:	
(e)	Largest annual fee from any one client:	

- 15) Have any claims alleging negligence been made against the Firm or its present or past Directors/ Partners (whether insured or not)? YES NO
- If YES, please give full details of circumstances, including amount involved.

We must remind you that it is imperative to answer this question correctly. FAILURE TO DO SO COULD WELL PREJUDICE YOUR RIGHTS, if subsequently a claim should arise.

- 16) Are any of the Directors/Partners, AFTER ENQUIRY, aware of any circumstances which may give rise to a claim against the Firm or its predecessors in business or any of its present or former Directors/Partners?
- YES NO

If YES, please give details.

- 17) What is the limit of indemnity required? _____

- 18) (a) Is the Firm or any of the Directors/Partners connected or associated (financially or otherwise) with any other Firm, Company or Organization?
- YES NO

If YES, please give full details

Director/Partner	

- (b) Is such other Company, Firm or Organization associated with any process of manufacture, construction, erection or installation, or any form of contracting or supply?
- YES NO

- 19) Is the Firm represented in any way in the USA or its territories and possessions, or in Canada?
- YES NO

If YES, please explain how (e.g. by subsidiary company, local office, local representative or by any other person or concern with the power of attorney to act on behalf of the Firm)

- 20) Does the Firm undertake any contract which also involves its sub-contractors in:

- (a) Manufacture, construction, erection or installation?
- YES NO
- If YES, please state what proportion of the fees declared relates to such contract.

- (b) The supply of materials, plant, goods or equipment?
- YES NO

21) Please indicate your five largest clients for survey/valuations in the last 3 years:

Name	Overall Business %	Name	Overall Business %

22) Is it the Firm's practice to always re-inspect for re-valuations or assignments of existing surveys? YES NO

If YES, what is the maximum period for which the Firm deems valuations/surveys to be current before such re-inspection is required. Please specify.

23) What, if any, internal Quality Assurance Standards are in current practice to confirm/support the accuracy of any valuation/survey.

Please advise nature and period of use.

24) Does the Firm have any other Professional Indemnity insurance in force? YES NO

If YES, what is

(a) The name of the Insurer

(b) The limit of indemnity?

(c) The policy renewal date?

25) Is cover required for any of the following extensions?

(a) Loss of documents YES NO

(b) Libel & Slander YES NO

