



Single Project Professional Indemnity

Please find Important Notice and Disclaimers at the end of this document.

Applicant Information

1. Lead Policyholder(s) 2. ABN

3. Street Address 4. State 5. Postcode

Project & Contract Information

6. Project Name

7. Contract Number/Reference

8. Project Location

9. Please provide a detailed description of the project:

10. Please provide the name of the Principal/Funding Agency/Developer:

11. What role will the Lead Policyholder be undertaking in connection with the Project?

Lead Architectural/Engineering Consultant
 Head Contractor
 Principal/Project Owner
 Project Management
 Other, please specify

12. Has the contract been awarded? Yes No

13. Please state the basic form(s) of contract under which the various professional responsibilities will be performed?

Lump Sum Design & Construction
 Public Private Partnership (PPP)
 Cost Plus Design & Construction
 Consultancy only
 Alliance
 Other (please specify)

Project Dates

14. Please complete the following project dates table

	Start Date	End Date
a) Pre-construction Design & Planning	<input type="text"/>	<input type="text"/>
b) Construction	<input type="text"/>	<input type="text"/>
c) Defects Period	<input type="text"/>	<input type="text"/>
d) Extended Reporting Period	<input type="text"/>	<input type="text"/>

15. What Retro Date is required (if different to inception of the SPPI Policy)?

Contact Value/Fees

16. What is the estimated gross project value? \$
17. What are the estimated gross professional fees including project management fees \$
18. What are the total estimated allowances for design growth, assessed risk/opportunity, contingencies etc (\$ or % of project value)? \$ or %
19. What is total estimated schedule float after allowances for weather, non-working times, productivity etc (days or % of overall schedule)? \$ or %

Professional services performed in connection with the project

20. Please list fees of each Professional Services activity in the below table:

Activity	Fees, including any amounts sub-contracted	Fees sub-contracted not insured under this policy	Activity	Fees, including any amounts sub-contracted	Fees sub-contracted not insured under this policy
Architecture	\$	\$	Project/Construction Management	\$	\$
Civil Engineering	\$	\$	Structural Engineering	\$	\$
Electrical Engineering	\$	\$	Surveying (i) Land	\$	\$
Fire Engineering	\$	\$	(ii) Marine	\$	\$
Geotechnical Engineering	\$	\$	(iii) Mines	\$	\$
HVAC	\$	\$	(iv) Quantity	\$	\$
Interior Design	\$	\$	Town Planning	\$	\$
Landscaping	\$	\$	Other Professional Services (please specify)	\$	\$
Mechanical Engineering	\$	\$			
Process Engineering	\$	\$			
Total				\$	

21. Provide the full name and the Professional Role/Activities and Professional Fees to be undertaken by any other parties (additional Policyholder(s)) that are to be insured by this Policy:

Policyholder(s)	Professional Activities/Role	Professional Fees	Contract Awarded
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Professional services performed in connection with the project (cont.)

22. Please confirm which of the following professional services are required to be performed in connection with the project.

Administering retention fund	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Feasibility studies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Agreeing clearing, forwarding and customs dues	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Flow sheets	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval of detailed drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Geotechnical services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Arranging site insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Inspection of installation work	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Authorising progress payments	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Issuing variation orders	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash flow forecasts	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Measurement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certifying final completion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Quality control & assurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certifying final payment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Quantity estimates	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Co-ordination/expediting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Setting contractual claims	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cost estimates	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Supervision of commissioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Design criteria	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Tender adjudication	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Drafting contract conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Working drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (please specify, if necessary by attachment)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

23. Please state whether any of the Policyholders engage independent sub-contractors for the provision of any Professional Services

- Yes No
 Yes No

a) If “Yes”, is this insurance intended to cover the liability of such sub-contractors?

b) If the answer to Q23a is “Yes”, please list the sub-contractors and detail the activities they will perform.

24. If the answer to Q23a is “No”, will the Policyholders:

- a) waive any rights of subrogation they have against such sub-contractors? Yes No
 b) ensure such sub-contractors have Professional Indemnity insurance for not less than the amount of cover requested by this proposal for this insurance? Yes No
 c) ensure such sub-contractors actually satisfy this contractual obligation? Yes No
 d) ensure that certificate of currency is obtained from each sub-contractor/consultant? Yes No

25. Are there any aspects of the project (or part of the project) for which this insurance is intended which:

- a) comprise or include prototype or innovative construction techniques, designs or materials? Yes No
 If “Yes”, please provide details:

- b) are unusual with regard to the performance, quality, durability or tolerance required? Yes No
 If “Yes”, please provide details:

- c) the Policyholder(s) are unfamiliar with and/or which do not fall within the scope of work with which the Policyholder(s) are thoroughly experienced? Yes No
 If “Yes”, please provide details:

- d) the Policyholder(s) consider should be drawn to the AIG’s attention? Yes No
 If “Yes”, please provide details:

Insurance Requirements

26. Limit of Liability 27. Retention

28. Does the project Contract/Deed, require, or make provision for any of the following? Yes No
 If 'Yes', please provide Contract Clause/page as a reference:

- a) Express Fitness for Purpose b) Limitation of Liability
 c) Novated Contracts d) Principal Indemnity

29. Has any Insured excluded, forgiven or limited the liability of another party? Yes No
 If Yes, what is the Consultant's Liability Cap?

30. Does the project involve any relocation, removal, safeguarding of any utility services? Yes No
 If Yes, what risk management, utilities firm engagement and or safeguards will be undertaken to mitigate any time and or cost overruns as part of such services.

31. Will any other's preliminary, reference or base form, design responsibility be novated to any Insured? Yes No
 If Yes, what design/engineering testing will be undertaken to ensure such designs are fit for purpose?

32. Are there any known Pollutant's on or at adjacent properties as part of the Project? Yes No
 If Yes, are you responsible for the remediation of, or relocation of any known or discovered Pollutants? Yes No

33. Which of the following "Other Insurances" will be in force in respect of and during the lifetime of, the Project and can be expected to provide cover in respect of Professional Services performed by any of the Policyholder(s) as part of this insurance:
- a) Construction all Risks Yes No Including damage as a result of faulty design Yes No
 - b) General/Products Liability Yes No With no exclusion of professional acts Yes No
 - c) Product Guarantees (e.g. 12 months on equipment supplied) Yes No
 - d) Decennial/Latent Defects (e.g. 10 years on building works) Yes No
 - e) Advanced Consequential Loss Yes No
 - f) Environmental Impairment Liability Yes No
 - g) Any other policies? Yes No
 - h) Other Professional Indemnity (e.g. annual policies covering consultants) Yes No

If Yes, to any of the above, please complete "Other Insurance" Addendum on the last page of this Proposal Form (page 6).

34. Do you want the policy to be extended to:
- Express Fitness for Purpose Yes No
 - Limitation of Liability Yes No
 - Novated Contracts Yes No
 - Claims Mitigation Costs Yes No
 - Technology Services Yes No
 - Principal Indemnity Yes No
 - Proportionate Liability Yes No
 - Statutory Liability Yes No
 - Claims Preparation Cost Yes No

Please note AIG will require the following Project Documents/ Additional Information to issue formal terms:

- a) Full scope of works, drawings and technical requirements
- b) Head Contract/Deed and consultancy agreements
- c) Geotechnical and Engineering Reports
- d) Project schedule
- e) Contractual Matrix Diagram
- f) Copies and details of "Other Insurances" which are to be in force in respect of and during the lifetime of the Project, and if applicable, details of any annual Professional Indemnity insurances held by each Policyholder, Consultant, and or sub-contractor as part of this insurance – see Other Insurance Addendum
- g) Relevant capabilities & experience of each applicant
- h) CV's of key personnel and professional staff

Claims Questions

35. Has any partner, director or employee of the applicants ever been subject to any inquiry or disciplinary proceeding? Yes No
36. Has a professional liability claim ever been made against any of the applicants or any past or present partner, director or employee of the applicants in relation to this Project or other Project of similar nature or scope of work? Yes No
37. Are any of the applicants or any past or present partner, director or employee of the applicants aware of any facts which might give rise to a claim covered under this policy in relation to this Project or other Project of similar nature or scope of work? Yes No
38. Has any insurer ever:
- a) refused to provide terms or offer renewal terms to any of the applicants? Yes No
 - b) imposed special terms or conditions on any insurance held by any applicants? Yes No
 - c) avoided or cancelled insurance held by any of the applicants? Yes No

If 'Yes' to any of the above, please provide details via **attachment**.

Declaration

Please Note: Signing the Declaration does not bind the Policyholder or the Insurer to complete this insurance.

I declare that I have made all necessary inquiries into the accuracy of the responses given in this proposal and confirm that the statements and particulars given in this proposal are true and complete and that no material facts have been omitted, misstated or suppressed. I agree that should any of the information given by me alter between the date of this proposal and the inception date of the insurance to which this proposal relates, I will give immediate notice thereof to the insurer.

I acknowledge receipt of the Important Notice, Privacy Notice and Disclosure information contained in this proposal and that I have read and understood the content of them.

I consent to AIG collecting, using and disclosing personal information as set out in AIG's privacy notice in this proposal and the policy.

If I have provided or will provide information to AIG about any other individuals, I confirm that I am authorised to disclose the other individual's personal information to AIG and also to give the above consent on both my and their behalf.

I confirm that I am authorised by the proposing company (and its partners/principals/directors if applicable) to complete this proposal form and to accept the quotation terms for this insurance on behalf of the company (and its partners/principals/directors if applicable).

Name

Signature

Title

Date

About AIG

American International Group, Inc. (AIG) is a leading global insurance organisation. Building on 100 years of experience, today AIG member companies provide a wide range of property casualty insurance, life insurance, retirement products, and other financial services to customers in more than 80 countries and jurisdictions. These diverse offerings include products and services that help businesses and individuals protect their assets, manage risks and provide for retirement security, AIG common stock is listed on the New York Stock Exchange.

This document is provided as a general overview of the subject matter and should not be taken as providing any specific advice, legal or otherwise. The precise scope and breadth of policy coverage is subject to the specific terms and conditions of the policy wording and any applicable module(s). Availability of modules is subject to underwriting approval. In Australia, insurance is issued by AIG Australia Limited ABN 93 004 727 753, AFSL 381686. AIG is the marketing name for the worldwide property-casualty, life and retirement, and general insurance operations of American International Group, Inc.



Other Insurance Addendum							
Insurance Policy	Policyholder	Insurer	Policy Number	Period of Insurance	Limit of Liability	Total Limit Purchased	Consultants Certificate of Currency Received by Lead Policyholder
Construction all Risks (damage as a result of faulty design)					\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
General/Product Liability (with no exclusion of professional acts)					\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Environmental					\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Product Guarantees (e.g. 12 months on equipment supplied)					\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Advanced Consequential Loss					\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any other Policies?					\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Professional Indemnity (e.g. annual policies covering consultants)					\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Consultants PI					\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Consultants PI					\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Consultants PI					\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Important Notices

This Policy is issued/insured by AIG Australia Limited (AIG), ABN 93 004 727 753 AFSL No 381686

Sydney: Level 19, 2 Park Street, NSW 2000 (1300 030 886)

Melbourne: Level 12, 717 Bourke Street, VIC 3008 (1300 030 886)

Brisbane: Level 11, 120 Edward Street, QLD 4000 (1300 030 886)

Perth: Level 11, 108 St. George Terrace, WA 6000 (1300 030 886)

Duty of Disclosure

Before you enter into an insurance contract, you have a duty to tell us anything that you know, or could reasonably be expected to know, that 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 an insurance contract.

You do not need to tell us anything that:

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

Subject to the Cancellation General Provision, if you do not tell us anything you are required to, we may cancel your contract or reduce the amount we will 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.

Claims Made and Notified

This Policy contains *claims-made and notified* Insurance Covers and extensions. This means that those Insurance Covers and extensions will only cover **Claims** first made against you during the **Policy Period** and notified to the **Insurer** as soon as practicable in the **Policy Period**. This **Policy** may not provide cover for any **Claims** made against you if at any time prior to the commencement of this **Policy** you became aware of facts which might give rise to those claims being made against you.

Section 40(3) of the *Insurance Contracts Act 1984* provides that where you gave notice in writing to an insurer of facts that might give rise to a claim against you as soon as was reasonably practicable after you became aware of those facts but before insurance cover provided by an insurance contract expires, the insurer is not relieved of liability under the contract in respect of the claim, when made, by reason only that it was made after the expiration of the period of insurance cover provided by the contract.

This Policy excludes prior **Claims** and circumstances as outlined in the "Prior Claims and Circumstances" Exclusion.

Privacy Notice

This notice sets out how AIG collects, uses and discloses personal information about:

- you, if an individual; and
- other individuals you provide information about.

Further information about our Privacy Policy is available at www.aig.com.au or by contacting us at australia.privacy.manager@aig.com or on 1300 030 886.

How We Collect Your Personal Information

AIG usually collects personal information from you or your agents.

AIG may also collect personal information from:

- our agents and service providers;
- other insurers;
- people who are involved in a claim or assist us in investigating or processing claims, including third parties claiming under your policy, witnesses and medical practitioners;
- third parties who may be arranging insurance cover for a group that you are a part of;
- providers of marketing lists and industry databases; and
- publicly available sources.

Why We Collect Your Personal Information

AIG collects information necessary to:

- underwrite and administer your insurance cover;
- improve customer service and products and carry out research and analysis, including data analytics; and
- advise you of our and other products and services that may interest you.

You have a legal obligation under the Insurance Contracts Act 1984 to disclose certain information. Failure to disclose information required may result in AIG declining cover, cancelling your insurance cover or reducing the level of cover, or declining claims.

To Whom We Disclose Your Personal Information

In the course of underwriting and administering your policy we may disclose your information to:

- your or our agents, entities to which AIG is related, reinsurers, contractors or third party providers providing services related to the administration of your policy;
- banks and financial institutions for policy payments;
- your or our agents, assessors, third party administrators, emergency providers, retailers, medical providers, travel carriers, in the event of a claim;
- entities to which AIG is related and third party providers for data analytics functions;
- other entities to enable them to offer their products or services to you; and
- government, law enforcement, dispute resolution, statutory or regulatory bodies, or as required by law.

AIG is likely to disclose information to some of these entities located overseas, including in the following countries: United States of America, Canada, Bermuda, United Kingdom, Ireland, Belgium, The Netherlands, Germany, France, Singapore, Malaysia, the Philippines, India, Hong Kong, New Zealand as well as any country in which you have a claim and such other countries as may be notified in our Privacy Policy from time to time.

You may request not to receive direct marketing communications from AIG.

Access to Your Personal Information

Our Privacy Policy contains information about how you may access and seek correction of personal information we hold about you. In summary, you may gain access to your personal information by submitting a written request to AIG. In some circumstances permitted under the Privacy Act 1988, AIG may not permit access to your personal information. Circumstances where access may be denied include where it would have an unreasonable impact on the privacy of other individuals, or where it would be unlawful.

Complaints

Our Privacy Policy also contains information about how you may complain about a breach of the applicable privacy principles and how we will deal with such a complaint.

Consent

If applicable, your application includes a consent that you and any other individuals you provide information about consent to the collection, use and disclosure of personal information as set out in this notice.

Copyright

The content of this policy wording, the schedule and any endorsement or notice we give you in writing, including but not limited to the text and images therein, and their arrangement, is the copyright property of AIG. All rights reserved. AIG hereby authorises you to copy and display the content herein, but only in connection with AIG business. Any copy you make must include this copyright notice. Limited quotations from the content are permitted if properly attributed to AIG; however, except as set forth above, you may not copy or display for redistribution to third parties any portion of the content of this policy wording, the schedule and any endorsement or notice we give you in writing, without the prior written permission of AIG. No modifications of the content may be made. Nothing contained herein shall be construed as conferring by implication or otherwise any license or right under any patent, trademark, copyright (except as expressly provided above), or other proprietary rights of AIG or of any third party.

Dispute Resolution Process

We are committed to handling any complaints about our products or services efficiently and fairly.

If you have a complaint:

- (i) contact your insurance intermediary and they may raise it with us;
- (ii) if your complaint is not satisfactorily resolved you may request that your matter be reviewed by management by writing to:

The Compliance Manager
AIG Australia Limited
Level 12, 717 Bourke Street
Docklands Vic 3008