

## CONSULTING GEOLOGIST PROFESSIONAL INDEMNITY

### PROPOSAL FORM



**INSTITUTE OF GEOLOGISTS OF IRELAND**

**63, Merrion Square**

**Dublin 2  
IRELAND**

### IMPORTANT NOTICE TO THE PROPOSER TO COMPLETION OF THIS PROPOSAL FORM

1) Disclosure

- Any "material fact" must be disclosed to Insurers.
- A "material fact" is any information which may alter the judgement of an Insurer in assessing the risk.
- Any "material change" must be disclosed to Insurers.
- A "material change" is any information which may alter the judgement of an Insurer that has not previously been disclosed as a material fact.

**Failure to provide all "material facts" and/or notify all "material changes" may cause the contract of insurance to be void and may result in Insurers repudiating liability entirely.**

2) Presentation

- This Proposal Form must be completed in ink by an authorised individual, a partner, principal or director of the proposer.
- All questions must be answered.
- If there is insufficient space to provide answers additional information should be provided on the proposers letter headed paper.
- Where available brochures, standard contract conditions, conditions, agreements and letters of appointment should be provided.

**Failure to present Insurers with information in an appropriate manner may adversely influence the ability of Insurers to offer terms.**

3) Guidance

- If in doubt as to the meaning of any question contained within this proposal form or the issues raised in 1) Disclosure and/or 2) Presentation advice should be sought from an insurance advisor in the first instance.

**Branches:**

♦ <b>Westport:</b>	The Octagon, Westport, Co Mayo	098 27227	♦ <b>Sligo:</b>	Unit 2, Adelaide Building, Wine Street Car Park, Sligo	071 9148000
♦ <b>Tuam:</b>	The Shambles, Vicar Street, Tuam, Co Galway	093 24868	♦ <b>Claremorris:</b>	Unit 4, Chapel Lane, Claremorris, Co Mayo	094 9362137
♦ <b>Ballina:</b>	Unit 3-5, D-Mek Centre, Teeling Street, Ballina, Co Mayo	096 21599	♦ <b>Castlebar:</b>	Market Square, Castlebar, Co Mayo	094 9051000
♦ <b>Galway:</b>	Unit 16, The Cornstore, St Augustine Street, Galway	091 563518	♦ <b>Dublin:</b>	Hampton House, 27 Lower Mount Street, Dublin 2	01 481 7700

Hastings (Westport) Ltd. - Registered in Ireland, Registered Number: 233849. Registered Office: The Octagon, Westport, Co. Mayo. - Directors: Mary McDermott, Paul McDermott, Enda Mulchrone, Brian McDermott  
David Flannelly Holdings Ltd. - Registered in Ireland, Registered Number: 127825. Registered Office: The Octagon, Westport, Co. Mayo. - Directors: Mary McDermott, Paul McDermott, Enda Mulchrone, David Flannelly, Brian McDermott  
Pat Hardiman Insurances Ltd. - Registered in Ireland, Registered Number: 63406. Registered Office: The Octagon, Westport, Co. Mayo. - Directors: Mary McDermott, Paul McDermott, Enda Mulchrone, Brian McDermott  
Burke Insurances Ltd. - Registered in Ireland, Registered Number: 42826. Registered Office: The Octagon, Westport, Co. Mayo. - Directors: Paul McDermott, Enda Mulchrone, Brian McDermott  
Hastings Insurance (Dublin) Ltd. - Registered in Ireland, Registered Number: 88476. Registered Office: The Octagon, Westport, Co. Mayo. - Directors: Paul McDermott, Shane Hennelly, Enda Mulchrone, Sinead Sargent, Brian McDermott  
Hastings Life & Pensions Ltd. - Registered in Ireland, Registered Number: 281739. Registered Office: The Octagon, Westport, Co. Mayo. - Directors: Paul McDermott, Shane Hennelly, Enda Mulchrone, Brian McDermott



Hastings (Westport) Ltd trading as Hastings Insurance, Hastings Financial & Hastings Mortgages is regulated by the Central Bank of Ireland  
David Flannelly Holdings Ltd trading as Hastings Insurance, Hastings Financial & Hastings Mortgages is regulated by the Central Bank of Ireland  
Pat Hardiman Insurances Ltd trading as Hastings Insurance & Hastings Financial is regulated by the Central Bank of Ireland  
Burke Insurances Ltd trading as Hastings Insurance, PublicLiability.ie and PInsurance.ie is regulated by the Central Bank of Ireland  
Hastings Insurance (Dublin) Ltd trading as Hastings Insurance is regulated by the Central Bank of Ireland  
Hastings Life & Pensions Ltd trading as Hastings Insurance & Hastings Financial is regulated by the Central Bank of Ireland



## **SECTION 1 – GENERAL DETAILS**

1) Please provide the following details:

Name of proposer(s) to be covered (including predecessors in business)			Date Established
<i>PGeo No.</i>		<i>EuroGeol No. (if applicable)</i>	

2) Main address of the proposer and any overseas addresses (specifying the name and position of the individual responsible at each location including web and e mail addresses):

E mail address

Web address

3) Individual, partner, principal, director, consultants under a contract of service details:

Name	Age	Qualifications	Date (s) Qualified

**Attach CV where the proposer has been established less than 5 years and/or where any individual has no relevant qualifications.**

4) Number of employees split between the following:

Qualified                      Administrative                      Other (specify)

5) Is the proposer connected or associated (financially or otherwise) with any other entity?                      Yes/No

5.1) If yes is cover required for any work undertaken for any associated entity?                      Yes/No

5.2) If yes please provide full details including nature of the work undertaken and income derived.

6) During the past 6 years has the proposers name been changed, has any other business been purchased and/or has any merger or consolidation taken place?                      Yes/No

If yes please provide details.

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## **SECTION 2 – CLAIMS INFORMATION**

After full enquiry:

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|--|--------|
| 1) has the Proposer sustained any loss through the fraud or dishonesty of any person?  | Yes/No |
| 2) is the Proposer aware of any fraud, dishonesty, bankruptcy or administration order applicable to any past or present principal, partner, director or employee?  | Yes/No |
| 3) is the Proposer aware of any criminal conviction, or criminal charge pending but not yet tried, against any past or present principal, partner, director or employee (other than motoring offences)?                  | Yes/No |
| 4) has past or present principal, director, employee, or other fee earner at the Proposer's firm or practice ever faced disciplinary proceedings by any relevant professional organisation?                              | Yes/No |
| 5) has any claim been made against the Proposer's business or any principal, partner, director or employee whilst in this or any other business?   | Yes/No |
| 6) is the Proposer aware of any circumstance or incident which has or could result in a claim being made against the Proposer's business, or any principal, partner, director or employee of this or any other business? | Yes/No |

If yes please provide details.

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## **SECTION 3 – THE BUSINESS:WORK UNDERTAKEN**

1.1) What is the Proposer's financial year end?

1.2) Please provide the proposers fees/income in each of the financial periods derived from clients based in:

	Last Financial Year Ended -- / --	Current Financial Year Ending -- / --	Coming Financial Year Ending -- / --
Ireland			
E.U.			
Rest of World			
Total			

**N.B. Start-up practices must provide a projection of fees/income for the Coming Financial Year.**

If fees/income are/is declared as derived from clients based in "Rest of World" please provide details including territories involved and income derived.

2) Please allocate below, as a percentage to a total of 100%, the fees/income between activities undertaken for the last complete financial year:

**N.B. Start-up practices must complete this section as a projection for the Coming Financial Year.**

	Ireland	E.U.	RoW	Total
Mining Geology & Exploration				
Economic Geology				
Education				
Geotechnical & Engineering Geology				
Environmental Geology				
Geochemistry				
Geological Computing & Software				
Geology				
Geophysics				
Hydrocarbon Geology & Exploration				
Hydrogeology & Groundwater				
Palaeontology				
Quaternary Geology				
Waste Management				
Industrial Minerals				
Management / Project Management				
Land Use planning				
Structural Geology				
Claims Evaluation Assessment				
Contaminated Land				
Environmental Impact Assessment				
EPA Licence Enforcement				
Policy & Legislation				
Museum Curation				
Geothermal Energy				
Ground & Site Investigation				
Competent Person				
Mine Planning				
Database Management / GIS				
Other (please specify)				
				<b>100%</b>

3) Is cover required for any other activity, now ceased, which is different to those declared in (3) and (4) above? Yes/No

If yes please provide details.

4) Is the proposer aware of any change in activity/structure that will occur in the coming financial year? Yes/No

If yes please provide details.

5) What percentage of fees over the last 3 years have been paid to outside consultants?

5.1) If fees are paid to outside consultants is cover required for the work undertaken by the outside consultants? Yes/No

5.2) If yes please provide full details including nature of the work, projects undertaken and names of consultants?

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6) Please list the proposers five largest contracts undertaken in the last three years.

Type of Service and Country	Fee	Contract Value	Date Commenced	Date Completed

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7) Please list the proposers five largest contracts due to be undertaken in the next three years.

Type of Service and Country	Fee	Contract Value	Anticipated Date of Commencement	Anticipated Date of Completion

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8) Is the proposer a member of a consortium or has the proposer entered into a joint venture agreement? Yes/No

If yes please provide details.

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9) Does or has the proposers work involved repetitive construction units? Yes/No

If yes please provide details.

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10) Does or has the proposer undertaken any contract, which involves responsibility for:

10.1) Manufacture, construction, erection or installation? Yes/No

10.2) Supply materials, plant, goods or equipment? Yes/No

10.3) Provision of software Yes/No

If yes to any please provide details.

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#### **SECTION 4 – THE BUSINESS:RISK MANAGEMENT**

1) Is the proposer admitted to any Association or accredited to any quality systems such as the ISO series? Yes/No

If yes please provide details.

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2) Does the proposer operate a diary system? Yes/No

3) Are records kept by the proposer of telephone conversations and attendance at meetings? Yes/No

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4) What are the proposer's procedures to ensure that a client is fully aware of the services to be provided by the Proposer and the limitations thereof – e.g. letters of engagement, quote letter/scope of services letter or other (please provide details)

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5) Does the proposer always obtain satisfactory written references when engaging employees? Yes/No

If no please provide details.

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6) If any partner, principal, director or employee is allowed to sign cheques without a counter signature please provide details of the individuals, the cheque limit and the circumstances.

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7) Does that proposer ensure that sub consultants are engaged in a binding contract accepting responsibility for their own neglect, error or omission and does the proposer ensure that all sub consultants carry Professional Indemnity Insurance? Yes/No

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8) Has/will the Proposer or any partner/director/employee **ever certified/certify** or **provided/provide** an opinion on compliance with Building Regulations or planning permission or **certified/certify** practical completion or **certified/certify** payment in respect of building or engineering works without first having conducted a visual inspection of the relevant property/works? Yes/No

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9) Does/will the Proposer undertake valuations for lending purposes (other than certification for interim Mortgage drawdown/stage payment certification)? Yes/No

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## **SECTION 5 – INSURANCE COVERAGE**

1) Does the proposer currently have Professional Indemnity Insurance in force? Yes/No

If yes please provide the following details.

1.1) Insurer

1.2) Limit

1.3) Excess

1.4) Renewal date

1.5) Premium

1.6) Number of years cover has been continuously in force

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2) What is the limit of indemnity required?

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3) Has any Proposal for similar insurance made on behalf of the proposers business, any predecessor of the business, or any principal, partner or director ever been

- |  |        |
|--|--------|
| (a) declined   | Yes/No |
| (b) cancelled  | Yes/No |
| (c) renewal refused  | Yes/No |
| (d) or any special terms imposed (other than general market increases) | Yes/No |

If yes please provide details.

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**SECTION 6 – DECLARATION**

I/We declare that the statements and particulars contained in the proposal are true and that I/we have not mis-stated or suppressed any material facts.  
I/We agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance effected thereon.  
I/We undertake to inform Insurers of any material alteration to these facts occurring before completion of the contract of insurance. However, the duty to disclose material facts continues after the completion of the proposal form and throughout any period of insurance (and any extension thereto), upon which this proposal form was used as the basis of the contract of insurance.  
Signing this proposal does not bind the proposer to complete this insurance.

Signature of authorised individual/partner/principal/director	Date
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