



Professional Indemnity Proposal – ADDENDUMS

INSURED:

Please find enclosed the following Addendums:

*Please Tick
if attached*

- | | | |
|-------------|---|--------------------------|
| ADDENDUM 1: | OH&S/ENVIRONMENTAL CONSULTANTS (page 2) | <input type="checkbox"/> |
| ADDENDUM 2: | REAL ESTATE AGENTS/VALUERS (page 3-4) | <input type="checkbox"/> |
| ADDENDUM 3: | BUILDING SURVEYORS/INSPECTORS (page 5) | <input type="checkbox"/> |
| ADDENDUM 4: | ACCOUNTANTS/FINANCIAL ADVISERS (page 6-7) | <input type="checkbox"/> |
| ADDENDUM 5: | ENGINEERS/DESIGN AND CONSTRUCT (page 8-9) | <input type="checkbox"/> |
| And | REVENUE DECLARATION (page 10) | <input type="checkbox"/> |

Only the relevant Addendum to your professional business activities need to be completed.

The purpose of the Addendum is to better understand your professional business activities to ensure the most competitive terms are offered.

Also included at the back is our **REVENUE DECLARATION** form which is to assist in determining your Gross Professional Fees where your total annual turnover includes: Sales; Wholesale; Distribution; Importing; Exporting; Construction; Erection; Installation; Commissioning; Manufacture; Assembly or Fabrication.

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ADDENDUM 1: OH&S/ENVIRONMENTAL CONSULTANTS

A) Based on your Gross Professional Fees for the past 12 months, please provide approximate % split of fees derived from your professional business activities in the following areas:

Professional Activity	% of Fees (must total 100%)
<ul style="list-style-type: none"> ▪ General OH&S consulting (please circle) - <ul style="list-style-type: none"> ○ environmental compliance advice? YES / NO ○ environmental impact assessment? YES / NO ○ health & safety risks assessment? YES / NO ○ land contamination advice? YES / NO 	
▪ OH&S Training (classroom based only)	
▪ Occupational Hygiene Consulting	
▪ Occupational Rehabilitation Consulting	
▪ Dangerous Goods Consulting/Auditing	
▪ Safety Engineering	
▪ Site Remediation and Assessment	
▪ Radiation	
▪ Asbestos Auditing	
▪ Asbestos Removal (including project management)	
▪ Environmental Audits/Consulting/Engineering	
▪ Pollution	
▪ Waste Water Treatment	
▪ Recycling – Please specify which type:	
▪ Acoustics & Noise Prevention	
▪ Soil Testing	
▪ Water Quality Audits	
▪ Mining Safety	
▪ Toxic Mould/Fungi	
▪ Building Inspection	
▪ Machinery & Heavy Vehicle Training/Ticketing	
▪ Inspection & Testing of Machinery	
▪ Others (please specify):	

B) Based on your Gross Professional Fees for the past 12 months, please provide approximate % split of fees derived from the following client groups:

Client Groups	% of Fees (must total 100%)
▪ Residential	
▪ Commercial	
▪ Manufacturing	
▪ Construction	
▪ Local Authorities / Government Bodies	
▪ Oil & Gas Industry	
▪ Utility Industry (please specify whether water, power, etc)	
▪ Mining Industry	
▪ Chemistry	
▪ Others (please specify):	

ADDENDUM 2: REAL ESTATE AGENTS/VALUERS

A) Based on your Gross Professional Fees for the past 12 months, please provide approximate % split of fees derived from your professional business activities in the following areas:

Professional Activity	% of Fees (must total 100%)
▪ Real Estate Agency – Sales	
▪ Real Estate Agency – Property Management	
▪ Valuation – For a banking lender (i.e. bank, building society or credit union)	
▪ Valuation – For a non-banking lender (i.e. solicitor loans)	
▪ Valuation – For a non-banking lender (i.e. private lenders)	
▪ Valuation – For a non-banking lender not stated above (please specify)	
▪ Auctioneering	
▪ Rent Collection	
▪ Strata Title/Property Management	
▪ Loss Assessment/Adjustment	
▪ Insurance Agency/Financial Institutions Agencies	
▪ Property Conveyancing/Settlement Agency/Land Broking	
▪ Project Management	
▪ Business Broking	
▪ Other (please specify):	

B) Excluding Valuation work and based on your Gross Professional Fees for the past 12 months, please provide approximate % split of fees derived from the following client groups:

Client Groups (Non Valuation work)	% of Fees (must total 100%)
▪ Residential	
▪ Commercial/Industrial	
▪ Hotel/Licensed Premises	
▪ Rural	
▪ Plant/Machinery	
▪ Other (please specify):	

C) For Valuation Work:

- i. Are you an API Member? (please circle) YES / NO
- If YES, for how many years? _____ years
- ii. For the past 12 months, what % of total annual fees was generated from your largest fee client _____ %
- iii. For the past 12 months, what % of total annual fees was generated from valuation work for ValEx? _____ %

- iv. For Valuation work and based on your Gross Professional Fees for the past 12 months, please provide approximate % split of fees derived from the following client groups:

Client Groups (Valuation work only)	% of Fees (must total 100%)
▪ Residential	
▪ Commercial/Industrial	
▪ Hotel/Licensed Premises	
▪ Rural	
▪ Plant/Machinery	
▪ For Municipal	
▪ Other (please specify):	

v. What is the approximate average value (per situation) of all properties valued over the past 12 months? \$ _____

vi. What is the maximum value (per situation) of any property valued over the past 36 months? \$ _____

vii. Over the past 36 months, please advise what the 5 largest property valuations were:

Item	Location/Address	Brief description of property (including number of storeys and, if applicable, its use)	Date of Valuation	Valuation Amount (\$)
1				
2				
3				
4				
5				

ADDENDUM 3: BUILDING SURVEYORS/INSPECTORS

A) Based on the number of surveys/inspections you have undertaken for the past 12 months, please provide approximate % split of work from the following registered business activities:

Registered Business Activities	% of Work (must total 100%)
▪ Private Building Surveyor/Inspector	
▪ Municipal Building Surveyor/Inspector	
▪ Other (please specify):	

B) Based on your Gross Professional Fees for the past 12 months, please provide approximate % split of fees derived from your professional business activities in the following areas:

Professional Activity	% of Fees (must total 100%)
▪ Residential Permits & Statutory Inspections (i.e. up to & including 3 floors)	
▪ Commercial/Industrial Permits & Statutory Inspections	
▪ High Rise Commercial or Residential Permits & Statutory Inspections (i.e. including & over 4 floors)	
▪ Pre-purchase Inspections/Reports	
▪ S1378 Owner Builder Inspections/Reports	
▪ Compliance Inspections & Enforcement (e.g. additions, pools, fencing, etc.)	
▪ Dispensation Applications	
▪ Performance Based Assessments/Approvals	
▪ Essential Services Inspections/Reports	
▪ Other (please specify):	

C) Please name all persons requiring insurance for the above activities and their related details:

Name				
Registration Number				
Date first registered	___/___/___	___/___/___	___/___/___	___/___/___
Total Permits for past year				
Total Permits for previous year				
Estimate of Total Permits in next 12 months				
Average Number of inspections per week				

PLEASE INCLUDE C.V.'s OF ALL PERSONS NAMED ABOVE

ADDENDUM 4: ACCOUNTANTS/FINANCIAL ADVISERS

A) Based on your Gross Professional Fees for the past 12 months, please provide approximate % split of fees derived from your professional business activities in the following areas:

Professional Activity	% of Fees for Listed Public Companies & Financial Institutions	% of Fees for other Clients	TOTAL % of Fees for each Activity
▪ Auditing			
▪ Accounts Preparation or Bookkeeping			
▪ Receiverships, Liquidations or Bankruptcies			
▪ Investment Advice or Investment Management			
▪ Superannuation Fund Management/Trusteeship			
▪ Taxation – Aggressive tax planning &/or mass marketed “tax minimisation” schemes			
▪ Taxation – Other			
▪ Company Directorships/Secretarial Positions			
▪ Corporate Finance			
▪ Life Insurance Broking			
▪ General Insurance Broking			
▪ Life Insurance Agent			
▪ General Insurance Agent			
▪ Finance Broking – Residential			
▪ Finance Broking – Commercial			
▪ Mortgage Broking			
▪ Mortgage Origination			
▪ Solicitor Mortgage Funds			
▪ Margin Lending or Gearing			
▪ Other (please specify):			

B) Are you either an:

(i) Australian Financial Services Licence (AFSL) holder? YES / NO

(ii) Authorised Representative for an Australian Financial Services Licensee? YES / NO

If “YES” for either, please advise the relevant Licence Number _____

ADDENDUM 4: ACCOUNTANTS/FINANCIAL ADVISERS (cont'd)

C) If you provide investment advice or management and based on your Gross Professional Fees for the past 12 months, please provide approximate % split of fees derived from the following activities:

Activities	% of Fees (must total 100%)
▪ Dealing in Listed Securities	
▪ Dealing in Unlisted Securities	
▪ Dealing in Foreign Securities	
▪ Investment in Australian Unit Trust	
▪ Cash Management Trusts	
▪ Equity Trusts	
▪ Property Trusts – Listed or Unlisted	
▪ Investment in Foreign Unit Trusts (please specify where):	
▪ Investment in Government Bonds	
▪ Investment in Insurance Bonds	
▪ Investment in other Bonds	
▪ Dealing in Commodities	
▪ Investment in “Tangibles” (e.g. coins, fine art, gems, etc.)	
▪ Institutional Fund Management	
▪ Other (please specify):	

ADDENDUM 5: ENGINEERS/DESIGN AND CONSTRUCT

A) Based on your Gross Professional Fees for the past 12 months, please provide approximate % split of fees derived from your professional business activities in the following areas:

Professional Activity	% of Fees (must total 100%)
▪ Civil Engineering	
▪ Architecture	
▪ Town Planning	
▪ Interior Designing	
▪ Structural Engineering	
▪ Mechanical Engineering	
▪ Electrical Engineering	
▪ Heating, Ventilation, Air Conditioning Engineering	
▪ Hydraulic/Fire Engineering	
▪ Plumbing Engineering	
▪ Chemical Engineering	
▪ Corrosion Engineering	
▪ Geotechnical/Soil Engineering	
▪ Mining Engineering	
▪ Acoustic Engineering	
▪ Environmental Engineering – refer to separate Addendum	
▪ Project Management	
▪ Construction Management	
▪ Drafting	
▪ Surveying – Building – refer to separate Addendum for Building Inspectors	
▪ Surveying – Land	
▪ Surveying – Quantity	
▪ Surveying – Marine	
▪ Nuclear Engineering	
▪ Marine Engineering	
▪ Aviation Engineering	
▪ Other (please specify):	

B) (i) Is your Total Turnover more than your Gross Professional Fees for the past 12 months? YES / NO

(ii) Does your business activities include sales, wholesale, distribution, importing, exporting, construction, erection installation, commissioning, manufacture, assembly or fabrication? YES / NO

If “YES” to either Question B)(i) or B)(ii), then the REVENUE DECLARATION Form needs to be completed to assist in determining your Gross Professional Fees.

ADDENDUM 5: ENGINEERS/DESIGN AND CONSTRUCT (cont'd)

C) Based on your Gross Professional Fees for the past 12 months, please provide approximate % split of fees derived from the following types of work:

Types of Work	% of Fees (must total 100%)
▪ Individual Dwellings	
▪ Low Rise Buildings (i.e. up to & including 3 floors)	
▪ High Rise Buildings (i.e. including & over 4 floors)	
▪ Schools, Hospitals, Nursing Homes, Municipal Buildings & Recreation Centres	
▪ Modular Buildings (i.e. involving repetitive design)	
▪ Hotel/Licensed Premises	
▪ Feasibility Studies, Investigations, Reports (excluding Environmental)	
▪ Expert Witness	
▪ Supervision of Construction	
▪ Domestic Surveying – individual dwelling set outs & boundary surveys	
▪ Small Industrial & Commercial Surveys (i.e. Projects up to \$1m in value)	
▪ Medium Industrial & Commercial Surveys (i.e. Projects between \$1m to \$5m in value)	
▪ Large Industrial & Commercial Surveys (i.e. Projects over \$5m in value)	
▪ Engineering Surveys	
▪ Hydrographic Surveys	
▪ Marine Surveys	
▪ Photogrammetric Surveys	
▪ Roadwork Surveys	
▪ Soil Testing & Foundation investigations (including control of earthworks)	
▪ Foundations & underpinning (excluding Foundation investigations)	
▪ Bridges	
▪ Tunnels	
▪ Railways	
▪ Airports	
▪ Dams	
▪ Mines	
▪ Harbours & Jetties (excluding Hydrographic Surveys)	
▪ Sewerage, Water Systems or Treatment	
▪ Heating, Ventilation, Air Conditioning, Hydraulics & Plumbing	
▪ Mechanical Plant & Bulk Handling equipment including Silos	
▪ Structures at Fairs, Shows & Exhibitions	
▪ Environmental Appraisals/Impact Statements – <i>refer to separate Addendum</i>	
▪ Environmental Programme Design involving Management Processes & monitoring – <i>refer to separate Addendum</i>	
▪ Hazardous Chemical Substances	
▪ Design of Pollution Control Equipment	
▪ Offshore platforms	
▪ Oil & Gas Pipelines	
▪ Petrochemicals, refineries, fertilizers, ammonia urea plants	
▪ Nuclear or Atomic Projects	
▪ Other (please specify):	

REVENUE DECLARATION

Professional Indemnity insurance premiums are generally calculated by applying a rate % to the “Gross Professional Fees” earned during the past financial year. The purpose of this Declaration is to identify the component of your turnover which is attributable to the “professional business activities” provided by you or on your behalf.

This Revenue Declaration should be completed if your:

1. Total Turnover is more than your Gross Professional Fees; or
2. Annual past turnover can be split into the following two components:
 - viii. **Professional Business Activities:** “Design; Drafting; Technical calculation; Formula; Specification; Site inspection; Project management; Construction management; Feasibility studies; Programming and time flow management; Quantity surveying; Surveying; and associated Training with these services.”
 - ix. **Other Activities:** “Sales; Wholesale; Distribution; Importing; Exporting; Construction; Erection; Installation; Commissioning; Manufacture; Assembly or Fabrication.”

In cases where **you do not charge a separate fee** for your Professional Business Activities, then your “Gross Professional Fees” may be better reflected as the estimated fees you would have paid to outsource the Professional Business Activities to a third party contractor.

Please complete the following table to assist in determining your Gross Professional Fees to ensure the most competitive terms are offered.

The relevant turnover/fee amounts relate to the past 12 months.

	Turnover	Fees
Contracts where you provided Professional Business services in addition to construction works and undertook the Professional Business yourself	\$	\$ (Australian Dollars)
Contracts where you provided Professional Business services in addition to construction works, but sub contracted these services to other parties	\$	\$ (Australian Dollars)
Contracts where you are employed for a fee in a professional capacity to provide design only services (you are not undertaking construction works)	\$	\$ (Australian Dollars)
Contracts where you are employed for a fee to provide project management or construction management services (you are not undertaking construction works)	\$	\$ (Australian Dollars)
Contracts where you only undertake construction works and you do not provide any Professional Business services	\$	\$ (Australian Dollars)
Other turnover or fee income not specified above (please provide details)	\$	\$ (Australian Dollars)
Total of all contracts undertaken by you	\$	\$ (Australian Dollars)