

INSTRUCTIONS

Complete all sections in full. Attach supporting documents where indicated. Incomplete applications may delay quoting. Completion of this application does not bind coverage.

SECTION A — APPLICANT DETAILS

LEGAL NAME OF APPLICANT		OPERATING / TRADE NAME (IF DIFFERENT)	
BUSINESS ADDRESS		CITY	PROVINCE / STATE
			POSTAL / ZIP
PRIMARY CONTACT NAME	TITLE	PHONE	EMAIL
WEBSITE	YEAR ESTABLISHED		FINANCIAL YEAR END (MM/DD)
CORPORATE STRUCTURE			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLP <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (describe below)			
IF 'OTHER', DESCRIBE CORPORATE STRUCTURE			

PERSONNEL (EXCLUDE SUBCONTRACTORS / SUBCONSULTANTS)

ROLE / CATEGORY	# FULL-TIME	# PART-TIME
Licensed professionals (P.Eng., Architect, etc.)		
Engineers-in-training		
Technical & design staff		
Administrative staff		
Other (specify in notes)		

SENIOR PROFESSIONAL — YEARS IN PRACTICE	TOTAL EMPLOYEES (#)	ESTIMATED CURRENT YEAR PAYROLL (\$)
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PROFESSIONAL ASSOCIATIONS & LICENCES

LIST ALL PROFESSIONAL DESIGNATIONS, LICENCES, AND ASSOCIATION MEMBERSHIPS HELD

SECTION B — SERVICES & DISCIPLINES

DESCRIPTION OF SERVICES

Include scope of work, typical deliverables, and applicant's role (e.g. prime consultant, subconsultant, design only, design + CA).

REVENUE BY DISCIPLINE (MUST TOTAL 100%)

Architectural		Land surveying	
Chemical engineering		Landscape architecture	
Civil engineering		Marine / coastal engineering	
Electrical engineering		Mechanical engineering	
Environmental engineering		Plumbing engineering	
Geotechnical / soil engineering		Project / construction management	
HVAC engineering		Quantity surveying	
Hydrology / geology		Structural engineering	
Industrial process engineering		Town / land use planning	
Interior design / space planning		Other (describe below)	

IF 'OTHER', DESCRIBE DISCIPLINE(S)

SPECIALIST SERVICES

Does the applicant provide any of the following specialist services?

- | | | |
|---------------------------------------------------------|------------------------------|-----------------------------|
| Foundation / underpinning engineering | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Building envelope / cladding design | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hydraulic / fire protection engineering | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Acoustic / vibration engineering | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Forensic / expert witness services | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Feasibility studies only (no design of record) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Drafting / CAD services only (no engineering of record) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

IF YES TO ANY — DESCRIBE SCOPE, APPROXIMATE % OF REVENUE, AND ANY RELEVANT QUALIFICATIONS

SECTION C — REVENUE

GROSS REVENUE — PROVIDE FIGURES FOR THE PERIODS INDICATED

PERIOD	GROSS REVENUE (\$)	PROFESSIONAL FEES (\$)	SUBCONSULTANT FEES (\$)	NET REVENUE (\$)
Past year (actual)				
Current year (estimated)				
Next year (estimated)				

Net revenue = Gross revenue less subconsultant / subcontractor fees passed through to clients.

LARGEST SINGLE-PROJECT FEE — PAST 3 YEARS

LARGEST SINGLE-PROJECT FEE (\$)	PROJECT TYPE / DISCIPLINE	APPROXIMATE % OF THAT YEAR'S TOTAL REVENUE

SECTION D — PROJECT PROFILE

REVENUE BY PROJECT SECTOR (MUST TOTAL 100%)

Residential — single family / low-rise		Infrastructure — water / sewer lines	
Residential — multi-unit (non-condo)		Wastewater treatment facilities	
Condominiums		Land development / site servicing	
Commercial / retail / office buildings		Oil & gas / petrochemical	
Industrial / manufacturing		Mining	
Institutional / public buildings		Dams / reservoirs	
Healthcare / medical facilities		Tunnels	
Educational facilities		Railways — buildings / stations	
Infrastructure — roads / highways		Railways — trackwork / signalling	
Infrastructure — bridges		Other (describe below)	

IF 'OTHER', DESCRIBE PROJECT SECTOR(S)

SECTION D — PROJECT PROFILE (continued)

Does the applicant undertake any of the following higher-risk project types?

- Airports — airside (runways, taxiways, aprons) Yes No
- Nuclear / radiation facilities Yes No
- Amusement / entertainment structures Yes No
- Sensitive geotechnical sites (e.g. contaminated land, slope stability, mine sites) Yes No

IF YES — DESCRIBE THE NATURE OF WORK AND APPROXIMATE % OF REVENUE

Does the applicant undertake design-build projects where it holds contractual responsibility for both design and construction?

- Yes No

If yes — a separate design-build professional liability application must be submitted.

Does the applicant provide professional services on any residential or mixed-use buildings exceeding 6 storeys in height?

- Yes No

IF YES — DESCRIBE DISCIPLINES, TYPICAL NUMBER OF STOREYS, AND APPROX. % OF REVENUE

Does the applicant provide design or engineering services for swimming pools, water features, or aquatic facilities?

- Yes No

IF YES — DESCRIBE SCOPE AND APPROXIMATE % OF REVENUE

THREE LARGEST PROJECTS IN THE PAST 3 YEARS

CLIENT NAME	NATURE OF WORK / DISCIPLINE	CONTRACT VALUE (\$)	DURATION	ROLE

Role: indicate whether prime consultant, subconsultant, or joint venture.

APPROXIMATE TOTAL NUMBER OF ACTIVE / CURRENT PROJECTS

APPROXIMATE NUMBER OF ACTIVE CLIENTS

In delivering its services, does the applicant:

- Act as prime / lead consultant coordinating other subconsultants? Yes No
- Undertake construction administration (CA) or site review services? Yes No
- Provide services outside Canada or the USA? Yes No
- Perform any physical construction, installation, or erection work? Yes No
- Manufacture, fabricate, or assemble any product as part of its services? Yes No

IF YES TO ANY — PROVIDE FULL DETAILS, SPECIFYING WHICH ITEM(S) APPLY

SECTION E — PROFESSIONAL STANDARDS & LICENSING

Are all professional staff properly licensed and in good standing with their regulatory body?

Yes No

IF NO — PROVIDE FULL DETAILS

Do any principals or professional staff:

Stamp, seal, or sign and seal drawings, designs, or reports?

Yes No

Sign off on building code, energy code, or regulatory compliance matters?

Yes No

Act as a designated engineer or responsible engineer of record on projects?

Yes No

Hold any professional licences in US states or territories?

Yes No

IF YES TO STAMPING / SEALING OR COMPLIANCE SIGN-OFFS — DESCRIBE SCOPE AND DISCIPLINES

Have any professional licences ever been suspended, restricted, or subject to disciplinary action?

Yes No

IF YES — PROVIDE FULL DETAILS

Does the applicant belong to any professional associations related to its services?

Yes No

IF YES — LIST ASSOCIATIONS

SECTION F — CONTRACTS & SUBCONSULTANTS

Client contracts — does the applicant:

Use written contracts or engagement agreements for all client engagements?

Yes No

Include a limitation of liability clause (capping or restricting the applicant's liability)?

Yes No

Include an exclusion of consequential or indirect damages?

Yes No

Include an indemnity or hold harmless provision in favour of the applicant?

Yes No

SECTION F — CONTRACTS & SUBCONSULTANTS (continued)

Have contracts reviewed by legal counsel prior to execution? Yes No

Assume any liability under contract that would not otherwise exist at law? Yes No

IF NO TO ANY PROTECTIVE PROVISION, OR YES TO ASSUMING ADDITIONAL LIABILITY — DESCRIBE

Does the applicant use subconsultants or subcontractors? Yes No

TYPES OF SERVICES PERFORMED BY SUBCONSULTANTS

% SUBCONTRACTED

Regarding subconsultants — does the applicant:

Require subconsultants to carry their own professional liability (E&O) and CGL insurance? Yes No

Use written subconsultant agreements for all engagements? Yes No

Sign reciprocal hold harmless agreements with subconsultants? Yes No

Collect certificates of insurance from all subconsultants? Yes No

MINIMUM PLI LIMIT REQUIRED PER SUBCONSULTANT (\$) — AND ANY OTHER DETAILS

SECTION G — PRIOR INSURANCE

No previous professional liability insurance Currently hold professional liability insurance

CURRENT / MOST RECENT INSURER

EXPIRY DATE

LIMIT (\$)

ANNUAL PREMIUM (\$)

RETROACTIVE DATE OF CURRENT / MOST RECENT POLICY

ANY GAPS IN PRIOR COVERAGE? DESCRIBE BELOW

COVERAGE GAP DETAILS

Has coverage ever been declined, cancelled, or non-renewed? Yes No

IF YES — PROVIDE FULL DETAILS

SECTION H — CLAIMS HISTORY

The applicant confirms that reasonable steps have been taken to ensure responses reflect the full knowledge of its principals and professional staff.

Has the applicant, or any past or present principal, partner, director, officer, or professional employee:

- Ever had a claim made against them alleging a negligent act, error, or omission in professional services? Yes No
- Ever reported any circumstance to an insurer that may give rise to a claim? Yes No
- Ever been subject to disciplinary action as a result of professional activities? Yes No
- Ever had a cease and desist order made against them or the applicant? Yes No
- Ever been found guilty of, or investigated for, any criminal, dishonest, or fraudulent activity? Yes No

If YES to any — complete the table below for each matter. Attach additional sheets if required.

DATE	DESCRIPTION OF ALLEGATION / MATTER	AMOUNT CLAIMED (\$)	STATUS	AMOUNT PAID (\$)	MITIGATION / REMEDIAL ACTION

Is the applicant aware of any of the following:

- Any act, error, omission, or circumstance that might reasonably be expected to give rise to a claim? Yes No
- Any current or pending dispute, complaint, arbitration, regulatory inquiry, or investigation? Yes No
- Any client dissatisfaction or allegation that could reasonably escalate into a formal claim? Yes No

IF YES TO ANY — PROVIDE FULL DETAILS, SPECIFYING WHICH ITEM(S) APPLY

SECTION I — COVERAGE REQUESTED

PROFESSIONAL LIABILITY LIMIT REQUESTED (EACH CLAIM / ANNUAL AGGREGATE)

 \$500,000 \$1,000,000 \$2,000,000 \$3,000,000 \$4,000,000 \$5,000,000

DESIRED EFFECTIVE DATE

RETROACTIVE / PRIOR ACTS DATE REQUESTED

SECTION J — DECLARATION

The undersigned declares that the statements and information contained in this application, and any supplementary materials submitted in connection with it, are true, accurate, and complete in all material respects. The applicant understands and agrees that this application shall form the basis of and be incorporated into any policy issued. The applicant acknowledges that the insurer will rely upon the representations made herein when underwriting and issuing coverage. Any material misrepresentation, misstatement, or failure to disclose relevant information may render the policy void from inception or result in the denial of coverage, subject to applicable law. The applicant further acknowledges that defence expenses incurred shall reduce the limits of liability available to pay judgements or settlements, and shall be applied against the deductible amount.

FULL NAME (PRINT)

TITLE / POSITION

DATE (MM / DD / YYYY)

SIGNATURE OF AUTHORIZED REPRESENTATIVE