Guidelines

For the Completion of the Engineers Professional Liability Insurance Application Form for Members of the Ordre des ingénieurs du Québec

THE APPLICANT
(Q. 1)

The name or names you enter here will become the Named Insured(s) shown on the Declarations of the policy and will be the only name or names for which coverage will be provided.

PREDECESSOR FIRMS
(Q. 7)

The policy may be extended to provide coverage for your liability arising from former or predecessor firms, provided these firms are no longer active. If you require this coverage, please indicate the name of the firm(s) and the date(s) they ceased to operate.

LIMITS AND DEDUCTIBLES

The policy shows two limits. One is a per claim limit and the other is an aggregate limit which is the maximum amount payable by the Insurer in any one year.

The limit is the amount of insurance protection which the policy will afford. When deciding what limit is appropriate for your firm, it may be appropriate to consider:
- the nature of the services your firm provides and their relative importance to projects;
- the size and type of projects with which your firm is involved;
- insurance requirements placed upon your firm by current and prospective clients; and
- any legislated insurance requirements present in the jurisdictions in which you practice.

You are encouraged to discuss appropriate limits with your insurance broker.

Choosing a higher deductible will reduce the cost of insurance. It is important to keep in mind that, in most circumstances, the policy will provide "first dollar defence" coverage whereby the Insured will be required to pay the deductible only if the Insurer pays damages on a claim. The deductible does not apply to costs incurred by the Insurer for the investigation and defence of claims. The deductible should be an amount which your firm is financially capable of absorbing.

FEES
(Q. 23)

Gross fees include all fees received by the applicant in a 12-month period including those subsequently paid to professional subconsultants. However, they DO NOT INCLUDE amounts billed to your clients as "disbursements", such as travelling, hotel costs, etc., or taxes. If the firm has received non-monetary compensation in lieu of fees, please provide details. You may report fees on the basis of calendar or fiscal year, but should be consistent in doing so on successive years' applications.

DESIGN-BUILD
(Q. 18, 19, 20)

If the answer to any of these three questions is in the affirmative, the applicant is requested to provide a full description of activities which are not of a traditional consulting nature.

SIGNATURE	It is imperative that the application be signed and dated by an authorized representative of the applicant.
USEFUL TIPS	You can reduce the cost of your professional liability insurance coverage by providing the Insurer with additional information which you feel reduces your exposure to claims. If some of the gross fees you have reported were billed for a project which has been cancelled and will in no event be constructed, this should be indicated. You may also wish to send the Insurer copies of contracts with your clients wherein you were successful in limiting your liability.
	Professional liability insurance covers your liability at law and excludes liability assumed contractually by the Insured beyond that imposed by law. If you are insured with the program, Victor provides a contract review service and encourages Insureds to submit contracts for comments whenever there is any doubt that the contract wording may jeopardize the Insured's coverage.
	For additional inquiries, please contact BFL.

This document is provided for the purpose of assisting you in the preparation of an application for insurance. It does not constitute any form of insurance. Please remember that only the insurance policy can give actual terms, coverage, amounts, conditions and exclusions.