

Privacy Collection Statement

At DUAL New Zealand, we are committed to protecting your privacy and complying with the Privacy Act 2020 (NZ) (Privacy Act).

We use your information to assess the risk of providing you with insurance, provide quotations, issue policies and assess claims, on behalf of the insurers we represent. We also use your information to administer any policies we have issued to you and may do so by mail or electronically, unless you tell us that you do not wish to receive electronic communications. If you do not provide us with full information, we may not be able to provide insurance or assess a claim. If you provide us with information about someone else, you must obtain their consent to do so.

We provide your personal information to the insurer we represent when we issue and administer your insurance. When providing a quotation or insurance terms, we will tell you if the insurer is overseas and if so, where they are. We may also provide your information to your broker and our contracted third-party service providers (e.g. claims management companies). We are part of Howden Group Holdings Limited and may provide your information to UK based Group entities who provide us with business support services. If a recipient is not regulated by laws which protect your information in a way that is similar to the Privacy Act, we will take reasonable steps to ensure that they protect your information in the same way we do or seek your consent before disclosing your information to them. We do not trade, rent or sell your information.

Our Privacy Policy contains more information about how to access and correct the information we hold about you and how to make a privacy related complaint, including how we will deal with it. By providing us with your personal information, you consent to its collection and use as outlined above and in our Privacy Policy. Ask us for a copy of our Privacy Policy via email at privacy@dualnewzealand.co.nz or access it via our website using the following [link](#).

Section 1 | Profession Relation Question

1. Please provide a breakdown of your gross fees/income for the past 12 months derived from the following fields of work, either by stating the whole amounts in New Zealand Dollar (\$) or the percentage:

Fees Earned From	Percentage Breakdown %	Last Financial Year's Gross Fees \$	Current Financial Year's Gross Fees \$
1. Architectural			
2. Town Planning			
3. Structural Engineering			
4. Mechanical and/or Hydraulic Engineering			
5. Electrical Engineering			
6. Heat/Ventilation/Air-Conditioning Engineering			
7. Civil Engineering			
8. Nuclear Engineering			
9. Chemical Engineering			

Fees Earned From	Percentage Breakdown %	Last Financial Year's Gross Fees \$	Current Financial Year's Gross Fees \$
10. Aerospace Engineering			
11. Surveying - Land			
12. Surveying - Quantity			
13. Surveying - Marine			
14. Surveying - Building			
15. Project Management			
16. Interior Design			
17. Other (Please specify):			
Total:	100%		

2. Please indicate the percentage of the firm's income derived from the following job categories:

Fees Earned From	% Fee Breakdown
1. Domestic Building (Excluding Flats/Units/Town Houses)	
2. Commercial Buildings (Including Flats/Units/Town Houses)	
3. High Rise Buildings (Exceeding 3 floors and not otherwise specified)	
4. Institutional Buildings (Ecclesiastical/health/municipal/educational, etc)	
5. Feasibility Studies (where not involved in design/construction)	
6. Soil Testing/Surveys of Sub-Surface condition	
7. Sewerage Systems	
8. Water Systems	
9. Industrial Building	
10. Town Planning	
11. Marine Surveys	
12. Bridges	
13. Tunnels	
14. Dams	
15. Mines	
16. Harbours/Jetties	
17. Boundary Surveys	

Fees Earned From	% Fee Breakdown
18. Mechanical Plant/Bulk handling equipment	
19. Fair/Exhibition/Show Ground Structure	
20. Heat/Ventilation/Air-Condition	
21. Petro-Chemical/Refineries/Fertilisers/Ammonia Plants	
22. Nuclear/Atomic	
23. Land Reclamation	
24. Foundations/Underpinning	
25. Others (Please specify):	
Total:	100%

3. The purpose of this questionnaire is to assist in ascertaining the extent of the professional work.

Please break down the total turnover provided in Question 1 above under the headings below.

	New Zealand	Overseas
Turnover undertaken by you (that is not third party design).		
Turnover where you were responsible for the design and construction but where a third party has provided the design.		
Professional fees you receive for design only contracts, reports and feasibility studies.		
Professional fees where you are contracted to project manage or manage the construction or supervise the construction.		
Turnover where you are responsible for the construction, erection or installation but a third party has provided the design or professional supervision.		
All other turnover not referred to above, providing full details of activities.		

4. Does the firm engage sub-consultants? Yes [] No []

5. Are the sub-consultants required to carry professional indemnity insurance? Yes [] No []

If YES, please indicate the minimum level of cover required: _____

6. Does the firm, or any Partner, or Principal of the firm, engage in or have any interest in any firm engaged in real estate development, manufacturing, construction, erection, supply or any form of contracting? Yes [] No []

If YES, please provide brief particulars including name of the Insured involved and nature of business and Insured's involvement:

7. Have any Claims been made against the Company for professional negligence, error or omission in the last 5 years? Yes [] No []

If YES, please provide further details of the Claim, the Claim amount and any payments: _____

8. Is the Proposer aware, after enquiry of any circumstances or incident, which may give rise to a Claim? Yes [] No []

If YES, please provide brief further details below: _____

Section 2 | Declaration

I, the undersigned, after enquiry, declare the following:

1. I am authorised to complete the above information on behalf of the Insured named in the Proposal.
2. I have read this Addendum and the accompanying documents and acknowledge the contents is the same and to be true and complete.
3. I agree that this Addendum, together with the Proposal and any other information supplied by us shall form the basis of any contract of insurance effected thereon, and I undertake to inform the insurer of any material alteration to these facts whether occurring before or after completion of such contract of insurance
4. I agree that the Underwriters may use and disclose our personal information in accordance with the "Privacy Collection Statement" at the beginning of this Addendum.
5. Although the signing of this Addendum does not bind the applicants to effect insurance, I acknowledge that the particulars and statements contained in this Addendum and in the accompanying documents shall be the basis of the contract if a policy is issued.
6. I acknowledge that the Insured has read the policy wording and associated endorsements and are satisfied with the coverage provided, including the limitations and restrictions on coverage.

TO BE SIGNED BY PARTNER / DIRECTOR OR PRINCIPAL OR EQUIVALENT

Full Name: _____

Position: _____

Signature: _____ Date: / /