

Professional Indemnity Insurance

Declaration of Discharge of Obligations under the Code of Conduct Clause B4

Please tick appropriate box:

1. I am no longer offering or providing architectural advice and/or services directly to clients because:

- a) I am now retired ☐
- b) I have closed my practice ☐
- c) I have severed the practice agreement ☐
- d) I have sold my practice ☐
- e) I have ventured into voluntary liquidation/bankruptcy/insolvency ☐
- f) I am subject to enforced liquidation/bankruptcy/insolvency ☐
- g) Other (please detail) ☐

2. I have obtained run-off insurance cover (evidence of which is attached) ☐

3. Instead of obtaining run off insurance cover I have discharged my duties by (please detail):

4. I confirm that I am aware of my obligations under the *Code of Conduct* issued by CIAT, particularly Clauses B4 and B9 which states:

Clause B4: Professional Indemnity Insurance

Affiliates who:

- a) provide services directly to a client shall obtain and maintain adequate professional indemnity insurance;
- b) are principals of a practice providing services directly to clients shall ensure that adequate professional indemnity insurance is obtained and maintained by that practice;
- c) were principals but who have ceased to provide services directly to clients shall take all reasonable steps to either:
 - i. ensure that adequate run off professional indemnity insurance cover is effected; or
 - ii. discharge their duty whilst protecting the interest of their client;
- d) are or were principals shall, on request by the Institute, provide the necessary evidence to demonstrate compliance with clauses B4a) - B4c) above.

***B4c)i)** Adequacy is to be determined between the affiliate and his broker taking into account all work

and types of work that the affiliate is liable for. This is to include both the level of cover and the length of time it should be retained.

****B4c)ii)** Affiliate should consult the appropriate professionals to ensure that the affiliate and their clients are protected.

Clause B9: Bankruptcy and Insolvency

An affiliate shall report to the Institute within 28 days, 35 days if resident overseas, if they are:

- a) made the subject of an order of court disqualifying them from acting as a company director; or
- b) made the subject of a bankruptcy order; or
- c) a director of a company which is wound up (other than for amalgamation or reconstruction purposes).

I confirm and undertake that I have discharged my obligations in accordance with the current Code of Conduct issued by CIAT. Should I begin to offer and provide architectural advice and/or services in any form to clients (including friends and family, paid or unpaid) in the future whilst an affiliate of the Chartered Institute of Architectural Technologists, I will comply with the Requirements for Registration

for Affiliates in Practice which includes the requirement to obtain and maintain adequate and appropriate professional indemnity insurance. I also accept that the Institute may request evidence of my circumstances as detailed in B1) a)–g) above, and I undertake to provide evidence of such run-off insurance cover or confirmation that I have discharged my obligations as detailed in Clause B4c) ii) from the CIAT Code of Conduct. I understand that if there is any indication of a false declaration, it will result in the matter being referred to the Institute’s Conduct Committee.

Signed: _____ Date: _____

Name: _____ Membership number: _____

Practice Reference Number: F _____

Please return a signed copy of this form to: The Practice Department, CIAT, 397 City Road, London EC1V 1NH. Email: practice@ciat.org.uk.