

Professional Indemnity Insurance

Declaration of Discharge of Obligations under the Code of Conduct Clause A4

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 A4 and A9 which states:

Clause A4: Professional Indemnity Insurance

Chartered Members 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 a client 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 A4a)—A4c) above.*

***A4c)i)** *Adequacy is to be determined between the member and his broker taking into account all work*

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

****A4c)ii)** *Members should consult the appropriate professionals to ensure that the member and their clients are protected.*

Clause A9: Bankruptcy and Insolvency

A member 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 a member of the Chartered Institute of Architectural Technologists, I will comply with the Institute's requirements on practice registration 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 A1) 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 A4c) 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.