



COMPANY RENEWAL FORM

Please complete this form to renew your membership with Q Assure Build Ltd & submit electronically with any supporting information to client@qassurebuild.co.uk.
It is important that the information provided on this form is correct.

If you have any queries about the form, please contact our Client Services Team on 0333 577 2800.

Company Contact Details

Company Name

Contact Address
(including Postcode)

Person completing Renewal

Position

E-mail Address

Tel

Since your last renewal: Have there been any changes to Key Personnel?

Yes ☐

No ☐

If YES, please provide details below of **any additional** Directors & any relevant Managers/Technical Staff in your organisation
and please provide copies of their CV's

CV's Included: ☐

Name	Job Title	Qualifications	E-mail Address

If any Key Personnel **left your company** in the past 12 months, please provide details below

Unit Numbers & Warranty Information

How many units have you built in the **last year**?

Have you had any warranty claims in the **last year**?

Please provide details of any valid or outstanding warranty claims with your Renewal return, including the following information for each claim:

- When the claim occurred
- The nature of the claim and details of the issues / damage caused and the causation of the claim
- The approximate value of the claim & in which year of the policy the claim occurred (e.g. year 5 of the 10 year policy)
- Steps taken to prevent similar claims and issues arising in future

Have you become a member of any new warranty provider schemes?

Yes ☐

No ☐

If Yes, please state the provider

Registration No

Declarations

Please answer all of the following questions:

Have you or any director, partner, individual or organisation referenced within this form, to the best of your knowledge:

Sustained any losses or had any claims in the last five years which would be covered by the insurance being applied for?

Yes ☐ No ☐

Ever been refused cover by a warranty provider or had any special terms imposed by an insurer?

Yes ☐ No ☐

Ever been refused property insurance or had any special terms imposed by an insurer?

Yes ☐ No ☐

Ever been convicted or is there any prosecution pending for any offence involving dishonesty of any kind?

Yes ☐ No ☐

Ever been prosecuted or received notification of intended prosecution under the Health & Safety at Work Act 1974 or Consumer Protection Act?

Yes ☐ No ☐

Ever been involved with a company which has been placed in liquidation or ever been declared bankrupt?

Yes ☐ No ☐

If you answered Yes to any of the above questions, please provide further details below:



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Conditions & Declaration

Registration with Q and the provision of quotations for Structural Defects Warranties, products or services will be issued on the understanding that the information provided by you is correct. Should any information you provide to us subsequently change or prove to be inaccurate, Q and its underwriters reserve the right to amend quotations or cancel registrations. Registrations can only be confirmed on satisfactory completion of the registration and renewal process, with the relevant signed Q Terms of Business Agreement.

Please note that all quotations issued by Q are made based on the Developer and Builder for a development project being fully registered with Q, and signing up to and complying with the Q Terms of Business Agreement. If the Developer or Builder cancels or does not renew their Q Registration when it is due, before all plots on a quoted development are completed, Q and its underwriters reserve the right to withhold Insurance Certificates and Cover Notes, and may also withdraw or amend quotations.

I confirm that appropriate site insurances will be in place prior to works commencing on site, including Employers Liability Insurance, Public Liability Insurance and Contractors' All Risk Insurance (where applicable): Yes ☐

I confirm that we understand our responsibilities under UK health & safety legislation, including the CDM Regulations 2015, and will maintain appropriate H&S arrangements, policies and procedures for this project, and will provide Q with any relevant information necessary for safe site attendance: Yes ☐

By signing this form, I hereby declare that the information I have given to renew registration with Q, to the best of my knowledge and belief, is correct and complete and I understand that should any information subsequently change or prove to be inaccurate, Q and its underwriters reserve the right to amend quotations or cancel registrations.

I have read all the statements and particulars provided in this form and I declare that to the best of my knowledge and belief they are correct and that no material fact has been omitted, misrepresented or mis-stated.

I believe that I have made a fair presentation of the risk by disclosing all material matters which I know or ought to know or, failing that, by providing sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances. This duty of fair presentation continues until any policy is inception and I agree to notify Q of any material change in circumstances occurring prior to inception.

Name		Position in Company	
Signature		Date	

If you need any assistance completing this form, please call 0333 577 2800 and ask for the Q Client Services Team.

Please email your completed renewal form and supporting information to client@qassurebuild.co.uk

It is important that your registration is kept up to date as no Insurance Certificates or Cover Notes can be issued where registrations have expired. Your earliest attention is therefore appreciated.

By submitting this form, you acknowledge that Q Assure Build Ltd may process the personal and business information provided for the purposes of renewing registration, arranging insurance, warranty and related services, managing your account, providing information about our products and services, preventing fraud, and meeting legal or regulatory obligations.

Information may be shared with insurers, brokers, underwriters, reinsurers, surveyors, professional advisers and approved business partners where necessary.

Details of how we process personal data, including your rights, are available in our Privacy Statement at www.qassurebuild.co.uk/privacy-statement.