



Registration Category

- Developer As a Q Registered Developer, you will be able to offer your customers The Q Policy on New Homes & other structures which are constructed by a Q Registered Builder.
- Builder As a Q Registered Builder, you will be able to offer The Q Policy on New Homes & other structures which you construct for Q Registered Developers.
- Developer & Builder As a Q Registered Developer & Builder, you will be able to offer your customers The Q Policy on New Homes & other structures which you construct and sell or rent.
- Guarantor Company Please select for a Company providing a Cross Company Guarantee to a Q Registered Developer or Builder.

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

Technical Details

Have you made any changes to your Technical Procedures since your last renewal? Yes No

If YES, please provide details below, and please provide copies of any updated Company Policies

Please provide your up-to-date company policies:

- Health & Safety Policy (required) Included: Yes No
- Quality Control Policy Included: Yes No
- Customer Care Policy / Customer Charter Included: Yes No
- Complaints Procedure Included: Yes No

Unit Numbers and Warranty Claims Information

How many units have you built in the **last 5 years?** How many units have you built **in the last year?**

Have you had any warranty claims **in the last year?** Yes No If YES, how many?

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



Business Details

Please provide your full Annual Accounts for last year (required)

Please note the accounts should show Turnover & Net Profit/Loss, not simply balance sheet information.

Included: Yes []

Please provide copies of relevant insurance certificates for the Company providing the Cross Company Guarantee

(e.g. Employers & Public Liability, Contractors All Risk, Professional Indemnity – as applicable)

Included: Yes []

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 questions above, please provide further details below:

[Empty text box for providing further details]

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.

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.

By signing this form, I hereby declare that I have read over 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. (If you are unsure whether to disclose any information, please contact us at client@qassurebuild.co.uk).

Form fields for Name, Position in Company, Signature, and Date.

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

Privacy Notice – The information provided by you is required by Q and its underwriters in order to provide pricing and information about the provision of structural defects warranties. Our Privacy Statement is available at www.qassurebuild.co.uk/privacy-statement which provides full details of how we use and share information as well as your rights and how to exercise them.