



**VKN** Financial Services Pty Limited  
Insuring Trust



**BUILDING PROFESSIONALS  
TO BUILD THE FUTURE**  
Est. 1987

**The South African Institute of Architectural Technologists NPC  
("SAIAT") NPC**

**2025**

Professional Liability Newsletter





VKN Financial Services (Pty) Ltd (“VKN”) is a niche short term insurance broker who has concluded a competitive, broad form solution for the South African Institute of Architectural Technologists (“SAIAT”) in the arrangement of a Professional Liability Insurance policy with Leppard Underwriting Company Limited (“the Underwriters”) which covers all (“SAIAT”) members in good standing. (“SAIAT”) has arranged this member benefit to protect the (“SAIAT”) and its members and also as part of the value-added benefits it provides for its members.

The objective of the (“SAIAT”) includes the vision and foresight in taking the necessary action to improve and sustain their status and professional image, interest and conduct of both the Institute and its members. The policy belongs to the (“SAIAT”) and is entered into by the (“SAIAT”) for the benefit of its members and the premium is paid for by the South African Institute of Architectural Technologists NPC.

### **How to access my Professional Indemnity Certificate of Insurance, newsletter and policy wording?**

Log on to <http://www.vknfs.co.za/saiat/>, enter your membership number and email address and you will receive your 2025 Professional Liability certificate, newsletter and policy wording via email.

Please note the (“SAIAT”) provides VKN Financial Services Pty Ltd with a membership database update once a month. You will experience challenges accessing your Professional Liability policy wording and certificate if your name does not appear on any of the monthly membership databases provided to VKN Financial Services Pty Ltd by the (“SAIAT”).





# Frequently asked questions

## **Explain - What is a deductible?**

An amount payable by you in respect of the first part of each claim.

## **What is the policy deductible (Excess) for each and every claim amounts?**

15 % of the Architectural Fees as per the Professional-Client Agreement subject to a minimum of R 15 000 and a maximum of R 150 000 Any one Claim.

## **What is a retroactive date?**

Retroactive date is a date after which claims are covered by the policy, however claims which were known but not reported to the insurer of record at the time will not be covered.

## **What is the policy retroactive date?**

A retroactive date is the date on which the policy first incepted or a date specifically negotiated with the underwriter. The ("SAIAT") Professional Liability policy retroactive date is 1<sup>st</sup> July 2005.

## **Which policy terms and conditions will respond to claims relating to the retroactive date?**

The insurer and policy terms and conditions in force at the time when the claim is first reported is the policy, which will respond.

## **Which policy terms and conditions will respond to claims relating to the retroactive date for the Top Up Insurance?**

The primary policies terms and conditions will apply to the Top Up Insurances for those who have purchased cover in excess of the primary ("SAIAT") Professional Liability Scheme. The retroactive date of the Top Up will be the same as the primary policy.

## **I quote a draughting company with my SACAP agreement in place with them to do plans for them and they have their own Professional Indemnity, will my policy respond to a claim I make?**

Yes, because there is an agreement in place.

## **I am a registered architect and not an architectural technologist, am I covered according to SACAP's IDOW?**

Any member of SAIAT registered with SACAP qualifies for the benefits of the scheme subject to the policy terms and conditions.

## **Can I use other Client-Professional Agreements also i.e. SACAP Client Professional Agreement or a company own Client-Professional Agreement?**

Yes, provided the Client-Professional Agreement must satisfy rule 4.1 of the SACAP COC.

## **I quote a client, and I subcontract out to another Architect and the Architect has his own Professional Indemnity, I sign the Architects quotation for the work am I covered for mistakes that the Architect makes on his drawings for the work?**

No, signing a quotation will not suffice without a signed inter practice agreement which spells out the terms and conditions.

## Whom do I contact for information?

VKN Financial Services Pty Ltd, Telephone Number: 011 023 7265, Website: [www.vknfs.co.za](http://www.vknfs.co.za), Contact Personnel; Delwena Thambaran email [delwena@vknfs.co.za](mailto:delwena@vknfs.co.za), Claims Notification: Dale Stone email [dale@vknfs.co.za](mailto:dale@vknfs.co.za)

## Can I obtain cover for my entity?

Yes, please contact Delwena Thambaran for further information on 011 023 2765 or email her on [delwena@vknfs.co.za](mailto:delwena@vknfs.co.za).

## What is a Claims Made policy?

Claims made means the policy cover in force on the date the claim is made against you and reported to insurers is the policy that will respond.

## Who is a third party?

Any person to whom a member has rendered a professional service is a third party.

## What is a professional service?

All services approved by the ("SAIAT") and those services regarded as the norm in the Architectural Technologists sector will be covered.

## How much Professional Liability cover do I have under the ("SAIAT") Scheme?

R 2 000 000.00 any one claim and in total for the policy period for each member.

## Do I have Directors Liability cover, Contractors All Risks, Performance Guarantee cover?

The policy excludes Directors and Officers Liability, Contractors All Risks and Performance Guarantee insurance and if such insurance cover is required, it has to be arranged separately. Call us we can assist you arrange this form of insurances.

## Can the Professional Liability limit be increased?

Yes, the limit can be increased to R 5 000 000.00, please contact Delwena Thambaran on 011 023 7265 or email [delwena@vknfs.co.za](mailto:delwena@vknfs.co.za).

The increased limit will be in excess of the R 2 000 000.00 primary cover arranged by the ("SAIAT").

Limit of Liability	Annual Premium Including VAT
R 1 000 000.00 in excess of the primary R 2 000 000.00	R2 900.00 flat non-pro-rateable
R 1 500 000.00 in excess of the primary R 2 000 000.00	R4 150.00 flat non-pro-rateable
R 2 000 000.00 in excess of the primary R 2 000 000.00	R5 400.00 flat non-pro-rateable
R 2 500 000.00 in excess of the primary R 2 000 000.00	R6 650.00 flat non-pro-rateable
R 3 000 000.00 in excess of the primary R 2 000 000.00	R7 900.00 flat non-pro-rateable

## I quote a client of mine and do the plans for them, another Architect signs off the plans and the paperwork e.g. (Form 1) for the submission of the plans to the council will I be protected by my Professional Indemnity?

No, because of non-adherence to the SACAP code of conduct for taking on work outside the scope allowed by the IDOW. The RP entering into this agreement with the client must also sign off the plans and the Form 1. In this instance the agreement should be between the Architect who is signing off the plans and the client.





**If the draughting company who I am freelancing to has Professional Indemnity insurance, he wants me to do the drawings for his client, and sign off the plans and the paperwork Form 1 for the submission to the council, will I be protected by my Professional Indemnity or his? I have no agreement in place.**

No agreement no Professional Indemnity cover. The draughting company who has the agreement with the client should be signing off the plans and complete the Form 1 not the freelancer

### **How does the Top-Up Cover work?**

- |  |                       |
|--|-----------------------|
| a. Primary already negotiated through the SAIAT Scheme | R 2 000 000.00        |
| b. Purchase Top Up as per above quote via VKN          | R 3 000 000.00        |
| c. Total Cover   | <b>R 5 000 000.00</b> |
| d. Cost R 2 000 000.00                                 | SAIAT Scheme          |
| e. Cost per annum for R 3 000 000.00 top Up            | R7 900.00             |

Contact Mrs Delwena Thambaran on [delwena@vknfs.co.za](mailto:delwena@vknfs.co.za) for more information.

### **What does the policy cover?**

Liability arising out of professional services rendered directly by the member.

### **Which services are excluded?**

The policy specifically excludes all non-architectural technologists related services e.g. short-term insurance intermediary and advisory services, accounting and auditing, real estate, long term insurance and investment, medical, legal, engineering and electrical.

### **Who is covered?**

A member who is in good standing and is part of the Professional Liability scheme as advised and confirmed by ("SAIAT") is covered. The member's entity is covered only where the member is the sole member, director or shareholder of the entity and is a ("SAIAT") member in good standing. The ("SAIAT") Professional Liability Scheme does not cover the member's employees.

### **Is Fidelity Guarantee or Misappropriation of Property insured?**

The policy does not include any theft of own, and third-party property and misappropriation of property. Note there is **NO** cover in respect of any consequential liability flowing from a Fidelity claim where the approximate cause of the loss is the theft of money or property. This exclusion equally applies to the Professional Liability section above.

### **Does the policy cover infectious disease?**

Infectious Diseases, Corona virus (COVID 19) including any mutation or variation or any Pandemic or epidemic as declared by the World Health Organisation and or any governmental authority is excluded.



### **Can I appoint my own attorney?**

Do not appoint an attorney; your insurers will appoint one on your behalf. By appointing an attorney without the knowledge and consent of the insurer, you may become liable for the cost and you will prejudice insurer's rights in the claim.

### **Will insurers cover the legal cost if I appoint an attorney without their knowledge and consent?**

The simple answer is not to appoint an attorney, insurers may not cover your legal costs if not first consulted and permission requested to appoint an attorney was not obtained.

### **Am I allowed to enter into negotiations with the claimant?**

Do not negotiate with a claimant and do not admit liability, by so doing you will be in breach of the policy conditions.

### **Am I covered for previous claims, which I tried to negotiate or settle but which were not reported to an insurer?**

Claims known in the previous year or years of insurance but not reported to the insurer or underwriter during that policy period will not be covered in the current period of insurance.

### **What happens if I do not notify insurers of a claim?**

If you were aware of a claim and tried to negotiate with the claimant without the knowledge of the insurer, by doing so, you would have prejudiced the rights of Insurers and are in breach of the policy conditions. E.g. If a claim is older than 1 year, insurers may or could repudiate the claim.

### **Does the policy cover retired and deceased members?**

The policy provides cover to the estate of those members who have died or those members who have retired and are no longer working subject always to the terms and conditions of the policy.

### **What is excluded from the policy?**

- ✚ Claims made or notified **after** the policy has expired will not be considered for the specific policy period.
- ✚ Claims in contravention of the **SAIAT & SACAP** Code of Conduct
- ✚ **Deliberate acts** on the part of the member.
- ✚ Claims or circumstances notified under any **previous policy**.
- ✚ Facts or circumstances in your knowledge **prior** to the policy period, which you ought to have reasonably known or realized, and had the potential to give rise to a claim under the policy and not notified to Underwriters.
- ✚ Any liability you incur or your firm incurs arising out of the **misappropriation** of any money or property belonging to you and your clients or any other party.
- ✚ The policy **excludes** Surety Bonds normally required by the master at the court.
- ✚ The policy **does not cover**, Fidelity Guarantee or any theft of Third-Party Funds by an Employee.
- ✚ The policy will not apply where the member is an employee of a firm and the claim is against the firm. The firm will have to lodge a claim under their own policy, the ("SAIAT") policy will not apply, as this will however not stop the member's employer from holding him liable for any policy excess, which may apply to their policy.
- ✚ Work undertaken by members for clients whose business are based **outside** the Republic of South Africa.

## Does the policy cover Member registered Companies with the (“SAIAT”)?

Member registered companies with the (“SAIAT”) are not covered.

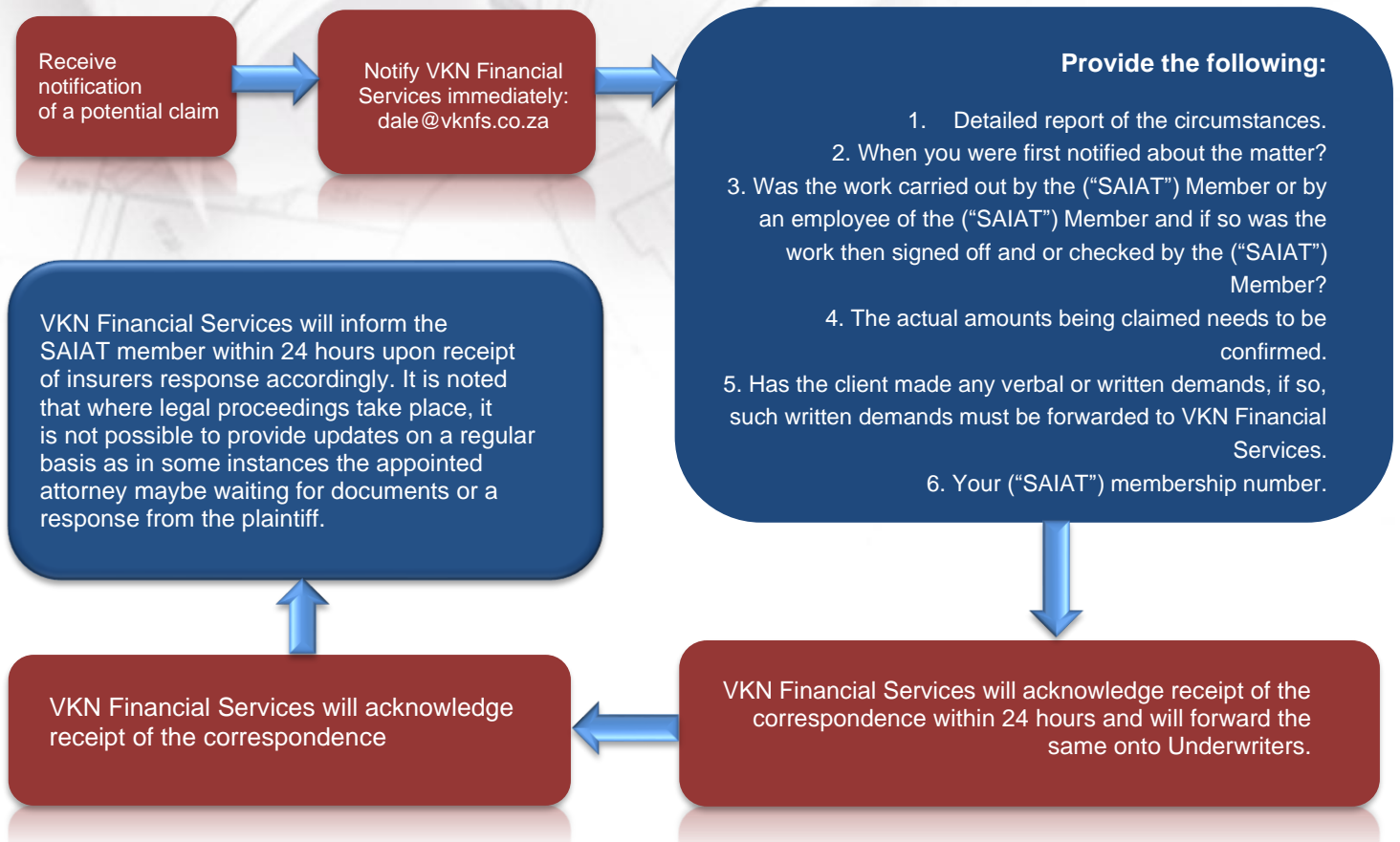
## What does “in the annual aggregate mean”?

It means the total value of all claims cannot exceed the policy limit during any one year.

## When do I report a claim?

As soon as you become aware of a claim, whether it is notified verbally, or in writing, or via email, or facsimile, or post you need to inform VKN Financial Services Pty Ltd immediately. Claims have to be reported to insurers as soon as practically possible and within **20** days of first notification from a third party.

## (“SAIAT”) Liability Claims Process:



**For any claims or queries:**

**Please contact Dale Stone immediately on 011 023 7265**

**Or email dale@vknfs.co.za.**



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# Contact Us



**Dale Stone**  
Claims Technician  
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Underwriting Technician  
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Telephone: 011 023 7265



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**Your broker of choice you can trust**