



**Independent Agents and Brokers E&O Program**

**This is an Application for a Claims-Made Policy. Coverage is subject to Company approval.**

**Application Instructions**

- A. Please type or complete the application in ink.
- B. If additional information is required, please provide on Applicant's letterhead.

**A. Applicant Information**

1. Applicant's Legal Name \_\_\_\_\_  
 (Complete name as it should appear on the policy. Include Inc., Corp., Ltd., LLC/LLP, Trade Names, DBAs, etc.)

2. a. Applicant's Principal Office Address \_\_\_\_\_  
 No. Street City State Zip Code

b. Mailing Address (If different from above) \_\_\_\_\_  
 No. Street City State Zip Code

3. Additional business locations/branches offices: **If more locations, attach additional sheet.**

Name (if different from above)	Address	Gross Annual Premium	Number of Employees
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____

4. Are all Applicant's locations centrally managed?  Yes  No  
**If No, attach a detailed explanation.**

5. a. Key Contact \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

b. E-mail address \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

6. Applicant's Website \_\_\_\_\_

7. a. Date established \_\_\_\_\_  
 Sole Proprietor  Partnership  Corporation  LLC/LLP  Other

**If Applicant has been in business 3 years or less, attach a business plan and resumes of all Agency Principals.**

b. Number of years Applicant has been under current ownership/management? \_\_\_\_\_

8. License(s) held by Applicant and/or Applicant's Employees: (check all that apply)
- Agent/Agency     Surplus Lines     TPA     MGA     Other  
 Producer     Broker     Consultant     Claims Adjuster

9. Within the last 5 years (check all that apply):
- Name of Agency changed     Cluster/alliance participation/affiliation established  
 Change in Agency ownership     Acquired, merged, consolidated with or purchased any other  
 Change in Agency Principals    Agency

**If any of the preceding are checked, attach a detailed explanation.**

10. a. Is the Applicant owned by, associated with or controlled by any other businesses?     Yes     No  
 b. Does anyone from the Applicant sit on any Company Board of Directors or Governing Committees involving an insurance related activity?     Yes     No

**If Yes to any of the preceding, attach a detailed explanation.**

11. List any Professional Trade Associations or Industry Groups of which Applicant is a member. \_\_\_\_\_

**B. Staffing**

12. Numbers of the following personnel:
- a. Owners, Principals, Officers, Partners \_\_\_\_\_
  - b. Employed Solicitors, Brokers, Agents \_\_\_\_\_
  - c. Non-employee Solicitors, Brokers, Agents \_\_\_\_\_
  - d. Other employees (including clerical) \_\_\_\_\_
  - e. Total \_\_\_\_\_

13. List Applicant's Owners, Principals, Officers, and Licensed Employee Solicitors, Produces, Brokers and Agents.

**(Attach separate list if necessary.)**

Show Licenses & Number of Years  
Licensed for Each:

Name W/ Professional Designations	P&C		Life/A&H		NASD		# Yrs w/ agency	#Yrs. Ins Exp
	6	7	6	7	6	7		
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	_____	_____

14. List name and title of each person responsible for the Applicant's internal office methods and procedures and indicate percentage of time spent in this function:

Name	Title	% of Time
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15. What percent of Applicant's employees have insurance designations (i.e. CPCU, CIC, ARM, etc)? \_\_\_\_\_%

16. What percent of Applicant's licensed staff has less than:

- a. 1 year experience? \_\_\_\_\_%
- b. 3 years experience? \_\_\_\_\_%
- c. 5 years experience? \_\_\_\_\_%

17. What was the Applicant's turnover rate for the last three years? year 1 \_\_\_\_\_% year 2 \_\_\_\_\_% year 3 \_\_\_\_\_%

**C. Mix of Business**

18. List the top five insurance companies, brokerages, MGA's for whom the Applicant produces premium:

Insurance Company, brokerage or MGA	Years with Company	Annual Premium
		\$
		\$
		\$
		\$
		\$

19. What percent of business is placed with an Admitted carrier \_\_\_\_\_% or Non-Admitted \_\_\_\_\_%

20. What percent of business is placed with a carrier rated NR, B+ or less? \_\_\_\_\_%

21. Does Applicant have a procedure to notify policyholders of a carrier rating downgrade?  Yes  No  
**If No, attach a detailed explanation.**

22. Has any contract between the Applicant and any carrier been terminated, by either the carrier or the Applicant, within the last five years?  Yes  No  
**If Yes, attach a detailed explanation.**

23. Does the Applicant provide any of the following services or perform any of the following activities?

	Yes	No	Annual Revenue Generated
Actuarial Services*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Claims Adjustment Services*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Human Resource Services*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Tax Preparation/Advisor*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Premium Financing Company*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Mortgage/Mortgage Service Facility*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Fee Based Insurance Consulting without Insurance Placement*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Mutual Fund Sales*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Financial Products/Investments/Securities Sales*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Real Estate*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Safety/Loss Control Consultants *	<input type="checkbox"/>	<input type="checkbox"/>	\$
Third Party Administrator*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Motor Vehicles Title Services	<input type="checkbox"/>	<input type="checkbox"/>	\$
Marketing of the products and/or services for Professional Employer Organizations (PEOs)*	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other: (Describe)	<input type="checkbox"/>	<input type="checkbox"/>	\$

\* Coverage requested for any of these activities/services requires a separate supplement/application.

24.

Premium and Commission Figures	Projected next year	Actual Current year	Actual 24 months prior	Actual 36 months prior
Total Annual P&C Gross Written Premium:				
Total Annual Gross P&C Commissions:				
Total Annual Life and A&H Gross Written Premium:				
Total Annual Gross Life and A&H Commissions:				
Total Annual income not included above:				

25. What percentage of Applicant's P&C business was placed:

- a. Direct with Insurance Carriers \_\_\_\_\_%
- b. Through Brokers or Wholesalers \_\_\_\_\_%
- c. With MGAs/MGUs \_\_\_\_\_%
- d. With other Insurance Intermediaries \_\_\_\_\_%
- e. As a Broker, Wholesaler or MGA/MGU \_\_\_\_\_%

If (d) or (e) are completed, attach a detailed explanation.

26. If applicable, does Applicant verify if sub-agents/producers carry E&O insurance?

Yes  No

27. Does Applicant have binding authority with any carrier?

Yes  No

If Yes, attach a detailed explanation.

28. List percentage of Applicant's gross written premium or fee income equating to the lines of business below:

<b>Commercial Lines</b> (% of Total P&C Premiums)	<b>Current Year</b>	<b>Life, Accident &amp; Health and Consulting</b> (% of Total Life/A&H Commissions and Consulting fees)	<b>Current Year</b>
BOP/CGL/Package	%	<b>Life</b>	
Auto Standard	%	Individual Life	%
Auto Non-Standard	%	Universal Life	%
Animal Mortality	%	Substandard (High Risk/Surcharged)	%
Long Haul Trucking	%	Group Life	%
Aviation	%	TOTAL LIFE INSURANCE:	%
Bonds-Surety	%		
Bonds-All Other	%	<b>Accident</b>	%
Crop Insurance	%	Group	%
Fire-Standard	%	Guaranteed Issue	%
Fire-Non Standard (Fair Plan)	%	Individually Underwritten	%
General Property/Casualty	%	Not fully Insured	%
Inland Marine	%	<b>Health</b>	
Professional Liability (Specify)	%	Individual	%
Umbrella/Excess	%	Long Term Care	%
Wet Marine	%	Disability Income	%
Flood	%	Annuities, Variable	%
USLH/Harbor Workers	%	Annuities, Fixed	%
Medical Malpractice	%	Financial Products	%
Products Liability	%	HMO/PPO/DSP	%
Workers' Compensation	%	TOTAL ACCIDENT & HEALTH INSURANCE:	%
Directors & Officers for publicly traded companies	%		
All other D & O Liability	%	<b>Life, Accident &amp; Health</b>	<b>100%</b>
Energy (oil/gas)	%		
Other (Specify)	%	<b>Consulting</b>	
		Benefit or Pension	\$
TOTAL COMMERCIAL LINES:	%	Financial	\$
		Tax	\$
<b>Personal Lines</b>		Estate Planning	\$
Auto-Standard	%	Actuarial	\$
Auto-Nonstandard	%	Other (Specify)	\$
Homeowners & Standard Fire	%	TOTAL CONSULTING:	\$
Nonstandard Fire	%		
Umbrella	%		
Wet Marine-Pleasure Boats	%		
Inland Marine	%		
Flood	%		
Farm Owners	%		
Mobile Homes	%		
Motorcycles	%		
Other (Specify) _____	%		
	%		
TOTAL PERSONAL LINES:	%		
<b>COMMERCIAL &amp; PERSONAL</b>	<b>100%</b>		

29. What percentage of the Applicant's policies are written on a Direct Bill basis? \_\_\_\_\_%

30. In the past 5 years has the Applicant placed coverage for or with:
- a. A Petroleum exploration or Hazardous Waste Removal (including storage or treatment)?  Yes  No
  - b. Captive management, self-insured captives, reinsurance and/or Risk Retention Groups?  Yes  No
  - c. Multiple Employer Trusts or Multiple Employer Welfare Arrangements?  Yes  No
  - d. Any Professional Employer Organizations (PEOs) and/or their Client Companies?  Yes  No
- If Yes to any of the above, attach a detailed explanation including, type of coverage, number of accounts, annual premiums and Program names.**

**D. Automated Management Systems**

31. Does Applicant use an automated management system for any of the following:
- a. Accounting?  Yes  No
  - b. Diary/Suspense System?  Yes  No
  - c. Document Management?  Yes  No
  - d. Other? (please specify) \_\_\_\_\_  Yes  No
32. Does Application operate in a paperless environment?  Yes  No
- a. If Yes, provide date on which Applicant initiated a paperless environment: \_\_\_\_/\_\_\_\_/\_\_\_\_
  - b. Are entire operations operated in a paperless environment?  Yes  No
  - c. If answer to **b.** is No, when does Applicant anticipate being entirely paperless? \_\_\_\_/\_\_\_\_/\_\_\_\_
  - d. If answer to **31.** is No, does Applicant anticipate going paperless in the next one to three years?  Yes  No

**E. Data Backup Policies**

33. Does Applicant have a written policy covering the security of electronic data?  Yes  No
34. Does Applicant have a written policy covering the backup of electronic data?
- a. If yes, does Applicant archive its data off-site?  Yes  No
35. Does Applicant have a written policy covering the preservation and production of electronic data if requested during litigation?  Yes  No

**F. Applicant's Use of the Internet**

36. Does the Applicant utilize the internet in any of the following ways?
- a. Advertising and marketing insurance products and services.  Yes  No
  - b. Conducting some of or all of the insurance transaction on the Client's behalf.  Yes  No
37. Does Applicant have a network security policy in place?
- a. If Yes, is it designed to protect from intrusion and computer viruses?  Yes  No

**G. Office Policies and Procedures (for all locations)**

38. Office procedures include:
- a. Incoming Documents are all date stamped  Yes  No
  - b. Copies of Binders/C.O.I. provided to insured prior to policy issuance  Yes  No
  - c. C.O.I. are issued based on policy terms and conditions  Yes  No
  - d. Are copies of binders mailed to the insured and/or the company within specified guidelines?  Yes  No
  - e. Procedures in place to document all pertinent telephone conversations  Yes  No
  - f. Agency maintains a policy expiration list  Yes  No
  - g. Agency uses an exposure analysis and/or coverage checklist/program on all commercial proposals?  Yes  No
  - h. Document all coverage and limit rejections in writing  Yes  No
  - i. Agency conducts coverage reviews on renewals as needed  Yes  No

- j. All applications, policies and endorsements checked for accuracy  Yes  No
- k. Are files marked to ensure certificate holders, regulatory agencies are notified of cancellation or material changes?  Yes  No
- l. Does the Agency have a current Office Procedure Manual  Yes  No
- m. Does the Agency have a specific orientation program for new employees  Yes  No

**H. Loss Control/Risk Management**

- 39. a. Have Applicant's employees attended an E&O Seminar within the last 15 months or will they within 30 days of inception date?  Yes  No
- b. How many staff attended? # of principals \_\_\_\_\_ # of employees? \_\_\_\_\_

**I. Current/Previous Coverage**

- 40. Policy proposed effective dates \_\_\_\_\_ to \_\_\_\_\_
- 41. Current coverage expires/expired on \_\_\_\_\_ Current Retro Date \_\_\_\_\_  
**Attach a copy of the current Declarations Page.**
- 42. Limit of liability desired: Each claim: \$ \_\_\_\_\_ Annual Aggregate: \$ \_\_\_\_\_
- 43. Deductible:  \$2,500  \$5,000  \$7,500  \$10,000  \$15,000  \$25,000  \$50,000  other \_\_\_\_\_
- 44. Please indicate the Applicant's E&O carrier for the last five years. If none, state none.

	YR - _____	YR - _____	YR - _____	YR - _____	YR - _____
Carrier					
Premium					
Ded/SIR					
Retro date					
Losses					

- 45. In the past five years has Applicant's E&O Coverage been cancelled or nonrenewed?  Yes  No  
**If Yes, attach a detailed explanation.**
- 46. Has Applicant ever had a lapse in its E&O coverage?  Yes  No  
**If Yes, attach a detailed explanation.**
- 47. Does the Applicant currently carry General Liability coverage?  Yes  No

**J. Regulatory Activity and Claims Information**

- 48. Has the Applicant or any of its Owners, Principals, Partners, Directors, Officers, or employees, ever been subject to any type of an investigation by a state regulatory agency, administrative agency and/or an insurance department investigation/inquiry, disciplinary investigation/ proceeding.  Yes  No  
**If Yes, attach a detailed explanation.**

