



APPLICATION FOR  
INSURANCE AGENT'S AND BROKER'S  
PROFESSIONAL LIABILITY INSURANCE  
(CLAIMS-MADE FORM)

1. Name of Applicant: \_\_\_\_\_  
(Including all subsidiaries and related entities for which coverage is requested)

2. Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

3. Date Established: \_\_\_\_/\_\_\_\_/\_\_\_\_ Website: \_\_\_\_\_

4. Is the Applicant firm controlled, owned, affiliated or associated with any other firm, corporation or company?  
 Yes  No. If yes, please attach details: \_\_\_\_\_

5. During the past 5 years has the name of the firm been changed or has any other entity or book of business been acquired, merged into, or consolidated with the original firm?  Yes  No. If yes, please attach details: \_\_\_\_\_

6. Does the Applicant specialize or focus its operations on one or more industries or lines of business?  Yes  No.  
If yes, please explain: \_\_\_\_\_

7. A. Please give the approximate percentage of your business. (Must total 100%)

P&C Agent – direct with insurance company	_____ %
P&C Broker or for another agency/broker	_____ %
P&C Broker through other agents/brokers/MGA or wholesalers	_____ %
P&C Wholesaler for another agent/broker	_____ %
MGA for other agents/brokers/wholesalers	_____ %
Life Broker/Agent	_____ %
Life General Agent	_____ %
Accident & Health Broker/Agent	_____ %
Accident & Health General Agent	_____ %
Other, please describe: _____	_____ %

B) Please give the approximate percentage of total annual income. (Must total 100%)

Insurance Commissions	_____ %
Claims Adjusting	_____ %
Third Party Administration	_____ %
Consulting – provide details	_____ %

Financial Planning	_____	%
Marketing for others for a fee	_____	%
Premium Financing for agency Insureds	_____	%
Premium Financing for non-agency Insureds	_____	%
Real Estate Sales	_____	%
Safety/Loss Control Engineering for a fee	_____	%
Mutual Fund Sales	_____	%
Other, please describe: _____	_____	%

8. Breakdown of new and renewal business. Annual commissions should include gross commissions.

A. Personal Lines	<u>Annual Premium Volume</u>	<u>Annual Commissions</u>
Auto	_____	_____
Auto –Assigned Risk	_____	_____
Dwelling	_____	_____
Mobile Home	_____	_____
Flood/Wind/Hail	_____	_____
other(specify):	_____	_____
other(specify):	_____	_____
Total Personal Lines	_____	_____

B. Life Accident & Health Lines:	<u>Annual Premium Volume</u>	<u>Annual Commissions</u>
Individual Life	_____	_____
Group Life	_____	_____
Individual A&H	_____	_____
Group A&H	_____	_____
Pension Plan(s)	_____	_____
Securities	_____	_____
Annuities	_____	_____
other(specify):	_____	_____
other(specify):	_____	_____
Total Life, A&H Lines	_____	_____

C. P&C Commercial Lines	<u>Annual Premium Volume</u>	<u>Annual Commissions</u>
General P&C	_____	_____
Intermediate/Long Haul Trucking	_____	_____
Aviation	_____	_____
Wet Marine	_____	_____
Inland Marine	_____	_____
B&M	_____	_____
Workers Comp./Retrospective Rated	_____	_____
Workers Compensation/other	_____	_____
Bonds	_____	_____
Assigned Risk/Gov't Pool/Fair Plan	_____	_____
Directors & Officers	_____	_____
Lawyers Professional	_____	_____
EPLI	_____	_____

Professional Liability \_\_\_\_\_  
 Medical Malpractice Liability \_\_\_\_\_  
 Umbrella \_\_\_\_\_  
 other(specify): \_\_\_\_\_  
 Total P&C Commercial Lines \_\_\_\_\_

9. PREMIUM VOLUME ANNUAL REVENUES

Estimate for Coming Fiscal Year: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Present Fiscal 12 Months \$ \_\_\_\_\_ \$ \_\_\_\_\_

Previous Fiscal 12 Months \$ \_\_\_\_\_ \$ \_\_\_\_\_

10. Staff: Please provide the following:

Name of Partners and Principals, Designations	Years in Insurance	Years with Applicant
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# of Agents/Brokers: Employed \_\_\_\_\_ Independent \_\_\_\_\_

Indicate percentage of experience of employed/independent Agents/Brokers:

\_\_\_\_\_ % Less than 1 yr. \_\_\_\_\_ % 1 to 5 yrs. \_\_\_\_\_ % 5+ yrs

Total # of Staff: \_\_\_\_\_

11. Please list top five (5) insurers (including companies, syndicates, captives, etc) with which the Applicant has placed during the past year:

INSURER	YEARS REPRESENTED	CURRENT ANNUAL PREMIUM VALUE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. Please provide premium volume of all non-admitted business placed by you direct or through another Brokers/MGAs/Wholesalers? \$ \_\_\_\_\_

13. Is Applicant currently involved, or within the past 3 years been involved in the formation, management or administration of a Self-Insured Trust, Insurance Pool, Risk Retention Group, Health Maintenance Organization, or any other self-insured risk assuming entity?  Yes  No. If yes, on a separate attachment please provide details:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. Is Applicant currently involved or within the past 3 years been involved with the sale, placement or negotiation of specific and/or aggregate stop loss insurance or any reinsurance?  Yes  No. If yes, on a separate attachment please provide details: \_\_\_\_\_
- 
15. Within the last 5 years have you placed any business in any insurance company or any other risk-assuming entity that ceased operations or was declared insolvent, put into receivership, bankruptcy, liquidation or rehabilitation  Yes  No. If yes, on a separate attachment please provide the name of the entity, year insolvency occurred, premium volume at the time insolvency occurred, action taken to replace this book, and whether or not there are any pending claims:
16. Does Applicant have written procedures/policies for:
- A. Documenting files, including phone calls?  Yes  No.
  - B. For policy review before releasing to insureds?  Yes  No.
  - C. Placing business with carriers A.M. Best Rated less than A-?  Yes  No.
  - D. Date-stamping all incoming mail?  Yes  No.
  - E. Confirming verbal binders in writing?  Yes  No.
  - F. Documenting a client's refusal of coverage/limits/recommendations?  Yes  No.
17. In the last 5 years has Applicant been censured, fined, had any license suspended or revoked, or been otherwise disciplined by any insurance regulatory authority?  Yes  No. If yes, provide complete details on a separate attachment.
18. Have any claims, suits, or proceedings been made during the past five years against the Applicant?  Yes  No. If yes, provide complete details on a separate attachment, along with 5 years currently valued carrier loss runs.
19. After inquiry, is the Applicant, any director, officer, partner or employee or any other person, for whom coverage is requested, aware of any act, error, omission or circumstance which may possibly result in a claim being made against them?  Yes  No. If yes, provide complete details on a separate attachment.
20. During the past 5 years has any application for Professional Liability insurance made on behalf of the Applicant been declined or has any such insurance been cancelled or refused renewal?  Yes  No. If yes, provide complete details on a separate attachment.
21. List Professional Liability coverage for the past three (3) years. If none, check here

CARRIER	LIMIT— CLAIMS/AGG	DEDUCTIBLE	PREMIUM	EXP. DATE	RETRO DATE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

22. Coverage Requested: Limits \_\_\_\_\_ Deductible \_\_\_\_\_

THE APPLICANT DECLARES THAT THE ABOVE STATEMENTS AND REPRESENTATIONS ARE TRUE AND CORRECT AND THAT NO FACTS HAVE BEEN SUPPRESSED OR MISSTATED. THE COMPLETION OF THIS APPLICATION DOES NOT BIND THE COMPANY TO SELL TO THE APPLICANT TO PURCHASE THIS INSURANCE, BUT ANY SUBSEQUENT CONTRACT ISSUED WILL BE IN FULL RELIANCE UPON THE STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION AND THIS APPLICATION WILL BE MADE PART OF THE POLICY.

THE APPLICANT UNDERSTANDS THAT ANY SUBSEQUENT CONTRACT ISSUED BY THE COMPANY WILL BE ISSUED ON A CLAIMS MADE FORM.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Officer/Principal/Partner)



- d) TPA Services
- e) Reinsurance Placement

10. Have you had any agency contracts cancelled by any insurance carrier for reasons other than lack of production? \_\_\_\_ Yes  
 \_\_\_\_ No. If yes, please provide details on separate attachment.

11. Does any director, officer employee or partner or yours have knowledge or information of any act, error or omission which might reasonably be expected to give rise to a claim? \_\_\_\_ Yes \_\_\_\_ No. If yes, please provide details by separate attachment.

12. Have any of your directors, officers, employees or partners ever been the subject of a disciplinary action, investigations or compliant as a result of any professional activities? \_\_\_\_ Yes \_\_\_\_ No. If yes, please provide details by separate attachment.

I/WE HEREBY DECLARE THAT THE ABOVE STATEMENTS AND PARTICULARS ARE TRUE AND THAT I/WE HAVE NOT SUPPRESSED OR MISSTATED ANY MATERIAL FACTS AND I/WE AGREE THAT THIS APPLICATION SHALL BE THE SOLE BASIS OF ANY SUBSEQUENT CONTRACT OF INSURANCE WITH THE COMPANY. SIGNATURE OF THE APPLICATION DOES NOT BIND THE FIRM OR COMPANY TO COMPLETE THE INSURANCE AND THE COMPANY RETAINS THE RIGHT TO DETERMINE THE MINIMUM ACCEPTABLE LIMIT OF LIABILITY.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Title

PLEASE NOTE: COMPLETION AND SUBMISSION OF THIS APPLICATION IS FOR THE PURPOSE OF SECURING A PREMIUM QUOTATION ONLY. NO COVERAGE WILL BE EFFECTED UNTIL RECEIPT OF WRITTEN INSTRUCTION AND PREMIUM PAYMENT. ANY SUBSEQUENT CONTRACT ISSUED WILL BE IN FULL RELIANCE UPON THE STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION AND THIS APPLICATION WILL BE MADE A PART OF THE POLICY.

OFFICE PROCEDURES SUPPLEMENTAL FOR  
INSURANCE AGENTS AND BROKERS

Applicant's Instructions:

1. Answer all questions. If the answer requires detail, please attach a separate sheet.
2. Application must be signed & dated by owner, partner or officer.
3. PLEASE READ CAREFULLY THE STATEMENTS AT THE END OF THIS APPLICATION.  
(PLEASE TYPE OR PRINT IN INK)

1. Please attach a detailed description of your diary system.
2. Please describe procedures for handling incoming mail: \_\_\_\_\_
3. Do you have a form and/or procedure for making a written record of all business-related telephone conversations and require that all employees follow that procedure? \_\_\_\_ Yes \_\_\_\_ No.
4. Do you maintain a policy expiration list (including Direct Bill) and make certain all policies are reviewed and replaced at expiration? \_\_\_\_ Yes \_\_\_\_ No.
5. a. Are verbal binders given? \_\_\_\_ Yes \_\_\_\_ No. If yes, how and when are verbal binders confirmed in writing?  
\_\_\_\_\_  
(PLEASE ATTACH A SPECIMEN BINDER)
- b. How and when is the company notified? \_\_\_\_\_  
\_\_\_\_\_
6. Do you confirm to the insured, in writing all declinations of coverage? \_\_\_\_ Yes \_\_\_\_ No.
7. Do you check all policies and endorsements for accuracy and completeness before mailing? \_\_\_\_ Yes \_\_\_\_ No.
8. Do you check all notices of cancellations to assure compliance with policy cancellation conditions and statutory requirements? \_\_\_\_ Yes \_\_\_\_ No.
9. Do your files document the need to notify regulatory agency, mortgagee, certificate holder or others of cancellation?  
\_\_\_\_ Yes \_\_\_\_ No.
10. Do you identify for special handling all monies doe Assigned Risk or other pool plans? \_\_\_\_ Yes \_\_\_\_ No.
11. Do you conduct credit checks or other investigation of new clients? \_\_\_\_ Yes \_\_\_\_ No.
12. Are credit and other investigations made in compliance with provisions of the Fair Credit Reporting Act? \_\_\_\_ Yes \_\_\_\_ No.
13. How are staff members kept informed of changes in legislation, regulations and procedures that might affect your fir, clients or their insurance carriers? \_\_\_\_\_  
\_\_\_\_\_
14. How do you monitor the solvency and financial condition of the insurers with which you place business and give notice to everyone in the agency of possible insurer financial trouble? \_\_\_\_\_  
\_\_\_\_\_
15. State how and how long records are retained. \_\_\_\_\_
16. What, if any, in-house training do you do? \_\_\_\_\_
17. Do you encourage employees, through incentives, to take outside training courses such as IIA, CPCU, LOMA, etc?



\_\_\_ Yes \_\_\_ No.

18. Do you have a formal orientation program for all new employees? \_\_\_ Yes \_\_\_ No.
19. Do you have a procedure to provide information to insureds whose coverage has changed from occurrence to claims made and from claims made to occurrence? \_\_\_ Yes \_\_\_ No.
20. Has any principal, solicitor or employee ever had his/her license suspended or revoked or been investigated or disciplined by a state insurance department? \_\_\_ Yes \_\_\_ No. If yes, attach a detailed description.
21. Does the agency have a procedure to verify that its principals are appropriately licensed in all states in which it is doing business? \_\_\_ Yes \_\_\_ No

I understand that the information submitted herein becomes a part of my Insurance Agents & Brokers Errors & Omissions Application and is subject to the same representation and conditions.

Name of Applicant Agency: \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Title (Officer, partner, etc.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date