

## INSURANCE PROFESSIONALS ERRORS & OMISSIONS AND RELATED PROFESSIONAL LIABILITY INSURANCE APPLICATION

THIS IS AN APPLICATION FOR INSURANCE WRITTEN ON A "CLAIMS MADE AND REPORTED" BASIS WHICH APPLIES ONLY TO CLAIMS FIRST MADE WHILE THE POLICY IS IN FORCE.

1. Name of Applicant: \_\_\_\_\_  
Attach list of any dba's or other names used in the business and identify the type of business relationship to the Applicant. List all locations other than the one listed in question 4 on a separate sheet.
2. Please check the corporate structure:  Individual     Partnership     LLC     Corporation, Federal ID# \_\_\_\_\_  
 Other, describe: \_\_\_\_\_
3. Website Internet Address (URL), if any: \_\_\_\_\_
4. Street Address: \_\_\_\_\_ P.O. Box \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Telephone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_
5. Is the Applicant owned by, controlled by or affiliated by common ownership with any another entity?  Yes     No  
(If yes, give details on a separate sheet and include name of entity, percentage owned/controlled, etc.)
6. Within the last five years, has the name of the Applicant been changed or has any other business been purchased, merged or consolidated with the Applicant?  Yes     No    (If yes, give details on a separate sheet.)
7. Provide names of all owners, partners, officers, directors and licensees in the chart below (attach a separate sheet if necessary):

NAME	TITLE	INSURANCE EXPERIENCE (Years)	DATE FIRST LICENSED - specify P&C or Life/Accident/Health	LICENSE NUMBER	OWNERSHIP (percentage)

8. Date agency was established \_\_\_\_\_ (If new/start-up, please provide a resume of all agency principals.)
9. Agency Staffing:

STAFF POSITION	TOTAL NUMBER	LICENSED	UNLICENSED	INDEPENDENT CONTRACTORS
Agents/Brokers/Solicitors				
Service/Raters				
Accounting/Bookkeeping				
Clerical/Filing				
Other:				
<b>TOTAL</b>				

10. Are all employees who have customer contact licensed?  Yes     No

11. Complete the Production Chart below (and provide the most recent annual financial statement):

	LAST YEAR	ESTIMATE THIS YEAR
<b>TOTAL GROSS ANNUAL P&amp;C PREMIUM VOLUME</b>		
<b>TOTAL GROSS ANNUAL P&amp;C COMMISSIONS</b>		
<b>TOTAL GROSS ANNUAL LIFE &amp; HEALTH COMMISSIONS</b>		
<b>OTHER INCOME (DESCRIBE):</b>		

12. State the appropriate percentage breakdown of total annual volume (**Total for A + B + C + D should equal 100%**):

<b>PROPERTY &amp; CASUALTY</b>	
<b>A. Personal Lines</b>	
Non-Standard Auto	%
Standard Auto	%
Homeowners	%
Dwelling	%
Umbrella	%
Pleasure Boats/Crafts	%
Recreational Vehicles/Motorhomes	%
Other (explain)	%
<b>Personal Lines total</b>	<b>%</b>

<b>B. Commercial Lines</b>	
Casualty (GL/Umbrella)	%
Property/Package	%
Auto	%
Long-Haul Trucking	%
Inland Marine	%
Workers Compensation	%
Aviation	%
Professional Liability	%
Bonds – Surety	%
Bonds – All others (describe)	%
Crop	%
Other (explain)	%
<b>Commercial Lines total</b>	<b>%</b>

<b>LIFE/ACCIDENT/HEALTH &amp; FINANCIAL SERVICES</b>	
<b>C. Individual Life/Accident/Health</b>	
Individual Health	%
Individual Disability	%
Individual LTC	%
Accidental Death & Dismemberment (AD&D)	%
Fixed Annuities	%
Variable Annuities	%
Indexed Annuities	%
Individual Term Life	%
Individual Perm Life (Whole & Universal)	%
Credit Life	%
Stranger- Owned Life (STOLI)	%
Other (explain)	%
<b>Individual Life/Accident/Health total</b>	<b>%</b>

<b>D. Group Life/Accident/Health &amp; Financial Services*</b>	
Group Life	%
Group Disability	%
Group Dental	%
Group Health (Fully-Insured)	%
Group Health (Self-Insured)	%
Stop Loss/Reinsurance	%
PEO's/MEWA's/MET's/VEBAs/Taft-Hartley	%
IRA's	%
Pension Plans	%
401 K's	%
Mutual Funds**	%
Stocks, Trade Bonds, Options, Etc.	%
Other (explain)	%
<b>Group Life/Accident/Health &amp; Financial Services total:</b>	<b>%</b>

\*If any, complete **Group Life/Accident/Health & Financial Services Underwriting Supplement**

\*\*For Mutual Funds, provide name of Broker Dealer

13. Does the Applicant **specialize** in any class of risk (e.g. oil & gas, environmental, auto dealers, contractors, etc.)?  Yes  No  
If yes, what class? \_\_\_\_\_

14. In the past five (5) years has the Applicant:		YES*	NO	N/A
a.	Designed, administered or placed business in any insurance captives, reciprocals, pools, risk retention groups, and/or risk purchasing groups?			
b.	Been involved with the ownership, formation, operation or administration of any insurance company, health maintenance organization (HMO), preferred provider organization (PPO) or self-insured program?			
c.	Sold annuities in Structured Settlement Arrangements?			
d.	Been involved in the sale of life insurance policies to a viatical company, or been involved in the investing or servicing of viatical products?			
e.	Acted as a named fiduciary?			

(\*If yes, provide a detailed explanation on a separate sheet.)

15. What percentage of the Applicant's book is written as:

- a. Retail (Business sold directly to your Insureds): \_\_\_\_\_ %
- b. Wholesale (Business placed for other agents): \_\_\_\_\_ %
- c. MGA (Business for which you have underwriting authority)\* \_\_\_\_\_ %

\* Must complete the MGA supplement

16. Provide the names of the Applicant's top 5 clients, industry for each, line of business placed for each and premium volume/revenue the agency earned from each:

Top 5 Client Name	Industry	Line of Business Placed	Premium Volume/Revenue

17. List all Companies with whom the Applicant places business on a direct basis (other than MGA's or Wholesalers). (Attach separate sheet if necessary.)

Company Name	Date Appointed	Binding Authority (Yes/No)	Current A.M. Best rating	Lines of Business	Percentage of Total Revenue
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			

18. List all carriers that either the Applicant or Company has terminated the relationship with during the past five (5) years and provide reason for termination, If none, check here:

Terminated carriers \_\_\_\_\_

Reason for termination \_\_\_\_\_

19. List all Surplus Lines Brokers and MGA's with whom the Applicant places business (attach a separate sheet if necessary):

SURPLUS LINES BROKER/MGA NAME	LINES PLACED	PREMIUM LAST ACCOUNTING YEAR

20. Does the Applicant perform any of the following activities? If yes, advise if it is only for the Applicant's Insurance clients. **(Coverage may be excluded under policy.)**

OPERATIONS	YES	NO	Only for Applicant's Insurance Clients? YES or NO	REVENUE
Risk Management/Loss Control				
Premium Finance for Operations				
OSHA/Environmental Audits				
Reinsurance Intermediary				
Third Party Administrator (TPA)*				
Claims Adjustment Services				
Actuarial Services				
Tax Preparer/Accountant				
Real Estate Sales				

\*Provide a copy of the TPA Contract

21. Please indicate the functions performed by computer automation:

	In-house	Outside Service		In-house	Outside Service
<b>ACCOUNTING</b>			<b>CLAIMS</b>		
<b>RATING INFORMATION</b>			<b>LOSS HISTORY</b>		
<b>POLICY INFORMATION</b>			<b>MARKETING</b>		

22. Office Procedures:

	YES	NO	N/A
a. Does the Applicant have an office manual?			
b. Is incoming mail date-stamped or otherwise marked to document the date it was received?			
c. Are copies of binders mailed to the insured and/or the company within specified guidelines?			
d. Is there a procedure for documenting telephone conversations to a client's file?			
e. Are all applications, policies and endorsements, etc. checked for accuracy?			
f. Are files marked to ensure certificate holders are notified of cancellation or material changes?			
g. Does the Applicant have a diary/suspense system or some other method to "pend" items for follow-up?			
h. Does the Applicant have a procedure in place to ensure disclosure of exclusions, including but not limited to: Mold/Fungus and War/Terrorism?			
i. If the Agency is owned and operated by one individual, is a back-up plan in place for when the individual is not available to operate the Agency's day to day operations? <b>If yes, describe on separate sheet.</b>			

23. List all Professional Liability, E&O or Legal Expense Insurance carried by the Applicant during the past 3 years. If none, state "NONE".

INSURANCE COMPANY	LIMITS OF LIABILITY	DEDUCTIBLE	PREMIUM	INCEPTION	EXPIRATION

24. Proposed Effective Date: \_\_\_\_\_

Does the Applicant desire prior acts coverage?  Yes  No If yes, submit a copy of expiring policy showing retroactive date.

25. Limit of Liability Desired (**000's omitted**):

Deductible desired:

<b>250/500</b>	<b>100/300</b>	<b>1 Mil/1 Mil</b>
<b>300/300</b>	<b>500/1 Mil</b>	<b>Other:</b>

<b>2,500</b>	<b>5,000</b>	<b>Other:</b>
<b>7,500</b>	<b>10,000</b>	<b>Other:</b>

26. Have any claims or suits been made during the past five years against the Applicant or any of its predecessors in business, or any of the past or present partners, directors, officers, solicitors or employees?  Yes  No **If yes, attach CLAIM DATA SHEET**
27. Is the Applicant, after inquiry of each person proposed for insurance, aware of any circumstance, error, omission, or offense which may result in a claim being made against the Applicant or any of its predecessors in business, or any of the past or present partners, directors, officers, solicitors or employees?  Yes  No **If yes, attach an explanation.**
28. Has any application for insurance, on behalf of the Applicant or any of its predecessors in business been declined, cancelled or renewal of such insurance been refused?  Yes  No **If yes, attach an explanation.**
29. Has the Applicant or any person or employee of the Applicant proposed for insurance ever been subject to disciplinary action by any State Licensing Agency or other regulatory body?  Yes  No **If yes, attach an explanation.**
30. Has the Applicant been involved in bankruptcy proceedings?  Yes  No **If yes, attach an explanation.**

The Applicant declares that any event or occurrence that happens prior to the effective date of coverage which may cause any statement to be untrue or incomplete will be reported in writing to the insurer's representative. Further, the Applicant declares that receipt of such report by the insurer's representative is a condition precedent to coverage.

I/we hereby declare that the above particulars and statements are true and that I/we have not omitted or suppressed or misstated any material facts and that at the present time, I/we have no reason to anticipate any claim being brought against me/us for any error or omission on the part of me/us or any proposed insured and, agree that this Application Form shall be the basis of any policy of insurance which may be issued by the company and shall be deemed a part thereof; one signed copy to be attached to the policy, if issued.

THE LIMITS OF LIABILITY STATED IN THIS POLICY INCLUDE THE COST OF CLAIMS EXPENSE AND MAY BE REDUCED OR EXHAUSTED BY SUCH COSTS AND IN SUCH EVENT THE COMPANY SHALL NOT BE LIABLE FOR THE COSTS OF CLAIMS EXPENSE OR FOR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT TO THE EXTENT THAT SUCH EXCEEDS THE LIMITS OF LIABILITY OF THE POLICY. IF THERE IS A DEDUCTIBLE AMOUNT SHOWN IN THE DECLARATIONS, CLAIMS EXPENSE COSTS INCURRED IN THE DEFENSE OF ANY CLAIM WILL BE APPLIED AGAINST THE DEDUCTIBLE AMOUNT.

The Applicant hereby authorizes the Company, by signing this application, to contact any prior insurer and obtain any details, or prior loss information, or obtain any other information from any other source, which the Company deems important in the underwriting of the insurance applied for by this application.

Arkansas Residents: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

It is agreed that the signature to this form does not bind the company or the Applicant to complete this insurance.

**MUST BE SIGNED AND DATED BY OWNER, PARTNER OR SENIOR OFFICER OF THE AGENCY APPLYING FOR COVERAGE.**

Name: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_  
(Print Title)

Signature: \_\_\_\_\_  
(Owner, Partner or Senior Officer)

Date: \_\_\_\_\_  
(Month/Day/Year)

# Group Life/Accident & Health Underwriting Supplement

This underwriting supplement to be completed if the applicant provides services for any of the following plans **(complete a separate underwriting supplement for each plan)**:

- (1) Multi-Employer Trust, Professional Employer Organization (PEO) or MEWA
- (2) Public/Government
- (3) Taft-Hartley (Union)
- (4) Health and Welfare plan
- (5) Retirement/Pension plan

Plan Name \_\_\_\_\_

Year plan was established: \_\_\_\_\_ #of participants: \_\_\_\_\_

Type of plan (retirement/pension, profit sharing, health and welfare, etc): \_\_\_\_\_

What services does the applicant provide? \_\_\_\_\_

How long has the applicant been providing services to the plan? \_\_\_\_\_

(1) If a Multi-Employer Trust, Professional Employer Organization (PEO) or MEWA:

a. Who formed the plan? \_\_\_\_\_

\_\_\_\_\_

b. How many employers are in the plan? \_\_\_\_\_

\_\_\_\_\_

(2) If Public/Government plan:

a. Name and type of entity: \_\_\_\_\_

\_\_\_\_\_

b. City/County/State: \_\_\_\_\_

\_\_\_\_\_

(3) If a Taft-Hartley (Union) plan:

a. What union are you working with and with what industry are they associated? \_\_\_\_\_

\_\_\_\_\_

b. City/County/State: \_\_\_\_\_

\_\_\_\_\_

(4) If a Health and Welfare plan:

a. Is the plan: (i) fully insured \_\_\_\_\_ (ii) partially insured \_\_\_\_\_ (iii) self-insured \_\_\_\_\_

b. If (i) fully insured or (ii) partially insured, what insurance company provides the insurance? \_\_\_\_\_

\_\_\_\_\_

c. If (iii) self-insured, what insurance company provides the "stop loss" or other excess placement? \_\_\_\_\_

\_\_\_\_\_

(5) If retirement/pension plan:

- a. Is it a defined contribution or defined benefit plan? \_\_\_\_\_
- b. Has a favorable IRS Plan Determination Letter been received? Yes \_\_\_\_\_ No \_\_\_\_\_
- c. If No, please explain why not: \_\_\_\_\_  
\_\_\_\_\_
- d. What investment vehicles are used to fund the plan? \_\_\_\_\_  
\_\_\_\_\_
- e. Name of product provider(s) of the investment vehicles: \_\_\_\_\_  
\_\_\_\_\_
- f. Who is in the role of fiduciary when selecting the investments for the plan? \_\_\_\_\_  
\_\_\_\_\_
- g. Who is in the role of fiduciary when directing the investments for the plan? \_\_\_\_\_  
\_\_\_\_\_

I understand information submitted herein becomes a part of the applicant and is subject to the same conditions as stated in the application. I also understand and agree that I am obligated to report any changes in the information provided in this supplement that occur after the date of the application and before policy inception.

**MUST BE SIGNED AND DATED BY OWNER, PARTNER OR SENIOR OFFICER OF THE AGENCY APPLYING FOR COVERAGE.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name) (Print Title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner, Partner or Senior Officer) (Month/Day/Year)

INDIVIDUAL CLAIM DATA REPORT

APPLICANT'S INSTRUCTIONS:

1. This form is to be completed by Applicant regarding any claim or suit during the past five (5) years or any facts, circumstances, acts, errors, or omissions of which applicant is aware which may give rise to a claim. COMPLETE ONE FORM FOR EACH SUCH CLAIM OR CIRCUMSTANCE.
2. If additional "Individual Claim Data Reports" are required, please photocopy blank report.
3. If space is insufficient to answer any question fully, attach a separate sheet.
4. Answer all questions completely.

(PLEASE TYPE OR PRINT)

1. Full name of Applicant:  
\_\_\_\_\_
2. Full name of individual(s) involved or named in the claim:  
\_\_\_\_\_
3. Full name of Claimant:  
\_\_\_\_\_
4. Indicate whether: Claim/suit: \_\_\_\_\_ Incident: \_\_\_\_\_
5. Date of alleged error: \_\_\_\_\_ Date of claim: \_\_\_\_\_
6. Additional defendant (if any):  
\_\_\_\_\_
7. IF CLOSED:  
Total Loss Paid including Deductible: \$ \_\_\_\_\_  
Legal Expenses Paid: \$ \_\_\_\_\_
8. IF PENDING:  
Claimant's settlement demand \$ \_\_\_\_\_ Loss reserves \$ \_\_\_\_\_  
Defendant's offer of settlement \$ \_\_\_\_\_ Loss paid to date \$ \_\_\_\_\_  
Expense reserves \$ \_\_\_\_\_ Expenses paid to date \$ \_\_\_\_\_  
Deductible \$ \_\_\_\_\_ Is claim in suit: Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, Amount asked in summons? \$ \_\_\_\_\_
9. Name of Insurer (if any) : \_\_\_\_\_
10. Description of claim: (Provide enough information to allow evaluation and use back of this page or separate exhibit if additional space is required.)
  - A. Alleged act, error or omission upon which claimant bases claim:  
\_\_\_\_\_  
\_\_\_\_\_
  - B. Description of the type and extent or injury or damage allegedly sustained:  
\_\_\_\_\_  
\_\_\_\_\_



11. What preventative measures has the applicant implemented to ensure claims will not occur in the future?

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I understand information submitted herein becomes a part of the proposal and is subject to the same warranty and conditions.

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



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# WE'VE MADE IT EASY FOR YOU TO COMPLETE AND SUBMIT THIS APPLICATION

## TWO EASY WAYS TO COMPLETE THIS APPLICATION — PRINT OR DIGITAL

### For PRINT completion:

1. Print this PDF.
2. Complete the application with a black pen by legibly writing your responses in the applicable fields.
3. Use one of the following ways to submit the completed application:
  - a. Scan, then email the pages to [Underwriting@SuretyOne.com](mailto:Underwriting@SuretyOne.com) or your assigned underwriter
  - b. Mail the pages to our Raleigh NC address (listed above)
  - c. Fax the pages to 919-834-7039

### For DIGITAL completion:

1. Download this PDF to your computer.
2. Open the file in a PDF editor, such as Adobe Acrobat Reader DC (available for free here: <https://get.adobe.com/reader/>).
3. Complete the application by typing and clicking your responses in the applicable fields.
4. Save your updated file to your computer by going to File > Save as...
5. Use one of the following ways to submit the completed application:
  - a. Attach the PDF to an email, and send to [Underwriting@SuretyOne.com](mailto:Underwriting@SuretyOne.com) or to your assigned underwriter
  - b. Upload the PDF to the form on [SuretyOne.com/contact-us](http://SuretyOne.com/contact-us)

**Note: Incomplete applications may result in processing delays.**