

## Miscellaneous Professional Liability Application

IF A POLICY IS ISSUED, IT WILL BE ON A CLAIMS-MADE BASIS

NOTICE: THE POLICY PROVIDES THAT THE LIMIT OF LIABILITY TO PAY JUDGMENTS OR SETTLEMENTS SHALL BE REDUCED BY AMOUNTS INCURRED FOR LEGAL DEFENSE. FURTHER NOTE THAT AMOUNTS INCURRED FOR LEGAL DEFENSE SHALL BE APPLIED AGAINST THE DEDUCTIBLE AMOUNT.

1. NAME OF APPLICANT: \_\_\_\_\_  
  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
  
ADDRESS OF BRANCHES: \_\_\_\_\_  
\_\_\_\_\_  
  
TELEPHONE NO.: (    ): \_\_\_\_\_
  
2. LIMIT OF LIABILITY DESIRED:  
  
\$100,000 \_\_\_\_ \$300,000 \_\_\_\_ \$500,000 \_\_\_\_ \$1,000,000 \_\_\_\_ Other \_\_\_\_
  
3. DEDUCTIBLE:  
  
\$1,000 \_\_\_\_ \$2,500 \_\_\_\_ \$5,000 \_\_\_\_ \$10,000 \_\_\_\_ Other \_\_\_\_
  
4. Please describe in detail the professional activities for which coverage is desired:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Is the applicant engaged in any business or profession other than as described in Item 4? \_\_\_\_  
If yes, please attach an explanation and estimated receipts.

6. List the total gross receipts for the past three years derived from those activities in Question 4. In addition, please list projected receipts for the current policy year.

Fees & Receipts estimated for new policy year: \_\_\_\_\_

Actual Fees & receipts for past three years: 20 \_\_\_\_\_

20 \_\_\_\_\_ 20 \_\_\_\_\_

7. For the receipts listed in question 6), please give the approximate percentage derived from each of the activities listed in Question 4:

ACTIVITY	% OF 6) RECEIPTS
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

8. Applicant is: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

9. Year Established: \_\_\_\_\_

During the past 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 particulars: \_\_\_\_\_

\_\_\_\_\_

10. Is the Applicant Firm controlled, owned or associated with any other firm, corporation or company? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, attach an explanation. Are any activities listed in Question 4 provided to such business enterprise? \_\_\_\_\_ Yes \_\_\_\_\_ No

11. a) Number of principals, partners, officers and professional employees directly engaged in providing services to clients: \_\_\_\_\_  
 b) Number of non-professional employees (clerks, secretaries, etc.): \_\_\_\_\_

12. Please provide the following:

Name in full of ALL Partners/ Principals/Key Employees.	PROFESSIONAL QUALIFICATIONS	DATE QUALIFIED	HOW LONG IN PRACTICE	HOW LONG AS PARTNER/PRINCIPAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

13. To what professional association(s) does the applicant firm belong?

\_\_\_\_\_

14. Please include a list of Applicant Firm's five (5) largest jobs or projects during the past three (3) years. Please give, in detail: 1) project/name; 2) the nature of the services performed for the client; and 3) the revenues obtained from those services.

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

15. Does the Applicant Firm use a written contract with clients?

\_\_\_\_\_ In all cases      \_\_\_\_\_ Sometimes      \_\_\_\_\_ Never

Please attach a copy of your standard contract.

16. What percentage of the Applicant Firm's business involves subcontracting of work to others? \_\_\_\_\_%  
Does the Applicant Firm provide professional services to business entities in which it retains an owner-ship interest? Yes \_\_\_\_\_ No \_\_\_\_\_. If Yes, please explain.

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

17. Has any similar insurance ever been declined or canceled? Yes \_\_\_\_\_ (if Yes, attach explanation.)  
No \_\_\_\_\_.

18. List errors and omissions insurance carried for each of the past THREE years. If none, state NONE.

Inception	Expiration	Insurance Company	Premium	Limits of liability	Deductible
From	___/___ 19__ to ___/___ 19__	_____	_____	_____	_____
From	___/___ 19__ to ___/___ 19__	_____	_____	_____	_____
From	___/___ 19__ to ___/___ 19__	_____	_____	_____	_____

If "Retroactive Date" prior to policy inception is requested, please advise date: \_\_\_\_\_.

19. ATTACH COPIES OF:

(i) advertisements, brochures, descriptive literature

- (ii) sample contract between you and your clients outlining services to be rendered
- (iii) latest financial data (Annual Report or balance sheet)

20. Have any of the individuals listed in Question No. 12 ever been the subject of disciplinary action by authorities or professional organizations as a result of their professional activities? If Yes, please explain.

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21. Does any person to be Insured have knowledge or information of any act, error or omission which might reasonably be expected to give rise to a claim against him?

Yes \_\_\_\_\_ No \_\_\_\_\_ (If Yes, attach full particulars).

22. Attach a list and status of all errors and omissions claims made against any proposed Insured(s) during the past three years. If None, please check here: NONE \_\_\_\_\_

23. It is agreed with respect to questions #20, 21 and 22 above, that if such knowledge or information exists any claim or action arising there from is excluded from this proposed coverage.

THIS APPLICATION DOES NOT BIND THE APPLICANT OR THE COMPANY TO COMPLETE THE INSURANCE BUT IT IS AGREED THAT THIS FORM SHALL BE THE BASIS OF THE CONTRACT SHOULD A POLICY BE ISSUED, AND IT WILL BE ATTACHED TO AND MADE A PART OF THE POLICY. THE UNDERSIGNED APPLICANT DECLARES THAT TO THE BEST OF HIS KNOWLEDGE THE STATEMENTS SET FORTH IN THIS APPLICATION ARE TRUE. THE APPLICANT FURTHER DECLARES THAT IF THE INFORMATION SUPPLIED ON THIS APPLICATION CHANGES BETWEEN THE DATE OF THIS APPLICATION AND THE TIME WHEN THE POLICY IS ISSUED, THE APPLICANT WILL IMMEDIATELY NOTIFY THE COMPANY OF SUCH CHANGE.

NOTICE TO NEW YORK APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME.

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND SIGN BELOW WHERE INDICATED. IF A POLICY IS ISSUED, NEW YORK INSURANCE DEPARTMENT REGULATIONS REQUIRE THAT THIS SIGNED STATEMENT BE ATTACHED TO THE POLICY.

The Insured hereby acknowledges that he/she/it is aware that the limit of liability contained in this policy shall be reduced, and may be completely exhausted, by the costs of legal defense and, in such event, the Insurer shall not be liable for the costs of legal defense or for the amount of any judgment or settlement to the extent that such exceeds the limits of liability of this policy.

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.

The Insured hereby further acknowledges that he/she/it is aware that legal defense costs that are incurred shall be applied against the deductible amount.

PRODUCER: \_\_\_\_\_

INSURED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**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.
5. Full name of Applicant:  
\_\_\_\_\_
6. Full name of individual(s) involved or named in the claim:  
\_\_\_\_\_
7. Full name of Claimant:  
\_\_\_\_\_
8. Indicate whether: Claim/suit: \_\_\_\_\_ Incident: \_\_\_\_\_
9. Date of alleged error: \_\_\_\_\_ Date of claim: \_\_\_\_\_
10. Additional defendant (if any): \_\_\_\_\_
11. IF CLOSED:  
Total Loss Paid including Deductible: \$ \_\_\_\_\_  
Legal Expenses Paid: \$ \_\_\_\_\_
12. 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? \$ \_\_\_\_\_
13. Name of Insurer (if any) : \_\_\_\_\_
14. 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:  
\_\_\_\_\_  
\_\_\_\_\_

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

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

## GENERAL LIABILITY SUPPLEMENTAL APPLICATION

1. Number of locations or branch offices including main office: \_\_\_\_\_  
Do customers come onsite to any of these offices?  Yes  No
2. Do you design, manufacture or distribute any products? If yes, describe.  Yes  No
3. Do you have any responsibility for site safety?  Yes  No
4. Do you sponsor any sporting or social events?  Yes  No
5. Do you have any responsibility for construction, erection, fabrication or installation?  Yes  No
6. During the past five (5) years, has any claim been made against the applicant or any director, officer, employee or partner for general liability? If yes, provide loss runs and details  Yes  No
7. Are you aware of any act, error, omission or other circumstances which might reasonably be expected to be the basis of a claim or suit against you or anyone to which this insurance is being applied for? If yes, provide details.  Yes  No
8. During the past five years, has any insurance company declined, cancelled or refused to renew coverage for the applicant or anyone to which the insurance is being applied for? If yes, provide details  Yes  No

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.**

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

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)