

DIRECTORS & OFFICERS INSURANCE POLICY

For Non-Profit Organizations

For-profit entities are not eligible for this coverage and should apply for Ecclesiastical's For-Profit D&O coverage using the appropriate application.

Please answer the following questions on behalf of the organization.

The application must be signed and dated by an authorized officer of the organization.

Please read the statement at the end of the application carefully.

This is a policy of insurance for claims first made and reported to the insurer during the policy period. This is not an occurrence-based policy.

DETAILS OF APPLICANT

Name of broker / producer						
Full legal name of the applicant						
Applicant's address						
City		Prov		Postal Code		
Applicant's website						
Contact name and title						
Contact telephone number		Email				
What does the applicant do ?						
Has the applicant made any acquisitions or disposals during the past five (5) years ?					Y	N
If yes, please provide details						

COVERAGE/LIMITSREQUIRED

Policy year	Effective date	Expiry date		
Director and Officer limit of liability	\$1,000,000	\$2,000,000	\$5,000,000	Other
Employment wrongful acts limit of liability	\$1,000,000	\$2,000,000	\$5,000,000	Other

ORGANIZATIONAL DETAILS

Date incorporated		Does the organization have any subsidiaries or affiliated companies ?	Y	N
If yes, please provide details of subsidiaries including nature of operations, percentage owned by the applicant, and the date they were acquired or created				
Number of board members				
Does the organization publish any magazines, periodicals, or bulletins ?			Y	N
If yes, please list and attach sample copies with application				
Does the organization have any activities outside of Canada ?			Y	N
If yes, please describe				
Does the organization engage in advertising, broadcasting, or reproduction of copyrighted materials on behalf of the organization or members ?			Y	N
If yes, please describe				
Does the organization operate as a registered charity or nonprofit organization as described under subsection 149 (1) of the Income Tax Act in Canada ?			Y	N
If a registered charity in Canada please provide BN / Registration Number				
Has the organization's charitable status ever been revoked ?			Y	N
If yes, please provide details				
Does the organization hire professional fund-raisers ?			Y	N
If yes, please provide details				
Does the organization engage in operations that would bring it within the scope of anti-terrorism or money-laundering legislation ?			Y	N
If yes, please provide details				

Have there been any changes in the senior management or board of directors of the organization in the last three (3) years for reasons other than death or retirement at standard age or completion of the director's term ?		Y	N	
If yes, please provide further information				
Does the organization act as a licensing or regulatory body for its members ?		Y	N	
Has the organization requested that any person(s) serve on the board of another nonprofit or charitable organization on their behalf ?		Y	N	
If yes, please provide a list of board members and the organization for which they are acting as directors on behalf of the insured, indicate if the board they sit on has D&O insurance, and if so, indicate the limit				
Name	Organization	D&O insurance?		Limit
		Y	N	
		Y	N	
		Y	N	
		Y	N	
		Y	N	
		Y	N	
A copy of the organization's by-laws must be enclosed with this application. Enclosed ?		Y	N	
Does the organization sponsor now or has it ever sponsored a pension or employee benefit plan or contributed to a plan operated by a third party ?		Y	N	
Trust accounts total amount (not just the revenue generated)				
In the last five (5) years has the organization been involved or has been charged for any offense directly or indirectly arising out of a release from your premises of any pollutant into sewers, water, air, land, or groundwater ?		Y	N	
If yes, please provide details				
Are there any circumstances which may reasonably be expected to give rise to claims being alleged against the organization from the release of pollutants into the environment or for environmental damage ?		Y	N	
If yes, please provide details				



PROFESSIONAL AND FINANCIAL

Total revenues from all sources for the next 12 months

Identify source(s) of funds & percent of revenues applicable to each

Source of funds	% of Revenue

Does the organization retain a lawyer ? Y | N

Does the organization use a qualified independent accountant to perform audits ? Y | N

Does the organization use the services of a qualified independent financial advisor ? Y | N

A copy of the organization's latest audited financial statement(s) must be enclosed with this application. Enclosed ? Y | N

For the two (2) most recent fiscal year-ends, please complete the following information		Last Year	Previous Year
	Current assets		
	Total assets		
	Current liabilities		
	Long term debt		
	Netequity / netassets		

EMPLOYMENT PRACTICES

Including leased, seasonal, and temporary employees, please advise the number of:	Full-time employees	
	Part-time employees	
	Volunteers	
	Unionized employees	
	Employees with annual compensation in excess of \$ 100,000	
How many employees have been involuntarily terminated (excluding layoffs)	In the past year	
	In the year previous to that	



Are employees given warnings prior to termination ?		Y	N
If yes, are they verbal or written ?		V	W
Does the applicant have a human resources department ?		Y	N
Does the applicant use outside legal counsel for employment advice ?		Y	N
Is legal counsel consulted by human resources personnel or management prior to terminating an employee or volunteer ?		Y	N
Does the organization have an established written protocol setting out how disciplinary proceedings are conducted in cases of misconduct of members or volunteers ? (If yes, please attach copy.)		Y	N
Does the applicant have an employee handbook, written guidelines, policies, or procedures related to the following:	Hiring / interviewing practices ?	Y	N
	Sexual or other workplace harassment ?	Y	N
	Discrimination ?	Y	N
	Cyber activities (use of internet, email, etc.) ?	Y	N
	Disabled employees and reasonable accommodations ?	Y	N
	Reporting, investigating, and resolving employee or volunteer complaints ?	Y	N
Are employees and volunteers, if any, required to acknowledge receipt of the above guidelines, policies, or procedures ?		Y	N
Does the applicant utilize employment / volunteer applications ?		Y	N
Does the applicant perform annual performance evaluations on employees ?		Y	N

PREVIOUS INSURANCE INFORMATION

Current insurance	Limit of policy	Name of insurer	Expiry date
Directors' and Officers' Liability			
Professional Errors & Omissions			
Commercial General Liability (CGL)			

DECLARATIONS

There are no pending or past claims against the organization, or any person(s) proposed for insurance in the capacity of director, officer, employee, or committee member of the organization which, if insurance had been in force similar to that now proposed, would have fallen within the scope of such insurance, except as follows :		Check here if no such claims
In the past five (5) years, no insurer has declined, cancelled, or non-renewed similar insurance except as follows :		Check here if no such claims
The corporation has not at any time during the past five (5) years been in breach of its debts, covenants, or loan agreements except as follows :		Check here if no such claims
No person proposed for this insurance is cognizant of any wrongful act or circumstance which he / she has reason to suppose might afford grounds for any future claim which would fall within the scope of the proposed insurance, except as follows :		Check here if no such claims
No fact, circumstance, or situation indicating the possibility of a claim or action against which indemnification is or would be afforded by the proposed insurance is now known to any officer of this organization, except as follows :		Check here if no such claims
Is the organization in arrears of payment owed to Canada Revenue Agency or the provincial ministries of revenue (including HST or RST)?	Y	N
Has the organization or any member been the subject of any inquiry, notice or grievance by any federal, provincial or peer-related disciplinary board within the last two (2) years ?	Y	N

It is agreed by all concerned that if there is knowledge of any such fact as stated in the Declaration Section above, circumstance or situation, any claim or action subsequently emanating there from shall be excluded from coverage under the policy.

Signing of the proposal does not bind the undersigned to complete the insurance but it is agreed that this form shall be the basis of the contract should a policy be issued, and this form will be attached to and become part of the policy.

Material Change

In the event that there is any material change in the answers given to the questions contained in this application prior to the inception of the policy, the applicant must notify the underwriters in writing and the underwriters may revoke, or effect changes to, the quotation provided.

Coverage cannot be bound unless this application has been fully completed and duly signed and dated and is accepted by the insurer

For purposes of the Insurance Companies Act (Canada), this document was issued in the course of Ecclesiastical Insurance Office plc's insurance business in Canada.

Signature of authorized officer	
Print name and title of signing officer	
Date	

APPENDIX A: LIST OF ALL DIRECTORS AND OFFICERS

Please complete for all directors, trustees, and officers (including any affiliates) intended to be covered by the proposed insurance. Please provide explanations for any changes within the past three (3) years

Name	Title	Length of time in position	Company	Experience	Names of any sub committees on which the director/officer currently serves