

# MISCELLANEOUS PROFESSIONAL LIABILITY APPLICATION

**If a policy is issued, it will be on a claims made basis.** Notice: the policy provides that the limits of liability available to pay judgments or settlements shall be reduced by defense expenses, and that defense expenses shall be applied against the deductible amount.

1. Name of Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Applicant is      Individual      Partnership      Corporation      Other

3. Year Established: \_\_\_\_\_

**Attach copy of Applicant's Letterhead**

4. Limits of Liability Desired: \$ \_\_\_\_\_ Each Claim/Annual Aggregate

5. Deductible Desired      \$2,500      \$5,000      \$10,000      \$25,000      Other

6. Please describe in detail the professional services for which coverage is desired: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Please provide the following information for all partners, principals, employed professionals and key employees (attach separate sheet if necessary).

Name	Address	SS#	Date of Birth

8. Is the Applicant engaged in any business or profession other than that described in question 6?      Yes      No  
 If yes, please attach an application and estimated revenues.

9. Please indicate the total annual gross revenue derived from the services described in question 6 for the past three years and the projected revenues for the current year.

Year	Revenue
a) Current	\$
b)	\$
c)	\$
d)	\$

10. For the revenue listed in question 8a, please indicate the approximate percentage derived from each of the services listed in question 6:

Service	Percent of Revenue
	%
	%
	%
	%
	%

11. Is the applicant controlled or owned by or associated or affiliated with, or does it own, any other firm or business enterprise?  
 Yes      No

12. During the past three years, has the Applicant's name been changed, or has the Applicant purchased, merged or consolidated with any other business or has the Applicant been purchased?      Yes      No      If yes, please attach explanation
13. Are any changes in the nature or size of the Applicant's business anticipated over the next 12 months?      Yes      No  
If yes, please attach an explanation. Changes in size of less than 25% need not be explained.
14. Please indicate the number of  
(a) Principals, partners, officers and professional employees directly engaged in provided services to clients: \_\_\_\_\_  
(b) All other (non professional/clerical) employees: \_\_\_\_\_
15. Please provide the following:

<b>Names of All Partners, Principals and Key Employees</b>	<b>Professional Qualifications/Designations</b>	<b># Of Years In Practice</b>	<b># of Years With Applicant</b>

16. Please list professional associations to which Applicant belongs: \_\_\_\_\_  
\_\_\_\_\_

17. Has the Applicant provided services to any governmental entities?      Yes      No      If yes, please attach an explanation.
18. Has the Applicant provided services to any employee benefits plans, including any pension plans or does it plan to do so?  
Yes      No      If yes, please attach an explanation
19. Has the Applicant provided services to any bank, savings and loan or other financial institution, or does it plan to do so?  
Yes      No      If yes, please attach an explanation
20. Please indicate the Applicant's five largest jobs/projects during the past three years, showing client's name services provided and gross revenues for each.

<b>Client's Name</b>	<b>Services Provided</b>	<b>Gross Revenue</b>
Job 1		
Job 2		
Job 3		
Job 4		
Job 5		

21. Does any director, officer, employee or partner of the Applicant serve on the board of directors of any client of the Applicant.  
Yes      No      If yes, please attach an explanation
22. Does the Applicant use a written contract with clients?      In all cases      Sometimes      No
23. Does the Applicant subcontract work to others?      Yes      No
24. Does the Applicant have a written procedural manual for employees to follow?      Yes      No
25. Does the Applicant have a formalized training program for newly hired employees?      Yes      No
26. Has any errors and omissions or professional liability insurance ever been declined or canceled?      Yes      No  
If yes, please attach an explanation

27. Is any errors and omissions or professional liability insurance currently in force?      Yes      No

Provide the following information regarding any coverage during the past five (5) years:

Company	Expiration Date	Limits	Premium

**Retroactive Date of Current Policy:** \_\_\_\_\_

28. Does any director, officer, employee or partner of the applicant 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 attach an explanation
29. Has the Applicant or any director, officer, employee or partner of the Applicant ever been the subject of disciplinary action as a result of professional activities?      Yes      No      If yes, please attach an explanation
30. Please attach a list and status of all errors and omissions claims made during the past three years against the Applicant or any director, officer, employee or partner of the Applicant. If none, please check here      None

This insurance application, duly complete, together with any supplementary information, must be signed, in ink, by the Applicant. One signed copy will be attached and form a part of any policy issued. Completion of this insurance application does not bind or obligate the company to offer this insurance.

Signing this form, and tendering any payment, does not bind the Company or the applicant to complete the insurance. The insurance application must be signed to be considered for quotation. By signing below you certify that all information you have provided is correct. You herewith authorize the Company or its representatives to gather any additional information they may deem necessary in order to process this application for quotation or to issue a policy.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_