



## 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 NOT 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: 19 .....

19 \_\_\_\_\_ 19 .....

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 ownership 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.



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: \_\_\_\_\_

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

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