



Insurance brokers & agents

Application form

United States



INSURANCE FOR INSURANCE BROKERS AND AGENTS

APPLICATION FORM

INTRODUCTION

The purpose of this application form is for us to find out who you are and to obtain information relevant to the cover provided by the IBA policy. Completion of this application form does not oblige either party to enter into a contract of insurance. Insurance is a contract of utmost good faith. This means that the information you provide in this application form must be complete, accurate and not misleading. It also means that you must tell us about all facts and matters which may be relevant to our consideration of your application for insurance. Any failure by you in this regard may entitle us to treat this insurance as if it never existed. If a contract of insurance is agreed between you and us this application form will form the basis of the contract.

Important: Insuring Clauses 1 and 4 (Section G only) of this Policy provide cover on a claims made and reported basis. Under these Insuring Clauses a claim must be first made against the Insured and notified to us during the period of the policy to be covered. These Insuring Clauses do not cover any claim arising out of any actual or alleged wrongful act occurring before the retroactive date.

HOW TO COMPLETE THIS FORM

Whoever fills out the form must be a principal, partner or director of the applicant firm and should make all the necessary inquiries of their fellow principals, partners, directors and employees to enable all the questions to be answered. If you require any extra room to complete the answers to questions contained within this application form please continue your response in the Additional Information section at the back of the form. Once you have completed the form please return directly to your insurance agent.

SECTION I: COMPANY DETAILS

- I.1 Please state the name and address of the principal Company for whom this insurance is required. Cover is also provided for the subsidiaries of the principal Company, but only if you include the data from all of these subsidiaries in your answers to all of the questions in this form:

Insured Company:	
Contact name:	
Address:	
ZIP code	Email Address:
Telephone:	Website:

- I.2 Please state when your company was established:

MM / DD / YY

- I.3 a) How many principals / partners / directors are there in the Company?

- b) Please show the details of all principals / partners / directors:

Name	Years in position	Years experience	Years licensed

c) Please state the number of employees:

Professional:

Other:

1.4 Please provide the following information in respect of the following years:

	Last complete financial year	Estimate for current financial year	Estimate for next financial year
Premium income:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retained commission/brokerage:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fees:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total revenue:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Profit / (loss):	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 2: ACTIVITIES

2.1 Please provide a breakdown of the business placed by you for the last complete financial year:

Retail agent / broker:

 %

Surplus line broker:

 %

Wholesaler:

 %

MGA:

 %

Other:

 %

If 'other', please provide details:

2.2 a) Please provide a breakdown of your turnover by activity:

Personal lines:

 %

Life & Health:

 %

Commercial lines:

 %

Total:

 100%

b) Please state the percentage of your turnover by activity that is generated from:

Aviation:

 %

Long haul trucking:

 %

Bonds:

 %

Marine (wet):

 %

Crop coverage:

 %

Medical malpractice:

 %

Directors and officers liability:

 %

Preferred provider organization (PPO):

 %

Errors and omissions:

 %

Reinsurance:

 %

Livestock:

 %

Workers compensation:

 %

2.3 Please give details of the five largest accounts placed:

Coverage line:	Limit/sum insured:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2.4 Do you hold any binding authorities?

Yes No

If 'yes', please provide details in the table below:

Class of business:	Insurer:	Maximum Limit:	Full or limited authority:	Gross premium:	Date of last audit:	Claims authority limit:
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

SECTION 3: RISK MANAGEMENT

3.1 Please state whether you:

a) record all business related telephone conversations?

Yes No

b) document the purpose of the telephone call and the content?

Yes No

c) ensure that all employees follow the correct procedures?

Yes No

If you have answered no to any of a), b) or c), please explain why:

3.2 In the event a client is declined coverage is the declinature always confirmed in writing?

Yes No

If no, please explain why:

3.3 In the event of a client request to reduce their coverage or cancel their policy is the request always submitted in writing? Yes No

If no, please explain why:

<hr/> <hr/> <hr/> <hr/>

3.4 Is any delay in the inception of a client's coverage or any special terms applied to a client's acceptance always confirmed in writing? Yes No

If no, please explain why:

<hr/> <hr/> <hr/> <hr/>

SECTION 4: COMMERCIAL PROPERTY AND BUSINESS INTERRUPTION INSURANCE

Only complete this section if you require this cover.

4.1 Please state the address of the premises to be insured (if different from the address given earlier):

PREMISES 1
Address: <hr/> <hr/>
ZIP code: <hr/>
PREMISES 2
Address: <hr/> <hr/>
ZIP code: <hr/>

Please continue on a separate sheet if more than 2 premises are to be insured.

4.2 Please detail below any other party (such as a bank) whose financial interest in the premises should be noted on the policy.

Name of party: <hr/>
Interest of party: <hr/>
Address: <hr/> <hr/>
ZIP code: <hr/>

4.3 Are all of the premises:

- a) Constructed with external walls of brick, stone or concrete and roofed with slate, tiles, concrete, metal, asbestos or any other non-combustible material? Yes No
- b) Free from cracks or other signs of damage that may be due to subsidence, landslip or heave and have not previously suffered damage by any of these causes? Yes No
- c) In a good state of repair and occupied solely as offices? Yes No
- d) Self contained with a lockable entrance door? Yes No
- e) Protected by an intruder alarm that is subject to an annual maintenance contract? Yes No

NOTE: We may refuse to pay a claim if all of the devices for the security of your premises (including locks and the intruder alarm) are not put into full and effective operation whenever the premises are closed for business or left unattended.

- f) Heated by a conventional electric, gas, oil or solid fuel heating system? Yes No
- g) Fitted with electrical installations which are inspected at least every 5 years by a qualified electrician and any defect remedied? Yes No
- h) Lifts, boilers, steam and pressure vessels inspected and approved to comply with all of the statutory requirements? Yes No
- i) Sprinklered, either fully or partially? Yes No

NOTE: Assuming you have answered 'yes' to questions g) and h) above, it is important to keep records of all relevant inspections as we may ask for evidence of these before paying a claim.

If you have answered 'no' to any of the above questions then please give further details:

4.4 Please detail the amounts to be insured below for each premises.

NOTE: The amounts insured you state below should be the full rebuilding or replacement cost in each of the categories. If you understate these amounts you will be under-insuring and we may not pay the full amount of your claim. It is therefore essential that these amounts are as close to the true values of the insured items as possible.

ITEM	AMOUNT INSURED PREMISES 1	AMOUNT INSURED PREMISES 2
Main Building:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Landlord's fixtures & fittings and tenant improvements:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Personal computers, printers and ancillary computer equipment at the office:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
All other items at the office:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Portable computers and associated equipment at home / away from the office:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
All other items at home / away from the office:	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

4.5 Please state, in respect of portable computers and associated equipment at home / away from the office, the maximum value of any one item (not the total value of all items):

4.6 Please detail the amounts to be insured below for Business Interruption cover. Note that the maximum indemnity period available is 12 months. You should bear in mind how long it will take you to re-commence trading at another premises when stating the amount insured and indemnity period.

We provide our Business Interruption cover on a 'Flexible First Loss' basis – please specify a total amount insured for Business Interruption cover. This amount applies regardless of whether your business interruption loss is loss of income, extra expense, loss of research and development expenditure, project delay costs or accounts receivable. This often enables a smaller total amount insured to be specified and therefore often results in a cheaper premium.

ITEM	AMOUNT INSURED	INDEMNITY PERIOD
Business Interruption cover (Flexible First Loss):	_____	_____

SECTION 5: CLAIMS EXPERIENCE & INSURANCE HISTORY

5.1 Please provide details of your current Errors and Omissions insurance, if applicable, and what you require for the next year of insurance:

	Retroactive date	Effective date	Limit	Deductible	Premium	Insurer
Current:	MM / YY	MM / YY	_____	_____	_____	_____
Required:	MM / YY	MM / YY	_____	_____	N/A	N/A

5.2 Please provide details of your current General Liability insurance, if applicable, and what you require for the next year of insurance:

	Effective date	Limit	Deductible	Premium	Insurer
Current:	MM / YY	_____	_____	_____	_____
Required:	MM / YY	_____	_____	N/A	N/A

5.3 Regarding all of the types of insurance to which this application form relates, AFTER INQUIRY:

- are you aware of any loss or damage, whether insured or not, that has occurred to any of the Companies to be insured (or to any existing or previous business of the partners or directors of any of the Companies to be insured) within the last 5 years, or
- are you aware of any circumstances which may give rise to a claim against any of the Companies to be insured or any partners or directors thereof, or
- have any claims or cease and desist orders been made against any of the Companies to be insured, or partners or directors thereof, or
- have any partners or directors of the Companies to be insured been found guilty of any criminal, dishonest or fraudulent activity or been investigated by any regulatory body?

With reference to questions a, b, c and d above: Yes No

If the answer to the above is 'yes', then please attach full details including an explanation of the background of events, the maximum amount involved / claimed, the status of the claim(s) or circumstance(s) and any reserve(s) or payment(s) made by you and / or by Insurers, and the dates of all developments and payments.

SECTION 6: DECLARATION

- I declare that after proper inquiry the statements and particulars given above are true and that I have not mis-stated or suppressed any material fact.
- I agree that this application form, together with any other material information supplied by me shall form the basis of any contract of insurance effected thereon.
- I undertake to inform Underwriters of any material alteration to these facts occurring before the completion of the contract.

Signed: _____	Full name: _____
Position held: _____	Date: _____

ADDITIONAL INFORMATION: