

**CRIME COVERAGE
MANAGEMENT LIABILITY
INSURANCE APPLICATION**

Atlantic Specialty Insurance Company
(Stock company owned by Intact Insurance Group USA LLC)



intactspecialty.com/management-liability

READ THE ENTIRE APPLICATION CAREFULLY BEFORE SIGNING.

If additional space is needed to answer the below questions, attach a separate document to this Application to provide complete answers. If the answer to a question is none, state "None" or "0" in the space provided.

Application Instructions:

Whenever used in this Application, the term "Applicant" shall mean the organization identified in response to Question 1 of Section I. of this Application.

I. APPLICANT

- 1. Name of Applicant: _____
- 2. Street Address: _____ City: _____ State: _____ Zip Code: _____
- 3. Description of the Applicant's business: _____

II. GENERAL INFORMATION

- 4. Employee/Independent Contractor/Location Information for the Applicant and its subsidiaries:

Number of Employees*	US/Canada:	Foreign:	Total:
Number of Independent Contractors	US/Canada:	Foreign:	Total:
Number of Locations	US/Canada:	Foreign:	Total:

*Employees include full-time and part time employees and volunteers.

- 5. Years of operation: _____

III. FINANCIAL INFORMATION

- 6. Scope of financial statement preparation:
Internal CPA Compilation CPA Review CPA Audit None
- 7. Has the outside auditor stated there has been any material weaknesses in the Applicant's systems of internal controls? Yes No
If "Yes," please attach an explanation and provide the latest CPA letter to management and management's response.
- 8. Please provide the following for the most recent fiscal year end for the Applicant:
If financial statements are provided as an attachment to this Application, this Question 8. does not need to be completed.
Total Assets: _____ Revenues: _____ Net Income: _____
Long Term Debt: _____ Retained Earnings: _____ Equity: _____
- 9. Has the Applicant or any of its subsidiaries in the past 18 months completed, or is any such entity contemplating completing in the next 12 months, any of the following:
 - a. Reorganization or arrangement with creditors under federal or state law? Yes No
 - b. Mergers, acquisitions or divestures? Yes NoIf "Yes" to a. or b., please provide details: _____

IV. INTERNAL CONTROL INFORMATION

- 10. **Audit and Anti-Fraud Controls:**
 - a. Does the Applicant perform pre-employment screening on ALL employees? Yes No
If "Yes," please indicate the screening procedures performed (check all that apply):
Criminal Background Check Reference Checks Credit Check Drug Testing
 - b. Does the Applicant have an internal audit department? Yes No
If "Yes," what size is the internal audit department? _____

- c. Does the Applicant have centralized or decentralized accounting? centralized decentralized
If decentralized accounting, how often are audits performed at each location? _____

11. **Disbursement and Check Handling Controls**

- a. Does the Applicant have disbursement controls designed so that no employee can control a process from beginning to end (for example, request a check, approve a voucher and sign the check)? Yes No
- b. Are at least two signatures required on checks? Yes No
If "Yes," above what amount? \$ _____
- c. Does the Applicant allow employees who reconcile the monthly bank statements to also sign checks or handle deposits? Yes No
- d. Are invoices verified against a corresponding purchase order, receiving report, and authorized master vendor list prior to issuing payment? Yes No
- e. Does the Applicant allow the same individual who verifies the existence of vendors to also have the authority to edit the authorized master vendor list? Yes No

12. **Inventory and Vending Controls**

- a. Does the Applicant maintain a master list of approved vendors? Yes No
- b. Does the Applicant perform background checks on all vendors to verify their existence, ownership, address, and tax ID? Yes No
If "Yes," are these background checks performed by someone who does not have the authority to add vendors to the authorized vendor list? Yes No
- c. Is the monthly bank account reconciliation conducted by someone who does not have access to the authorized vendor list? Yes No
- d. Does the Applicant take inventory at least once a year? Yes No
- e. Is a perpetual inventory audit performed for materials that are of high value? Yes No
- f. Does the Applicant confirm all change requests regarding vendor account information (including changes to bank account information, invoice changes, telephone, location and contact information) by a direct call to the vendor using only the telephone number provided by the vendor before the change request was received? Yes No
- g. Before processing any vendor change, does the Applicant first send confirmation of changes requested by the vendor to a person other than the requestor of the change? Yes No

13. **Computer and Wire Transfer Controls**

- a. Does the Applicant have a software system in place to detect fraudulent computer usage by employees, agents and outsiders? Yes No
- b. Does the Applicant have a dual authorization requirement for all wire transfers? Yes No
- c. Are wire transfers reconciled daily by a person not involved in approving or initiating the wire transfers? Yes No
- d. Can wire transfer authority be delegated to anyone verbally or in writing? Yes No
- e. Are employees that are responsible for wire transfers provided with regular anti-fraud training to include how to detect phishing, social engineering and other types of deceptive fraud schemes? Yes No
- f. Does the Applicant conduct business transactions over the internet? Yes No
- g. Are firewall patches current and configured to restrict all IP communications except those necessary to conduct business? Yes No
- h. Is firewall port scanning and penetration testing conducted regularly? Yes No
- i. Has the Applicant's computer system ever been hacked? Yes No
If "Yes," please provide corrective measures taken.

V. ADDITIONAL INFORMATION

14. Please provide the following details regarding the Applicant's current crime insurance program.

If not applicable, please check here:

Carrier	Effective Date	Limit	Deductible	Premium

15. MISSOURI RESIDENTS – DO NOT ANSWER: Has the insurer of the above coverage notified the Applicant that it is cancelling or non-renewing such coverage? Yes No

If "Yes," please provide details:

VI. LOSS INFORMATION

16. **Loss Experience** – List all crime losses discovered or sustained in the past three years that have been submitted to any insurer or under any self-insurance instrument.

Check if None

Date of Loss	Type of Loss	Amount of loss

Please attach details for all losses listed above along with corrective actions taken.

17. *Complete Question 17. below if the Applicant does not currently purchase Crime coverage.*

Has there been during the past 3 years any employee theft, burglary, robbery, forgery, computer fraud, social engineering fraud or any other crime losses, whether or not insured, that would fall within the scope of the proposed insurance? Yes No

If "Yes," please provide details.

VII. ATTACHMENTS

18. If the Applicant meets any of the below criteria, please submit year-end audited financial statements and the most recent interim financial statements with this Application.

- More than 100 employees
 - 2 years or less in operation
 - Operating at a net loss
-

VIII. FRAUD WARNINGS

Any person who knowingly and with intent to defraud any insurance company or another person, files an application for insurance containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto, may be guilty of committing a fraudulent insurance act, which is a crime and subjects the person to criminal and civil penalties.

ALABAMA AND MARYLAND APPLICANTS: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

ARKANSAS AND OHIO APPLICANTS: Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud, which is a crime.

CALIFORNIA APPLICANTS: For your protection California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

COLORADO APPLICANTS: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policy holder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

DISTRICT OF COLUMBIA APPLICANTS: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits, if false information materially related to a claim was provided by the applicant.

FLORIDA APPLICANTS: Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

KANSAS APPLICANTS: Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act.

KENTUCKY 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.

LOUISIANA, NEW MEXICO AND RHODE ISLAND APPLICANTS: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

MAINE, TENNESSEE, VIRGINIA AND WASHINGTON APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or a denial of insurance benefits.

MINNESOTA APPLICANTS: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

NEW JERSEY APPLICANTS: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

OKLAHOMA APPLICANTS: WARNING: Any person who knowingly and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony. **OREGON AND TEXAS APPLICANTS:** Any person who makes an intentional misstatement that is material to the risk may be found guilty of insurance fraud by a court of law.

PENNSYLVANIA APPLICANTS: 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.

PUERTO RICO APPLICANTS: Any person who knowingly and with the intent to defraud, presents false information in an insurance request form, or who presents, helps or has presented a fraudulent claim for the payment of a loss or other benefit, or presents more than one claim for the same damage or loss, will incur a felony, and upon conviction will be penalized for each violation with a fine of no less than five thousand dollars (\$5,000) nor more than ten thousand dollars (\$10,000); or imprisonment for a fixed term of three (3) years, or both penalties. If aggravated circumstances prevail, the fixed established imprisonment may be increased to a maximum of five (5) years; if attenuating circumstances prevail, it may be reduced to a minimum of two (2) years.

IX. SIGNATURE AND AUTHORIZATION

The undersigned, as the authorized agent of all individuals and entities proposed for this insurance, declares that, to the best of his/her knowledge and belief, after reasonable inquiry, the statements in this Application and any attachments or information submitted with this Application (together referred to as the "Application") are true and complete. For Florida Applicants, the preceding sentence is replaced with the following sentence: The undersigned, as authorized agent of all individuals and entities proposed for this insurance, represents that, to the best of his/her knowledge and belief, after reasonable inquiry, the statements in this Application and any attachments or information submitted with this Application (together referred to as the "Application") are true and complete. The information in this Application is material to the risk accepted by the Underwriter. If a policy is issued it will be in reliance upon the Application, and the Application will be the basis of the contract.

The Underwriter will maintain the information contained in and submitted with this Application on file and along with the Application will be considered physically attached to, part of, and incorporated into the policy, if issued. For North Carolina, Utah and Wisconsin accounts, this Application and the materials submitted with it shall become part of the policy, if issued, if attached to the policy at issuance.

The Underwriter is authorized to make any inquiry in connection with this Application. The Underwriter's acceptance of this Application or the making of any subsequent inquiry does not bind the Applicant or the Underwriter to complete the insurance or issue a policy.

The information provided in this Application is for underwriting purposes only and does not constitute notice to the Underwriter under any policy of a Claim or potential Claim.

If the information in this Application materially changes prior to the effective date of the policy, the Applicant must notify the Underwriter immediately and the Underwriter may modify or withdraw any quotation or agreement to bind insurance. Note this sentence does not apply to Maine Applicants.

NEW YORK APPLICANTS: 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 shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

REPRODUCED SIGNATURES, INCLUDING PHOTOCOPIES, WILL BE TREATED AS ORIGINAL.

IF THE APPLICANT PREFERS TO ELECTRONICALLY SUBMIT THIS APPLICATION TO THE UNDERWRITER, ITS AUTHORIZED AGENT SHOULD DO SO BY CHECKING THE BELOW BOX AND TYPING HIS/HER NAME AND THE DATE. BY DOING SO, THE APPLICANT AND ITS AUTHORIZED AGENT HEREBY CONSENT AND AGREE THAT SUCH AUTHORIZED AGENT'S USE OF A KEY PAD, MOUSE OR OTHER DEVICE TO CHECK THE ELECTRONIC SIGNATURE AND ACCEPTANCE BOX CONSTITUTES HIS/HER/ITS SIGNATURE, ACCEPTANCE AND AGREEMENT AS IF ACTUALLY SIGNED BY SUCH AUTHORIZED AGENT IN WRITING AND HAS THE SAME FORCE AND EFFECT AS A SIGNATURE AFFIXED BY HAND.

A digital signature is a simple as:

1. Check the box.
2. Type authorized agent's name and the date.

The box must be checked by the chairperson, president, chief executive officer or chief financial officer of the Applicant (or equivalent positions thereof).

AUTHORIZED AGENT SIGNATURE AND ACCEPTANCE

Applicant Name	
By (Authorized Signature) <i>Or Sign/Type/Print the Name of the chairperson, president, CEO or CFO (or equivalent positions thereof) who signed this form electronically by checking the box above.</i>	
Name/Title	
Date	

NOTE: THIS APPLICATION MUST BE SIGNED BY THE CHAIRPERSON, PRESIDENT, CHIEF EXECUTIVE OFFICER OR CHIEF FINANCIAL OFFICER OF THE APPLICANT (OR EQUIVALENT POSITIONS THEREOF) ACTING AS THE AUTHORIZED AGENT OF ALL INDIVIDUALS AND ENTITIES PROPOSED FOR THIS INSURANCE.

Produced By (Insurance Agent)	
Insurance Agency	
Insurance Agency Taxpayer ID	
Agent License No. or Surplus Lines No.	
Address	Street: City: State: Zip:

Submitted By (Insurance Agency)	
Insurance Agency Taxpayer ID	
Agent License No. or Surplus Lines No.	
Address	Street: State: Zip: