P.O. Box 9957 Phoenix, AZ 85023 800.874.9191 FAX 602.992.1570 Entertainment@eqgroup.com www.EQGroup.com

specialtyglobal.com

## **Consulting and Management Services E&O Application**

THE APPLICANT IS APPLYING FOR A CLAIMS-MADE POLICY, WHICH IF ISSUED, APPLIES ONLY TO CLAIMS FIRST MADE DURING THE POLICY PERIOD. THE LIMIT OF INSURANCE AVAILABLE TO PAY DAMAGES, SETTLEMENTS OR JUDGMENTS WILL BE REDUCED AND MAY BE EXHAUSTED BY THE PAYMENT OF CLAIM EXPENSES.

NOTE: NOTHING IN THIS APPLICATION SHOULD BE INTERPRETED TO MEAN THAT COVERAGE WILL BE OFFERED OR THAT ANY ITEMS REFERENCED IN QUESTIONS OR ANSWERS TO QUESTIONS WILL BE COVERED EVEN IF COVERAGE IS OFFERED AND BOUND. SOME RESPONSES MAY REQUIRE MORE SPACE THAN THAT PROVIDED IN THE APPLICATION ITSELF. PLEASE PROVIDE THOSE RESPONSES ON A SEPARATE PAGE AND ATTACH IT TO THIS APPLICATION.

l. APPL	ICANT INFORMATION								
1.1	Proposed First Named In	sured:							
	Applicant Name:								
	Address:								
	City:			Sta	ate:	Zip	code:		
	Phone:			Fa	X:				
	Website Address(es):								
1.2	Date Established:								
1.3	Is Applicant a:	□ sole-propr	ietor 🗌 partnership	LLC 🗌	corp	oration $\square$	joint-v	enture	
		Other des	cribe:						
		outer, des	onbo						
	HE REMAINDER OF THIS								
ENTITY	(IES) FOR WHICH COVE	RAGE IS DES	IRED, AS WELL AS	EACH PERSON V	VHO	IS AN OFFIC	ER, DI	RECTO	R, OWNER
PARIN	ÈR ÓR EMPLOYEE OF T	HESE ENTITY	(IES).						
1 4	Please provide the total n	umber of Applic	cant's employees						
	•								
1.5	Geographic area in which		rides services:□Loca	l □Regional □Na	tiona	I □Internatio	onal		
	If International, which of	countries?							
1.6	Is Applicant owned by, co			r company?				Y	∕es 🗌 No
	If yes, identify the company and explain the relationship:								
17	Does Applicant have any	eubeidiariae?							∕es □ No
1.7	If yes, please list below							<u> </u>	63 <u>  140</u>
	· · · ·								
	Name of Entity		Nature of Op	erations	% o	f Ownership	Co Co		Desired
								Yes	☐ No
								Yes	☐ No
								Yes	☐ No
40	VACAL in the control of the control	L A L t	alana and the managers						/
1.8	Within the past five years		changed its name, ac	equired any busine	ss or	mergea or			∕es □ No
	consolidated with any other								
	if yes, please complete	tne following:							
			Tran	saction		Did A	nlican	t Assum	ne anv
	Name of Entity		Transaction  Date Type			Assets?		t Assume any Liabilities?	
	Haille Of Littley		Dalt	rype		ASSE		LIAD	
						+		<del>                                     </del>	
-						<del>                                     </del>		<del> </del>	$\dashv$

'	1.9 If liabilities were assumed by Applicant, in connection with a transaction as described in question 1.8, please provide details:						
1.1	0 Does Applicant have	any certifie	ed, licensed or registere	ed professio	nals on staff? (e.g. ard	chitect, engin	neer, Yes No
	healthcare provider,	, attorney, CPA, actuary, insurance agent or broker, financial planner/advisor, etc.)					
	If yes, are such professionals: involved in the performance of activities the Applicant seeks to insure; or solely involved in the Applicant's operational administration (e.g. CFO, in-house						
					risk manager)	ummstration	r (e.g. CFO, in-nouse
1.1	1 Is Applicant a memb		dustry associations?	,	3 /		☐ Yes ☐ No
	If yes, please provide details:						
	·						
II. IN	DEPENDENT CONTRA	CTORS					
2.1	Does Applicant use in	dependent (	contractors for any acti	vities Applic	ant performs?		☐ Yes ☐ No
	If yes, what specific	activities d	o they perform and wh			ues are deri	ved from activities
	performed by indep	endent con	tractors?				
2.2	Describe what controls	s Applicant	has in place to ensure	the quality of	of work by independent	t contractors	:
2.3	Does Applicant require	e independe	ent contractors to maint	tain E&O ins	surance?		☐ Yes ☐ No
			verage for these indepe				Yes No
2.4	Does Applicant use a	written cont	tract with independent of	contractors?	)		☐ Yes ☐ No
	DI FACE ATTA	OU A 000	V OF A STANDARD O		HOED WITH INDEDE	NDENT OO	UTD A OTODO
	PLEASE ATTACH A COPY OF A STANDARD CONTRACT USED WITH INDEPENDENT CONTRACTORS.						
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CONSULTING ACTIVITIES	NO	YES	% OF REVENUES
Accounts Receivable/Accounts Payable			%
Actuarial Services			%
Architectural/Engineering Designs/Plans			%
Asset Portfolio Management			%
Business Brokerage Services			%
Business Manager (sports, entertainers, musicians, celebrities, etc.)			%
Business Plan Development/Review			%
Business Valuations or Appraisals			%
Contract Preparations/Negotiations			%
Credit Counseling/Debt Consolidation			%
Crisis Management			%
Data Processing/Workflow Configuration			%
Educational/Team-Building Seminars			%
Expert Witness Services			%
Fairness Opinions/Solvency Opinions			%
Financing of or Funds Acquisition/Debt Purchasing			%
Forensic Investigation			%
Hazardous or Non-Hazardous Waste Management/Removal			%
HIPAA Consulting			%
Human Resource Consulting (Training/Benefit Options/Payroll/Opinion Surveys)			%
Human Resource Transition/Integration/Outplacement Services			%
Insurance Consulting			%
Intellectual Property Due Diligence/Archiving/Intellectual Property Management			%
Investments/Stock Options/Securities			%
Laboratory/Research Facility Management			%
Market Research Plan Design/Implementation/Management			%
Medical Practice Management (coding, billing, records storing; file set-up/update)			%
Mergers and/or Acquisitions Due Diligence***			%
OSHA Compliance Review			%
Promotion/Lottery/Sweepstakes Management			%
Publishing and Sales (Books, Tapes, CD-Roms, Internet)			%
Records Management (Warehousing/Database/Document Shredding)			%
Regulatory Compliance Review			%
Risk Management (Non-Safety related)			%
Strategic Planning			%
Trustee Consulting/Trust Management			%
Turnaround Consulting			%
Other, please describe:			%

# \*\*\* IF PROVIDING MERGERS/ACQUISITIONS OR DUE DILIGENCE SERVICES, PLEASE COMPLETE THE FOLLOWING SECTION:

DUE DILIGENCE ACTIVITIES	NO	YES	% OF REVENUES
Compilation of all required documents/materials for acquisition process			%
Recommendations regarding viability of a potential purchase entity			%
Determine and draft key merger/acquisition client objectives or goals			%
Draft sale or purchase agreements			%
Recommendations regarding distribution of financial liabilities			%
Offer opinions/make recommendations regarding financial stability of an entity			%
Offer opinions on business plans			%
Recommendations regarding staffing to be outsourced or co-sourced			%
Recommendations on credibility/validation of executive/key management career histories			%
Customer Due Diligence			%
Drafting or assistance in drafting contracts or confidentiality agreements			%
Legal Due Diligence			%
Other, please describe:			%

/. INTERNET					
5.1	Does Applicant sell products on Applicant's website(s)?	☐ Yes	☐ No		
	If yes, does Applicant use a payment-processing intermediary?	☐ Yes	☐ No		
5.2	Is credit card information and/or other personal information stored on a server that is connected to the	☐ Yes	☐ No		
	Internet?				
5.3	Does Applicant's website(s) advertise services or products other than Applicant's own?	☐ Yes	☐ No		

VI. QU	JALITY CONTROL & PROCEDURES				
6.1	What does Applicant see as its greatest potential exposures arising out of the <b>Consulting Activities</b> for which it is seeking coverage?				
6.2	2 What safeguards does Applicant employ to avoid claims or reduce Applicant's exposures?				
6.3	3 Does Applicant have a written complaint resol	ution policy or procedur	92		□ Ves □ No
	B Does Applicant have a written complaint resolution policy or procedure?  Does Applicant perform quality control audits?  If yes, how frequently are audits performed?				
6.5	5 Does Applicant have a formal technology and security procedures, for all employees perforn			a review of all	Yes No
	Does Applicant have and follow a written tech	nology and computer sy			☐ Yes ☐ No
6.7	7. Has Applicant experienced a virus or a security breach?  If yes, what steps have been taken to prevent further security vulnerabilities?				
	B Does Applicant sell or share information gather If yes, does Applicant notify and obtain the If yes, by what means?   Opt-in	consent of customers o Opt-out	r others prior to selling oscribe:		Yes No
	What procedures does Applicant have in place  Provide the following information regarding Ap				
	Client	Dollar Value of Contract	Length of Contract	Type of Pro	ducts/Services
	1. <u> </u>				
	3.				
	4.				
	5.				
6.11	Does Applicant use a standard written contract If standard contracts are not utilized at all ti standard contracts?			se non-	Yes No
6.12	2 Does legal counsel review all contracts?				☐ Yes ☐ No
	If no, what percentage of total contracts are Does legal counsel review modifications to				% □ Yes □ No
6.13	What is the dollar value of Applicant's contracts?	Average	Largo	est	Les Lino
	What is the length of Applicant's contracts?	Average	Long	est	
6.14	4 Do Applicant's contracts contain any of the fol Hold harmless/indemnification wording		Limitation of liabil	ity/Disclaimers	3
	Hold harmless/indemnification wording		Statement of wor		
<u></u>	PLEASE ATTACI	H A COPY OF THE STA	ANDARD CONTRACT		
6.15	What administrative and regulatory provisions OSHA, GLB, ADA, etc.)	are most applicable to	Applicant's <b>Consulting</b>	Activities, if	any? (e.g. HIPAA,
6 16	Does Applicant always obtain written approva	I from their client(s) upo	n completion of service	s narformad?	☐ Yes ☐ No
	7 List Applicant always obtain written approva		ii compietion of service	s penomed?	
	,,				

6.18 Have Applicant's intellectual property procedures been reviewed by a law firm?  Yes No							
/II. CURRENT/PRIOR COVERAGE							
7.1 Prior Profession	7.1 Prior Professional Liability Insurance for the last three years:						
7.1.   1.101.1.1010001011	ar Elability integrance for a	io idei amee yedie.	T				
Policy Period	Carrier	Limits	Deductible	Premium	Claims-Made or Occurrence		
	pactive date of the current reporting period currently				☐ Yes ☐ No		
	the duration and expirati		reporting period:				
7.4 Has Applicant errenewed?	ver applied for Profession	al Liability coverage and	been denied, cancelled	d or non-	☐ Yes ☐ No		
	maintain General Liability	coverage?			☐ Yes ☐ No		
Carrier:		Limits:	Expiration	n Date:			
	s General Liability coverage ry/Advertising Injury?	ge include:			☐ Yes ☐ No		
	npleted Operations?				☐ Yes ☐ No		
Professional	Services Exclusion?				☐ Yes ☐ No		
/III. DESIRED LIMITS/	DEDUCTIBLE OPTIONS						
8.1 Desired Policy			roneous Act \$	Aggr	egate Limit		
8.2 Desired Deduc	tible:						
K. HISTORY							
0.1 In the last five w	ears have any of the Appli	cont's quotomore:					
	ons or complained about		rformance, or timelines	ss of Applicant's	☐ Yes ☐ No		
Refused to pa	ay or stopped paying fees	or dues due to alleged p	roblems with Applicant	.'s	☐ Yes ☐ No		
products/serv Requested a	refund due to alleged prob	olems with Applicant's pr	oducts/services?		☐ Yes ☐ No		
9.2 In the past five y	ears, has Applicant sued	any of its clients for non-	payment?		☐ Yes ☐ No		
	the number of times this h		twelve months:	in the last five ye			
	nces, was the Applicant corears, have any officers, p		ors, or professional em	nplovees of	Yes No		
Applicant had th	eir professional license(s)						
If yes, please	explain:						
	re of any actual or alleged xpected to result in a Clai				☐ Yes ☐ No		
The policy for which	Applicant is applying	, if issued, will not in	sure any Claims th	at can reasona	bly be expected		
o arise from any act	ual or alleged fact, cit						
pefore the Inception	Date of the policy.						
	any of Applicant's predec	cessors in business, affil	ates, or past or presen		Yes No		
l owners officers							
	sales persons or employ	ees been investigated ar		latory agency,			
certifying body,		ees been investigated arity?	nd/or cited by any regul		☐ Yes ☐No		

The policy for which Applicant is applying, if issued, will not insure any Claims made against the Applicant prior to the Inception Date of the policy or any subsequent claims, suits or proceedings arising there-from.

9.7 If any of the answers to questions 9.4, 9.5, or 9.6 above are "Yes", have all matters been reported to	☐ Yes ☐ No
appropriate insurance carriers?	

# IF APPLICANT HAS RESPONDED "YES" TO QUESTIONS 9.4, 9.5, OR 9.6 ABOVE, PLEASE PROVIDE THE FOLLOWING INFORMATION:

- A full description including damages alleged
- Date the insurance carrier was put on notice
- Amounts of: reserves; legal expenses paid; and settlements or judgments
- Current status
- Loss runs
- Steps implemented to prevent similar claims

### X. ATTACHMENTS – Please attach copies of the following:

- 1. If Applicant has been in business less than three years, please provide copies of resumes of all principals;
- 2. Copies of standard contract used with clients, independent contractors and content providers;
- 3. Most recent financial statement; and
- 4. Promotional materials or brochures.

### XI. REPRESENTATIONS

This Application <u>must</u> be signed by an authorized partner, officer or other principal of Applicant shown in Question 1.1 of this Application. By signing this Application, Applicant represents and warrants the following:

- 1. The statements in the Application or Renewal Application furnished to the Company are accurate and complete;
- 2. Those statements furnished to the Company are representations Applicant makes on behalf of all proposed Insureds;
- 3. Those representations are a material inducement to the Company to provide a premium proposal;
- 4. If a policy is issued, the Company will have issued this Policy in reliance upon those representations;
- 5. If there is any material change in the Applicant's condition or in the Applicant's activities, services, or answers provided in this Application that occurs or is discovered between the date this Application is signed and the Effective Date of any policy, if issued, Applicant will immediately report to the Company in writing; and
- 6. The Company reserves the right, upon receipt of such notice, to change or rescind any proposal previously offered by the Company.

As used herein, the "Company" shall be Capitol Specialty Insurance Corporation.

NOTHING IN THIS APPLICATION SHOULD BE INTERPRETED TO MEAN THAT COVERAGE WILL BE OFFERED OR THAT ANY ITEMS REFERENCED IN QUESTIONS OR ANSWERS TO QUESTIONS WILL BE COVERED EVEN IF COVERAGE IS OFFERED AND BOUND. SOME RESPONSES MAY REQUIRE MORE SPACE THAN THAT PROVIDED IN THE APPLICATION ITSELF. PLEASE PROVIDE THOSE RESPONSES ON A SEPARATE PAGE AND ATTACH IT TO THIS APPLICATION.

Signature of authorized representative of Applicant	Title
Type / Print name of authorized representative	Date
E-mail address of authorized representative	

#### XII. FRAUD WARNINGS

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 OR INCOMPLETE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES (FOR NEW YORK RESIDENTS ONLY: 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).

**AR** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in any application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

- CO 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 insurance 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 policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regards to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the department of regulatory agencies.
- **DC** 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 fine. In addition, an Insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.
- **FL** 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.
- **HI** For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.
- KY ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE 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.
- **LA** 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 fines and confinement in prison.
- **ME** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the insurance company. Penalties may include imprisonment, fines or a denial of insurance benefits.
- **NJ** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.
- NM 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 AND CRIMINAL PENALTIES.
- NY 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.
- **OH** Any person who, with intent to defraud or knowing that he 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.
- **OK** 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.
- **OR** 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.
- **PA** 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 persons to criminal and civil penalties.
- **TN** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purposes of defrauding the company. Penalties include imprisonment, fines and denial of coverage.

- **VA** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the insurance company. Penalties include imprisonment, fines and denial of insurance benefits.
- **WV** 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 fines and confinement in prison.