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APPLICATION FOR PROFESSIONAL LIABILITY ERRORS & OMISSIONS INSURANCE

IF COVERAGE IS ISSUED, IT WILL BE ON A CLAIMS-MADE BASIS

NOTICE: THIS INSURANCE COVERAGE PROVIDES THAT THE LIMIT OF LIABILITY AVAILABLE TO PAY JUDGMENTS OR SETTLEMENTS SHALL BE REDUCED BY AMOUNTS INCURRED FOR LEGAL DEFENSE. FURTHER NOTE THAT AMOUNTS INCURRED FOR LEGAL DEFENSE SHALL BE APPLIED AGAINST THE DEDUCTIBLE AMOUNT.

1. Name of Applicant:

Address:

Web-Site Address:

2. Limit of liability desired:

\$500,000 \$1,000,000 \$2,000,000 Other

3. Deductible:

\$5,000 \$10,000 \$25,000 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 described in item 4?

If yes, please attach an explanation and estimated revenues.

6. List the total gross revenues for the past two years derived from those activities in Question 4. In addition, please list projected revenues for the current year.

YEAR	AMOUNT
a) Current Projected	\$
b)	\$
c)	\$

7. For the revenues listed in question 6a), please give the approximate derived from each of the Activities listed in Question 4.

ACTIVITY	% OF 6a) REVENUES
	%
	%
	%
	%

8. Applicant is: Corporation Partnership Individual

9. Year Established:

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 enterprises? Yes No.

11. a. Number of principles, 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/Principles/ Key Employees	PROFESSIONAL QUALIFICATIONS	DATE QUALIFIED	HOW LONG IN PRACTICE	HOW LONG AS PARTNER/ PRINCIPAL
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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/client 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 client?

In all cases Sometimes Never

Please attach a copy of your standard contract(s).

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 cancelled? Yes No. (If yes, attach explanation.)

18. Is similar insurance currently in force? Yes No. If yes, please provide:

Description of services being covered:

Name of Insurer:

Expiration Date:

Prior Acts/Retro. Date:

Limit: \$

Deductible \$

Premium: \$

Length of time coverage has been in force:

19. Attach most recent audited financial statements (or recent tax returns) and descriptive or promotional materials.

A. Estimated gross receipts for current fiscal period: \$

B. Estimated cost of goods sold for current fiscal period: \$

20. Have any of the individuals listed in Question No. 12 ever been the subject of disciplinary action by authorities as a result of their professional activities? Yes No. If yes, please explain.

21. Does any person to be insured have knowledge or information of any act, error or omission which might reasonably be expected to give rise to a claim against him/her? Yes No. If yes, please complete a Supplemental Claim Information form for each.

22. After inquiry have any claims been made against any proposed insured(s) during the past three (3) years? Yes No. If yes, please complete a Supplemental Claim Information form for each claim. Also, how many claims have been made in the last three (3) years?

It is understood and agreed that with respect to Questions 20, 21 and 22 above, that if such knowledge or information exists any claim or action arising therefrom is excluded from this proposed coverage.

NOTICE TO NEW YORK 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.

The Applicant hereby acknowledges that he/she/it is aware that the limit of liability shall be reduced, and may be completely exhausted, by the costs of legal defense and, in such event, the insurer shall not be liable for the costs of legal defense or for the amount of any judgment or settlement to the extent that such exceeds the limit of liability.

The Applicant hereby further acknowledges that he/she/it is aware that legal defense costs that are incurred shall be applied against the deductible amount.

I HEREBY DECLARE that, after inquiry the above statements and particulars are true and I have not suppressed or misstated any material fact and that I agree that this application shall be the basis of the contract Underwriters.

Signature of person authorized to execute on behalf of the Applicant

_____ Title

Date

This Application Form duly completed, together with any supplementary information, must be signed in ink by the person indicated.

Signing of this form does not bind the Applicant or the Underwriters to complete the insurance.

THIS APPLICATION MUST BE SUBMITTED TO:

N.I.F. PRO

A DIVISION OF NORTH ISLAND GROUP

30 PARK AVENUE

MANHASSET, NY 11030-2444

TEL. 516-365-7440 800-664-3776 FAX 516-365-9566

3. Does the applicant firm, its partners, directors, officers or employees act as trustee for the Employee Benefit Plans clients or non-clients? Yes No

4. A. Name and address of law firm(s) acting as counsel to the applicant firm and nature of services provided:

B. Name and address of all firms providing accounting services to the applicant and the nature of services provided:

5. Does the applicant have a fidelity bond? Yes No. If no, do your clients list you as an additional insured under their Fidelity coverage? Yes No

6. Please outline below the applicant firm's standards of practice (procedural protocols).

A. Do you have written guidelines for the administration of each of your Plans, including your procedure for denial of benefits? Yes No

B. What percentage of claims are denied _____ %

C. What percentage of denials are appealed? _____ %

D. What is the average error rate of your claims handlers _____ %

7. A. Which of the following are functions of your firm's Electronic Data Processing System? (please check off)

- | | |
|---|---|
| <input type="checkbox"/> Calculation of Co-payments; | <input type="checkbox"/> Calculation of Deductibles; |
| <input type="checkbox"/> Claim Eligibility; | <input type="checkbox"/> Confidentiality Safeguards; |
| <input type="checkbox"/> Enrollment Information; | <input type="checkbox"/> Monitoring of Duplicate Claims; |
| <input type="checkbox"/> Management Reports; | <input type="checkbox"/> Claim Appeals tracking; |
| <input type="checkbox"/> Adjustors Accuracy; | <input type="checkbox"/> Check Registers (weekly & monthly); |
| <input type="checkbox"/> Analysis of Large Claims; | <input type="checkbox"/> Payment Registers and analysis; |
| <input type="checkbox"/> Notices to StopLoss Carrier; | <input type="checkbox"/> Monthly Aggregation Reports to Carrier |
| <input type="checkbox"/> Productivity Reports; | (by claim or agg & spec) |
| <input type="checkbox"/> Claim payments by Plan Year; | <input type="checkbox"/> Claim analysis summaries by Year; |
| <input type="checkbox"/> Telephone Tracking System; | <input type="checkbox"/> Time & Materials analysis; |
| <input type="checkbox"/> Total Calls Received; | <input type="checkbox"/> Cost containment results; |
| <input type="checkbox"/> Call backs due to claim handling problems; | <input type="checkbox"/> Expense analysis; |
| <input type="checkbox"/> Turn around time; | <input type="checkbox"/> Analysis of Loss causes; |

B. If your system contains checks and balances to guard against the following, please note them with a checkmark:

- | | |
|--|--|
| <input type="checkbox"/> Overpayments; | <input type="checkbox"/> Underpayments; |
| <input type="checkbox"/> Late Payments; | <input type="checkbox"/> Payments from incorrect Plan; |
| <input type="checkbox"/> Payments to ineligible; | <input type="checkbox"/> Unfair/unjust enrichment; |
| <input type="checkbox"/> Improper refusal of benefits; | <input type="checkbox"/> Failure to follow payment guidelines or procedures; |

8. How often does your organization do an internal audit?

What situations are the audit guidelines designed to reveal?

9. What is your average turnaround time for benefits claim processing: This year _____ days Last year _____ days

It is understood and agreed that this supplemental application shall become a part of the application for Professional Liability Errors & Omissions Insurance.

Date

Name of Applicant

Signature of person authorized to execute on behalf of the Applicant

Please Note:

All services or operations by the Applicant are not automatically covered under any policy issued pursuant to this Supplemental Application. The services or operations to be provided coverage is an underwriting decision by the insurer. Please consult with your broker and carefully review any policy and endorsements which may be issued pursuant to this Supplemental Application.

Pro – Third Party Admin Consult Supplement (06/07/02)