

F. O. Box 17008 P. O. Box 17008 Richmond, VA 23226 (804) 289-1300

www.kinsaleins.com

ACCOUNTANTS - PROFESSIONAL LIABILITY INSURANCE APPLICATION

PPLICANT'S INFORMATION					
. Legal name of the business who is the primary applicant	and will be the fire	st named insured listed o	on the policy:		
Please list all other business/dba names for which you are seeking coverage under this policy:					
. Corporation Individual Partnership Other:		For Profit	Joint Venture		
Please list any names of other entities that you own or requesting coverage under this policy):	manage or that you				
Primary location address: County of primary location: Date I					
 County of primary location: Date I Total number of branches? List all addresse 	ousiness originally e es for additional bra	established: anches:			
What is your web-site address? www					
O. Has the name or ownership of the entity changed or has O. Has the name or ownership of the entity changed or has	s any other busines	ss been purchased,	Yes No [
merged or consolidated with the entity within the last 5 1. Does any entity own or control your business or does you		r control any entity?	Yes □ No □		
2. During the past five years, has your name been changed			Yes No		
merged or consolidated with you? For questions 9-11, please fully explain any "yes" respon					
GENERAL INFORMATION					
Firm Staff (include contract and per diem employees who) work 500 or more	e hours per year):			
	CPAs	Non-CPAs	Total		
Owners, Partners, Officers					
All Other Accounting or Tax Professionals					
Other Consulting Professionals (not included above)					
Administrative Staff					
TOTAL					
Has the staff size of the Firm changed +/- 25% during the If "Yes", please explain.			Yes No No		
Dag.	2 1 of 11				

_	5 1 11 Et 1 Ct 1			c.
3.	Based on the Firm's fiscal	year-end data,	provide the following	gross revenue figures:

Next Fiscal Year (Projected)	Current Fiscal Year (Estimated)	Last Fiscal Year	Previous Fiscal Year
\$	\$	\$	\$

ercentage of revenue from the Firm's largest cl argest% Second Largest	
argest/0 Second Largest	
or those clients representing 20% or more of th	ne Firm's revenue, please list for each:
Client Name	
Client Industry	
Services Performed	
Length of Time as a Client	
Describe how Firm maintains independence	
Client Name	
Client Industry	
Services Performed	
Length of Time as a Client	
Describe how Firm maintains independence	
Client Name	
Client Industry	
Services Performed	
Length of Time as a Client	
Describe how Firm maintains independence	

5. Approximately what percentage of the Firm's revenue is derived from the areas listed below? (Please indicate whether or not engagement letters are used for each service area listed below.)

Service Area	% of Revenue	Engagement Letter Used
Accounting/Bookkeeping • Accounting/Bookkeeping	%	Yes No No
Attestation Audit Non-Public Public (Please complete an Audit Services Supplemental Application if any audit work performed.) Agreed Upon Procedures	% % %	Yes No Yes No Yes No Yes No Yes No
Review Compilation	% %	Yes No Yes No No

Service Area	% of	Engagement
	Revenue	Letter Used
Special Services		
 Client Funds Controlled 	%	Yes No
 Non-Trustee Fiduciary 	%	Yes No
or Administrative		
Responsibility – ERISA,		
Pension & Benefit Plans,		
ESOPs, Ins. Co.'s, Hedge		
Funds, Other		
Investment Co.'s		
Executor/Trustee/	%	Yes No No
Receiver		
 Investment/Financial 	%	Yes No
Planning		

Consulting Merger & Acquisition Computer Related Services Litigation Support Management Consulting/ Business Planning Projections/Forecasts Valuations		Yes No Yes		SEC-Section 404 Services SEC Work other than Audit Section 404 Work or Tax Business Tax Estate Tax Individual Tax	%	Yes No
Other Other (Please describe)	%	Yes No No		TOTAL ADDS TO 100%	100%	
 a. Personal tax or othe excess of \$5 million? b. Any attest services to If "Yes" to a. or b. above, Client Name Client Industry Services Provided Length of Time as a Clie 	o any private c	ompany with annu		f more than \$250 million?	Yes Yes	
Client Name Client Industry Services Provided Length of Time as a Clie						
Client Name Client Industry Services Provided Length of Time as a Clie	nt					
7. Has the Firm, any Firm me a. Held an equity intere whom the Firm prov b. Acted as a director, o (excluding the Firm), If "Yes", please descr	est in, operated ided profession officer or exerc for whom the	d, or managed any nal services? cised any form of n Firm provided pro	entity (ex nanageria fessional	ccluding the Firm) for I control over any entity services?	Yes Yes	□ No □ □ No □

8. Has the Firm, administrator less than \$500	Yes No No	
If "Yes", pleas	e explain	
9. Does the Firm or executor?	, or any Firm member, control or distribute client funds, other than as trustee	Yes No No
If "Yes", pleas	e explain.	
a. Performe	its predecessors, or affiliates, within the past five (5) years: ed audits for or provided consulting services to SEC-regulated entities (other ker/dealers who are not publicly traded)?	Yes No
b. Performe	ed services, or consented to the use of the Firm's work product, in connection lic or private offerings of securities, real estate, or other investments?	Yes No No
	the process of or planning to bid on any new engagements for a publicly held subsidiaries or its employee benefit plans?	Yes No No
If Yes, please	describe.	
for unregiste	its predecessors or affiliates, within the past five (5) years performed services red investment vehicles such as hedge funds, real estate or investment syndicates, ty companies or partnerships (limited or general)?	Yes No
If Yes, please	e describe.	
a. Arrangeb. Acted a	its predecessors or affiliates, within the past three (3) years: ed debt or equity financing or acted as a business broker? s a mortgage agent/broker? ned actuarial services?	Yes No Yes No Yes No Yes No No
	., b., or c. above, provide a detailed description of services performed for each such clagement letter for these services.	
14. Has the Firm,	its predecessors or affiliates, currently, or within the past five (5) years:	
manage	ed, sold, acted as sales promoter or sales agent for, or participated in the ement of or general partner for any real estate or other investment syndicate, liability company ("LLC") or partnership (limited or general)?	Yes No
	d commission, finder fees, reciprocity or participation from sellers or promoters vestment, tax, shelter, securities, insurance products, or real estate?	Yes No No

	 c. Organized, sold, acted as sale promoter or sales agent for, prepared any promotional sales materials for, provided any tax advice, counsel or opinions with respect to, any "reportable transaction" as defined in Treasury Regulation §1.6011-4(b), or any 1031 Like_Kind Exchanges? d. Organized, sold, acted as sale promoter or sales agent for, prepared any promotional sales materials for, provided any tax advice, counsel or opinions with respect to, or prepared or assisted in preparing any income, gift or estate tax returns incorporating or reporting a tax shelter or other tax advantaged investment which provided taxable income exclusions or tax deductions exceeding \$500,000 in any one tax year? 				
If 	: "\	Yes" to a., b., c., or d. above, please explain.			
		How many suits for the collection of fees have been filed by How many of these suits have been resolved successfully?			
16. In	di	cate what loss prevention tools your Firm requires Firm men	nbers to us	e:	
a	•	Engagement letters are updated: Annually for all engagements As engagements changes Other:		Annually for attest engag Evergreen (not updated) Not used	=
b		Second person/partner review of: Attest services All services No second person/partner review of any services		Tax Services Other:	
C.	•	Checklists: AICPA Other:		PPC Not used or not applicab	le
d		Client screening procedures: New clients prior to acceptance Both		Existing clients None	
е		Do engagement letters contain ADR (Alternative Dispute Res Liability clauses? If "Yes", what is the liquidated damages amount stipulated i	-		Yes No No
f. g		Does Firm have disengagement procedures for terminating of Are declination/non-engagement letters used on all matters If "No", please explain:	declined b	by the Firm?	Yes No No No No
h		Other loss prevention tools/procedures, please describe:			
17 N	ı a t	ee of most recent peer or quality review:			

18.	8. If not within last 3 years, anticipated date of next review: a. Was the review on-site or off-site? b. Was the review modified, qualified, adverse or other? Yes No						
	If "Yes" to b. abo	ove, please provide a co	py of the letter of co	mments, your Firm's re	esponse and com	mittee acceptance	
	ISURANCE AND Provide your firm	LOSS HISTORY n's recent insurance hist	ory below:				
		Insurance Company	Limits Per Claim/Aggregate	Policy Period (Month/Day/Year)	Deductible	Annual Premium	
	Current Year						
	Previous Year 1						
	Previous Year 2						
	Previous Year 3						
	Previous Year 4						
2.	2. If you are currently insured for professional liability coverage, what is your policy's retroactive date? (month/date/year)?/ If there is no retroactive date, please check here If requesting prior acts coverage you will be asked upon binding coverage to provide a copy of your current insurance declaration page documenting the expiring retroactive date and limits. Prior acts coverage may not be available if the date of your current retroactive coverage is different from what we have quoted or if there is any gap between effective dates.						
3.	Are you being ca If Yes, please exp	nceled or non-renewed plain why:	by your current prof	fessional liability carrie	r?	Yes No No	
4.	4. Requested Limits: \$\begin{aligned} \\$100,000/\\$300,000 & \Box \\$500,000/\\$500,000 & \Box \\$1,000,000/\\$1,000,000 & \\Box \\$2,000,000/\\$2,000,000 & \Box \\$0. \Box \						
	Requested Dedu	ctible (Per Claim):]\$5,000 <u> </u> \$10,00	00	Other		
5.	5. After inquiry with each person as appropriate, in the last five (5) years, has any professional liability Yes No claim or suit ever been made against the Firm or any predecessor firm or any current or former member of the Firm or predecessor firm?						
	If "Yes," how many? Please complete a separate Supplemental Claim Form for each claim or suit and include a currently valued loss run for each claim.						

6.	dire	er inquiry with each person as appropriate, do you, or any of your partners, officers, ctors, or employees know of any circumstances, acts, errors, omissions, or any allegations ontentions of any incident that could result in a claim?	Yes No No
		res," how many? If "Yes," please complete a separate Supplemental m Form for each potential claim and provide as much details as possible.	
7.	a. b. c.	Has the Firm or any member of the Firm ever had his/her certificate, license, or permit to practice suspended or revoked or voluntarily surrendered due to an investigation? Has the Firm or any member of the Firm ever been subjected to any disciplinary action by any State Board of Accountancy, State Society, the AICPA or any other State or Federal regulators or indicted or convicted of a felony charge? Is the Firm or any member of the Firm currently under investigation by any of the above named boards, societies or regulators?	Yes
		If "Yes" to a, b, or c, please explain.	

FRAUD WARNING

NOTICE TO ALABAMA, ALASKA, ARIZONA, ARKANSAS, CALIFORNIA, CONNECTICUT, DELAWARE, GEORGIA, IDAHO, ILLINOIS, INDIANA, IOWA, KANSAS, MARYLAND, MASSACHUSETTS, MICHIGAN, MINNESOTA, MISSISSIPPI, MISSOURI, MONTANA, NEBRASKA, NEVADA, NEW HAMPSHIRE, NORTH CAROLINA, NORTH DAKOTA, OREGON, RHODE ISLAND, SOUTH CAROLINA, SOUTH DAKOTA, TEXAS, UTAH, VERMONT, WASHINGTON, WEST VIRGINIA, WISCONSIN, AND WYOMING APPLICANTS: In some states, 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, for the purpose of misleading, conceals information concerning any fact material thereto, may commit a fraudulent insurance act which is a crime in many states.

NOTICE TO 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 policyholder or claiming with regard to a settlement or award payable for insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

NOTICE TO 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.

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

NOTICE TO HAWAII APPLICANTS: 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.

NOTICE TO KENTUCKY APPLICANTS: 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.

NOTICE TO LOUISIANA 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 fines and confinement in prison.

NOTICE TO MAINE 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 denial of insurance benefits.

NOTICE TO 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.



NOTICE TO NEW MEXICO 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.

NOTICE TO NEW YORK APPLICANTS: Any person who knowingly and with intent to defraud an 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 \$5,000 and the stated value of the claim for each such violation.

NOTICE TO 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.

NOTICE TO OKLAHOMA APPLICANTS: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes a any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

NOTICE TO 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 a 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 the person to criminal and civil penalties.

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The Applicant acknowledges that the answers provided herein are based on a reasonable inquiry and/or investigation. The Applicant warrants that the above statements and particulars together with any attached or appended documents are true and complete and do not misrepresent, misstate or omit any material facts.

The Applicant agrees to notify us of any material changes in the answers to the questions on this questionnaire which may arise prior to the effective date of any policy issued pursuant to this questionnaire and the Applicant understands that any outstanding quotations may be modified or withdrawn based upon such changes at our sole discretion.

Completion of this form does not bind coverage. Applicant's acceptance of the company's quotation is required prior to binding coverage and policy issuance.

All written statements and materials furnished to the company in conjunction with this application are hereby incorporated by reference into this application and made a part of this application.

Applicant:	Title:	
(Must be signed by a Principal, Partner, or Officer of the	ne Firm)	
Applicant's Signature:	Date:	
Agent/Broker Name:		





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PROFESSIONAL LIABILITY SUPPLEMENTAL CLAIM APPLICATION

- This form is to be completed when the Applicant has been involved in any claim or is aware of an incident which
 may give rise to a claim. COMPLETE ONE FORM FOR EACH CLAIM OR INCIDENT.
- If space is insufficient to answer any questions fully, attach a separate sheet.
- In lieu of attaching suit papers, please provide a complete narrative description of the allegations involved

	PLICANT'S INFORMATION						
1.	Full Name of Applicant:						
2.	Full Name of Individual(s) or entity involved in the claim:						
3.	Additional defendants						
4.	Full Name of Claimant:						
5.	Indicate whether:	SUIT	☐ Incident/C	ircumstance Only (no claim or suit)			
6.	5. Date and location of alleged act, error or omission:						
7.	Date of claim: Date reported to Insurance Company:						
8.	What is the status of the claim? Close	ed/Settled 🗌	Open/Pending 🗌	Incident/Circumstance			
9. IF CLOSED: Total paid including deductible(s)? Responses such as "unknown" or "unavailable" are insufficient. Defense costs Loss/compensatory damages							
	Paid by you-out of pocket	\$		\$			
	Insurance Company	\$		\$			
				Ÿ			
10.	Date Resolved:// IF PENDING: (a) Claimant's settlement demand	Trial 🗌	_				
10.	IF PENDING: (a) Claimant's settlement demand		efendant's settleme	nt offer (if any): \$			
10.	IF PENDING: (a) Claimant's settlement demand		efendant's settleme	nt offer (if any): \$			
10.	IF PENDING: (a) Claimant's settlement demand' (b) Insurer's reserve amounts? Los (c) Amounts already spent defendi	P \$ De s \$ De ng the claim? By yo	efendant's settlement Defense \$ u? \$	nt offer (if any): \$			
10.	IF PENDING: (a) Claimant's settlement demand' (b) Insurer's reserve amounts? Los (c) Amounts already spent defendi (d) What is your best estimate of the	P \$ De s \$ De s \$ By yo ne likely settlement	efendant's settlement Defense \$_u? \$_ amount for this mat	nt offer (if any): \$			
	IF PENDING: (a) Claimant's settlement demand' (b) Insurer's reserve amounts? Los (c) Amounts already spent defendi (d) What is your best estimate of the	P \$ De s \$ De s \$ By yo ne likely settlement ne date when you ex	efendant's settlement Defense \$u? \$_ amount for this mate	nt offer (if any): \$			



12.	Provide narrative description of suit, claim or incident, including the allegations involved, the potential size of injury and your response:				
13.	Explain what action(s) have been taken to prevent reoccurrence of a similar claim:				
	I declare that the information submitted herein is true to the best of my knowledge and becomes a part of my Professional Liability Application. I understand that an incorrect or incomplete statement could void my protection.				
	Signature of Applicant/Title/Date	(Must be signed by a Principal, Partner or Officer of the Firm)			

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	(Must be signed by a Principal, Partner, or Officer of the Firm)		
Applicant's	Signature:	Date:	
Agent/Brol	ker Name:		