

Hanover Professional Portfolio

# Accountants Professional Liability Insurance

New Business Application

Underwritten by The Hanover Insurance Company

# CLAIMS-MADE WARNING FOR APPLICATION

THIS POLICY PROVIDES COVERAGE ON A CLAIMS-MADE BASIS. SUBJECT TO ITS TERMS, THIS POLICY APPLIES ONLY TO CLAIMS FIRST MADE AGAINST THE INSUREDS DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD. THE LIMIT OF LIABILITY CAN BE COMPLETELY EXHAUSTED BY CLAIMS EXPENSES AND CLAIMS EXPENSES WILL BE APPLIED AGAINST THE DEDUCTIBLE. WE WILL HAVE NO LIABILITY FOR CLAIMS EXPENSES OR THE AMOUNT OF ANY JUDGEMENT OR SETTLEMENT IN EXCESS OF THE APPLICABLE LIMIT OF LIABILITY. PLEASE READ THE ENTIRE POLICY CAREFULLY.

#### **APPLICATION INSTRUCTIONS**

Whenever used in this Application, the term **you** or **your(s)** or the **Applicant** shall mean the **Named Insured** and all predecessors, unless otherwise stated.

- All questions must be answered completely. Please type or print clearly.
- If you need more space, continue on a separate sheet and indicate the question number.
- Enclose copies of all letterhead on which you are listed.
- The application and all supplements must be signed and dated by a principal of the firm.

#### FIRM INFORMATION

- 1. Firm Name:
- 2. Contact Person and Title:

(Person designated by the Firm to receive any and all notices concerning this insurance).

- 3. Contact Person Email Address:
- 4. Primary Office Address:

	County:		
		ther locations or shares office space, please μ the location/s is staffed and if practice and m	provide details on question 40. (Response should nanagement differs from principal location.)
5.	Telephone:		

🗌 No Fax

7. Website:

6. Fax:

8.	Mailing Address	(if different from #4	):
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9.	Entity Type: Sole Proprietorship Partnership Corporation LLP LLC * <i>explain</i> :	Other	*
10.	Firm Established (mm/dd/yyyy):		
11.	<ul> <li>Within the last five (5) years has the</li> <li>a. Firm merged or acquired another business?</li> <li>b. Are there any material changes pending in the organization of the Firm including but not limited to merger, acquisitions, other restructuring, addition of a new client industry or scope of practice?</li> <li>If you answered "yes," please explain on question 40.</li> </ul>	☐ Yes ☐ Yes	□ No
12.	Has the Firm or any owner, partner or officer rendered professional services or conducted under a separate entity within the last five (5) years?	business	activities
	If you answered "yes," please complete the Separate Entity Supplement.		

# FIRM PROFILE

**13.** Does the Firm or any Firm member belong to any international, national, state, or professional society organization?

Name:

14. Firm Staff (include contract and per diem employees who work 500 or more 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			

**15.** 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
\$	\$	\$	\$

**16.** Percentage of revenue from the Firm's largest clients (including related entities):

	Largest:	Second Largest:
Percentage of Revenue	%	%
Client Name		
Client Industry		
Services rendered by Firm		

For those clients representing 20% or more of the Firm's revenue, please list for each: client name, client industry, services performed, length of time as a client, and describe how the Firm maintains its independence on question 40.

### PROFILE

17. 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	Engagement	
Service Area		Letter Used	
Administrator or ERISA Trustee (1)			
Audit: Non-Public <b>(2)</b>	%	🗌 Yes 🗌 No	
Audit: Other (2)	%	🗌 Yes 🗌 No	
Audit: Public (3)	%	🗌 Yes 🗌 No	
Bankruptcy Trustee or Receiver (1)	%	🗌 Yes 🗌 No	
Bookkeeping / Write-ups / Payroll Processing	%	🗌 Yes 🗌 No	
Business Valuations	%	🗌 Yes 🗌 No	
Compilations	%	🗌 Yes 🗌 No	
Consulting (litigation support /business investment advice / other (1)	%	🗌 Yes 🗌 No	
Enrolled Agents	%	🗌 Yes 🗌 No	
Financial Advisory Services (4)	%	🗌 Yes 🗌 No	
Forecasts and Projections	%	🗌 Yes 🗌 No	
Forensic Accounting (1)	%	🗌 Yes 🗌 No	
Funds Controlled / Disbursement of Funds (8)	%	🗌 Yes 🗌 No	
Hardware Software Consulting / Sales (5)	%	🗌 Yes 🗌 No	
Life & Health Insurance Agent (4)	%	🗌 Yes 🗌 No	
Limited Partnership & Tax Shelter Syndication (1)	%	🗌 Yes 🔲 No	
Management Advisory Services (1)	%	🗌 Yes 🗌 No	
Mergers & Acquisitions (1)	%	🗌 Yes 🔲 No	
Registered Representative (4)	%	🗌 Yes 🔲 No	
Reviews	%	🗌 Yes 🔲 No	
Securities (6)	%	🗌 Yes 🔲 No	
Tax: Business	%	🗌 Yes 🗌 No	
Tax: Individual	%	🗌 Yes 🗌 No	
Trustee Services / Executor (7)	%	🗌 Yes 🗌 No	
Other (1)	%	🗌 Yes 🗌 No	
TOTAL ADDS TO 100%:	100 %		

- (1) Describe on question 40.
- (2) Complete non-public audit client supplement
- (3) Complete public company supplement
- (4) Complete financial planning & investment advisory services supplement
- (5) Complete information technology supplement
- (6) Complete public & private offerings supplement
- (7) Complete trustee & estate supplement
- (8) Complete Funds controlled supplement
- **18.** Does the Firm, or any Firm member provide:
  - a. Personal tax or other services to any individual client that has an annual income in excess of \$10 million?

No

b.	Any attest services to any private company with annual sales of more than \$250 million? 🗌 Yes 🗌 No
lf y	you answered "yes" to a. or b. above, please provide client name, industry, services provided and
ler	ngth of time as a client on question 40.

- 19. Has the Firm, any Firm member or spouse, within the past five (5) years:
  - a. Held an equity interest in, operated, or managed any entity (excluding the Firm) for whom the Firm provided professional services?

	b.	Acted as director, officer or exercised any form of managerial control over any entity (ex for whom the Firm provided professional services?	xcluding t	the Firm), □ No
	lf y	ou answered "yes" to a. or b. above, please complete the Outside Interest Supplem	ent.	
20.		s the Firm, or any Firm member, acted as trustee, co-trustee, executor, receiver, admini resentative, other than for life insurance trusts with less than \$500,000 in assets?	strator or	r personal □ No
	lf y	ou answered "yes", please complete the Trustee & Estate Supplement.		
21.	Has	s the Firm, or any Firm member:		
	a.	Controlled or distributed client funds?	🗌 Yes	🗌 No
	lf y	ou answered "yes", please complete Fund Controlled Supplement.		
	b.	Rendered financial planning, asset management, or investment advisory services?	🗌 Yes	🗌 No
	C.	Received commissions, referral fees reciprocity or other inducements arising from the recommendation of securities, insurance products, real estate or other investments?	s <b>al</b> e, pro □ Yes	
		you answered "yes" to b. or c. above, please complete the Financial Planning visory Services Supplement.	and In	vestment
22.	Has	s the Firm, its predecessors, or affiliates, within the past five (5) years:		
	a.	Performed audits for or provided consulting services to SEC-regulated entities that are n	ot publicl	
	b.	Performed services, or consented to the use of the Firm's work product, in connection wi offerings of securities, real estate, or other investments?	ith public □ Yes	
	c.	Performed audit, review, attestation or consulting services to publicly held companies, their employee benefit plans?	h <b>eir</b> subsi Yes	
	d.	Submitted bids, are in the process of bidding or plan to bid on any new engagements review, attestation or consulting services for a publicly held company, its subsidiarie benefit plans?		e <u>m</u> ployee
	lf y	ou answered "yes" please complete the Public Company or Public & Private Offerin	ıgs Supp	lement
23.	Inst	s the Firm, its predecessors or affiliates, within the past five (5) years performed servitutions? Financial Institutions are defined as Banks, Bank Holding Companies, Savvings and Loans, Credit Unions, Thrifts, Insurance Companies, Investment and Mortgage I	rings Ass	
	lf y	ou answered "yes", please complete the Financial Institutions Supplement.		
24.	Doe	es your Firm or affiliate provide services to entities under the guidelines of ERISA?	🗌 Yes	🗌 No
	lf y	ou answered "yes":		
	a.	Are actuarial services performed?	🗌 Yes	🗌 No
	b.	Is the Firm or affiliate involved in plan design or qualifying plans or their amendments?	🗌 Yes	🗌 No
	C.	Does the Firm or affiliate act as a fiduciary or advisor, or recommend investment or mut the Firm provides other accounting services or acts as a director or officer?	tual funds	
	lf y	ou answered "yes" to c. above, please provide a full description of Firm services or	ז questio	on 40.
25.		s the Firm, its predecessors or affiliates, within the past three (3) years: arranged debt or ed as a business broker, acted as a mortgage agent/broker, or performed actuarial service		
		ou answered "yes" please provide a detailed description of services performed for luding a sample engagement letter for these services		

**26.** Within the past three (3) years has your firm or firm affiliates rendered attest services for a business client that subsequently declared or filed bankruptcy, defaulted on a debt obligation, or became insolvent?

If yes, provide:							
Name of client and client industry	Type of services you rendered & dates of your services	Type of Audit Opinion	Going Concern Reference?	Date of bankruptcy, insolvency, or default ( <i>please</i> <i>specify</i> )			

- 27. Has the Firm, its predecessors or affiliates, within the past five (5) years:
  - a. Performed information technology services? Yes No
     If you answered "yes" complete the Information Technology Supplement.
     b. Managed, invested with clients, organized, promoted, solicited on behalf of or procured participants for
    - investment ventures? Invested with clients, organized, promoted, solicited on behalf of or procured participants for Investment ventures?

If you answered "yes" complete the Investment Venture Supplement.

BUSINESS PRACTICES	

**28.** During the past five (5) years, has the Firm or its affiliates sued to collect fees, including small claims court?

# *If you answered "yes", please provide a list of all outstanding amounts owed, date of suit, services rendered, current status, whether still a client and if an engagement letter was used, on question 40.*

29. Indicate what loss prevention tools your Firm requires Firm members to use.

a.	Engagement letters are updated:			
	Annually for all engagements	Annually for attest engagements		
	As engagement changes	Evergreen (not updated)		
	Other:	Not used		
b.	Second person/partner review of:			
	Attest services	Tax services		
	All services	Other:		
	No second person/partner review of	any services		
c.	Checklists:			
		PPC		
	Other:	Not used or not applicable		
d.	Client screens procedures:			
	New clients prior to acceptance	Existing clients		
	Both	□ None		
e.	Do engagement letters contain ADR (Alternative Dispute Resolution) or Limitation of Liability Clauses?			ses?
			🗌 Yes	🗌 No
f.	Does Firm have disengagement procee	lures for terminating client relationships?	🗌 Yes	🗌 No
g.	Are declination/non-engagement letters	used on all matters declined by the Firm?	🗌 Yes	🗌 No
h.	Does your Firm have a written policy prohibiting business ventures with clients of the Firm?			
			🗌 Yes	🗌 No

	i.	Does your Firm have a written internal quality control document?	🗌 Yes 🗌 No
		If you answered "no", please provide an explanation on question 40.	
-	j.	Other loss prevention tools/procedures (describe):	
<u>-</u> 30.	Ная	s any firm member completed an accredited risk management seminar, CD-RO	M self-study course, or
		bcast within the past three (3) years?	Yes No
	1	Number of participants: Date of Seminar:	
31.		te of most recent peer or quality review : ot within the last 3 years, anticipated date of next review:	
	Did	the firm receive a rating of "Pass?"	Yes No
		<i>you answered "no" above, please provide a copy of the letter of comment</i> d committee acceptance letter.	ts, your Firm's response
CI	LAIN	MS INFORMATION	
32.		er inquiry of the Firm, have any claims or suits involving malpractice been made edecessor Firm, a subsidiary or affiliate entity, any partner, stockholder and/or p	
		During the past (5) years?	
		Anytime and remains open?	
	πу	you answered "yes", to a. or b. above, please complete the Claim/Incident	Supplement.
33.		er inquiry of all owners, partners, officers and professionals of the firm and firm a <b>ars</b> have any past or present personnel:	affiliates, within the past <b>5</b>
	a.	Been the subject of any regulatory or disciplinary investigation or inquiry (both suspended from practice?	formal and informal) or been
	b.	Been charged or found guilty of, or indicated on a criminal charge?	🗌 Yes 🗌 No
	lf y	/ou answered "yes", to a. or b. above, complete the Claim/Incident Supple	ment.
34. After inquiry of stockholders, partners and employees, is the Firm currently aware of any ir circumstances, disputes, fee problems, or employee problems, which may result in any claim bein against the Firm, its predecessors, subsidiaries, affiliates or any partner, stockholder or employee? ☐ Yes [			ult in any claim being made er or employee?
	lf "	'Yes", please complete the Claim/Incident Supplement.	
35.	sto	<b>uestion Not Applicable In Missouri)</b> Has any professional liability insurance for ockholder, employee of the Firm, its predecessors or subsidiaries ever been decl newed?	
NO	TIC		
	1.	Any claim or potential claim identified in questions 32 to 35 or which any owne applicant firm have any knowledge of prior to inception of any Hanover policy, under any policy which may subsequently be issued by Hanover.	
	2.	Failure to identify in writing to Hanover, any claim made against the applic personnel, firm affiliates or the firm's predecessors in business during the a term, or facts, circumstances, or events which may give rise to a claim again insurance company BEFORE policy expiration, may be considered fraudule which may subsequently be issued by Hanover.	applicant firm's current policy st the applicant firm's current

# COVERAGE

36. Does the Firm currently carry accountants professional liability insurance?

🗌 Yes 🗌 No

If you answered "Yes", please complete the following and provide a copy of your current <u>Declarations</u> page and all endorsements on your current policy that exclude, add or modify coverage:

From/To (mm/dd/yyyy)	Insurance Company	Limit of Liability (Per Claim / Aggregate)	Deductible	Premium	Retro Date

37. Indicate limits of liability and deductible(s) requested:

### Limits of Liability Per Claim / Aggregate: (check all options you wish quoted)

\$100,000 / \$300,000	\$250,000 / \$500	0,000
\$500,000 / \$500,000	\$500,000 / \$1,0	00,000
\$1,000,000 / \$1,000,000	\$2,000,000 / \$2	,000,000
\$3,000,000 / \$3,000,000	\$4,000,000 / \$4	,000,000
\$5,000,000 / \$5,000,000	Other: \$	/\$

# Deductible (check all options you wish quoted)

\$1,000	Each claim
\$2,500	Each claim
\$5,000	Each claim
\$10,000	Each claim
\$25,000	Each claim
\$	Each claim

#### 38. Additional Coverage Options:

Claims Expense Outside the Limits: \$
First Dollar Defense
Registered Representative
Life Insurance Agent
Real Estate Agent
Other:

#### MADOFF RELATED DISCLOSURE

**39.** Does the firm, including any predecessors, related entities, or affiliates, have any former or current clients that:

a. Invested at any time, either directly or indirectly, with Bernard Madoff, Peter Madoff, Andrew Madoff, Mark Madoff and/or Bernard Madoff Investment Securities or any related or affiliated entity?

- b. Invested at any time with any investment fund or other entity that invested with Bernard Madoff, Peter Madoff, Andrew Madoff, Mark Madoff and/or Bernard Madoff Investment Securities or any related or affiliated entity?
- c. If you answered "yes" to a. or b. above, have any matters related to these entities and/or clients been reported to your current or any prior carrier? □ Yes □ No
- **40.** Narrative response if applicable:

Question #	Explanation:

#### **DECLARATIONS AND NOTICE**

#### NOTICE TO APPLICANT

If you are aware of any incident, fact, circumstance, act or omission that could reasonably result in a professional liability claim against you or any insured listed in this application, you should immediately file a report with your current carrier.

#### This application forms a part of your policy, if issued.

The undersigned, acting on behalf of all Applicants, declares that the statements set forth in this Application are true and correct and that thorough efforts were made to obtain requested information from each and every Applicant proposed for this insurance to facilitate the proper and accurate completion of this Application. The undersigned agrees that the information provided in this Application and any material submitted herewith are the representations of all the Applicants and are the basis for issuance of the insurance **policy** provided by **us**. Any

material submitted with the Application shall be maintained on file (either electronically or paper) with us.

It is further agreed that:

- If any of the Applicants discover or becomes aware of any significant change in the condition of the Applicant's Organization between the date of this Application and the **policy** inception date, which would render the Application inaccurate or incomplete, notice of such change will be reported in writing to **us** immediately;
- Any policy issued, will be in reliance upon the truthfulness of the information provided in this Application; provided, however, with respect to such information, no knowledge or information possessed by any Applicant shall be imputed to any other Applicants. If any person or persons knew as of the policy inception date that such information contained in the Application(s) was untrue, inaccurate or incomplete, then coverage may be denied or canceled if such information was material to issuance of the policy. However, if the Chairperson of the Board of Directors, President, Chief Executive Officer, or Executive Director of the Applicant knew as of the policy inception date that such information contained in the Application(s) was untrue, inaccurate or incomplete, then coverage may be denied or canceled if such information was material to issuance of the policy inception date that such information contained in the Application(s) was untrue, inaccurate or incomplete, then coverage may be denied or canceled if such information was material to issuance of the policy;
- Statements in the Application, facts pertaining to or knowledge possessed by the individual signing the Application shall be imputed to the Applicant; and
- The signing of this Application does not bind the undersigned or the company to issue insurance coverage.

This Application must be signed by a representative of the Applicant acting as the authorized representative of the person(s) and entity(ies) proposed for this insurance.

Date	Signature/Title			
(Date)	(Chief Executive Officer, President, Chief Financial Officer, Managing Partner or Owner)			
(Date)	(Print Name)			
(Date)	(Print Title)			
A POLI	CY CANNOT BE ISSUED UNLESS THE APPLICATION IS PROPERLY SIGNED AND DATED			
RETURN YOUR COMPLETED APPLICATION TO YOUR AGENT.				
Produced By: Ag	gent: Agency:			
Agent Signature:				
Agency Taxpayer ID or SS No.: Agent License No.:				
Address (Street, City, State, Zip):				

NOTICE TO ALABAMA APPLICANTS: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.

NOTICE TO ARIZONA AND MISSOURI APPLICANTS: Claim Expenses are Inside the Policy Limits. All claim expenses shall first be subtracted from the limit of liability, with the remainder, if any, being the amount available to pay for damages.

NOTICE TO ARKANSAS, LOUISIANA AND WEST VIRGINIA 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 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 policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder 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.

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 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.

**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 IDAHO AND OKLAHOMA APPLICANTS:** 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.

**NOTICE TO KANSAS APPLICANTS:** Any person who commits a fraudulent insurance act is guilty of a crime and may be subject to restitution, fines and confinement in prison. A fraudulent insurance act means an act committed by 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 or insurance agent or broker, any written statement as part of, or in support of, an application for insurance, or the rating of an insurance policy, or a claim for payment or other benefit under an insurance policy, which such person knows to contain materially false information concerning any material fact thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto.

**NOTICE TO KENTUCKY 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.

**NOTICE TO 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 include imprisonment, fines and denial of insurance benefits.

**NOTICE TO MARYLAND APPLICANTS:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or 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.

**NOTICE TO MICHIGAN APPLICANTS:** Any person who knowingly and with intent to defraud an 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, commits a fraudulent act, which is a crime and subjects the person to criminal and civil penalties.

**NOTICE TO NEW JERSEY APPLICANTS:** Any person who knowingly includes any false or misleading information on an application for an insurance policy or files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

**NOTICE TO 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.

**NOTICE TO OHIO APPLICANTS:** 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.

**NOTICE TO OREGON APPLICANTS:** Any person who knowingly and with intent to defraud or solicit another to defraud any insurance company: (1) by submitting an application, or (2) by filing a claim containing a false statement as to any material fact, may be violating state law.

**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 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.

**NOTICE TO VERMONT APPLICANTS:** Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.