# Non-profit management liability insurance

**Application form** 





# Non-profit management liability insurance

**Application form** 



This is an application for a claims made and reported policy. Various provisions within the policy will restrict coverage. **Please answer all questions.** 

If space is insufficient, attach details by addendum.

### General Information

Insured information

# Applicant Principal address Province/State of incorporation Website address The Applicant has continuously been in business since. Nature of business.



Products and services.				
B. Operations				·
Type of Business Entity (p	lease check (✓) ap	plicable descriptio	n):	
Corporation			Limited Partners	hip/Limited Liability Company
Not for Profit/Tax ex	empt company		Union/Labour Or	ganization
Partnership/Joint Ver	nture		Other (please spe	ecify)
If 'Other'.				
Does the Applicant act as	a general partner,	partnership mana	ger or participate i	n any joint ventures? Yes No
If 'Yes', and coverage is re	quired, please atta	ach a list of these e	entities and indicat	e for each the nature of business and
percentage ownership hel	d by the Applicant	<b>:.</b>		
Are there any entities own	ned less than 51%	for which coverage	e is requested?	Yes No
If 'Yes', and coverage is re percent of ownership held		ach a list of these $\epsilon$	entities and indicat	e for each nature of business and
	Canada	US	Other	Please specify country if other
Number of Locations				
% of Sales	%	%	%	%
% of Assets	%	%	%	%
Has the Applicant at any tagreements?	ime over the last t	three years been in	breach of any deb	t covenants or loan Yes No
If 'Yes', attach details.				
Has the Applicant in the pof the following, whether		-		mplate within the next 12 months, any
A merger, acquisition, con	solidation or tende	er offer?		Yes No
Sale, distribution or dives in an amount exceeding 2	· ·		•	course of business Yes No



Any registration for a public offering or private plac shares?	ement of securi	ties, including o	debt or		Yes	No
Protection under the Companies' Creditors Arranger the U.S.A., or reorganization or arrangement with cr provisions in any other jurisdiction?		-	-		Yes	No
Any branch, location, facility, office or subsidiary clo	sings, or layoff	s?			Yes	No
Changing auditors?					Yes	No
If 'Yes' to any of the above questions attach details						
Does the Applicant perform any professional service	es for a fee?				Yes	No
If 'Yes', attach details.						
<ul><li>C. Financial</li><li>Please complete the following information for the of financial statements.</li></ul>	current year: or	provide the mos	st recent Quarterl	ly and	Annual	L
Total Assets				\$		
Current Assets				\$		
Current Liabilities				\$		
Total Debt				\$		
Annual Revenue				\$		
Net Income				\$		
Cash flow from Operations				\$		
·				\$		
Name of auditor / accountant				Φ		
How often is an audit done?					1	
Has the Applicant changed its auditor / accountant	in the last five	years?			Yes	No
If 'Yes', attach details.						
D. Requested Insurance						
Coverage Type	Limit	Retention	Polic	cy Peri	od	
Directors and Officers				to		
Employment Practices Liability				to		
Fiduciary Liability/Pension Trust Liability				to		



# Not-for-profit Directors and Officers Liability Module

A. Operations				
Is the Applicant organization exempt fro	m Federal and Pro	vincial income taxes?	Yes	No
Does the Applicant have activities outside	de of Canada?		Yes	No
Does the Applicant have any subsidiaries other entity for which coverage is reques indicating whether profit or non-profit a	sted? If 'Yes', and c	overage is required, attach full details,	Yes	No
Does the Applicant or any person(s) prop	osed for this insur	ance perform any of the following?		
Provide counseling, referral, legal aid, co	mputer or medical	services?	Yes	No
Take any disciplinary action or recommen activities?	nd disciplinary acti	on as a result of peer review group	Yes	No
Promote any specific products to Applicate Applicant?	ant's members whi	ch will produce a profit for	Yes	No
Publish any magazines, periodicals or ne	wsletters or techni	ical manuals?	Yes	No
Engage in activities such as lobbying or l	abour negotiations	5?	Yes	No
Promote, sponsor or provide any form of	insurance?		Yes	No
Provide any type of professional service:	s to other third par	ties?	Yes	No
Engage in any business transactions witl for coverage?	n businesses which	are controlled by any person proposed	Yes	No
B. Financial information				
Has the Applicant filed an Income Tax re	turn for any of the	last five years?	Yes	No
If 'Yes', have the returns been accepted a	as filed?		Yes	No
Is there or has there been any dispute as	to the Applicant's	tax exempt status?	Yes	No
If 'Yes', attach details.				
Is the Applicant in arrears in its amounts revenue (including source deductions, GS		ue Canada or the provincial ministries of	Yes	No
Is the Applicant currently, or at any time covenant, loan agreement, contractual c twelve months?			Yes	No
Indicate the percentage of funds receive	d from the followir	ng sources:		
Government funding	\$			
Fees for services	\$			
Dues from members	\$			
Donations / contributions	\$			
Other (please specify)	\$			
Are donations solicited?	Yes No			



C. Corporate Governance		
How frequently does the Board of Directors/Trustees meet?		
Are meeting agenda and minutes of the previous meeting sent out at least 10 days prior to each board meeting?	Yes	No
How are the Directors, Officers or Trustees informed of new developments, operations, results, etc. between meetings?	Yes	No
Are any of the Directors, Officers or Trustees or any other person(s) proposed for this insurance or any organization(s) controlled by any of them, indebted to the Applicant?	Yes	No
If 'Yes', attach details.		
Are any of the Directors, Officers or Trustees or any other person(s) proposed for this insurance or any organization(s) controlled by any of them, indebted to the Applicant?	Yes	No
If 'Yes', attach details.		
What is the source of the Board's legal advice?		
D. Prior Knowledge		
Has the Applicant or any other proposed entity or person been involved in any of the following during years:	the past t	hree (3)
Civil or criminal action or litigation, inquiry, investigation, complaint, or notice from any government regulatory authority or committee?	Yes	No
Representative actions, class actions or derivative suits?	Yes	No
Any action for suspension or revocation of a license or for any professional disciplinary sanction?	Yes	No
Other than those identified in your response to question above, is there any claim now pending, or has any other claim been brought at any time during the last three (3) years, against any Applicant or any proposed entity or person in his or her capacity as a director, officer or other managerial position of any entity?	Yes	No
If 'Yes', attach details.		
If 'Yes' to any of the above Prior Knowledge questions attach details.		
E. No Prior Insurance Warranty		
If no prior Directors and Officer's Liability insurance please skip.		
Have any of the Applicant's current directors and officers liability insurers indicated their intent not to offer renewal terms?	Yes	No
If 'Yes', attach details.		
Has the Applicant or any director, officer or other proposed entity or person given written notice under the provisions of any prior or current directors and officers liability policy, or similar policy, of specific facts or circumstances which might give rise to a claim being made against any proposed entity or person?	Yes	No
If 'Yes', attach details.		



Have any loss payments been made on behalf of any Applicant or any director, officer or other			
proposed entity or person under any prior or current directors and officers liability policy or similar			
insurance?	Yes	N	C
If 'Ves' attach details			

### F. Prior Union Executive/Directors and Officers Liability Insurance

Insurer	Limit	Retention	Policy period	Premium	Pending and Prior Litigation date

### G. Additional information required

Please attach the following as applicable:

- Latest annual financial statements and quarterly interim reports.
- Copy of bylaws, indemnification provisions, trust indenture, charter or constitution.
- Complete list of current directors, trustees, executive officers.
- Brochures and/or promotional literature descriptive of operations and/or purpose.

# **Employment Practices Liability Module**

### A. Insured information

	Canada	US	Other	Please specify country if other
Number of Full Time Employees – Non Unionized				
Number of Full Time Employees - Unionized				
Number of Part Time Employees – Non Unionized				
Number of Part Time Employees – Unionized				
Number of Contract Employees (the company has assumed liability of)				
Number of Volunteers				



	Texas	California	New York	New Jersey	Michigan	Illinois		Flor	ida	
Number of US Employees by state										
Turnover as % of total.			<u> </u>		12	Months	\$			
					24 I	Months	\$			
Total percentage of current of	employees w	ith annual coi	mpensation g	reater than \$3	100,000.					%
B. HR Practices						,				
Does the Applicant have an I	Human Resou	ırces Departn	nent.				Y	es		No
If 'No', does the applicant ha	ve other qua	lified staff me	embers servin	g equivalent	functions.		Y	es		No
If 'No' how are Employment	Concerns har	ndled and by v	whom?							
Does the Applicant have a w	ritten Humar	n Resources M	1anual in plac	e?			Y	es		No
If 'Yes' does the Human Reso			-			[	Y	es		No
Sexual Harassment							Y	es		No
A policy on providing accomm	modations in	the workplac	e?				Y	es		No
Progressive Discipline							Y	es		No
Performance Management							Y	es		No
A standardized severance pr	ogram for tei	rminations an	d layoffs?				Y	es		No
A formal orientation program procedures?	n for new em	ployees that	addresses wo	rkplace condi	uct and grieva	ance	Y	es		No
For all positions:										
Written job descriptions?							Y	es		No
Regular written performance	e evaluations	?					Y	es		No
An application form for emp	loyment?						Y	es		No
A personnel file?							Y	es		No
When was the Human Resou	rcoc Manual	last undated	and distribute	nd2						



Are employment issues relating to the following handled by:	Human Resource Dept.	Outside Legal Counsel	Legal Dept.	
Layoffs?	Yes No	Yes No	Yes No	
Transfers?	Yes No	Yes No	Yes No	
Promotions?	Yes No	Yes No	Yes No	
Terminations?	Yes No	Yes No	Yes No	
Discrimination?	Yes No	Yes No	Yes No	
Sexual Harassment?	Yes No	Yes No	Yes No	
Are job descriptions and contracts updated when p	romotions occur?		Yes	No
Are any layoffs or terminations of employees antic months or has occurred in the past 18 months?	ipated or being contem	plated in the next 18	Yes	No
If 'Yes' please answer the following:				
What percentage of employees will be affected?				%
Will Outside Counsel be utilized?			Yes	No
Will severance be offered to all affected employee	s?		Yes	No
Are procedures in place to assist affected employe	es find work?		Yes	No
C. Prior Knowledge				
In the past three years, has the Applicant or any period in any litigation or proceedings related to employed dismissal?			d Yes	No
Other than those identified in your response to que has any other claim been brought at any time durin or any proposed entity or person in his or her capaciposition of any entity?	g the last three (3) year	rs, against any Applicant		No
If 'Yes' to any of the above Prior Knowledge questi	ons attach details.			
D. No Prior Insurance Warranty				
If no prior Employment Practices Liability insurance	e please skip.			
No Applicant or any person(s) applying for this insustinations which could reasonably be expected to goverage related to employment including, but not	give rise to a claim unde	r the proposed insurance	Yes [	No
Has the Applicant or any director, officer or other punder the provisions of any prior or current Employ of specific facts or circumstances which might give entity or person?	ment Practices liability	policy, or similar policy,	d Ves	No
Have any loss payments been made on behalf of ar proposed entity or person under any prior or currer insurance?				No



### E. Prior Employment Practices Liability Insurance

Insurer	Limit	Retention	Policy period	Premium	Pending and Prior Litigation date

### F. Additional information required

Please attach the following as applicable:

Copy of Employee handbook

# Fiduciary/Pension Trust Liability Module

### A. Plan Summary

Plan Name	Plan Type	Plan Assets Current Year	Number of plan participants	Country	Year Established

### Types of Plans:

Defined Contribution Plan = DC Employee Stock Ownership Plan = ESOP Defined Benefit Plan = DB Welfare Plan = WP RRSP/Savings Plan = RRSP/SP

### B. Plan Operations

If any plan for which coverage is requested holds or invests in securities of the Applicant, please provincluding name of plan, number of shares held and most recent share value.	ide details,	
If no such plan, check (🗸) here:		
In the past 18 months has the Applicant merged, spun-off, transferred or terminated any employee benefit plan(s) or is any such merger, spin-off, transfer or termination being contemplated in the next 18 months?	Yes	No



If 'Yes', please attach details.  If there has been any amendment(s), please attach copies.  Do any plan(s) employ outside providers to perform services in the following disciplines?  Yes No  If 'Yes' provide the service provider name.  Investment Yes No  Accounting Yes No  Actuarial Yes No  Legal Yes No	•	_		e, status of asset distribution, whether similar benefits are being ted plan benefits are secured by insurance.
Has any amendment to any plan been made or contemplated within the past two (2) years, or is any amendment now contemplated, which has resulted or might result in any reduction of benefits including, but not limited to an increase in participant's share of cost?  If 'Yes', please attach details.  If there has been any amendment(s), please attach copies.  Do any plan(s) employ outside providers to perform services in the following disciplines?  Yes No  If 'Yes' provide the service provider name.  Investment Yes No  Accounting Yes No  Actuarial Yes No  Administrative/Books Yes No  Administrative/Books Yes No  Record keeper  Provide details of any reviews completed regarding any administrative, record-keeping, investment management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined				
Has any amendment to any plan been made or contemplated within the past two (2) years, or is any amendment now contemplated, which has resulted or might result in any reduction of benefits including, but not limited to an increase in participant's share of cost?  Yes No If 'Yes', please attach details. If there has been any amendment(s), please attach copies.  Do any plan(s) employ outside providers to perform services in the following disciplines?  Yes No If 'Yes' provide the service provider name.  Investment Yes No Actuarial Yes No Actuarial Yes No Roulegal Yes No Record keeper  Provide details of any reviews completed regarding any administrative, record-keeping, investment management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined				
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Has any amendment to any plan been made or contemplated within the past two (2) years, or is any amendment now contemplated, which has resulted or might result in any reduction of benefits including, but not limited to an increase in participant's share of cost?  Yes No If 'Yes', please attach details.  If there has been any amendment(s), please attach copies.  Do any plan(s) employ outside providers to perform services in the following disciplines?  Yes No If 'Yes' provide the service provider name.  Investment Yes No  Accounting Yes No  Actuarial Yes No  Administrative/Books Yes No  Record keeper  Provide details of any reviews completed regarding any administrative, record-keeping, investment management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined				
any amendment now contemplated, which has resulted or might result in any reduction of benefits including, but not limited to an increase in participant's share of cost?  Yes No If 'Yes', please attach details.  If there has been any amendment(s), please attach copies.  Do any plan(s) employ outside providers to perform services in the following disciplines?  Yes No If 'Yes' provide the service provider name.  Investment Yes No Actuarial Yes No Actuarial Yes No Actuarial Yes No Actuarial Yes No Administrative/Books Yes No Administrative/Books Yes No No Administrative/Books Yes No No Administrative/Books Yes No No Western Management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined	Are all plans in complian	ce with plan a	agreements	s or ERISA.
If 'Yes', please attach details.  If there has been any amendment(s), please attach copies.  Do any plan(s) employ outside providers to perform services in the following disciplines?  Yes No  If 'Yes' provide the service provider name.  Investment Yes No  Accounting Yes No  Actuarial Yes No  Legal Yes No  Administrative/Books Yes No  & Record keeper  Provide details of any reviews completed regarding any administrative, record-keeping, investment management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined	any amendment now con	itemplated, w	hich has re	esulted or might result in any reduction of benefits
If 'Yes' provide the service provider name.  Investment Yes No  Accounting Yes No  Actuarial Yes No  Legal Yes No  Administrative/Books Yes No  & Record keeper  Provide details of any reviews completed regarding any administrative, record-keeping, investment management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined	If 'Yes', please attach det	tails.	·	
Investment Yes No Accounting Yes No Actuarial Yes No Legal Yes No Administrative/Books Yes No Record keeper  Provide details of any reviews completed regarding any administrative, record-keeping, investment management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined	Do any plan(s) employ ou	ıtside provide	ers to perfo	orm services in the following disciplines?
Accounting Yes No Actuarial Yes No Actuarial Yes No Actuarial Yes No Administrative/Books Yes No Administrative/Books Yes No Administrative/Books Yes No Administrative/Books Yes No Actuarial Yes No Administrative/Books Yes No	If 'Yes' provide the service	e provider na	ıme.	
Actuarial Yes No  Legal Yes No  Administrative/Books Yes No  & Record keeper  Provide details of any reviews completed regarding any administrative, record-keeping, investment management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined	Investment	Yes	No	
Legal Yes No Administrative/Books Yes No No Record keeper  Provide details of any reviews completed regarding any administrative, record-keeping, investment management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined	Accounting	Yes	No	
Administrative/Books Yes No  & Record keeper  Provide details of any reviews completed regarding any administrative, record-keeping, investment management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined	Actuarial	Yes	No	
& Record keeper  Provide details of any reviews completed regarding any administrative, record-keeping, investment management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined	Legal	Yes	No	
Provide details of any reviews completed regarding any administrative, record-keeping, investment management, or advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined	Administrative/Books	Yes	No	
advise, commissions or marketing fees charged to or paid by, whether directly or indirectly, any sponsored defined	& Record keeper			
	advise, commissions or m	narketing fee	s charged t	
Is benchmarking performed?	Is benchmarking perform	ned?		Yes No



Describe that process.		
How frequently are these fees reviewed/benchmarked?		
How frequently are investment options reviewed/benchmarked, evaluated for performance?		
Describe the process.		
C. Prior Knowledge.		
Is the applicant aware of any inquiries or communications from any law firm regarding plan fees and expenses or the performance of plan investments?	Yes	No
Is the applicant aware of any online/social media solicitation of your employees to contact a law firm about their defined contribution plan fees or investments.	Yes	No
Has any fiduciary been:		
Accused of, found guilty of, or held liable for a breach of trust?	Yes	No
Convicted of criminal conduct?	Yes	No
Other than those identified in your response to question above, is there any claim now pending, or		
has any other claim been brought at any time during the last three (3) years, against any Applicant		
or any proposed entity or person in his or her capacity as a director, officer or other managerial position of any entity?	Yes	No

If 'Yes' to any of the above Prior Knowledge questions attach details.



No

Yes

### D. No Prior Insurance Warranty

If no prior Fiduciary/Pension Trust Liability insurance please skip.

No Applicant or any person(s) applying for this insurance is aware of any facts, circumstances or situations which could reasonably be expected to give rise to a claim under the proposed insurance coverage related to employment including, but not limited to, wrongful dismissal?

Has the Applicant or any director, officer or other proposed entity or person given written notice under the provisions of any prior or current Employment Practices liability policy, or similar policy, of specific facts or circumstances which might give rise to a claim being made against any proposed entity or person?

Yes No

If 'Yes', attach details.

Have any loss payments been made on behalf of any Applicant or any director, officer or other

proposed entity or person under any prior or current Employment Practices Liability policy or similar

If 'Yes', attach details.

insurance?

### E. Prior Fiduciary/Pension Trust Insurance

Insurer	Limit	Retention	Policy period	Premium	Pending and Prior Litigation date

### F. Additional information required

Please attach the following as applicable:

- Audited Financial Statements of the Applicant (Sponsor Organization)
- Audited Financial Statements and Actuarial Report of each funded Plan
- Investment portfolio of each funded Plan



# **Employment Practices Liability Module**

### A. Insured information

	Canada		US		Other		Please	specify	cour	ntry if	other
Number of Full Time Employees – Non Unionized											
Number of Full Time Employees - Unionized											
Number of Part Time Employees – Non Unionized											
Number of Part Time Employees – Unionized											
Number of Contract Employees (the company has assumed liability of)											
Number of Volunteers											
	Texas	Calif	ornia	New York	New Jersey	Mich	nigan	Illinois	<u> </u>	Flo	rida
Number of US Employees by state											
Turnover as % of total.							12	Months	\$		
							24	Months	\$		
Total percentage of current of	employees wi	th ann	ual cor	mpensation g	reater than \$1	100,0	00.				%
B. HR Practices											
Does the Applicant have an I	Human Resou	irces D	epartm	nent.						/es	No
If 'No', does the applicant have other qualified staff members serving equivalent functions.											
If 'No' how are Employment	Concerns han	dled a	nd by w	vhom?							



Does the Applicant have a written Human Resource	Yes	No				
If 'Yes' does the Human Resources Manual address	the following Discrimir	nation	Yes	No		
Sexual Harassment			Yes	No		
A policy on providing accommodations in the work	place?		Yes	No		
Progressive Discipline			Yes	No		
Performance Management			Yes	No		
A standardized severance program for termination	s and layoffs?		Yes	No		
A formal orientation program for new employees t procedures?	hat addresses workplac	ce conduct and grievance	e Yes	No		
For all positions:						
Written job descriptions?			Yes	No		
Regular written performance evaluations?			Yes	No		
An application form for employment?			Yes	No		
A personnel file?			Yes	No		
When was the Human Resources Manual last upda	ted and distributed?					
Are employment issues relating to the following handled by:	Human Resource Dept.	Outside Legal Counsel	Legal Dept.			
Layoffs?	Yes No	Yes No	Yes No			
Transfers?	Yes No	Yes No	Yes No			
Promotions?	Yes No	Yes No	Yes No			
Terminations?	Yes No	Yes No	Yes No			
Discrimination?	Yes No	Yes No	Yes No			
Sexual Harassment?	Yes No	Yes No	Yes No			
Are job descriptions and contracts updated when p	romotions occur?		Yes	No		
Are any layoffs or terminations of employees antic months or has occurred in the past 18 months?	ipated or being contem	plated in the next 18	Yes	No		
If 'Yes' please answer the following:						
What percentage of employees will be affected?				%		
Will Outside Counsel be utilized?						
Will severance be offered to all affected employee	Yes	No				
Are procedures in place to assist affected employe	es find work?		Yes	No		
C. Prior Knowledge						
In the past three years, has the Applicant or any period in any litigation or proceedings related to employ dismissal?			ed Yes	No		



Other than those identified in your re has any other claim been brought at or any proposed entity or person in h position of any entity?	olicant	No							
If 'Yes' to any of the above Prior Know	wledge questions a	attach details.							
D. No Prior Insurance Warranty									
If no prior Employment Practices Liab	oility insurance ple	ase skip.							
No Applicant or any person(s) applying situations which could reasonably be coverage related to employment incl	expected to give r	ise to a claim unde	er the proposed ins		No				
Has the Applicant or any director, off under the provisions of any prior or confuse of specific facts or circumstances when tity or person?	urrent Employmen	t Practices liability	policy, or similar p	oolicy,	No				
Have any loss payments been made on behalf of any Applicant or any director, officer or other proposed entity or person under any prior or current Employment Practices Liability policy or similar insurance?  Yes No									
E. Prior Employment Practices Lia	ibility insurance								
Insurer Limit Retention Policy period Premium Pending and Prior Litigation date									

### F. Additional information required

Please attach the following as applicable:

Copy of Employee handbook



## Fiduciary/Pension Trust Liability Module

### A. Plan Summary

Plan Name	Plan Type	Plan Assets Current Year	Number of plan participants	Country	Year Established
Defined Contribution Plan Employee Stock Ownershi Defined Benefit Plan = DB Welfare Plan = WP RRSP/Savings Plan = RRS	p Plan = ESOP				
3. Plan Operations					
f any plan for which cover ncluding name of plan, nu				ant, please pro	vide details,
If no such plan, check (✔) I	here:				
In the past 18 months has benefit plan(s) or is any su next 18 months?		•			Yes N
If 'Yes', provide details inc offered, and name of insur					fits are being

Are all plans in compliance with plan agreements or ERISA.

Has any amendment to any plan been made or contemplated within the past two (2) years, or is any amendment now contemplated, which has resulted or might result in any reduction of benefits including, but not limited to an increase in participant's share of cost?

1	
Ves	N

If 'Yes', please attach details.

If there has been any amendment(s), please attach copies.

Do any plan(s) employ outside providers to perform services in the following disciplines?

1	M	Δ	R	K	E	L

If 'Yes' provide the service	e pro	vider r	nam	e.	
Investment		Yes		No	
Accounting		Yes		No	
Actuarial		Yes		No	
Legal		Yes		No	
Administrative/Books		Yes		No	
& Record keeper					
	arke	ting fe	es c		g any administrative, record-keeping, investment management, or or paid by, whether directly or indirectly, any sponsored defined
Is benchmarking performed Describe that process.	ed?				Yes No
How frequently are these	fees	s revie\	wed	/benchmar	ked?
How frequently are invest	tmer	nt ontic	าทร	reviewed/h	penchmarked evaluated for performance?



Describe the process.		
C. Prior Knowledge.		
Is the applicant aware of any inquiries or communications from any law firm regarding plan fees and expenses or the performance of plan investments?	Yes	No
Is the applicant aware of any online/social media solicitation of your employees to contact a law firm about their defined contribution plan fees or investments.	Yes	No
Has any fiduciary been:		
Accused of, found guilty of, or held liable for a breach of trust?	Yes	No
Convicted of criminal conduct?	Yes	No
Other than those identified in your response to question above, is there any claim now pending, or has any other claim been brought at any time during the last three (3) years, against any Applicant or any proposed entity or person in his or her capacity as a director, officer or other managerial position of any entity?	Yes	No
If 'Yes' to any of the above Prior Knowledge questions attach details.		
D. No Prior Insurance Warranty		
If no prior Fiduciary/Pension Trust Liability insurance please skip.		
No Applicant or any person(s) applying for this insurance is aware of any facts, circumstances or situations which could reasonably be expected to give rise to a claim under the proposed insurance coverage related to employment including, but not limited to, wrongful dismissal?	Yes	No
Has the Applicant or any director, officer or other proposed entity or person given written notice under the provisions of any prior or current Employment Practices liability policy, or similar policy, of specific facts or circumstances which might give rise to a claim being made against any proposed entity or person?	Yes	No
If 'Yes', attach details.		
Have any loss payments been made on behalf of any Applicant or any director, officer or other proposed entity or person under any prior or current Employment Practices Liability policy or similar insurance?	Yes	No
If 'Yes', attach details.		



Insure	er	Limit	Retention	Policy period	Premium	Pending and Prior Litigation date

### F. Additional information required

Please attach the following as applicable:

- Audited Financial Statements of the Applicant (Sponsor Organization)
- Audited Financial Statements and Actuarial Report of each funded Plan
- Investment portfolio of each funded Plan



It is agreed that if any such claims, facts, circumstances or situations exist, whether or not disclosed, any claim or action based upon or arising from them shall be excluded from this proposed coverage.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE TRUTH OF THE STATEMENTS CONTAINED HEREIN.

I AUTHORIZE YOU TO COLLECT, USE AND DISCLOSE PERSONAL INFORMATION AS PERMITTED BY LAW, IN CONNECTION WITH YOUR COMMERCIAL INSURANCE POLICY OR A RENEWAL, EXTENSION OR VARIATION THEREOF, FOR THE PURPOSES NECESSARY TO ASSESS THE RISK, INVESTIGATE AND SETTLE CLAIMS, AND DETECT AND PREVENT FRAUD, SUCH AS CREDIT INFORMATION, AND CLAIMS HISTORY.

For purposes of the Insurance Companies Act (Canada), this document was issued in the course of Lloyd's Underwriters' insurance business in Canada.

MUST BE SIGNED BY THE PRESIDENT, CHAIRMAN OF THE BOARD, CHIEF EXECUTIVE OFFICER OR HUMAN RESOURCES MANAGER.

(no other signature is acceptable).

*Signature of Applicant (authorized representative):	Name:
*Title:	Date:

For contact information visit: www.markel.ca

