



**NEW BUSINESS APPLICATION FOR
PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)**

- Please complete all questions – If no answer available, please write “not applicable” in the space provided.
- Where space provided is insufficient to fully answer, please attach additional sheet(s).
- We require for a minimum of 14 Business Days in order to provide you with a Quote.
- Attach the following additional information:
 - Brochures and/or promotional literature.
 - Copy of a representative contract and/or letter of agreement used by your firm.
 - Resumes of principals, partners, and executive officers.
 - Mail to 2-105 West Beaver Creek , Richmond Hill, ON, L4B 1C6 or Fax to FAX 905-764-9618

1. Name of Applicant _____

Indicate: Corporation Partnership Individual

Date firm established: _____ Number of years under present ownership: _____

2. Address of main office: _____

3. Address of branch office(s): _____

4. Provide a full description of your operations – attach additional sheet(s) if required. If available, please provide brochures / promotional literature / marketing info.

5. Are your operations controlled, owned or associated with any other firm, corporation or company?

Yes No If yes, provide full details:

6. Provide the following information:

Full Name of all Partners/Principals	Qualifications	Date Qualified	Length of Time In Practice	Length of Time as Partner/Principal
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7. Indicate the number of employees:

Professional _____ Sales Representatives _____ Clerical _____ Other _____

8. Explain the education requirements for your profession:

9. Does the Applicant belong to any related associations? Yes No
If yes, indicate such memberships:

10. Has the Applicant ever been investigated by or suspended from practice by any body governing the practice of his/her profession?

Yes No If yes, provide full details of such investigation or suspension.

11. Is any legislation currently in force governing the practice of the applicant? Yes No
If yes, attach full copy of all relevant extracts.

12. Indicate your business: Gross annual fees Income Commissions

For the past year: _____ Anticipated for next year: _____

13. What proportion of your income is derived from clients outside Canada? Provide percentages for each country:

What proportion of your income is derived from services provided outside Canada? Provide percentages for each country:

14. Are standard contracts used and signed by each client? Yes No

If "Yes", please attach copy. If "No", describe fully the terms under which work is accepted.

15. Do such contracts contain: (check where applicable)

