

APPLICATION FOR DIRECTORS AND OFFICERS LIABILITY INSURANCE

Copies of the following information must be attached to this application:

- a) Schedule of Directors and Officers including present positions;
- b) the organization's by-laws;
- c) the organization's latest audited financial statement;
- d) the organization's latest interim report.

<p>1. Name of Applicant: _____</p> <p>Address: _____</p>								
<p>2. Date organized: _____ Conducted business continuously since: _____</p>								
<p>3. Legal structure (corporation, association, foundation, professional, trade or service, etc.):</p> <p>_____</p>								
<p>4. Purpose of the organization and nature of operations (provide copies of information booklet or brochure if available):</p> <p>_____</p> <p>_____</p>								
<p>5. a) Limit of liability requested: \$ _____</p> <p>b) The director or officer designated to receive any and all notices from the Insurer or their representatives concerning this insurance is:</p> <p>Name: _____</p> <p>Mailing Address: _____</p>								
<p>6. Size of operating budget (revenue plus cash assets): Current year: \$ _____ Anticipated for next year: \$ _____</p> <p>Indicate the percentage of funds received from the following sources:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Federal, provincial, local government: _____</td> <td style="width: 50%;">Other (please specify): _____</td> </tr> <tr> <td>Fees for services: _____</td> <td>Are contributions generally solicited? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Dues from members: _____</td> <td>What percentage of total contributions received are available for charitable purposes? _____</td> </tr> <tr> <td>Donations, contributions from the general public: _____</td> <td></td> </tr> </table>	Federal, provincial, local government: _____	Other (please specify): _____	Fees for services: _____	Are contributions generally solicited? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dues from members: _____	What percentage of total contributions received are available for charitable purposes? _____	Donations, contributions from the general public: _____	
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Donations, contributions from the general public: _____								
<p>7. Number of: Directors _____ Officers _____ Professionals _____ Clerical Employees _____</p> <p style="padding-left: 40px;">Volunteers _____ Members _____ Managers _____</p>								
<p>8. Does the organization have any stockholders or persons who profit from the operation except as salaried employees? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide full details.</p> <p>_____</p> <p>_____</p>								
<p>9. List all subsidiaries and affiliated organizations indicating whether profit or non-profit and nature of operations:</p> <p>_____</p> <p>_____</p>								

10. Does the organization have any operations outside Canada? Yes No If yes, provide full details.

11. Name of auditor/accountant: _____

How often is an audit done: _____

Has the organization changed its auditor/accountant in the last five years? Yes No If yes, provide details.

12. a) Has the organization filed a Federal income tax return for any of the last five years? Yes No

b) If yes, have the returns been accepted as filed? Yes No If no, provide full details.

13. Are any of the Directors or Officers or any other person(s) proposed for this insurance indebted to the Organization? Yes No
If yes, provide full details.

14. a) How frequently does the Board of Directors meet? _____

b) How many Board members must be present to constitute a quorum? _____

c) Are meeting agenda and minutes of previous Board meetings and Board committee meetings distributed to each director at least 10 days prior to each Board meeting date? Yes No

d) Describe the procedures which are in place to keep the Directors and Officers informed of new developments, operations results, etc., between meetings.

e) Does each Director have a formal job description which clearly defines his/her scope of duties? Yes No

f) What are the Corporation's rules with respect to loans on behalf of the Organization?

g) Indicate the source of the Board's legal advice: _____

Do the Board's legal advisors make regular presentations to the Board to review the responsibilities of the Directors and Officers and of the organization, as defined in the various relevant statutes and related jurisprudence? Yes No

h) Are all Directors, Officers and senior employees required to obtain legal counsel prior to publicly commenting on any of the Corporation's activities? Yes No

15. Provide details of current or expiring liability coverages:

	Insurer	Policy Period	Limit
Commercial General Liability	_____	_____	_____
Professional Errors & Omissions	_____	_____	_____
Other: _____	_____	_____	_____

16. Provide details of Directors and Officers Liability insurance carried in the past three years:

Insurer	Policy Period	Limit	Deductible	Premium
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

17. During the past five years, has the organization had similar insurance declined, cancelled, non-renewed or refused? Yes No
If yes, provide details.

18. a) Has any claim been made or is a claim now pending against the organization or any person proposed for the insurance? Yes No
If yes, provide full details.

b) Has any suit or legal action been filed by or on behalf of the organization against any person(s) proposed for this insurance? Yes No
If yes, provide full details.

c) Does the organization or any other person(s) proposed for this insurance have knowledge or information of any actual or alleged negligent act, error, omission, misstatement or misleading statement or breach of duty which might give rise to a future claim? If yes, provide full details. Yes No

19. It is agreed that any claim or action arising from any negligent act, error or omission, misstatement or misleading statement, or breach of duty which is known to any Director or Officer prior to issuance of the policy shall be excluded from coverage.

DECLARATION

The undersigned declares that all statements made in the Application and the information contained in documents submitted with it are true. The undersigned also declares that all officers and directors acknowledge the contents of Question 18 and that each of them has attested to the accuracy of the responses given. Signing of this document does not bind the Applicant to complete the insurance, but it is agreed that the Application shall be the basis of the contract, should a policy be issued.

SIGNED, SEALED AND DELIVERED this _____ day of _____ 19____ .

Corporation

Chairman of the Board or President

