

CRIME INSURANCE APPLICATION

PLEASE READ THE POLICY CAREFULLY

Please fully answer all questions and submit all requested information. Terms appearing in bold face in this Application are defined in the Policy and have the same meaning in this Application as in the Policy. If you do not have a copy of the Policy, please request it from your agent or broker. This Application, including all materials submitted herewith, shall be held in confidence.

1. GENERAL INFORMATION

- (a) Applicant Name: (Whenever used in this Application, the term "Applicant" shall mean the **Insured**, unless otherwise indicated)
- (b) Principal Address:
 - a. Street:
 - b. City:
 - c. State:
 - d. Zip Code:
- (c) State of Incorporation:
- (d) Date Established:
- (e) Nature of Business:
- (f) Applicant's Website address (if applicable):
- (g) Name of applicant's designated representative to receive all notices from the Insurer on behalf of all person(s) and entity(ies) proposed for this insurance:
- (h) Standard Industry Classification Code (SIC Code):
- (i) Annual Revenue: (in 000's):
- (j) If Publicly Traded what is Ticker Symbol?

(k) Form of business organization:
 Corporation Partnership Limited Liability

(l) Corporation
 For Profit Not For Profit

DESCRIPTION OF OPERATIONS:

In the course of your business do you perform any of the following functions?

- | | | |
|--|------------------------------|-----------------------------|
| (a) Trading | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Extending Credit | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Issuing Warehouse Receipts | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Transporting or Storing Valuables for Others | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Leasing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Storing Customer Credit Card Information | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If any answer is yes to the above description of operations, please attach an explanation of the function performed.

Please mark any of the following characteristics or exposures that apply to your company's operation:

- | | |
|---|---|
| <input type="checkbox"/> Precious metals or gemstones | <input type="checkbox"/> Narcotics |
| <input type="checkbox"/> Warehouse operations | <input type="checkbox"/> Proprietary credit card operation |
| <input type="checkbox"/> Care, custody and control of client's property | <input type="checkbox"/> Joint Ventures |
| <input type="checkbox"/> Employee credit cards | <input type="checkbox"/> High unit value, portable inventory |
| <input type="checkbox"/> Cash exposure greater than the deductible | <input type="checkbox"/> Private collections of art or collectibles |
| <input type="checkbox"/> Active participation in more than one industry | |

2. COVERAGE REQUESTED:

Desired Coverage: (please check the coverage requested)	Limits Requested:	Deductible Requested:
<input type="checkbox"/> Employee Theft	\$	\$
<input type="checkbox"/> Forgery or Alteration	\$	\$
<input type="checkbox"/> Theft – Inside Premises	\$	\$
<input type="checkbox"/> Theft – Outside Premises	\$	\$
<input type="checkbox"/> Money Orders & Counterfeit Currency	\$	\$
<input type="checkbox"/> Computer Fraud and Funds Transfer Fraud	\$	\$
<input type="checkbox"/> Client Coverage	\$	\$
<input type="checkbox"/> Credit Card Coverage	\$	\$

3. POLICY PERIOD REQUESTED:

From:

To:

Both dates at 12:01am Local Time at the principal Address of the **Insured**.

4. LOCATIONS AND EMPLOYEES:

	Number of Locations	Sales or Revenues	Class 1 Employees	All Other Employees
U.S.				
Canadian				
Total				

FOREIGN OPERATIONS:

If the Insured has operations outside of the U.S. or Canada, please list below:

Foreign Country	Number of Employees	Number of Locations	Type of Operations	Amount of Annual Revenue from Country
TOTAL				

Class 1 Employees: For the purposes of premium computation. Class 1 Employees include management positions and other employees who have access to money, securities and/or other property (such as cashiers, bookkeepers, shipping clerks, etc.)

5. AUDITS CONTROLS:

External Audits:

- (a) Does an independent CPA audit your books at least annually? Yes No
 - a) If Yes, by whom?
 - b) If No, please attach an explanation.

- (b) Does the audit include a review of EDP Department? Yes No
 - If No, please attach an explanation.

- (c) Are the audits complete and unqualified? Yes No
 - If No, please attach an explanation.

- (d) Are all locations and entities audited? Yes No
If No, please attach description of the extent of your audit.
- (e) Have you changed CPAs in the past three (2) years? Yes No
If Yes, please attach an explanation.
- (f) Does the CPA provide a Management Letter? Yes No
If Yes, please include the most recent copy and applicant's response to the letter.

Internal Audits:

- (a) Is there an Internal Audit Department responsible for the oversight and review of internal audit programs for all business operations – including the EDP Department? Yes No
If No, please attach an explanation of how this function is fulfilled.
- (b) Does the Internal Audit Department report directly to the Board of Directors? Yes No
- (c) Does the internal audit include a review of EDP Department? Yes No
If No, please attach an explanation of how this function is fulfilled.

6. INVENTORY CONTROL:

- (a) Is a complete inventory made with physical check of stock and equipment? Yes No
If Yes, by whom?
How often?
- (b) Does such inventory include all locations? Yes No

7. ACCOUNTS PAYABLE CONTROLS:

- (a) Do all requisitions and purchase orders require the prior approval of authorized personnel? Yes No
If No, please attach an explanation
- (b) Do purchase orders require next level of approval? Yes No
If No, please attach an explanation
- (c) Do expense reimbursements require original receipts for expenses before reimbursement? Yes No
If No, please attach an explanation
- (d) Do expenses reimbursements require management approval at the next level? Yes No

If No, please attach an explanation.

- (e) Are all disbursements system generated? Yes No
If No please attach an explanation of controls surrounding manual check issuance

8. BANK ACCOUNT CONTROL:

- (a) Do the employees who reconcile the monthly bank statements also either:
Sign check Yes No
Handle deposits Yes No
- (b) Have access to check signing machines or signature plates? Yes No
- (c) If any answer above is Yes, will you correct the weakness? Yes No
- (d) Is countersignature of checks required? Yes No
If Yes, over what limit?

9. COMPUTER CONTROL:

- (a) Are pre-authorized controls maintained for all programmers and operators? Yes No
- (b) Are the duties of programmers and operators separated? Yes No
- (c) Is the output reconciled by persons who do not prepare or process output? Yes No
- (d) Do audit practices include "tests" to detect unauthorized programming changes? Yes No
- (e) Are computerized check writing operations segregated from departments that authorize checks? Yes No

10. VENDOR CONTROLS:

- (a) Does the Insured have procedures in place to verify the existence and ownership of all new vendors prior to adding them to the authorized master vendor list? Yes No
- (b) Does the Insured allow the same person who verifies the existence of vendors to also edit the authorized master vendor list? Yes No
- (c) Is the master vendor list verified annually by the Insured's internal or external audit department to check for fraudulent vendors? Yes No
- (d) Are supplier's invoices matched with related purchase orders, receiving reports, and authorized vendor lists for review prior to each cash

disbursement? Yes No
If No, please attach a description of procedures followed.

(e) Are purchases received at the home office or picked up at the vendor, reconciled to corresponding purchase requisitions by an employee independent of the purchasing? Yes No
If No, please attach an explanation

11. FUNDS TRANSFER CONTROLS:

(a) What is the total annual value of all funds transfers? \$

(b) What is the average value of a transfer? \$

(c) Are there specific arrangements with banks, as to the individuals in your Company authorized to:

1) Transfer funds? Yes No

2) Request changes to procedures? Yes No

3) Obtain records? Yes No

(d) Are all banks required to authenticate the identity of the caller before acting upon the instructions? Yes No

(e) Are all banks required to confirm funds transfer transactions in writing within 24 hours? Yes No

(f) Are there independent checks of funds transfer records by staff not authorized to handle/instruct such transfers? Yes No

12. CLIENT SERVICES:

(a) Please fully describe any services that the Insured provides for clients (including but not limited to accounting, payroll or purchasing functions):

(b) Are Employees located at the Client(s) locations? Yes No

(b) Does the Insured's Employee(s) have access to Client(s) money, securities and other property? Yes No
If Yes, what is the value of the money, securities and other property? \$

(c) Are there any security controls in place to limit the Insured's Employee(s) ability to have unsupervised access to Client's money, securities and other property? Yes No

13. SECURITIES:

(a) State the value of negotiable owned or held securities. (if none, please write none): \$

(b) Where are the securities kept?

(c) If safe deposit boxes are used, has the bank been instructed to require 2 individuals be present before entry to any box is permitted? Yes No

If No, identify by name and position those having access.

14. PRECIOUS METALS OR HIGH VALUE PROCESSING MATERIALS:

Is there an exposure of precious metals or stones (such as gold, silver, copper, platinum, industrial diamonds, computer chips or similar high-valued materials? Yes No

If Yes, please attach a separate listing of exposures, identify each location, describe security controls and state a maximum value at each location.

15. EMPLOYEE BENEFIT PLANS:

Attach a separate sheet listing the names of each employee benefit plans required to be bonded by Title 1 of the Employee Retirement Income Security Act for which coverage is requested.

If No plans are to be covered, please check this box:

16. MONEY, SECURITIES AND PAYROLL EXPOSURES:

What is the maximum amount at any one location:

Money:	\$
Checks:	\$
Negotiable Securities:	\$

What is the maximum amount transported from any one location by a method other than an armored motor vehicle?

Money:	\$
Checks:	\$
Negotiable Securities:	\$

(a) At locations where there is money and securities does the Insured utilize a Fire protected Safe? Yes No