

Accountants Professional Liability

Louisiana Insurance Application



In addition to the benefits described in your policy every *Named Insured* automatically qualifies for additional included benefits designed to minimize your professional liability exposure. These additional included benefits are listed below.

	Unlimited use of CAMICO's three hotlines, providing immediate access to professional
	assistance and advice. This service includes the Loss Prevention hotline, providing
	CPAs and other professionals who can assist you with practice and firm management
v	issues, the Claims hotline, providing claim professionals who can assist you with legal
	liability concerns before they become a claim, and the Tax hotline, providing CPAs and
	attorneys to assist you with some federal tax issues.
	Unlimited use of CAMICO's subpoena services, providing assistance with the receipt of
	and compliance with most types of subpoena and deposition notices even when there
\checkmark	is no Claim. CAMICO will evaluate the need for additional assistance and, where
	appropriate, attorneys may be provided to assist you at no cost. Subpoena services
	are accessed through the Claims hotline.
\checkmark	Unlimited access to all of CAMICO's risk management tools and documents through
	the Members Only section of CAMICO.com.
	Full participation in all of CAMICO's CPE events, including seminars, conferences, in-
\checkmark	firm training and web-based training. (Some CPE programs may be limited by
	geography or firm characteristics.)
	Full participation in CAMICO's dividend program. The timing, amount and method of
\checkmark	allocating dividends among Insureds are determined by and at the discretion of the
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	Board of Directors.
	Board of Directors. The Named Insured has the right to Extended Reporting Coverage for a period of up to
 ✓ 	The Named Insured has the right to Extended Reporting Coverage for a period of up to
✓	The Named Insured has the right to Extended Reporting Coverage for a period of up to three years as more fully described in Article V. of the policy. The Named Insured may
 ✓ 	The Named Insured has the right to Extended Reporting Coverage for a period of up to three years as more fully described in Article V. of the policy. The Named Insured may request Extended Reporting Coverage for a longer period of time. CAMICO, at its
✓ ✓	The Named Insured has the right to Extended Reporting Coverage for a period of up to three years as more fully described in Article V. of the policy. The Named Insured may request Extended Reporting Coverage for a longer period of time. CAMICO, at its option, may agree to offer such coverage.
✓ ✓	The Named Insured has the right to Extended Reporting Coverage for a period of up to three years as more fully described in Article V. of the policy. The Named Insured may request Extended Reporting Coverage for a longer period of time. CAMICO, at its option, may agree to offer such coverage. No cost unlimited Extended Reporting Coverage is available for qualified sole

CAMICO urges you to take advantage of these additional included benefits so that, together, we can reduce the cost of claims and increase the effectiveness of your Firm.

ACCOUNTANTS PROFESSIONAL LIABILITY INSURANCE APPLICATION

This is an application for a **"Claims Made and Reported"** policy. The policy applies only to claims first made against the Insured and reported to the Company while the policy is in force and for professional services performed on or after the prior acts (or retroactive) date. The limit of liability available to pay damages or settlements shall be reduced by amounts incurred as "Claim Expenses," including fees and expenses incurred in the investigation, adjustment, and defense of a claim. **The policy will be issued in reliance upon the statements in the application**. Therefore, it is important that all questions be answered accurately.

Please follow the steps listed below to complete your application for CAMICO coverage:

- Type or print clearly, and do not use pencil.
- Complete Parts I through VIII, answering all questions completely. If any question, or part thereof, does not apply, put "NA" in the space provided leave no blanks. Failure to answer all questions will delay our ability to underwrite this application, which may result in a gap in your coverage.
- Complete supplemental application(s) only when appropriate.
- Sign on page 8 and make a copy of the completed application for your records.

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Dart		Eirm	Inform	nation
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1.	Firm Name:					
2.	Contact Person:					
	(Person designated and authoriz	ed by the Firm to receiv	ve any and all notices co	oncerning this	insurance.)
3.	Contact Person Title:		4. Contact Perso	n Email Address:		
5.	Primary Office Address:					
	If Firm has other locations or s	Street Address shares office space, complete th	City e Multiple Offices/Shar	County ed Office Space Supple r	State ment (S-1).	Zip
6.	Telephone:	7. Fax:	8	Web Site:		
9.	Mailing Address: (If different from #5)	Street Address	City	County	State	Zip
10.	Entity Type: 🗌 Sole Propri	etorship 🗌 Partnership 🗌	Corporation 🗌 LLP	LLC PC Ot	her (list):	
11.	Firm Established (mm/dd/y (Attach firm owner resume(s)	ууу): or Work History(s) if firm estab	lished date is less than t	three (3) years ago.)		
12.		s has the Firm merged or acq Merged or Acquired Firm(s) Sup		55?	Yes	🗌 No
13.	b. Have the Firm's service	Firm changed +/- 25% during areas shifted significantly in t se explain on the Narrative Res	the past three (3) year		Yes Yes	No No
14.	to merger, acquisition, othe	nges pending in the organizat er restructuring, addition of a <i>Narrative Response Sheet on p</i>	new client industry o	•	Yes	🗌 No
15.	business activities (other th five (5) years?	partner or officer rendered p an for a previous employer) (Separate Entity Supplement (S-2	under a separate entit		Yes	🗌 No

Part II: Firm Profile

16. List Name(s) of all proprietors, partners, or stockholders. Please use the Narrative Response Sheet, if necessary.

Name	% Ownership Only if Non-CPA	Title	Year of CPA License	E-mail Address

- a. Does the Firm or any Firm member belong to: AICPA? State CPA Society?
- b. List any AICPA Practice Section or quality center that the Firm belongs to: (e.g. PCPS; GAQC; EBPAQC; CAQ)
- c. List any national or international CPA Group or Association that the Firm belongs to: _____
- d. Is the Firm licensed and in good standing for the state(s) in which it operates? 🗌 Yes 🗌 No
- **17.** 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			

18.	Prof	es the Firm, any Firm member, subsidiary or affiliate Firm member maintain a non-CPA fessional License? <i>Tes", please complete the Professional License Supplement (S-9).</i>	Yes	🗌 No
19.		Within the past five (5) years, has the Firm or any member of the Firm, its predecessors or		
		affiliates had his/her certificate, license, or permit to practice placed on probation, suspended or revoked or voluntarily surrendered due to an investigation?	Yes	🗌 No
	b.	Within the past five (5) years, has the Firm or any member of the Firm, its predecessors, or affiliates been subjected to any disciplinary action by any State Board of Accountancy, State		
		Society, the AICPA or any other State or Federal regulators?	Yes	🗌 No
	с.	Within the past five (5) years, has the Firm or any member of the Firm, its predecessors, or	_	_
		affiliates been charged, indicted or convicted of a felony?	Yes	No
	d.	Is the Firm or any member of the Firm currently under investigation by any of the above named boards, societies or regulators?	Yes	🗌 No

If "Yes" to a., b., c. or d. above, please explain on the Narrative Response Sheet on page 7.

 Based on the Firm's fiscal year-end data, provide the following gross revenue figures [Firm fiscal year ends (mm/yy)]:

Next Fiscal Year () (projected)	Current Fiscal Year () (estimated)	Last Fiscal Year ()	Previous Fiscal Year ()
\$	\$	\$	\$

21. a. Percentage of revenue from the Firm's largest clients (including related entities):
 Largest: <u>%</u> Second Largest: <u>%</u>

For those clients representing 20% or more of the Firm's revenue, please list for each: client name, client industry, services performed, and length of time as a client; describe how the Firm maintains its independence and advise how the Firm plans to reduce this percentage in the next two (2) years on the Narrative Response Sheet on page 7.

b. Percentage of revenue from Per Diem work for other CPA firms? <u>%</u> *Provide firm names on Narrative Response Sheet on page 7.*

Part III: Scope of Practice

22. 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 Revenue	Engagement Letter Used	Service Area	% of Revenue	Engagement Letter Used
Tax Business Tax Estate Tax Individual Tax 	% %	Yes No Yes No Yes No	 Special Services Client Funds Controlled (Including Business Management and Family Office Services). (Complete Supplement S-3.2) 	%	Yes 🗌 No 🗌
Accounting/Bookkeeping Accounting/Bookkeeping 	%	Yes 🗌 No 🗌	 Non-Trustee Fiduciary or Administrative Responsibility- 		
Consulting Merger & Acquisition (Describe on Narrative Response Sheet) Computer-Related Services (Complete Supplement S-3.4) Litigation Support Management Consulting/ Business Planning (Describe on Narrative Response Sheet) Projections/Forecasts 	% % %	Yes No	 ERISA, Pension & Benefit Plans, ESOPs, Insurance Co.'s, Hedge Funds, other Investment Co.'s (Describe on Narrative Response Sheet) Executor/Trustee/Receiver (Complete Supplement S-4) Investment/Financial Planning (Complete Supplement S-5) SEC-Section 404 Services 	% %	Yes No No Yes No No Yes No Yes No Yes No No No Yes No
Valuations Other (Describe on Narrative Response Sheet) Attestation	<u>%</u> %	Yes No Yes No	 (Attach Client List) SEC Work other than Audit, Section 404 Work or Tax (Describe on Narrative Response Sheet) 	%	Yes 🗌 No 🗌
 Audit (Complete Supplement S-3.1) Non Public Public Agreed Upon Procedures Review Compilation 	<u>%</u> <u>%</u> <u>%</u>	Yes No No Yes No No Yes No No No Yes No No No Yes No	• Other (Describe on Narrative Response Sheet)	%	Yes 🗌 No 🗌
			TOTAL ADDS TO 100%	<u>100 %</u>	
 Does the Firm, or any Firm maprotector, trustee, executor, If "Yes", please complete the Full 	receiver, ac	lministrator or p		Yes	5 🗌 No
the Firm provided profess	operated, ional servic or exercise whom the Fi	or managed any es? ed any form of r rm provided pro	y entity (excluding the Firm) for whom managerial control over any entity ofessional services?	Yes	
 Has the Firm, or any Firm member, acted as trust protector, trustee, co-trustee, executor, receiver, administrator or personal representative, other than for life insurance trusts or trusts with less than \$500,000 in assets? If "Yes", please complete the Executor/Trustee/Receiver Supplement (S-4). 					5 🗌 No
broker/dealers who are no b. Performed services, or con	ovided con ot publicly t nsented to rings of sec nection wit	sulting services raded)? the use of the F urities, real esta h any reverse m	to SEC-regulated entities (other than irm's work product, in connection ate, or other investments? herger?	☐ Yes ☐ Yes ☐ Yes	s 🗌 No

If "Yes" to c. above, please provide detailed explanation on the Narrative Response Sheet on page 7.

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27.	Is the Firm in the process of or planning to bid on any new engagements for a publicly held company, its subsidiaries or its employee benefit plans? If "Yes", please describe, including name of proposed new client, on the Narrative Response Sheet on page 2	☐ Yes 7 .	🗌 No
28.	Has the Firm, its predecessors or affiliates, within the past five (5) years performed services other than tax services for hedge funds, real estate or investment syndicates, private equity funds, venture capital funds or any entities engaged in the sale of unregistered investment products? If "Yes", please complete the Unregistered Investment Vehicle Supplement (S-5.1).	Yes	🗌 No
29.	Has the Firm, its predecessors or affiliates, within the past five (5) years performed services for Financial Institutions? Financial institutions are defined as Banks, Bank Holding Companies, Savings Associations, Savings and Loans, Credit Unions, Thrifts, Insurance Companies, Investment and Mortgage Banks. <i>If "Yes", please complete the Financial Institution Supplement (S-8.2).</i>	Yes	No
30.	 Does your Firm or affiliate provide services to entities under the guidelines of ERISA? <i>If "Yes":</i> a. Are actuarial services performed? b. Is the Firm or affiliate involved in plan design or qualifying plans or their amendments? c. Does the Firm or affiliate act as a fiduciary or advisor, or recommend investment or mutual funds to which the Firm provides other accounting services or acts as a director or officer? <i>If "Yes" to c. above, please provide a full description of Firm services on the Narrative Response Sheet on particular of the service of</i>	Yes Yes Yes Yes Yes Yes	☐ No ☐ No ☐ No
31.	Has the Firm, its predecessors or affiliates, within the past five (5) years provided any non- financial services regarding the care received by an individual (for example: providing assurances regarding care received, consulting on client care options, providing assistance with daily activities, coordinating the provision of such services for or at the direction of any client for others)? If "Yes", please describe on the Narrative Response Sheet including services provided and annual revenue.	🗌 Yes	No
32.	 Has the Firm, its predecessors or affiliates, within the past three (3) years: a. arranged debt or equity financing or acted as a business broker? b. acted as a mortgage agent/broker? c. performed actuarial services? If "Yes" to a., b. or c. above, please provide a detailed description of services performed for each such client, including a sample engagement letter for these services, on the Narrative Response Sheet on page 7. 	Yes Yes Yes	No No No
33.	Does any Firm member serve as a temporary employee or interim CFO for others? If "Yes", please complete the Temporary or Interim CFO Supplement (S-13).	Yes	🗌 No
34.	Does the Firm outsource, delegate, sub-contract and/or have any split fee arrangements? If "Yes", please describe on the Narrative Response Sheet the nature of the services, and length of engagement	Yes	🗌 No
35.	Does the Firm provide services for any entity domiciled outside of the U.S.? If "Yes", please describe on the Narrative Response Sheet the nature of the services, indicate the country in which services are performed, and advise if any of these services are performed for non-US domiciled SEC re	Yes Yes	No No
36.	 Has the Firm, its predecessors or affiliates, currently, or within the past five (5) years: a. Organized, sold, acted as sales promoter or sales agent for, or participated in the management of or general partner for any real estate or other investment syndicate, limited liability company ("LLC") or partnership (limited or general)? b. Received any compensation, including commissions, finder fees, reciprocity or participation from sellers or promoters of an investment, tax shelter, securities, insurance products, or real estate? 	Yes	□ No

	tax deductions exceeding \$500,000 in a		Yes No
	If "Yes" to a., b., c. or d. above, please provide	detailed explanation on the Narrative Respo	nse Sheet on page 7.
Part	IV: Business Practices		
37.	During the past five (5) years, has the Firm small claims court? If "Yes", provide a list of all outstanding amou whether still a client and if an engagement let	ints owed, date of suit, services rendered, cur	Yes No
38.	Indicate what loss prevention tools your F	irm requires Firm members to use.	Note
	 a. Engagement letters are updated: Annually for all engagements As engagement changes Other: 	 Annually for attest engagements Evergreen (not updated) Not used 	Should the Firm become a CAMICO
	 b. Second person/partner review of: Attest services All services No second person/partner review of c. Checklists: 	Tax services Other: of any services	policyholder, significant resources will be available to help you augment your risk management practices.
	AICPA	 PPC Not used or not applicable 	
	 Client screening procedures: New clients prior to acceptance Both 	 Existing clients None 	
	 h. Does your Firm have a written policy print. i. Does the Firm have a written internal of <i>If "No", please provide an explanation on</i> 	rocedures for terminating client relationsh rs used on all matters declined by the Firm rohibiting business ventures with clients of quality control document? the Narrative Response Sheet on page 7. rareness and detection program in place?	☐ Yes ☐ No nips? ☐ Yes ☐ No n? ☐ Yes ☐ No
39.	Date of most recent peer or quality review If not within last three (3) years, and you review? <u>mm/yy</u>	are subject to on-site review, what is the	
	If no review is planned, please provide an explanation of the review on-site or off-site?b. Were the review results "pass with definition of the review results"	iciencies" or "fail" (or if your state has not	On-site Off-site
	the new Peer Review standards, were t "other")?	the results "modified", "qualified", "adver	se" or Yes No
	If "Yes" to b. above, please provide a copy of t committee acceptance letter.	he letter of comments, your Firm's response o	and
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c. Organized, sold, acted as sale promoter or sales agent for, prepared any promotional sales materials for, provided any tax advice, counsel or opinions with respect to, any "reportable transaction" as defined in Treasury Regulation §1.6011-4(b) or Internal Revenue Code §6707A(c) (and any regulations thereunder), or acted as a material advisor (as defined in Internal Revenue Code §6111(b)(1) and Treasury Regulations §301.611-3(b))?

d.	Organized, sold, acted as sale promoter or sales agent for, prepared any promotional sales
	materials for, provided any tax advice, counsel or opinions with respect to, or prepared or
	assisted in preparing any income, gift or estate tax returns incorporating or reporting a tax
	shelter or other tax advantaged investment which provided taxable income exclusions or
	tax deductions exceeding \$500,000 in any one tax year?

Yes

🗌 No

Part V: Claims Information

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40.	suits involving malpractice been made against the Firm, a predecessor Firm, a subsidiary or affiliate entity, any partner, stockholder and/or professional staff person:		
	a. During the past five (5) years?	Yes	No
	b. Anytime and remains open?	🗌 Yes	🗌 No
	If "Yes" to a. or b. above, please complete the Prior and Existing Claim/Incident Supplement (S-10).		
41.	Is the Firm, after inquiry of stockholders, partners and employees, currently aware of any incidents, circumstances, disputes, fee problems, or employee problems, which may result in any claim being made against the Firm, its predecessors, subsidiaries, affiliates or any partner, stockholder or employee?	Yes	🗌 No
	If "Yes", please complete the Prior and Existing Claim/Incident Supplement (S-10).		
42.	Has any professional liability insurance for the Firm, a partner, stockholder, employee of the Firm, its predecessors or subsidiaries ever been declined, canceled, or non-renewed? (Not applicable in Missouri) If "Yes", please explain on the Narrative Response Sheet on page 7.	Yes	🗌 No

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Part VI: Coverage

43. Has the Firm carried accountants professional liability insurance in the past three (3) years? *If "Yes", please complete the following and provide a copy of your most recent <u>Declarations page and all endorsements</u> on your policy that exclude, add or modify coverage:*

Yes		No

From/To (mm/dd/yyyy)	Insurance Company	Limit of Liability (Per Claim/Aggregate)	Deductible	Premium
From: / / To: / /				
From: / / To: / /				
From: / / To: / /				
44. Does your current polic If "Yes", please provide th		nitation or retroactive date?		Yes No

45. Limits of liability and Deductible options: (check all options you wish quoted) Requested Limits (Per Claim / Annual Aggregate):

 \$100,000 / \$100,000 (Not available in CA) \$500,000 / \$1,000,000 \$3,000,000 / \$3,000,000 Other: \$ 		\$250,000 / \$1,000,000 / \$4,000,000	<pre>\$500,000 / \$500,000 \$2,000,000 / \$2,000,000 \$5,000,000 / \$5,000,000</pre>	
Requested Deductible (Per Claim):				
\$2,500 \$5,000 \$10,000	\$25,000	Other: \$	_	
Additional Coverage Options				
Separate Defense Limit:				
Dollar One Defense				
Defense-only coverage – Directors & Officers – Non-profit 501(c)(3)				
Please complete the Community Service Defense Coverage Application (S-12).				
Increased limits for Misappropriation of Client Funds sub-limit:				
(Cannot exceed limit of liability requested in basic coverage above)				
Employment Practices Liability Insurance: <i>Please complete the CAMICO Employment Practices Application.</i>				

Part VII: Narrative Response Sheet

Question #	Explanation

Part VIII: Signatures

The undersigned proprietor, authorized partner of the partnership, or authorized stockholder of the corporation represents that the following statements are understood and agreed to by the applicant:

By signing this application, the undersigned represents that he or she has made inquiries of all Firm members as appropriate and that all Firm members are bound by the representations made on this application, any supplemental application, and any supplemental data and documents provided.

Signing this application or tendering premium does not bind the applicant or the company to issue insurance coverage, but it is agreed that this application shall be the basis of the contract should a policy be produced.

After inquiry of all stockholders, partners and employees, the undersigned is not currently aware of any act, error, omission, incident, circumstance, dispute, fee dispute or employee problem, which could reasonably be expected to be the basis of a claim being made against the Firm, its predecessors or any partner, stockholder or employee, that has not been reported to another insurer. It is understood and agreed that any claim emanating from such knowledge or information shall be excluded from coverage under the proposed policy.

IMPORTANT: CAMICO intends to rely upon your answers to questions in this application and any attached supplements in reaching its decision to offer coverage and/or to offer coverage excluding any described activities. False responses to inquiries that are provided by you with the intent to deceive and that are material to the risk for which this policy provides coverage, may result in a loss of coverage for activities and/or a decision by CAMICO to rescind the entire policy. Your signature below acknowledges your understanding of this notice.

FRAUD WARNING - Residents of Louisiana

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.

Name: (Please Print)

Signature:

Date:

Position/Title: _____

Applicant/Firm:

Thank you for applying for CAMICO coverage. Please send completed application and appropriate supplemental forms to:

Sales Department	Call:	1.800.652.1772
CAMICO Mutual Insurance Company	E-mail:	inquiry@camico.com
1800 Gateway Drive, Suite 200	Web:	www.camico.com
San Mateo, CA 94404	Fax:	1.800.496.9910