

Accountants Professional Liability

Maine Insurance Application



Additional Included Benefits

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
•	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
✓	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.
	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-
✓	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
✓	allocating dividends among <i>Insureds</i> are determined by and at the discretion of the
	Board of Directors.
	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 <i>Named Insured</i> may
V	request Extended Reporting Coverage for a longer period of time. CAMICO, at its
	option, may agree to offer such coverage.
	option, may agree to offer such coverage. No cost unlimited <i>Extended Reporting Coverage</i> 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.

Par	t I: Firm Informat	ion					
1.	Firm Name:						
2.	Contact Person:	(Person designated and authoriz	ed by the Firm to rec	eive any and all notices co	oncernina this	insurance.)	
3.							
5.	·	Street Address r shares office space, complete the	City	County	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.	0. Entity Type: Sole Proprietorship Partnership Corporation LLP LLC PC Other (list):						
11.	Firm Established (mm/dd/ (Attach firm owner resume(/уууу): s) or Work History(s) if firm establ	lished date is less tha	n three (3) years ago.)			
12.	2. Within the last five (5) years has the Firm merged or acquired another business? [Yes						
13.	b. Have the Firm's service	e Firm changed +/- 25% during e areas shifted significantly in t case explain on the Narrative Resp	he past three (3) ye	ars?	Yes Yes	☐ No ☐ No	
14.	4. Are there any material changes pending in the organization of the Firm including but not limited to merger, acquisition, other restructuring, addition of a new client industry or scope of practice? Yes No If "Yes", please explain on the Narrative Response Sheet on page 7.						
15.	L5. Has the Firm or any owner, partner or officer rendered professional services or conducted business activities (other than for a previous employer) under a separate entity within the last five (5) years? [Yes If "Yes", please complete the Separate Entity Supplement (S-2.2).						

Part II: Firm Profile

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

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upplement (S	i-9).	tain a non-CPA	A	Yes [☐ No
ndered due to or any memy action by a deral regula	ractice placed or to an investigation ber of the Firm, any State Board o	on? its predecesso of Accountancy	ors, or y, State		☐ No
ed of a felor ently under	ny? investigation by	any of the abo		Yes [□ No
ear ()	Last Fiscal	l Year ()	Previo	ous Fiscal Year	r (
,	\$		\$		
gest clients (including related	l entities):			
	ently under e Narrative I de the follo ar () ed) est clients (ently under investigation by e Narrative Response Sheet on de the following gross rever ar () Last Fisca \$ est clients (including related	ently under investigation by any of the above Narrative Response Sheet on page 7. de the following gross revenue figures ar ()	ently under investigation by any of the above e Narrative Response Sheet on page 7. de the following gross revenue figures ar () Last Fiscal Year () Previously \$ est clients (including related entities):	ently under investigation by any of the above Yes Preside Narrative Response Sheet on page 7. In the description of the above with the page 7. Yes [Ye

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	Engagemen Letter Used	
Business Tax Estate Tax Individual Tax	Business Tax Estate Tax Individual Tax Mes No (Including Business Management and Family Office Services). (Complete Supplement 5-3.2)					
Accounting/Bookkeeping • Accounting/Bookkeeping Consulting	%	Yes No No	Non-Trustee Fiduciary or Administrative Responsibility- ERISA, Pension & Benefit Plans,			
Merger & Acquisition (Describe on Narrative Response Sheet) Computer-Related Services (Complete Supplement S-3.4)	<u>%</u> <u>%</u>	Yes No No	ESOPs, Insurance Co.'s, Hedge Funds, other Investment Co.'s (Describe on Narrative Response Sheet) • Executor/Trustee/Receiver	<u>%</u>	Yes No Yes No	
Litigation Support Management Consulting/ Business Planning (Describe on Narrative Response Sheet) (Consumption of the Consumption o	<u>%</u> <u>%</u>	Yes No No	(Complete Supplement S-4) Investment/Financial Planning (Complete Supplement S-5)	%	Yes No	
 Projections/Forecasts Valuations Other (Describe on Narrative Response Sheet) 	% % %	Yes No Yes No No Yes No	SEC-Section 404 Services (Attach Client List) SEC Work other than Audit,	<u>%</u>	Yes No	
Attestation • Audit (Complete Supplement S-3.1) - Non Public - Public • Agreed Upon Procedures • Review • Compilation	% % % %	Yes	Section 404 Work or Tax (Describe on Narrative Response Sheet) Other Other (Describe on Narrative Response Sheet)	<u>%</u>	Yes No Yes No	
23. Does the Firm, or any Firm me protector, trustee, executor, If "Yes", please complete the Full	100 %	s 🗌 No				
 24. Has the Firm, any Firm members a. Held an equity interest in, the Firm provided profess b. Acted as a director, officer (excluding the Firm), for with the firm of the firm) b. Acted as a director, officer (excluding the Firm) c. The firm of the	☐ Ye	_				
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).					s No	
broker/dealers who are no b. Performed services, or cor	rovided cor ot publicly to rings of sec	nsulting service traded)? the use of the curities, real e	es to SEC-regulated entities (other than Firm's work product, in connection state, or other investments?	☐ Ye: ☐ Ye: ☐ Ye:	s 🔲 No	
	If "Yes" to a. or b. above, please complete the SEC Supplement (S-8.1). If "Yes" to c. above, please provide detailed explanation on the Narrative Response Sheet on page 7.					

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	☐ 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. If "Yes", please complete the Financial Institution Supplement (S-8.2).	Yes	☐ No
30.	Does your Firm or affiliate provide services to entities under the guidelines of ERISA?	Yes	☐ No
	 If "Yes": 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? 	Yes Yes	☐ No ☐ No
	If "Yes" to c. above, please provide a full description of Firm services on the Narrative Response Sheet on pa		
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 engagem	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	☐ 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)?	Yes	☐ No
	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

	 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 "reportabl 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? If "Yes" to a., b., c. or d. above, please provide detailed explanation on the Narrative Response Sheet of the sales and the sales are provided taxable income. 	Yes No
Part	IV: Business Practices	
37.	During the past five (5) years, has the Firm or its affiliates sued to collect fees, including in small claims court? If "Yes", provide a list of all outstanding amounts owed, date of suit, services rendered, current status, whether still a client and if an engagement letter was used on the Narrative Response Sheet on page 2.	
38.	Indicate what loss prevention tools your Firm requires Firm members to use. a. Engagement letters are updated: Annually for all engagements Annually for attest engagements As engagement changes Evergreen (not updated) Other: Not used b. Second person/partner review of: Attest services Tax services All services Other: No second person/partner review of any services c. Checklists: AICPA PPC Other: New clients prior to acceptance Existing clients Both None e. Do engagement letters contain ADR (Alternative Dispute Resolution) or Limitation of Liability clauses? f. Does your Firm have disengagement procedures for terminating client relationships? g. Are declination/non-engagement letters used on all matters declined by the Firm? h. Does your Firm have a written policy prohibiting business ventures with clients of the Firm i. Does the Firm have a written internal quality control document? If "No", please provide an explanation on the Narrative Response Sheet on page 7. j. Does your Firm have a formal fraud awareness and detection program in place? k. Other loss prevention tools/procedures (describe):	Note Should the Firm become a CAMICO policyholder, significant resources will be available to help you augment your risk management practices. Yes No
39.	Date of most recent peer or quality review: If not within last three (3) years, and you are subject to on-site review, what is the anticipate review? mm/yy If no review is planned, please provide an explanation on the Narrative Response Sheet on page 7. a. Was the review on-site or off-site? b. Were the review results "pass with deficiencies" or "fail" (or if your state has not adopted the new Peer Review standards, were the results "modified", "qualified", "adverse" or "other")? If "Yes" to b. above, please provide a copy of the letter of comments, your Firm's response and committee acceptance letter.	ced date of your next On-site Off-site Yes No

Part	V: Claims Info	rmation					
40.	To the knowledge of the Firm, after inquiry of Owners/partners and employees, have any claims or 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? b. Anytime and remains open? 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.	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.						
Part	VI: Coverage						
43.	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:						
	From/To (mm/dd/yyyy)	Insurance Company	Limit of Liability (Per Claim/Aggregate)	Deductible	Premium		
l _	From: / / To: / /						
Fro							
Fro To:							
44. 45.	If "Yes", please provide the Limits of liability and D Requested Limits (Per G	ne date:	tation or retroactive date? all options you wish quoted b): \$250,000 / \$250,00	<u>_</u>	Yes No		
	\$500,000 / \$1,000,000 \$1,000,000 \$2,000,000 \$2,000,000 \$2,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$5,000,						
	State Company Compan						
	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: Please complete the CAMICO Employment Practices Application. (Note, for defense only coverage complete the Employment Practices Defense Coverage Application Supplement (S-11).)						

Part VII: Narrative Response Sheet

Question #	Explanation
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. Inaccurate responses to inquiries may result in a loss of coverage for activities and/or a decision by CAMICO to seek a court order to void or rescind the entire policy. Your signature below acknowledges your understanding of this notice.

FRAUD WARNING - Residents of Maine

NOTICE TO APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

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:

Call:

E-mail:

Web:

Fax:

Sales Department
CAMICO Mutual Insurance Company
1800 Gateway Drive, Suite 200
San Mateo, CA 94404

www.camico.com

1.800.652.1772

inquiry@camico.com