



**APPLICATION FOR PRODUCTS  
AND COMPLETED OPERATIONS  
LIABILITY INSURANCE**

Submitted By: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_



## **Applicant's Instructions:**

1. Answer all questions. If the answer to any question is NONE, please state NONE. Do not use N/A or Not Applicable.
2. Please read carefully the statement at the end of this application.
3. Please attach the following information:
  - A. Products brochures, catalogs, service agreements, labels, instructions or other written statements
  - B. Latest annual report
  - C. IOK report (if traded publicly)
  - D. Current audited financial statement (or pro forma)
  - E. Additional explanation to questions herein where appropriate

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### **Please Type or Print**

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#### **1. Applicant**

Proposed Effective Date: \_\_\_\_\_

- A. Full name of all entities of the applicant: \_\_\_\_\_  
\_\_\_\_\_
- B. Principal address: \_\_\_\_\_  
\_\_\_\_\_
- C. Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_
- D. Corporation  Partnership  Proprietorship  Other  \_\_\_\_\_
- E. Years in business under present name: \_\_\_\_\_
- F. Describe present or prior affiliation with other firms: \_\_\_\_\_  
\_\_\_\_\_
- G. Estimate for upcoming year: Domestic Sales/Receipts: \$ \_\_\_\_\_  
Foreign Sales/Receipts: \$ \_\_\_\_\_
- H. Payroll estimate: \$ \_\_\_\_\_

#### **2. Specifications:**

- |   | Requested | Present  |
|---|-----------|----------|
| A. Limits of Liability:   | \$ _____  | \$ _____ |
| B. Self-Insured Retention or Deductible (specify):  | \$ _____  | \$ _____ |
| C. Retroactive Date (if applicable):  | _____     | _____    |
| D. Present Insurer: _____ and Premium \$ _____  |           |          |
| E. Has any insurer ever cancelled, restricted, or refused to renew your products liability insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> . If yes, please attach details. |           |          |

#### **3. Products and Completed Operations**

- A. Describe your products and services. Show the number of years involved with each product; indicate which products you install, service or repair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
-

B. Products acquired via acquisition or merger: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you assume liabilities for these products? Yes  No  If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Do you retain liabilities for products or divisions that you no longer control? Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Do you plan the introduction of any new products? Yes  No  If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Have you discontinued any products? Yes  No  If yes, please explain and include the

date(s) discontinued: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Sales History	Sales	Principle Product	Percent
Estimated (next 12 months):	\$ _____	_____	_____
Past 12 months:	\$ _____	_____	_____
1st Previous Year:	\$ _____	_____	_____
2nd Previous Year:	\$ _____	_____	_____
3rd Previous Year:	\$ _____	_____	_____
4th Previous Year:	\$ _____	_____	_____

Replacement Parts are what percentage of total sales? \_\_\_\_\_%

G. Has there been a significant change in product mix? Yes  No

H. Do you import products or component parts? Yes  No

I. Do you export products or have foreign operations? Yes  No

J. Could any of your products or services be used on or in connection with:  
aircraft/missile/aerospace? Yes  No   
watercraft or offshore? Yes  No   
transportation? Yes  No

K. Do you make or handle any product that is explosive, flammable or poisonous either by itself or in combination with other materials? Yes  No

L. Are any of your products sold under another's name or label? Yes  No

M. Do you purchase materials or components for others? Yes  No

N. Do you assemble your products? Yes  No

If assembled by others, do you supervise? Yes  No

O. If installed by others, do you supervise or furnish instructions as to installation? Yes  No   
If yes, please attach a copy.

P. Percent of total sales to: wholesalers \_\_\_\_\_% / retailers \_\_\_\_\_% / consumers \_\_\_\_\_%

Q. Percent of total sales to: East \_\_\_\_\_% / Midwest \_\_\_\_\_% / West \_\_\_\_\_%

R. Suppliers and Distributors:

i. Do you hold them harmless or insure them? Yes  No

ii. Do they hold you harmless or insure you? Yes  No

If yes to either of above, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Claim History** 5 years or more (attach a hard copy from prior carriers)

A. Total aggregate losses, from first dollar, including expenses:

Date	Carrier	Policy Period	No. of Claims	Total Amounts Paid Indemnity	Expense	Amount Reserved Indemnity	Expense	Total Incurred
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

B. Individual losses valued at \$10,000 or more, from first dollar including expenses:

Date of Claim	Product Involved	Describe Occurrence and Injury or Damage	Total Amounts Paid Indemnity	Expense	Amounts Reserved Indemnity	Expense
_____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____	\$ _____

C. Are you aware of any other incidents, conditions, circumstances, defects or suspected defects which may result in claims against you? Yes  No  If yes, give details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Loss Prevention/Product Design/Quality Control**

- A. Have your products ever been subject to inquiry or investigation relative to product safety by any governmental agency? If yes, please attach details. Yes  No
- B. Do you have a written products recall plan? If yes, please attach a copy. Yes  No
- C. Have you ever recalled products because of a potential product safety hazard? If yes, attach details indicating percent of recovery. Yes  No
- D. Do you do your own design work? Yes  No
- E. Do you maintain records of design changes and reasons justifying these changes? Yes  No
- F. Are your designs subject to independent external review, testing or certification? (If yes, attach details and dates) Yes  No
- G. Are your products designed, tested, labeled and manufactured to meet or exceed all government and industry standards? Yes  No
- H. Are written testing procedures followed? Yes  No
- I. How long are quality control and testing records kept? \_\_\_\_\_
- J. Supplies and components:
  - i. Are they ordered to your specifications? Yes  No
  - ii. Have you determined which ones are critical to the safety of your final product? Yes  No
  - iii. List those critical items, indicating whether testing is on a sample basis or on all units:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- iv. Are warranties obtained from all suppliers? Yes  No

**6. Instructions/Warnings/Loss Control/Defense**

- A. Are instructions, warning labels and advertising texts provided to your customers? Yes  No
- B. Do you provide any specific training/instruction for the ultimate user in the proper use of your product? Yes  No   
If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- C. Explain how you identify your products and parts from similar competitors' products and parts:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

