



**TRAVEL AGENTS ERRORS AND OMISSIONS INSURANCE**  
**CLAIMS MADE POLICY**

THIS IS AN APPLICATION FOR A POLICY WITH LIMITS OF LIABILITY WHICH INCLUDE BOTH DAMAGES AND CLAIM EXPENSES. IF THERE IS ANY QUESTION, PLEASE CONSULT WITH YOUR AGENT, BROKER, OR ATTORNEY.

QUESTIONS	ANSWERS												
1. Full name and address of Applicant.	1.												
2. Address(es) of Branch Office(s).	2.												
3. Date Established.	3. _____												
4. The Applicant is:	4. <input type="checkbox"/> Individual; <input type="checkbox"/> Partnership; <input type="checkbox"/> Corporation; <input type="checkbox"/> _____.												
5. Furnish the number of Partners and Staff: a) Principals/Partners; b) Professional Staff; c) Other Employees (Secretaries, Clerks, etc.).	5. <table border="0"> <tr> <td></td> <td align="center"><b><u>Full Time</u></b></td> <td align="center"><b><u>Part Time</u></b></td> </tr> <tr> <td>a)</td> <td align="center">_____</td> <td align="center">_____</td> </tr> <tr> <td>b)</td> <td align="center">_____</td> <td align="center">_____</td> </tr> <tr> <td>c)</td> <td align="center">_____</td> <td align="center">_____</td> </tr> </table>		<b><u>Full Time</u></b>	<b><u>Part Time</u></b>	a)	_____	_____	b)	_____	_____	c)	_____	_____
	<b><u>Full Time</u></b>	<b><u>Part Time</u></b>											
a)	_____	_____											
b)	_____	_____											
c)	_____	_____											
6. a) Furnish the following information on all principals and key employees:	6. a)												
<table border="0"> <tr> <td><b><u>Full Name</u></b></td> <td><b><u>No. Years Experience</u></b></td> <td><b><u>Professional Qualifications</u></b></td> <td><b><u>How Long a Principal</u></b></td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	<b><u>Full Name</u></b>	<b><u>No. Years Experience</u></b>	<b><u>Professional Qualifications</u></b>	<b><u>How Long a Principal</u></b>	_____	_____	_____	_____	_____	_____	_____	_____	
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_____	_____	_____	_____										
_____	_____	_____	_____										
b) If business is not more than TWO years old, attach resumes of the principals and key employees.	b)												
7	7.												
a) Furnish estimated gross receipts and commissions for the NEXT fiscal year;	a) <table border="0"> <tr> <td></td> <td align="center"><b><u>Gross Receipts</u></b></td> <td align="center"><b><u>Commissions</u></b></td> </tr> <tr> <td></td> <td align="center">\$ _____</td> <td align="center">\$ _____</td> </tr> </table>		<b><u>Gross Receipts</u></b>	<b><u>Commissions</u></b>		\$ _____	\$ _____						
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	\$ _____	\$ _____											
b) Furnish gross receipts and commissions for the current year and the past TWO years.	b) <table border="0"> <tr> <td>19__</td> <td align="center">\$ _____</td> <td align="center">\$ _____</td> </tr> <tr> <td>19__</td> <td align="center">\$ _____</td> <td align="center">\$ _____</td> </tr> <tr> <td>19__</td> <td align="center">\$ _____</td> <td align="center">\$ _____</td> </tr> </table>	19__	\$ _____	\$ _____	19__	\$ _____	\$ _____	19__	\$ _____	\$ _____			
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QUESTIONS	ANSWERS
<p>8. Is the Applicant an member of:</p> <p>a) American Society of Travel Agents;</p> <p>b) International Air Transport Association;</p> <p>c) Any other Association pertaining to the Applicant's profession. If "Yes," furnish full details.</p>	<p>8.</p> <p>a) YES/NO</p> <p>b) YES/NO</p> <p>c) YES/NO</p>
<p>9. a) Does the Applicant and/or any parent, subsidiary or other related company operate tours?</p> <p>b) If "Yes," furnish full details and brochures, if any, and give the percentage of gross receipts derived from the following:</p> <p>1) Group tours;</p> <p>2) Conventions, seminars, etc.;</p> <p>3) Student/incentive tours;</p> <p>4) Tours of a hazardous nature, i.e., mountaineering, safaris, skin diving, or to hostile environments.</p>	<p>9. a) YES/NO</p> <p>b)</p> <p style="text-align: center;"><u>%</u></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>Total 100%</p>
<p>10. Is the business:</p> <p>a) Retail;</p> <p>b) Wholesale. If "Yes," furnish percentage of gross income derived herefrom.</p>	<p>10.</p> <p>a) YES/NO</p> <p>b) YES/NO _____%</p>
<p>11. a) Does the Applicant act as:</p> <p>1) a Franchisor;</p> <p>2) a Franchisee.</p> <p>b) If "Yes," furnish full details.</p>	<p>11. a)</p> <p>1) YES/NO</p> <p>2) YES/NO</p> <p>b)</p>

QUESTIONS	ANSWERS
<p>12. a) Does the Applicant use a telemarketing service to market their agency?</p> <p>b) If "Yes," furnish the following:</p> <p>1) The geographical area in which the telemarketing is done;</p> <p>2) Is the telemarketing script approved by the Applicant in advance?</p> <p>3) Furnish a complete description of the travel products sold using telemarketing.</p>	<p>12. a) YES/NO</p> <p>b)</p> <p>1)</p> <p>2) YES/NO</p> <p>3)</p>
<p>13. a) Furnish the following information about the general liability insurance carried by the Applicant:</p> <p>b) Does the general liability insurance include personal injury coverage?</p> <p>c) Does the Insured have automobile non-ownership/hired car liability coverage?</p>	<p>13. a) <b>Insurance Co.</b>      <b>Policy Limit</b>      <b>Expiration Date</b>  _____ \$ _____</p> <p>b) YES/NO</p> <p>c) YES/NO</p>
<p>14. a) Is the Applicant engaged in any other business or profession, or employed by any other firm, full or part-time?</p> <p>b) If "Yes," furnish full details.</p>	<p>14. a) YES/NO</p> <p>b)</p>
<p>15. a) During the past FIVE years has the name of the Applicant been changed or has any other business been purchased, merged or consolidated with the Applicant?</p> <p>b) If "Yes," furnish full details.</p>	<p>15. a) YES/NO</p> <p>b)</p>

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<p>16. a) Has the named Applicant had errors and omissions insurance previously; either under their existing name, or that of any predecessor in business?</p> <p>b) If "Yes," furnish full details of errors and omissions coverage for the last THREE years.</p>	<p>16. a) YES/NO</p> <p>b)</p>																								
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Insurer</u></th> <th style="text-align: left;"><u>Policy No.</u></th> <th style="text-align: left;"><u>Limits of Liability</u></th> <th style="text-align: left;"><u>Deductible</u></th> <th style="text-align: left;"><u>Premium</u></th> <th style="text-align: left;"><u>Expiration Mo./Day/Yr.</u></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	<u>Insurer</u>	<u>Policy No.</u>	<u>Limits of Liability</u>	<u>Deductible</u>	<u>Premium</u>	<u>Expiration Mo./Day/Yr.</u>	_____	_____	\$ _____	\$ _____	\$ _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
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<p>c) Is the Applicant's expiring policy a CLAIMS MADE policy?</p> <p>d) If "Yes," furnish the retroactive date and attach a copy of the expiring policy.</p>	<p>c) YES/NO</p> <p>d) _____</p>																								
<p>17. a) Has any application for this type of insurance made by the Applicant or their Predecessors in business ever been declined, or has any similar insurance ever been canceled, non-renewed, refused, or had special terms imposed?</p> <p>b) If "Yes," furnish full details.</p>	<p>17. a) YES/NO</p> <p>b)</p>																								
<p>18. a) Has any Claim been made during the last FIVE years against the Applicant, any of their past or present owners, officers, partners, directors, or employees, either individually or otherwise on account of errors and omissions?</p> <p>b) If "Yes," furnish the following:</p> <ol style="list-style-type: none"> <li>1) Date the Claim was made;</li> <li>2) Name of the Claimant;</li> <li>3) Value of the Claim;</li> <li>4) If the Claim is settled or outstanding;</li> <li>5) Amount of the settlement;</li> <li>6) Brief description.</li> </ol>	<p>18. a) YES/NO</p> <p>b)</p> <ol style="list-style-type: none"> <li>1) _____</li> <li>2) _____</li> <li>3) _____</li> <li>4) _____</li> <li>5) _____</li> <li>6) _____</li> </ol>																								

QUESTIONS	ANSWERS
<p>19. a) Is the Applicant aware of any circumstances, or any allegation or contentions, as to any incident which may result in a Claim being made against the Applicant or any past or present owners, partners, officers, employees, or predecessors in business?</p> <p>b) If "Yes," furnish the following:</p> <p>1) Date the Applicant first became aware of any such alleged negligent act, error or omission;</p> <p>2) Name of the potential Claimant;</p> <p>3) Estimated value;</p> <p>4) Brief description.</p>	<p>19. a) YES/NO</p> <p>b)</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p>
<p>20. a) Are there any other facts which, if disclosed to the Company, may influence their assessment of this Application?</p> <p>b) If "Yes," furnish full details.</p>	<p>20. a) YES/NO</p> <p>b)</p>
<p>21. Does the Applicant agree that this Application is for a CLAIMS MADE policy?</p>	<p>21. YES/NO</p>
<p>22. a) Limit of Liability required?</p> <p>b) Amount of deductible required?</p>	<p>22. a) \$ _____ Each Claim/Aggregate</p> <p>b) \$ _____</p>

I/We hereby declare that the above statements and particulars are true and that I/we have not suppressed or mis-stated any material facts and I/we agree that this declaration shall be the basis of the contract between me/us and the Company and that this Application will form a part of the policy.

\*Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Owner, Partner, or Senior Officer)

Title: \_\_\_\_\_

Date: \_\_\_\_\_ 19 \_\_\_\_\_

*\*Signing this form does not bind the Applicant or the Company to complete the insurance.*