

NOTICE

MANY OF THE PROFESSIONAL LIABILITY COVERAGE PARTS ARE WRITTEN ON A CLAIMS MADE BASIS, AND AS SUCH, TO ALL PROVISIONS, APPLIES ONLY TO ANY CLAIM FIRST MADE DURING THE POLICY PERIOD. NO COVERAGE EXISTS FOR CLAIMS FIRST MADE AFTER THE END OF THE POLICY PERIOD, AND TO THE EXTENT THAT, THE EXTENDED REPORTING PERIOD APPLIES. DEFENSE COSTS REDUCE THE LIMIT OF LIABILITY AND ARE SUBJECT TO THE RETENTION. PLEASE REVIEW THE POLICY CAREFULLY AND DISCUSS THE COVERAGE WITH YOUR INSURANCE AGENT OR BROKER.

#### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Please read this application carefully. Complete and submit all requested inform	nation and attachments for those Coverage	Parts you have checked	below.
Note: The Applicant must complete Part I, II, III and VIII of this application. All i	nformation and all submitted materials sha	Il be held in confidence.	
The Applicant is applying for the following coverages and has completed Parts I	, II, III, VIII and the following sections of thi	s application:	
		<u># pages</u>	
IV. Miscellaneous Professional Liability	Page 3 of 7	1	
V. Media Liability	Page 4 of 7	2	
VI. Technology Errors & Omissions	Page 5 of 7	1	
VII.Network Security/ Privacy	Page 6 of 7	1	
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## I. PROFESSIONAL LIABILITY GENERAL INFORMATION:

1. The Applicant to be named in Item 1. of the Declarations (the Named Insured):

Name of Subsidiaries' that are applying for coverage:

Street Address (No P.O. Box):				
City:		State:	Zip:	
Telephone:	Fax:		Years in Business:	
Website:				

2. Please provide the total gross revenues for the years indicated which are derived from the Applicant's & any Subsidiaries professional services:

Next Year	This Year	Last Year
\$ 5	\$	\$

#### 3. Largest Clients:

#	Applicant and Subsidiaries largest clients.	Annual Revenues:	Length of Contract
1.		\$	
2.		\$	
3.		\$	

## **II. CLAIMS INFORMATION**

1.	After inquiry, has any technology liability, professional liability, media liability, or network security/privacy injury claims been made during the past three (3) years against the Applicant or any of its Subsidiaries? *If "yes" attach a detailed summary including the name of the claimant, the date the claim occurred, the date it was reported, the demand amount, whether the claim is open or closed and the amount paid by both the insured and insurance.	Oyes	ONO
2.	After inquiry, does the Applicant, Subsidiaries, Predecessor Firms or any of their executive officers, risk manager or any employee who is responsible for the Applicant's insurance or claim reporting have knowledge, information of any circumstance, or any allegation of contentions of any incident that could give rise to a claim that would be covered by this policy? * <i>If "yes" attach a detailed summary including the name of the claimant, the date the claim occurred, the date it was reported, the demand amount and any other pertinent details.</i>	() Yes	O No
3.	Within the last three (3) years, has the Applicant or any Subsidiaries been the subject of an investigation or action by any regulatory or administrative agency arising out of the Applicant's or Subsidiaries' business practices? *If "yes" attach details.	○ Yes	ONO



# Professional Liability (PL)

## Epack Extra New Business Application

4.	Within the past 3 years, has the Applicant or any Subsidiary received any complaints, claims or been subject to litigation involving privacy injury, identity theft, denial of service attacks, computer virus infections, theft of information, extortion demand, damage. to a third party network or a customer's inability to rely on your network, or sustained a loss of or damage to your network or data or any interruption to network that resulted in a loss of income? <i>*If "yes" attach details.</i>	O Yes	O No	
5.	Within the past three (3) years, has the Applicant or any Subsidiaries sued any customers for non-payment of any contract or licensing fee?	() Yes	O No	
6.	Within the past three (3) years, have any customers withheld payment or requested a refund of fees because the Applicant's or Subsidiaries' products/services: a. Did not meet customer's performance expectations?	O Yes	O No	
	b. Did not perform in compliance with the Applicant's or any subsidiaries' warranty or guarantee?	O Yes	O No	

## **III. EXPIRING COVERAGE INFORMATION**

1. Please complete the following for those coverages you currently have or previously had insurance for:

Coverage	Limit	Retention	Retro Date (If applicable)	Premium (If applicable)	Carrier (If applicable)	Expiration Date (If applicable)
MPL:	\$	\$		\$		
Media:						
<ul><li>☐ Claims Made</li><li>☐ Occurence</li></ul>	\$	\$		\$		
Technology & Telecommunications E&O:	\$	\$		\$		
Network Security & Privacy Liability	\$	\$		\$		
Media Liability	\$	\$		\$		
Privacy Regulatory Proceeding/Fines:	\$	\$		\$		
Privacy Event Expense: (i.e. Notification cost, forensics,	\$	\$		\$		
credit monitoring, PR expenses)	·	·		·		
Network Extortion Expense	\$	\$		\$		
Data & Network Restoration	\$	\$		\$		
Business Interruption	\$	\$		\$		
PCI Fines	\$	\$		\$		

Comments:



### IV. MISCELLANEOUS PROFESSIONAL LIABILITY SECTION

1a. Estimate the total percentage of revenue derived from the following Miscellaneous Professional Services: (Supplemental Application is required where (\*) is denoted) Alternative Dispute Resolution: (%) Credit Reporting Services: (%) HR Consultant: (%) \* Answering Service: (%) Customs House Brokerage: (%) Litigation Support: (%) Association Professional Liability: (%) \* Marketing Consultant/Research: (%) \* Direct Mail Services: (%) \* Document Destruction: (%) Association Management: (%) \* Meeting Event/Planning services: (%) Billing Services: (%) Document Storage: (%) Notary: (%) Drug Testing: (%) Bookkeeping Services: (%) \* Payroll Processing: (%) \* Business Brokerage: (%) Educational Testing: (%) \* Permanent Placement/Recruiting: (%) Physician Management Services: (%) Business Process Outsourcing: (%) **Employment Screening: (%)** \* Call Center Services: (%) \* Equipment Lease Brokerage: (%) Premium Financing: (%) \* Claims Adjusters: (%) Executive Coaching: (%) \* Printing Services: (%) \* Collection Agent: (%) Expert Witness: (%) <sup>•</sup> Telemarketing Services: (%) \* Consulting Services: (%) \* Franchising Services: (%) <sup>•</sup> Temporary Staffing: (%) \* Courier Services: (%) \* Freight Forwarders: (%) Translation Services: (%) \* Court Reporting: (%) Fulfillment Services: (%) Travel Agent Services: (%) \* Credit Bureau: (%) Hotel Management: (%) \* Trustees Services: (%)

Other (Please Specify): (%)

1b.	Does the Applicant or any subsidiaries perform any services to entities which own you or for entities that you own, control or are		
	affiliated with?	0103	

#### **Contracted Work**

2.	Does the Applicant or any Subsidiary use subcontractors or independent contractors to provide professional services?	O Yes	O No
	If Yes, what is the percentage of revenues that comes from contracted services?		(%)

#### **Contractual/Quality Control Procedures**

3.	Does the Applicant and all Subsidiaries use a written contract or engagement letter with all clients?	⊖ <sub>Yes</sub> ⊖ <sub>No</sub>
	a. Does anyone other than a principal have the authority to amend the standard contract?	⊖ <sub>Yes</sub> ⊖ <sub>No</sub>
	If Yes, list the position of this individual:	

4. Does each document include: (Check all that apply)

<ul> <li>Disclaimer of Warranties</li> <li>Dispute Resolution</li> <li>Exclusions for Consequential Damages</li> <li>Exclusive Remedies</li> <li>Force Majeure</li> </ul>	<ul> <li>Hold Harmless to the Applicant's Benefit</li> <li>Limitation of Liability</li> <li>Performance Milestone</li> <li>Statement of Work and Specifications</li> <li>Venue or Governing Law</li> </ul>		
Does the Applicant and all Subsidiaries have customer accept	tance procedures when a contract or service has been completed?	Oyes	$O_{No}$
Does the Applicant and all Subsidiaries have client complaint	resolution policies and procedures?	Oyes	ONO

7. Does the Applicant and all Subsidiaries ever warrant, guarantee their services or enter into contracts that are contingent upon the client achieving cost reductions or improved operating results?

Please attach the following for the Applicant and their Subsidiaries:
- Resume or Biographies for the key principals if in business less than 3 years.
- Sample contract or engagement letter used with clients.
* Our relemented Application (where required)

\* Supplemental Application (where required)

5. 6.

Oyes ONo



## V. MEDIA PROFESSIONAL LIABILITY SECTION

#### **Multimedia Services:**

To be completed only if Applicant and all Subsidiaries is seeking coverage for the following services:

#### 1a. Please apply the percentage of revenue that is derived from the following services:

Advertising Placement: (%)		Catalog/Direct Mail Services: (%)		Music Composition: (%)		Product Design: (%)	Public Relations: (%)	
Branding: (%)		Literary Agent: (%)		Merchandising: (%)		Product Testing: (%)	Trademark Design: (%)	
Contest/Promotion/ Coupons: (%)		Market Research: (%)		Package Design: (%)		Printing: (%)	Video/Film Production: (%)	
Other, please specifty: (%)			Website Design: (%)					
<b>1b</b> . What percent of your gross revenues can be considered pass thru costs? %								

1b. What percent of your gross revenues can be considered pass thru costs?

1c. Does the Applicant or any Subsidiaries create any media content or perform any multimedia services to entities which own you or for entities that you own, control or are affiliated with?

Oyes ONo

#### Newspaper/Magazine/Book Publishers Liability:

To be completed only if Applicant and all Subsidiaries is seeking Newspaper/Magazine/Book Publishers Liability Coverage

2. List all the publications that the Applicant and all Subsidiaries wish to have coverage:

Name of Publication	Location	Average Circulation	Frequency of Circulation

#### **Broadcasters Liability Services:**

To be completed only if Applicant and all Subsidiaries is seeking coverage for Broadcasters liability coverage

3. Please list all of the Radio/Television Stations that are owned or operated by the Applicant or Subsidiaries:

<u>Call</u>	Letters	Location Format	
Cor	ntracted Work		
<b>4.</b> If ye	models, writers, composers, artists, mus	e subcontractors or any independent contractors such as freelance icians or website developers? obtain written releases with respect to the creative material or taler	offes ONO
Cor	ntractual Procedures		
5a.	Does the Applicant and all Subsidiaries	use a written contract or agreement with all clients?	⊖ <sub>Yes</sub> ⊖ <sub>No</sub>
	a. Does anyone other than a principal h	ve the authority to amend the standard contract?	Oyes ONo
	If Yes, list the position of this ind	/idual:	
5b.	Indicate the percentage of standard cor	ract usage vs. client's contract? Standard: Client:	
5c.	Does each document include: (select al Disclaimer of Warranties Dispute Resolution Exclusions for Consequential Dam	Hold Harmless to the Applicant's Benefit Limitation of Liability	Statement of Work and Specifications Force Majuere Venue or Governing Law Exclusive Remedies
Qua	ality Control		
6. 	Indicate which of the following quality co Legal clearance procedures Media counsel used for content re Website content policy Conducts fact checking of content lease attach the following for the Applica	Employees familiar with libel law Educates employees on content claims	<ul> <li>Fees paid to proper licensing agencies</li> <li>Uses delay devices</li> <li>Correction/retraction procedures</li> <li>Educates employees on content claims</li> </ul>
	Sample contract or agreement used w	ncipals if in business less than 3 years. th clients. used with Authors, Freelancers, Distributors, Advertisers, etc.	



## VI. TECHNOLOGY & TELECOMMUNICATION: ERRORS & OMISSIONS SECTION

**1a.** Estimate the total percentage of revenue derived from the following Technology & Telecommunication Services:

Application Services Provider: (%)	E-mail Service: (%)	Telecom Consulting Firms: (%)
Cellular Companies: (%)	Electronic Component MFG: (%)	Telecom Equipment MFG: (%)
Computer Programmers: (%)	IT Consulting/Staffing: (%)	Telephone Companies: (%)
Computer/Network Integration: (%)	Internet Services Provider: (%)	Video Conferencing Services: (%)
Computer Maintenance: (%)	Managed IT Services: (%)	Voice Over Internet Protocol Services (VOIP): (%)
Computer Hardware MFG: (%)	Reseller of Computer Hardware & Software: (%)	Wireless Communication Firms: (%)
Computer Training/Education: (%)	Security Consulting/Products: (%)	Website Developers: (%)
Data Centers: (%)	Software Devolopers: (%)	Website Hosting Services: (%)
Other (describe below): (%)		
	<i>.</i>	

**1b.** Does the Applicant or any Subsidiaries perform any services to entities which own you or for entities that you own, control or are affiliated with?

OYes ONo

#### 2. Indicate the percentage of revenue derived from the following Industry types:

Aer	ospace & Defense: (%)	Electrical Equipment: (%)	Healthcare: (%)	Telecommuni	cation: (%)		
Chemical (%)       Energy Equipment & Services: (%)       Information Technology: (%)       Transportation: (%)							
Cor	Construction & Engineering: (%) Financial Services (%) Manufacturing: (%) Oil, Gas & Utilities: (%)						
Cor	nsumer Services: (%)	Government: (%)	Media: (%)	Retail (%)			
Oth	ner (describe below): (%)						
Co	ntracted Work						
3.		sidiary use subcontractors or any independent of revenues that comes from contracted s		sional services?	Yes No		
Co	Intractual Procedures				、 、		
4.	Does the Applicant and all Sub	sidiaries use a written contract, service a	greement or invoice with all clients?		O <sub>Yes</sub> O <sub>No</sub>		
	a. Does anyone other than a principal have the authority to amend the standard contract?						
5.	Does each document include: ( Disclaimer of Warran Dispute Resolution Exclusions for Conse Exclusive Remedies Force Majeure	tties Ho equential Damages Pe	Id Harmless to the Applicant's Benefit nitation of Liability rformance Milestone atement of Work and Specifications nue or Governing Law				
Qu	ality Control						
6.	Indicate which of the following Alpha/Beta testing Recall program Prototype developme Vendor certification p Formalized training fo Customer support Intellectual property/I	ent Fo process Wr pr new hires Ba	elect all that apply) stomer signature on each phase of pro rmal customer acceptance procedure tal Quality Management itten and formalized quality control pro ck-up or contingency plan mplaint resolution procedures ner (describe below)				
7.	Encryption Firewalls Intrusion detection Security protocols	Phys Daily	s protection sical security / back-ups er generator	)			
		g isi the ripplicant and their outsidiales.					

- Resume or Biographies for the key principals if in business less than 3 years.

- Sample contract, service agreement or invoice used with clients.



## NOTE: Network Security & Privacy can only be purchased with another PL line of coverage.

VII.	NE	TWORK SECURITY & PRIVACY SECTION		
1.	Plea	ase check the following IT policies and procedures the Applicant and all Subsidiaries have in place:		
		Privacy Policy       Data Backup/Recovery       Notification Response Plan         Password Usage Policy       Network Restoration       Employee Privacy/Security Training		
2.	Plea	ase indicate which type of information of others that resides within your care, custody or control (Select all that apply):		
	a.	3rd party Personal Identifiable Information       Employee/HR Information         Social Security Numbers       Bank Accounts and Financial Records         Credit/Debit Card Information       Intellectual Property/Trade Secrets         Personal Health Information       Other:		
	b.	How many individual records are within your care, custody or control?		
3.	Do	you outsource any of your IT/data management activites or entrust 3rd parties with sensitive information?	Oyes	ONO
	If Y	es, then have you verified or performed:		
		Vendor due diligence       Vendor is ISO 27001/HITRUST/NIST/SOC-2 Certified         Site audit of vendor's data center       Periodic audits of outsourced vendor		
4.	Doe	es the Applicant and all Subsidiaries:		
	a.	Use software and hardware that is supported by the manufacturer?	Oyes	ONO
	b.	Employ a Chief Information Security Officer, IT Manager or Privacy Officer?	Oyes	ONO
		If no, what position is responsible for Information Security & Privacy within your company?		
	c.	Implement virus controls, malware/spyware detection, firewall and filtering on all systems?	Oyes	ONO
	d.	Check for security patches to your systems at least weekly and implement them within 30 days?	Oyes	ONO
	e.	Replace factory default settings to ensure your information security systems are securely configured?	Oyes	ONO
	f.	Have a way to detect unauthorized access or attempts to access sensitive information?	Oyes	ONO
	g.	Allow remote access to your network?	Oyes	ONO
		If yes, do you use industry standard VPCN, SSL VPN or equivalent technology?	Oyes	ONO
		Utilize two-factor authentication?	Oyes	ONO
	h.	Control and track all changes to your network so it remains secure?	Oyes	ONO
	i.	Re-assess security threats and upgrade your risk controls in response at least yearly?	Oyes	ONO
	j.	Limit access to data on a need-to-know basis?	Oyes	ONO
	k.	Allow sensitive data to be stored on laptops and mobile devices?	Oyes	ONO
		If yes, do you ensure such devices utilize full disk encryption?	Oyes	ONO
	I.	Allow employees to store or access sensitive data on their own personal devices?	Oyes	ONO
		If yes, do you ensure such devices utilize full disk encryption?	Oyes	ONO
	m.	Conduct desktop drill/exercises to test your incident response plan?	Oyes	ONO
	n.	Securely dispose of paper or electronic data when no longer needed?	Oyes	ONO
	о.	Terminate employee access when an individual leaves the company?	Oyes	ONO
5.	In th	ne event of a virus, malware attack or computer attack, what is the recovery time objective for critical business operations?		Hours
6.		ou create, display, publish or disseminate content, do you have procedures in place to screen material for copyright trademark infringement including invasion of privacy?	Oyes	O <sub>No</sub>

	Epack	Extra	New	<b>Business</b>	App	olication
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. If you accept Credit Card transactions, please answer the following:

а.	Number of transactions per year:       % of transactions that are EMV:         (% of transactions that use chip-card technology)		
b.	Are you PCI compliant?	Oyes	$\bigcirc_{No}$
c.	If yes, are you compliant via: 🗌 Self-Assessment OR 🔤 3rd Party Audit		
	Version Used:		
d.	Does the credit card data go direct to 3rd party payment processor?	$O_{\text{Yes}}$	$O_{No}$
e.	If you capture credit card data directly into your network, please check all that apply: Do not store credit card data		
	<ul> <li>Utilize end to end encryption</li> <li>Utilize tokenization</li> <li>Credit card data is segmented from rest of network</li> <li>Credit card data is encrypted at rest and in motion</li> </ul>		

#### If "NO" has been answered to any of the questions on this Application, please attach details:

Professional Liability (PL)

## VIII. APPLICANT REPRESENTATION (To be completed by Applicant)

Applicant hereby declare, after diligent inquiry, that the information contained herein and in any supplemental applications or forms required hereby, are true, accurate and complete, and that no material facts have been suppressed or misstated. Applicant acknowledges a continuing obligation to report to the CNA Company to whom this Application is made ("the Company") as soon as practicable any material changes in all such information, after signing the application and prior to issuance of the policy, and acknowledges that the Company shall have the right to withdraw or modify any outstanding quotations and/or authorization or agreement to bind the insurance based upon such changes.

Further, Applicant understands and acknowledges that:

- 1) Completion of this application and any supplemental applications or forms does not bind the Company to issue the policy;
- 2) If a policy is issued, the Company will have relied upon, as representations, this application, any supplemental applications and any other statements furnished to the Company in conjunction with this application;
- 3) All supplemental applications, statements and other materials furnished to the Company in conjunction with this application are hereby incorporated by reference into this application and made a part thereof;
- 4) This application will be the basis of the contract and will be incorporated by references into and made a part of such policy;
- 5) If a policy is issued, the limit of liability contained in the policy shall be reduced and may be completely exhausted by the payment of damages and claims expenses. In such event the Company shall not be liable for damages or claims expenses to the extent that such cost or amount exceeds the limit of liability of this policy;
- 6) If a policy is issued, claims expenses which are incurred shall be applied against the deductible or retention amount as provided in the policy;
- 7) Applicant's failure to report to its current insurance company any claim made against it during the current policy term, or act, omission or circumstances which the Applicant is aware of that may give rise to a claim before expiration of the current policy, may create a lack of coverage.

## FRAUD NOTICE - WHERE APPLICABLE UNDER THE LAW OF YOUR STATE

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and may be subject to civil fines and criminal penalties (For DC residents only: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by applicant.) (For FL residents only: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.) (For LA residents only: 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 quilty of a crime and may be subject to fines and confinement in prison.) (For ME residents only: 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.) (For NY residents only: and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.) (For PA residents only: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.) (For TN & WA residents only: Penalties include imprisonment, fines and denial of insurance benefits.) (For VT residents only: any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false or incomplete information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which may be a crime and may be subject to civil fines and criminal penalties.)

This application must be signed by the Chairman of the Board, Chief Executive Officer, Chief Financial Officer, President or General Counsel

Signed:	
Title:	
Corporation:	
Date:	

The undersigned acknowledges that he or she is aware that defense costs reduce and may exhaust the applicable Limits of Liability. The Insurer is not liable for any loss (which includes defense costs) in excess of the applicable Limits of Liability.