



Victor Canada  
 500-1400 Blair Place  
 Ottawa, Ontario K1J 9B8  
 Telephone 613-786-2000  
 Facsimile 613-786-2001  
 Toll Free 800-267-6684  
 www.victorinsurance.ca

# Application

## Errors and Omissions Insurance for Paralegals

**Submitting Broker, please complete the following to assist us in processing this submission:**

Name of Brokerage: \_\_\_\_\_  
 Name of Broker Contact: \_\_\_\_\_  
 Brokerage Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 For renewal purposes only: Policy Number: \_\_\_\_\_ ISN (Client's Number): \_\_\_\_\_

Please answer all questions. If there is no answer, write "none" or "not applicable" in the space provided. Where space provided is insufficient to fully answer, please use separate sheet(s).

Please provide the following items (if not already on file with Victor):  
 (a) résumés of persons performing activities mentioned in question 7;  
 (b) brochures and/or promotional literature.

**IF THE APPLICATION IS INCOMPLETE, A QUOTE WILL NOT BE PREPARED.**

### THE APPLICANT

1. Name of Applicant/Firm: \_\_\_\_\_  
 \_\_\_\_\_

If more than one legal entity, please indicate the relationship between each: \_\_\_\_\_  
 \_\_\_\_\_

(Please note that an insurance policy cannot be shared unless there is a financial interest.)

2. Applicant is:  Individual  Partnership  Corporation  
 Other (please explain) \_\_\_\_\_

3. Website Address (if applicable): \_\_\_\_\_

4. Address: \_\_\_\_\_  
 \_\_\_\_\_

5. Location of Branch Offices: \_\_\_\_\_

6. Date operations began: \_\_\_\_\_

7. Please provide a complete description of the Applicant's activities and provide definitions for uncommon terms for which the Applicant requires errors and omissions insurance:

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8. To whom does the Applicant provide services: \_\_\_\_\_

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9. (a) Please indicate the Applicant's gross annual revenue:

(i) Previous year: \$ \_\_\_\_\_

(ii) Anticipated for next year: \$ \_\_\_\_\_

(b) Does the Applicant provide services or perform activities outside Canada or for clients who are outside Canada? YES  NO

If yes, please provide full details for our review and acceptance, and indicate the services provided as well as the location and the gross annual fees or income from the past year and anticipated for the next year.

(c) Please provide a breakdown of the Applicant's fees by category of services:

Type of Service	% (total must be 100%)
_____	_____
_____	_____
_____	_____

10. (a) Please indicate areas of concern which prompted the need for insurance protection: \_\_\_\_\_

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(b) What safeguards or procedures does Applicant employ to avoid such losses? \_\_\_\_\_

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11. (a) Please complete the following for any person performing activities mentioned in question 7:

Name	Duties/Title	Education	Years of Experience
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(b) Additional employees to those listed in 11 (a) in the following categories:

Clerical: \_\_\_\_\_ Others (please specify): \_\_\_\_\_

12. Does the Applicant belong to any related association? YES  NO

If yes, please list such associations: \_\_\_\_\_

13. Have any of the individuals listed in question 11 ever been investigated or charged for a criminal act? YES  NO

If yes, please provide details.

**INSURANCE COVERAGE - If you are renewing your policy with Victor, do not complete this section.**

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14. (a) Has the Applicant ever previously purchased professional liability or errors and omissions insurance? YES  NO

(b) If yes, please provide the following details for the last three years:

Insurer	Policy Period	Expiring Premium	Limit	Deductible
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____

(c) With respect to (b) above, please indicate if such coverage was offered on an occurrence basis or claims-made basis: \_\_\_\_\_

If claims-made, what was the retroactive date of the policy (dd/mm/yyyy)? \_\_\_\_\_

15. Has insurance coverage ever been declined or cancelled or the renewal thereof been refused? YES  NO

If yes, please provide details.

**LOSS EXPERIENCE - If you are renewing your policy with Victor, do not complete this section.**

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16. (a) In the past, has the Applicant or any of their employees ever been the recipient of any allegations of professional negligence in writing or verbally? YES  NO

(b) Is the Applicant or any of their employees aware of any facts, circumstances or situations which may reasonably give rise to a claim, other than as advised above? YES  NO

If yes, please provide details.

WITHOUT LIMITATION OF ANY OTHER REMEDY AVAILABLE TO THE INSURERS, IT IS AGREED THAT, IF THERE BE KNOWLEDGE OF ANY SUCH FACT, CIRCUMSTANCE OR SITUATION, ANY CLAIM OR ACTION SUBSEQUENTLY EMANATING THEREFROM IS EXCLUDED FROM COVERAGE UNDER THE PROPOSED INSURANCE.

**LIMITS REQUESTED**

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17. Per claim: \$ \_\_\_\_\_ Per policy period: \$ \_\_\_\_\_ Deductible: \$ \_\_\_\_\_

Please note that the proposed insurance will be effective at a date determined by the insurers.

## **APPLICANT'S CONSENT TO THE TRANSMISSION OF THE INFORMATION CONTAINED IN THE APPLICATION FORM**

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I hereby acknowledge that the information collected in the Application form is acquired by my insurance broker to be transmitted to Victor Insurance Managers Inc. for the sole purpose of obtaining an insurance policy, and will be kept confidential.

Moreover, I authorize Victor Insurance Managers Inc., its insurers or service providers to:

- conduct verification, using outside sources, of the information contained in the Application form, in attached documentation and in subsequently provided documentation;
- in the event of a claim, transmit the submitted and verified information to loss adjusters, lawyers or other similar offices for the purposes of investigating, defending, negotiating or settling any claims, as required.

For more information on Victor's privacy policy, please contact [privacypolicyinquiries@victorinsurance.com](mailto:privacypolicyinquiries@victorinsurance.com).

## **DECLARATIONS AND SIGNATURE**

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The undersigned Applicant for this insurance declares that, to the best of their knowledge and belief, the statements set forth herein are true and correct, and that reasonable efforts have been made to obtain sufficient information to facilitate the proper and accurate completion of this Application form. The undersigned agrees that, if any significant change in the condition of the Applicant is discovered between the date of this Application form and the effective date of the policy, which would render this Application form inaccurate or incomplete, notice of such change will be reported immediately in writing to the Insurance Manager.

Although the signing of this Application form does not bind the Applicant to purchase the insurance, the undersigned Applicant further agrees that this form and the information furnished pursuant hereto shall be the basis of the contract should a policy be issued and this form will become part of the policy.

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (dd/mm/yyyy)

### NOTE:

Did you remember to include:

- (a) résumés of persons performing professional activities mentioned in question 7;
- (b) brochures and/or promotional literature.