

ProSurance Group

# APPLICATION FOR A FINANCIAL INSTITUTION CRIME POLICY FOR FINANCE COMPANIES

I. GENERAL INFORMATION
Name Of Insured (Applicant):
(List all Insureds including Employee Benefit Plans you sponsor that are subject to ERISA.)
Mailing Address:
Policy Period Requested:
From 12:01 AM on: to 12:01 AM on:
Premium Payable: Annually Three-year Prepaid Three-year Equal Annual Installments
Other
Insured Is A:       Finance Co.       Mortgage Banker       Small Business Investment Co.
Small Loan Co. Note Broker Real Estate Investment Trust
Dealer In Mortgages Dealer In Commercial Paper Other:
Title Insurance Company – principally engaged in the mortgage business
Date Insured Was Established:
Name Of Current Insurance Carrier:
Complete The Following:
1. Assets as of latest December 31: \$
2. Assets as of latest June 30: \$
Organizational Structure:       Sole Proprietorship       Partnership       Corporation
Coverage Being Written: Primary Excess Concurrent
Coindemnity Coinsurance
If coverage is being written on an excess, concurrent or coindemnity basis, list the names of the other carriers
and policy limits:
If coverage is being written on a coinsurance basis, show your percentage participation: % (Note: Insured may assume a participation of between 5% and 25%.)

Check the appropriate box(es) if you are a seller or servicer of secondary market mortgages of:					
	Freddie Mac	Fannie Mae	Ginnie Mae		
	Other Agencies				
Has coverage pro	ovided by a prior insurance	e carrier been reinstated or wa	ived on any of your		
current employee	s?		Yes No		
If "Yes", list the n	ame of the employee(s):				

	II. COVERAG	E REQ	UESTE	D			
Α.	Policy Aggregate Limit Of Insurance: \$						
	If this Policy is being written on a multiyear basis:						
	1. Do you desire having the Policy Aggregate Limit Of Insurance apply to the						
	entire Policy Period?				Yes No		
	2. Do you desire having the Policy Aggregate Lin		Isuranc	e apply to each			
	consecutive one-year term of the Policy Period	<u>;</u>			Yes No		
В.	Complete the following for Insuring Agreements, I						
	(Note: Insuring Agreement 1. is mandatory. All ot in a limit less than or equal to the Insuring Agreement	ner insi nent <b>1.</b>	limit. D	dreements are optionated are optionated are optionated are optionated are optionated are optionated are optiona	al and may be written		
				5	Single Loss		
		V.	Ν.	Single Loss Limit			
	Insuring Agreements/Coverage 1. Fidelity	Yes	No	Of Insurance	Amount		
	Is Trading excluded?			\$	\$		
	Are Data Processors excluded?						
	<b>2.</b> On Premises			¢	¢		
	3. In Transit			\$ ¢	\$ ¢		
	<b>4.</b> Forged Or Altered Instruments			¢ ⊅	\$ \$		
	Is extended coverage on instruments			Φ	Φ		
	desired?						
	<b>5.</b> Forged, Altered Or Counterfeit Securities			\$	\$		
	Is extended coverage on securities desired?			Ψ	Ψ		
	6. Counterfeit Money			¢	\$		
	7. Computer Fraud			Ф \$	\$		
	8. Audit And Claims Expense			\$	\$ \$		
	Is extended coverage desired?			÷	¥		
	By Endorsement						
	Voice Initiated Transfer Fraud			\$	\$		
	Telefacsimile Transfer Fraud			\$	\$		
	Fraudulent Mortgages			\$	\$		
	Extortion – Threats To Persons Or Property			\$	\$		
	Telephone Toll Fraud			\$	\$		

	Fraudulent Impersonation Virtual Currency			\$		\$
	Electronic Records And Sig	gnatures				
	If "Yes", coverage is desire	d under (check				
	all th <u>at a</u> pply):					
	Insuring Agreemer	nt <b>4.</b>		\$		\$
	Insuring Agreemer	nt <b>5.</b>		\$		\$
	the Fraudulent Mo	rtgages Endorsement		\$		\$
C.	For Voice Initiated Transfe originator of an instruction		dicate the	dollar am	ount of the callb	ack threshold to the
D.	For Telefacsimile Transfer originator of an instruction		icate the o	dollar amo	ount of the callba	ick threshold to the
Ε.	List below the name and lo services such as data proc					
	Name				Location	
F.	For Extortion – Threats To	Persons Or Property	Coverage	e, list the o	countries where	your employees travel:
G.	List below the name, locat each closing attorney to be otherwise assist in the ma	e covered, retained by	you to pi	epare dee	eds, investigate	titles of real property or
	Name And Location	Function			ngle Loss Of Insurance	Single Loss Deductible Amount
				\$		\$
				\$		\$
				\$		\$

Н.	H. For Fraudulent Impersonation Coverage, complete the following:				
	1. Employees	Yes No			
	Verification is required for all transfer inst	ructions:			
	Verification is required for all transfer inst	ructions			
	in excess of: \$				
	2. <u>Ven</u> dors	Yes No			
	Verification is required for all transfer inst	ructions:			
	Verification is required for all transfer inst	ructions			
	in excess of: \$				
١.	For Virtual Currency Coverage, list below the name	e(s) of the virtual currency and the virtual currency			
	exchange(s):	1			
	Name(s)	Exchange(s)			
J.	For Telephone Toll Fraud Coverage, list below the	PBX system(s):			

# **III. RATING INFORMATION**

For all Named Insureds, show the total number of:

No. Of

- 1. Salaried officers, full- and part-time employees and persons provided by employment contractors:
- 2. Consultants (if any) who are former employees, directors or trustees:
- **3.** Locations (other than the Home Office of the first Named Insured) in the United States (including its territories and possessions), Canada and Puerto Rico:
- **4.** Locations outside of the United States (including its territories and possessions), Canada and Puerto Rico:

	IV. UNDERWRITING					
(No	(Note: Attach separate sheet to explain any "No" answers to the questions in this Section IV.)					
Α.	Audit Procedures:					
	<ol> <li>Is there an annual audit by an independent CPA</li> </ol>					
	made in accordance with generally accepted					
	auditing standards and so certified?	Yes No				
	2. Is the audit report rendered directly to the Board, if a corporation, or to all					
	partners, if a partnership?	Yes No				

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	3. Name and location of CPA:	
	<ol><li>Date of completion of the last audit by CPA:</li></ol>	
	5. Is there a continuous internal audit by an Internal Audit Department?	Yes No
	If "Yes", are monthly reports rendered directly to the Board, if a	
	corporation, or to all partners, if a partnership?	Yes No
	Does it include EPD auditing?	Yes No
	6. Are money and securities actually counted and verified?	Yes No
	<ol><li>How often are loan balances verified?</li></ol>	
В.	Internal Controls (Other Than Audit Procedures):	
	1. Do you require annual vacations of at least two consecutive weeks for all	
	officers and employees?	Yes No
	<b>2.</b> Is there a formal, planned program requiring the rotation of duties of key	
	personnel without prior notice thereof?	Yes No
	<b>3.</b> Is there a formal, planned program requiring segregation of duties so that no	
	single transaction can be fully controlled from origination to posting by one	
	person?	Yes No
	<ol><li>Is countersignature of checks (including escrow accounts) required?</li></ol>	Yes No
	5. Are monthly statements (with or without activity in the account) mailed	
	directly to all customers?	Yes No
	6. Are official checks and drafts preprinted, sequentially numbered and under	
	dual control?	Yes No
	7. Are reconciliations of official checks prepared by individuals other than	
	those authorized to issue them?	Yes No
	8. Are dormant accounts flagged, segregated and maintained under dual control?	Yes No
C.	Change In Ownership Or Senior Management:	
	Has there been any change in ownership or senior management within the past	
	three years or is change anticipated in the next 12 months?	Yes No
	If "Yes", explain:	
D.	Lending Controls:	
	1. Are loan proceeds issued by someone other than the approving loan officer?	Yes No
	2. Are signatures on all notes and documents obtained in the presence of an	
	employee on both new and renewal loans?	Yes No
	3. Prior to disbursing funds, are financial statements and collateral verified as	<u> </u>
	genuine (including new and renewal loans)?	Yes No

	4.	Is the identity of all signatures verified?		Yes		No
	5.	Is negotiable collateral kept under dual control?		Yes		No
E.	Em	ployee Account Controls:				
		Are employee accounts segregated and reviewed for unusual activity at				
		least monthly?		Yes		No
	2.	Are employees' immediate family members' and household members'				
		accounts randomly reviewed for unusual activity at least quarterly?		Yes		No
	3.	Do you disclose to your employees the fact that these accounts will be reviewed?		Yes		No
F.	For	gery Controls:				
		Prior to opening a corporate account, is the customer required to provide a				
		signed corporate resolution or letter authorizing certain individuals to open				
		the corporate account and designating certain individuals to sign on the account?		Yes		No
	2.	Do you prohibit the acceptance of checks made payable to corporate				
		payees, but endorsed by individuals?		Yes		No
	3.	Are account statements sent out on a monthly basis?		Yes		No
	4.	If statements are held for customer pickup, do you record the customer's				
		receipt of the statement?		Yes		No
	5.	Do you verify endorsements on negotiable instruments upon presentment?		Yes		No
	6.	Are all transactions on dormant accounts reviewed on a regular basis?		Yes		No
G.	Con	nputer Controls:				
	1.	Is computer usage preauthorized?		Yes		No
	2.	How often are employees required to change their computer passwords:				
			<b></b>			1
	3.	Do you change passwords when employees leave the company?		Yes		No
	4.	Is computer output reconciled by persons who do not prepare the input or	<b></b>			1
		process it?		Yes		No
	5.	Is data encrypted?		Yes		No
	6.	Do you utilize port security that detects unusual activity?		Yes		No
	7.	Do you require digital certificates when making an online transaction?		Yes		No
		Do you have documented Internet guidelines for employees?		Yes		No
	9.	Do you have documented emergency procedures?		Yes		No
	10.	Is your computer system protected by firewalls?		Yes		No
	11.	Do you maintain a firewall log?		Yes		No
	12.	Is your computer system supported by intrusion detection software?		Yes		No
	13.	Is your computer system supported by antivirus software?		Yes		No
	14.	Do any of your employees telecommute?		Yes		No
		If "Yes", do you provide these employees with remote access to your	<b>—</b>		<b></b>	
		computer systems?		Yes		No
		Number of employees with remote access:				

	15.	Do you provide access to your proprietary computer system to any third parties? If "Yes", to whom?	Yes	No
		For what reason?		
	16.	Do you provide these third parties with IDs and passwords for accessing your web site? Are these passwords changed when they finish their work? What steps are taken to protect the IDs and passwords from unauthorized use?	Yes Yes	No No
	17.	How often are security audits performed? Have you complied with all recommendations?	Yes	No
	18.	Has your computer system ever been invaded by a hacker or virus? If "Yes", what controls have been implemented to prevent further incidences:	Yes	No
Н.	Wire	e Transfer Controls:		
		Do you transmit or receive data by:		
		a. Telegraph?	Yes	No
		b. Teletype?	Yes	No
		c. Computer link?	Yes	No
	2.	Do you maintain a documented procedures manual covering all wire transfers	<b>—</b>	
		under dual control?	Yes	No
	3.	Do you independently verify a teletype or telegraph authorization for the payment or transfer of funds over a different wire or circuit, other than that used to transmit a request?	Yes	No
	4.	Are all payment instructions executed under a sequential numbering system?	Yes	No
	5.	Do independent employees review and reconcile all wire transfers used to transmit a request?	Yes	No
		What is the average monthly volume of funds transferred? \$		
		What is the largest amount an employee can transfer? \$		
		What is the average size of transfers? \$		
	9.	Are there specific employees authorized to:	$\Box$	<u> </u>
		a. Transfer funds?	Yes	No
		b. Request changes in procedures?	Yes	No
	40	c. Obtain records?	Yes	No
		Is there controlled access to the wire room?	Yes	No No
		Are all telephone instructions confirmed in writing within 24 hours? Are all wire transfer transactions confirmed in writing within 24 hours?	Yes	No No
	12.	Are an write itanisation communed in writing within 24 hours?	Yes	No

	13.	Do you authenticate the identity of the caller before acting upon his/her		
		instructions?		Yes No
Ι.	Ven	dor Controls:		
	1.	Are background checks performed on vendors in order to	<b></b>	<u> </u>
		determine ownership and financial capability?	Yes	No
	2.	Is all vendor bank information verified by a direct call to the		
		receiving bank prior to the account being established in your		
	•	accounts payable system?	Yes	No
	3.	Are there procedures in place to verify invoices and other		
	4	payment requests received from the vendor prior to making payment?	Yes	No
	4.	Are all changes requested by the vendor (including bank account, invoice changes, telephone or FAX numbers, address		
		and other contact information) verified by you by a direct call to		
		the vendor using only the telephone number that was provided		
		to you by the vendor before the change request was received?	Yes	No
		If "Yes", complete the following:		
		a. Is the callback made by an employee other than the		
		employee who received the change request?	Yes	No
		<b>b.</b> Are change requests initiated by the vendor verified by you	<b></b>	
		with someone other than the person requesting the change?	Yes	No
		If "Yes", do you refrain from implementing such change		
		requests until after the vendor has had the opportunity to		
		respond to your inquiry regarding the validity of the change requested?	Yes	No
		<b>c.</b> Do you require all change requests by a vendor to be		
		approved by a supervisor of the employee receiving the change		
	E	request before it is acted upon?	Yes	No No
	5.	Do you transfer funds to the vendor according to a pre-arranged procedure established between you and the vendor before making		
		such transfers?	Yes	No
		If "Yes", describe the procedure:	100	
J.		al Currency Controls:		
	1.	Do you have a wallet and is it encrypted?	Yes	No
	2.	Is the wallet backed up on a periodic basis?	Yes	No
	•	If "Yes", how often:		
	3.	Do you use a third-party currency payment processor?	Yes	No
		If "Yes", provide the name of the processor:		
	4.	Do you have a detection system in place to authenticate		
		virtual currency transactions?	Yes	No
	5.	Do you provide a vault for customers to store virtual currency?	Yes	No

К.	Te	lephone Controls:	
	1.	How often are PBX system passwords changed:	
	2.	How often are voice mail passwords changed:	
	3.	Do passwords require a combination of alpha/numeric characters?	Yes No
	4.	Are invalid password attempts limited?	Yes No
		If "Yes", how many attempts are allowed:	
	5.	Is the PBX system monitored to detect abnormal call activity?	Yes No
L.	Ele	ctronic Signature And Record Controls:	
	1.	Do you engage in business transactions using electronic signatures from:	
		a. Your customers?	Yes No
		b. Your vendors?	Yes No
		c. Other financial institutions?	Yes No
		d. Others?	Yes No
		If "Yes" to <b>a., b., c.</b> or <b>d.,</b> explain:	
	2.	What types of documents do you accept using electronic signatures (such as, but not limited to, auto loan applications and personal loan applications)?	
	3.	What is the average daily number of transactions using electronic signatures?	
	4.	Do you use the services of a third-party authentication vendor to process	
		digital signatures?	Yes No
		If "Yes", provide the name of the vendor:	
	5.	Do you have a policy manual of electronic record/signature procedures?	Yes No
	6.	Are electronic signatures and handwritten signatures executed to electronic	
		records and linked to their respective electronic records to ensure that the	
		signatures cannot be excised, copied or otherwise transferred to falsify an	
		electronic record?	Yes No
	7.	What protocols are used to authenticate the identity of the sender of the electronic record?	
	8.	What technology is used to safeguard the transmission of electronic records?	
L			

V. PRIOR INSURANCE	
(Note: Not applicable in Missouri.)	
Has any insurance, similar to the kinds provided under this Policy, been declined or	
cancelled during the past three years?	Yes No
If "Yes", explain:	

VI. LOSS HISTORY		
Complete the following for all losses sustained, whether or not claimed, and if claimed, whether or not reimbursed, during the past three years from the completion date of this application for any insurance similar to the kinds provided under this Policy.		
Date Of Loss:		
Type Of Loss:		
Amount Of Loss: \$		
Amount Of Loss Pending: \$		
Amount Received From Insurance: \$		
Amount Recovered From Other Than Insurance: \$		
Describe remedial action taken to prevent similar losses in the future:		
Date Of Loss:		
Type Of Loss:		
Amount Of Loss: \$		
Amount Of Loss Pending: \$		
Amount Received From Insurance: \$		
Amount Recovered From Other Than Insurance: \$		
Describe remedial action taken to prevent similar losses in the future:		
Date Of Loss:		
Type Of Loss:		
Amount Of Loss: \$		
Amount Of Loss Pending: \$		
Amount Received From Insurance: \$		
Amount Recovered From Other Than Insurance: \$		
Describe remedial action taken to prevent similar losses in the future:		

# VII. ADDITIONAL REQUIRED APPLICATION MATERIALS

As attachments to this Application, please include the following (where applicable):

- Computer control security audit and response
- Latest year-end audited financial statements
- CPA management letters and response

The Insured (Applicant) represents that all information and statements contained in this application are true, accurate and complete. This application shall constitute part of the Policy, if issued. Any intentional misrepresentation, intentional omission, intentional concealment or intentional misstatement of a material fact, in this application or otherwise, shall be grounds for the rescission of any policy issued in reliance upon such information.

# FRAUD STATEMENTS

# All Jurisdictions Other Than Those Shown Below

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 guilty of a crime and may be subject to fines and confinement in prison.

### Alabama

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution, fines or confinement in prison, or any combination thereof.

#### Colorado

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

## **District Of Columbia**

**WARNING:** 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 the applicant.

#### Florida

Any person who knowingly and with intent to injure, defraud, or deceive an 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.

#### Hawaii

For your protection, Hawaii law requires you to be informed that any person who presents a fraudulent claim for payment of a loss or benefit is guilty of a crime punishable by fines or imprisonment, or both.

#### Kansas

Any person who commits a fraudulent insurance act is guilty of a crime and may be subject to restitution, fines and confinement in prison. A fraudulent insurance act means an act committed by any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer or insurance agent or broker, any written, electronic, electronic impulse, facsimile, magnetic, oral, or telephonic communication or statement as part of, or in support of, an application for insurance, or the rating of an insurance policy, or a claim for payment or other benefit under an insurance policy, which such person knows to contain materially false information concerning any material fact thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto.

#### Kentucky

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance 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.

#### Louisiana

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 guilty of a crime and may be subject to fines and confinement in prison.

#### Maine

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.

#### **New Jersey**

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

#### **New Mexico**

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 GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

#### **New York**

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 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.

#### Ohio

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

#### Oklahoma

**WARNING:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

#### Oregon

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents materially false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.

In order for us to deny a claim on the basis of misstatements, misrepresentations, omissions or concealments on your part, we must show that:

**A.** The misinformation is material to the content of the policy;

B. We relied upon the misinformation; and

- **C.** The information was either:
  - 1. Material to the risk assumed by us; or
  - 2. Provided fraudulently.

For remedies other than the denial of a claim, misstatements, misrepresentations, omissions or concealments on your part must either be fraudulent or material to our interests.

Misstatements, misrepresentations, omissions or concealments on your part are not fraudulent unless they are made with the intent to knowingly defraud.

#### Pennsylvania

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.

#### **Puerto Rico**

Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

#### Tennessee

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

#### Vermont

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 may be guilty of a crime and may be subject to fines and confinement in prison.

#### Virginia

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

### Washington

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

Person Authorized To Complete This Application For The Insured (Applicant):	
Name (Print):	
Signature:	
Title:	
Date:	
Producer Information (Required in Florida, Iowa and New Hampshire):	
Producer Name (Print):	
Producer Signature:	
Agency Name:	
Agency Code:	
License Number:	
5050 El Camino Real, Suite 300	

5050 El Camino Real, Suite 300 Los Altos, CA 94022

PSG-Crime@one80.com

ProSurance Group, a division of One80 Intermediaries