SUPPLEMENTARY APPLICATION
ERRORS & OMISSIONS LIABILITY INSURANCE

RSA

ELECTRONIC DATA PROCESSING

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1. Name of Applicant

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2. Attach copies of your standard contracts

   Do they include clauses such as: Yes   No

   Hold harmless/indemnity agreements to the Applicant's benefit   ☐   ☐

   Force majeure   ☐   ☐

   Disclaimer of warranties   ☐   ☐

   Limitation of liabilities   ☐   ☐

   Limitation of liabilities for CONSEQUENTIAL DAMAGES   ☐   ☐

   Conditions of product acceptance   ☐   ☐

   Do you ever use contracts accepting liability for
   CONSEQUENTIAL DAMAGES?   ☐   ☐

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3. a) What is acceptable downtime for your product/service according to your average customer's requirements?

   ☐ No downtime   ☐ Less than 1 day   ☐ Less than 2 days   ☐ More than 2 days

   b) What is the worst thing that could happen to your customer's operations if your product/service were to fail or stop working?

   _____

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4. State percentage of work done: State percentage of revenues:

	Work done	Revenues
Conversion of data from source material	_____ %	_____ %
Consulting service	_____ %	_____ %
Writing, testing	_____ %	_____ %
Installing computer programs	_____ %	_____ %
Recommending, planning	_____ %	_____ %
Research and development	_____ %	_____ %
Sale of hardware	_____ %	_____ %
Installing hardware	_____ %	_____ %
Others (please specify)	_____ %	_____ %

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5. Any hardware or software installed on mainframe computers?   ☐ Yes   ☐ No

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6. Any mass produced software?   ☐ Yes   ☐ No   If yes, provide details. _____

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7. Any design work?   ☐ Yes   ☐ No   If yes, provide details. _____

   _____

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8. State type of data you handle and explain final end use of service/data handled for each (including but not limited to security controls, manufacturing process control):

	Percentage of Work Done	Percentage of Revenues	Final End Use
Aviation/aerospace	_____ %	_____ %	_____
Engineering	_____ %	_____ %	_____
Scientific	_____ %	_____ %	_____
Marine or Naval	_____ %	_____ %	_____
Medical	_____ %	_____ %	_____
Nuclear	_____ %	_____ %	_____
Pollution/ Environmental	_____ %	_____ %	_____
Other	_____ %	_____ %	_____

9. If yes to following (a), (b) or (c), please attach copy of Quality Control Program.

   (a) Do you keep a record of all computer input data? ☐ Yes ☐ No   If yes, for how long: _____

   (b) Do you document and test all programs and program changes? ☐ Yes ☐ No

   (c) What safeguards are in effect to prevent inadvertent release of confidential information? _____

   _____

   (d) Do you have a contingency plan in writing in the event of computer failure? ☐ Yes ☐ No

   (e) Do clients have responsibility for determining the accuracy of results? ☐ Yes ☐ No

10. a) Do you operate a time sharing facility? ☐ Yes ☐ No

    b) Do you have remote terminals? ☐ Yes ☐ No

11. Do you perform or plan to perform work for any bank, financial institution, money lending or finance company, stock broker or mutual fund?

    ☐ Yes ☐ No If yes, provide details.

    _____

    _____

12. What new products/services are to be released within the next 12 month period?

    _____

    _____

13. a) Does the Applicant subcontract the rendering of professional services to subcontractors? ☐ Yes ☐ No

    b) If yes, what percentage of the work and what type of work is subcontracted? _____

    c) Does the Applicant request proof of insurance from subcontractors? ☐ Yes ☐ No

DECLARATION

The undersigned declares that all statements made in the Supplementary Application are true. Signing of this document does not bind the Applicant to complete the insurance, but it is agreed that the Application and Supplementary Application shall be the basis of the contract, should a policy be issued.

_____
Signature

_____
Title or Position

_____
Date

Must be signed by a Principal, Partner, Controller, Executive Officer or Director.

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