

Application Instructions

Whenever used in this Application, the term "Applicant" shall mean the Named Insured and all subsidiaries or other organizations applying for coverage, unless otherwise stated.

I. General Information

Name of Applicant: _____

Hanover Policy Number: _____ Effective Date of Coverage: _____
(If this is a renewal)

II. International Operations

1. List the name and address of each foreign operation and describe its activity:
(Attach a separate sheet if needed)

Name:	Address:	Activity:

2. Are all foreign operations managed by U.S. citizens? ☐ Yes ☐ No
If "No", please explain:

3. Does the officer or manager in charge hire their own staff? ☐ Yes ☐ No
If "Yes":
a. Is documentation sent immediately to a U.S. office? ☐ Yes ☐ No
b. Is the payroll reconciled regularly by a U.S. office? ☐ Yes ☐ No

III. Audit Procedures and Other Internal Controls

1. How often are surprise audits made at each of the foreign locations by:
a. U.S. control or supervisory office employees? _____

- b. Outside CPA? _____
- c. Other (Please identify)? _____
2. Does the Applicant maintain an internal audit department? ☐ Yes ☐ No
If "Yes", does the Applicant's internal audit department visit all foreign locations? ☐ Yes ☐ No
3. Does the branch purchase inventory from local suppliers? ☐ Yes ☐ No
If "Yes":
 a. Is a copy of the purchase order forwarded to the Applicant's U.S. office? ☐ Yes ☐ No
 b. At what intervals? _____
 c. How often are purchase orders reconciled against inventory levels? _____
4. Are physical counts of raw material, finished goods, equipment, etc. taken by employees who do not have custody or control of inventory records? ☐ Yes ☐ No
If "Yes":
 a. How often? _____
 b. Are these inventory results reported directly to the U.S. office? ☐ Yes ☐ No
If "No", please explain:
5. Do foreign locations perform their own accounting operations? ☐ Yes ☐ No
6. Do these accounting methods and systems differ from those used in the Applicant's domestic operations? ☐ Yes ☐ No
If "Yes", please explain:
7. Are the Applicant's foreign receivables paid:
 a. Directly to the Applicant's home office (in the U.S.A. or Canada)? ☐ Yes ☐ No
 b. To a foreign bank account from which the Applicant's foreign employees cannot make withdrawals? ☐ Yes ☐ No
 c. To the Applicant's foreign office? ☐ Yes ☐ No
If "Yes":
 1) Are checks immediately endorsed "For Deposit Only"? ☐ Yes ☐ No
 2) Are receipts recorded by someone who does not prepare the deposit slip or make deposits? ☐ Yes ☐ No
 3) Are validated (not photocopied) deposit slips sent to the Applicant at regular intervals? ☐ Yes ☐ No
8. Are the Applicant's foreign accounts payable paid:
 a. By a central office (in the U.S.A. or Canada)? ☐ Yes ☐ No
 b. By Foreign offices? ☐ Yes ☐ No
 c. Out of an Imprest Funds account? ☐ Yes ☐ No
If "Yes":
 1) What is the account limit? \$ _____
 2) At what interval is it replenished? _____
 3) Does all supporting documentation accompany all checks for signature? ☐ Yes ☐ No
 4) Are supporting documents and invoices stamped "paid" at the time checks are issued to prevent issuing duplicate checks? ☐ Yes ☐ No
 5) Is countersignature of checks required? ☐ Yes ☐ No
If "Yes", over what amount? _____

If "No", who can sign? _____

9. Is a copy of a monthly bank statement sent directly from the bank to the U.S. control office? ☐ Yes ☐ No
10. What controls are exercised over expense advances, expense accounts, and personal living allowances?
11. Are foreign locations subject to the same controls and procedures as are followed in the U.S. office in the following areas:
- a. Computer operations? ☐ Yes ☐ No
 - b. Purchasing and related functions? ☐ Yes ☐ No
 - c. Pre-employment checks? ☐ Yes ☐ No

IV. Declarations, Notices and Signature

The authorized signer of this Application represents to the best of their knowledge and belief that the statements set forth herein are true, accurate, complete and include all material information. The authorized signer also represents that any fact, circumstance or situation indicating the probability of a loss, claim, or legal action now known to any entity, official, or employee involving the proposed coverage has been declared, and it is agreed by all concerned that the omission of such information shall exclude any such loss, claim, or action from coverage under the insurance being applied for, whether or not disclosed. Any loss or claim based upon, arising out of or in connection with any misrepresentation, omission, concealment, untruthful, inaccurate, or incomplete statement of a material fact in this Application or otherwise shall be excluded from coverage.* Signing of this Application does not bind The Hanover Insurance Company or any of its insurance affiliates or subsidiaries to offer, nor the authorized signer to accept insurance. It is agreed this Application and any attachments hereto shall be the basis of the insurance.

*For state of Washington and South Dakota applicants only: Any loss or claim based upon, arising out of or in connection with any intentional misrepresentation, omission, concealment, untruthful, inaccurate, or incomplete statement of a material fact in this Application or otherwise shall be excluded from coverage.

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

ATTENTION APPLICANTS IN THE FOLLOWING JURISDICTIONS

ALABAMA, ARKANSAS, DISTRICT OF COLUMBIA, LOUISIANA, MARYLAND, NEW MEXICO, RHODE ISLAND AND WEST VIRGINIA: Any person who knowingly (or willfully in MD) presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully in MD) presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

CALIFORNIA: For your protection, California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

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.

FLORIDA AND OKLAHOMA: 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 in FL).

KANSAS: 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, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral, or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

KENTUCKY, OHIO AND 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.

MAINE, TENNESSEE, VIRGINIA, AND 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 (may)* include imprisonment, fines and denial of insurance benefits. *Applies in ME Only.

NEW HAMPSHIRE AND NEW JERSEY: Any person who includes any false or misleading information to the best of her/his knowledge on an application for an insurance policy is subject to criminal and civil penalties.

OREGON: Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

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 a 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 by a fine of 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.

VERMONT: Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.

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 subjects such person to civil penalties not to exceed five thousand dollars and the stated value of the claim for each such violation.

SIGNATURE OF APPLICANT'S AUTHORIZED REPRESENTATIVE

Date

Signature**

Title

**This Application must be signed by the chief executive officer, president, or chief financial officer of the Applicant's parent organization acting as the authorized representatives of the person(s) and entity(ies) proposed for this insurance.

Produced By: Producer: _____ Agency: _____

Taxpayer ID: _____ License Number: _____ Email: _____

Address (Street, City, State, Zip): _____