

SOME THINGS TO REMEMBER WHEN COMPLETING YOUR CAROLINA CASUALTY APPLICATION

We really appreciate your taking the time to complete the application. Also, we want to make sure we don't have to bother you with requests for additional information, so we have provided a checklist for your convenience. **Note: No policy will be issued without employment practices liability coverage.**

- Please include the FULL legal name of the organization. Acronyms are not acceptable.
- Please provide the physical location (street address) for your organization. The underwriting company will not issue a policy to P.O. Box.
- Please remember to include your email address. We would like to communicate with you as much as possible via email. If there is no email address, please indicate such.
- You do not need to complete the "Producer Information" section of the application.
- You do not need to answer question 7(a) of the application.
- Regarding question no. 9, please provide financial information for your most recent fiscal year end. Also, when we ask for "assets" we are asking for "total assets". As a helpful reminder, your fund balance would equal your total assets minus your total liabilities. Lastly, your "operating income/loss", would be your total revenue minus your total expenses.
- Regarding question no 19, if formal written policies and procedures have been implemented by your organization, we only need the Table of Contents page(s).
- Please make sure you have answered every question in its entirety.
- Have you provided details to all "yes" answers, when applicable, by attachment?
- Has the application been signed and dated by the chairperson, president, chief executive officer or executive director? No exceptions!!

Return the completed application along with any required attachments to:

US Mail: The CIMA Companies, Inc., 2750 Killarney Dr., Suite 202, Woodbridge VA 22192

Email: ajones@cimaworld.com

Fax: 703.739.0761

Thank you very much!