

Brokerage Firm: \_\_\_\_\_  
Submitting Broker Name: \_\_\_\_\_  
Broker Address (Optional): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Broker Email: \_\_\_\_\_  
Risk Manager Email (Optional): \_\_\_\_\_  
Broker Phone No: \_\_\_\_\_ Broker Fax No: \_\_\_\_\_

Please select the form you would like to fill out:  
 Questionnaire/ "Ball-Park"       Application       Mainform       Renewal

If interested in a Corporate Kidnap & Ransom/Extortion indication, please use the Notes section of the Form to provide a list of anticipated foreign travel by specific country and number of employees.

**Instructions for Using the Editable Adobe Application form:**

1. Save the document to your local computer. You will need Adobe Reader 7.0.5 or greater to use this application
2. Complete the application by clicking in the areas provided; you may use your mouse or the tab key to advance to the next fields. If an attachment is required for completion of a field use the paper clip icon on the left sidebar of the Adobe Acrobat application. The size limit of the email including the completed Adobe application cannot exceed **10 MB**. If an attachment will cause that limit to be exceeded, please send a follow up email with additional attachments.
3. If there is not enough room for a complete answer for a question please include the full response in an additional attachment as you would with a paper-based application.
4. When the application is completed, please verify the accuracy and completeness of all answers before signing the application and forwarding to your broker. Please do not forward completed applications to Chartis Inc. unless you are an agent or broker.
5. If you choose to use a wet signature, please print the entire application, including all attachments, after reviewing for accuracy and completeness, sign in ink, and send the entire packet to your agent or broker.
6. You now have the option to sign this form electronically. If you choose to use Electronic Signature please make sure you read the disclaimer and the instructions on the creation and use of Electronic Signature found on the last page of the application. Do not apply your Electronic Signature until you have reviewed the application for accuracy and completeness. Applying your Electronic Signature will prevent you from further editing the application. If you need to change the application, you need to remove all applicable Electronic Signatures on the last page of the application. Please re-apply your Electronic Signature after ensuring all updates have been made.

If you experience any technical difficulties while using the document, please contact Broker Services at (877) 867-3783 or at [toserve@chartisinsurance.com](mailto:toserve@chartisinsurance.com). For all other inquiries please contact your agent or broker. If you are an agent or broker, please contact your local Chartis Inc. underwriter for assistance. This document is provided for licensed insurance agents and brokers and their clients only.

**By accessing this document in any format you agree to the following:**

- Chartis Inc. does not warrant that the document will be free from viruses. You assume the entire cost of any necessary service, repair, or correction.
- The privacy of communication over the Internet cannot be guaranteed as the Internet is not a secure medium. Chartis Inc. does not assume any responsibility for any harm, loss, or damage you may experience or incur by the sending of personal or confidential information over the Internet.
- Chartis Inc. is not responsible for any versions of the document that have been manipulated, altered, or revised from the version of the document that appears on [www.chartisinsurance.com](http://www.chartisinsurance.com). Do not post the document on the Internet.
- To the fullest extent permissible under applicable law, Chartis Inc. makes no warranties or representations as to the accuracy of the content of these documents and under no circumstances, including, but not limited to, negligence, shall Chartis Inc. or any affiliated party be liable to you for any damages that result from the use of, or the inability to use, these materials, even if Chartis Inc. or a Chartis Inc. authorized representative has been advised of the possibility of such damages.