

OPEN MARKET CORRESPONDENT

CANADA – ADDITIONAL INFORMATION FOR APPLICATION

Attaching to and forming part of Application for:

Name of Applicant Firm:

- A short description of the insurance background of the firm's principal(s)
- Type of business to be written at Lloyd's (including retail or wholesale)
- Name(s) of other insurers with which business is placed by your firm
- Overall volume of business generated by your firm
- Names / Title (i.e Compliance officer, Marketing Manager)/telephone nos./email address of two insurer references (Please advise these sources that they will be contacted).
- Name and email address of:
 - Principal of firm
 - Claims Manager
 - Underwriting Manager
 - Compliance Officer

We ask that you confirm your firm will comply with the rules and regulations contained in the Crystal tool, accessible through the Lloyd's website (www.lloyds.com).

Authorized Homeworker(s): Y/N

If yes, please confirm the following: The individual named below is an Authorised Homeworker and we have robust safeguards and procedures to ensure the following;

Name(s): _____

1. Risks written by the homeworker have proper oversight on a regular basis
2. There is an appropriate system backup (BCP) linked to the main offices to ensure data is not lost should an unforeseen event occur
3. Hardcopy files retained in the homeworker's office also have a mirror copy held in the main office
4. Any work-related documents or files (whether electronic or hard copies) stored at the homeworker's office are sufficiently secured and segregated from personal files to meet provincial/ federal privacy legislation.
5. The homeworker uses corporate email accounts, rather than personal accounts at all times when acting in their capacity as an employee.

Signed and dated by Principal:

Please note that we cannot proceed with your application, until the requested information is received