



## **Captive Submission Checklist**

1. Program narrative or overview, including insured characteristics (operations, size, etc.), competition, marketing, wholesale or retail sources, premium rate pricing & policy condition/exclusion environment.
2. Underwriting guidelines.
3. Five year written premiums, paid and reserved losses and exposure history by line, for the book to be written.
4. Actuarial reports (if available) on the losses currently reserved in 3. above.
5. CV's for the relevant GA Insurance personnel, if involved in u/w, claims, loss control or premium audit.
6. Loss control guidelines.
7. Potential expense structure: retail commissions, wholesale commissions, underwriting, loss control, premium audit & claims management fees, taxes, policy issuance charges.
8. Current and proposed policy forms.
9. Brief descriptions of any losses in excess of \$100,000 incurred in last five years.
10. Estimated premium for next three years.

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