

Guide | **Completing new business applications**

A fully completed application helps ensure correct processing of new business policies in Contact PL and allows us to provide the best level of service to you and your customers.

Not all application questions are included in Contact PL. When the application is generated from Contact PL, please ensure you **review** and **complete ALL remaining sections** of the application with your customer. Once all sections are completed, the application must be signed and dated by the insured.

All details on the applications must match what is entered into Contact PL, including coverages and premiums. This applies to both Contact PL-generated forms and broker-completed forms.

Tip: Applications can be found under “Print Documents” in the results section of Contact PL.