



The Hartford

TECHNOLOGY/MEDIA/INTERNET LIABILITY INSURANCE SUPPLEMENTAL APPLICATION

This is an application for a CLAIMS-MADE Policy

If a policy is issued this application will attach to and become part of the policy, therefore, it is important all questions are answered accurately.

NOTICE: THIS MISCELLANEOUS PROFESSIONAL LIABILITY INSURANCE IS WRITTEN ON A CLAIMS-MADE BASIS AND PROVIDES COVERAGE FOR THOSE CLAIMS WHICH ARE FIRST MADE WHILE THIS INSURANCE IS IN FORCE AND WHICH ARE THE RESULT OF WRONGFUL ACTS OCCURRING SUBSEQUENT TO THE RETROACTIVE DATE SHOWN IN ITEM (7) OF THE DECLARATIONS PAGE. NO COVERAGE EXISTS FOR CLAIMS FIRST MADE AFTER THE END OF THE POLICY PERIOD UNLESS, AND TO THE EXTENT, AN EXTENDED REPORTING PERIOD APPLIES. THE INSURANCE POLICY PROVIDES THAT THE LIMIT OF LIABILITY AVAILABLE TO PAY JUDGMENTS OR SETTLEMENTS WILL BE REDUCED BY AMOUNTS INCURRED FOR CLAIMS EXPENSES. CLAIM EXPENSES SHALL ALSO BE APPLIED AGAINST THE DEDUCTIBLE AMOUNT.

Please provide the following:

- An organizational chart showing the arrangement of parent and subsidiary companies. Attached
- Promotional Brochures See Website or Attached
- Please attach sample contracts in place with customers, partners, etc. to conduct technology products/services and or network computer activity. Attached
- Most recent financial information See Website or Attached

APPLICANT INFORMATION

Date: _____

1) Name of Applicant _____

2) List all major web site addresses for the applicant's listed above: _____

3) Percent of your revenues generated from your website activities? _____ %

4) Have any products/services been discontinued in the last three years? Yes No

- IF 'YES' - PLEASE PROVIDE FULL DETAILS HERE. _____

5) Do you continue to offer support/service for these discontinued products/services? Yes No

6) Will any new products/services or business activities, not listed above, be released in the next 12 months? Yes No

- If yes, please list those activities here: _____

7) Do you provide any products or services for the following industries: Medical, Aerospace, Defense, Funds Transfer/Financial Transactions Fire/Security/Other Emergency Applications, Systems Products Security, Manufacturing Process Controls/Factory Automation, Energy Management, Pollution/Environment?

8) Do you use written contracts with your customers 100% of the time? **Include a sample copy.** Yes No
• If not 100% of the time, *what percentages* of your current contracts are **not in writing**? (_____%)

9) Under what circumstances have written contracts not been used with your customers? Explain here _____

10) Do *all* of your contracts require customers to sign a written agreement outlining the scope of your work and the services that will be provided? Yes No

11) Do you ever negotiate contracts with your customers in which you accept liability for liquidated damages? Yes No
• If yes, explain in detail and how often this is done. _____

12) Do you ever negotiate contracts with your customers in which you do not include a limitation of liability for consequential damages? Yes No
• If yes, explain in detail and how often this is done. _____

- 13) For any project contracts in excess of 1 (one) year in duration, do you have a formal, written procedure or guideline on milestone management? Yes No
Does it include?
- Projects broken down in "phases" and compartmentalized? Yes No
 - Customer sign-off at each phase? Yes No
 - Interim changes documented with customer sign-off? Yes No
 - Final test completed with customer sign-off? Yes No
 - Formal complaint management procedures? Yes No
 - Automatic notice to Senior Management when milestones are missed? Yes No
- How many customers have stopped paying or requested a refund? This Year _____ Last Year _____ 2 Years Ago _____
How many contracts have past customer acceptance dates? This Year _____ Last Year _____ 2 Years Ago _____

List any contracts that are past your acceptance date and indicate the contract size, length of original contract and remediation steps taken. (Attach an addendum to this application). Addendum is attached? Yes No

- 14) Do you have a *written* and *tested* Product Recall program? Yes No Written Only
- 15) How are your customers informed of problems you discover after your software or other technology product has been delivered?

- 16) Do you have procedures in place for:
- Business Continuity/ Disaster Recovery? Yes No How often is it tested? _____
 - Computer/Systems/Web/Internet backup and recovery? Yes No How often is it tested? _____
- 17) Please rate your customer's technical sophistication?
First Time Users _____% Average Users _____% Sophisticated Users _____% **Total = 100%**
- 18) Explain the "worst case scenario" of how the failure of your product/service would affect your customer's ability to conduct business?

- 19) Describe fully the controls you have in place to prevent or mitigate such occurrences?

- 20) Describe your quality initiatives (i.e. ISO 9000, UL/CSA, ANSI, Customer support, precautions, safeguards, after sales services, etc.).

21) List your five largest projects during the last three years:

<u>CLIENT</u>	<u>SPECIFIC SERVICES YOU PROVIDED</u>	<u>CONTRACT LENGTH</u>	<u>CONTRACT REVENUE</u>
A)			
B)			
C)			
D)			
E)			
Did legal counsel review ALL of the above contracts?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<u>Last Year</u>	<u>Expected Next Year</u>
22) What is the <i>cost</i> of your <i>average</i> contract?		
23) What is the <i>average length</i> of your contract?		

HIRING PRACTICES

- 24) Total number of employees? _____ How many are directly related to software development? _____
- 25) Do you require references? Yes No Do you check references? Yes No
Do you perform credit checks? Yes No
- 26) Do you have procedures in place where newly hired employees/independent contractors sign a statement that they will not use the copyrighted information or other proprietary information of their previous employers? Yes No
- 27) Do you have an "Internet Usage" policy, in writing, for employees as respect e-mail usage, Internet usage, harassment, downloading of files, unsolicited e-mail, etc.? Yes No Not Applicable
- 28) Do you have procedures in place removing all access to systems, passwords, etc. when employees leave? Yes No

INTELLECTUAL PROPERTY/PRIVACY

29) For the following, who do you generally use to review these issues prior to the release of your software:

	<u>Not applicable</u>	<u>Inside counsel</u>	<u>Outside Counsel</u>	<u>Name of firm</u>
Copyright	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Trademark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Service Mark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Domain Name Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

What are the IP qualifications and experience of the most senior in-house attorney involved in your clearance procedures?

- If you checked off "yes" to inside counsel review, above, is your intellectual property methodology in writing? Yes No

- 30) Have you ever released a product for which you have gotten a qualified opinion that an intellectual property infringement may exist? Yes No
- 31) Do you obtain a written opinion from these attorneys in regard to potential infringements? Yes No
- 32) Do you have written safeguarding procedures to avoid the infringement of the intellectual property of others? Yes No
- 33) Who is the intended audience for your web site? Adults, Teens, Children, Businesses, other _____
- 34) Do you have a legally approved privacy policy statement posted on your website? Yes No
- 35) Do you sell or share personal information, gathered from your customers, to others? Yes No
- If yes, do you always obtain the customers consent prior to dissemination? Yes No
 - If yes, do you have a clear "opt-in", "opt-out" policy? Yes No

Media and Internet Liability

Answer questions 36 - 80, below, if you require coverage for: Denial of Service, Malicious Code Implantation, Programming Error, Repudiation of Access, Security Breach, Theft of Data, Unauthorized Access and Destruction of Data.

Coverage is NOT desired; please skip this section and sign the supplemental application.

- 36) How many hits do receive **daily** (Average _____ Most _____) and **monthly** (Average _____ Most _____)?
- 37) Is there a review process in place to screen content of the web site? Yes No
- If "yes", is the content of your web site reviewed by a qualified IP attorney? Yes No
 - Does the review include looking for any or all of the following offenses: Libel, Slander, Trademark Infringement, Copyright Infringement, Invasion of Privacy, Inaccurate Information, Domain Names or Trade Secrets? All Some None of these.
- 38) Do you have an established procedure for editing or removing controversial, offensive (i.e. libelous) or infringing material (i.e. copyright, trademark) from your web site or Internet service? Yes No
- 39) Do you use material of others (such as text, videos, music, etc.) in your web site? Yes No
- If "yes", in each case, have you:
 - Obtained written clearance to use this material? Yes No
 - Scanned the material for viruses? Yes No
- 40) Do your agreements with the developer of your web site and any consultants providing material for your web site provide that you own the intellectual property rights to the content and business methods incorporated into the web site? Yes No
- 41) Do you provide original content? Yes No
- 42) Do you have subscribers for your website? Yes No
- If "yes", how many subscribers do you currently have? _____ # of subscribers
 - Do you have adequate capacity to accommodate the number of subscribers to your service? Yes No Not Determined
- 43) Do you offer bulletin board/chat room services at your web site? Yes No
- If "yes", who manages bulletin board/chat room? We Do Subcontractor
 - If a subcontractor, do you require "hold harmless" agreements for liabilities arising out of the bulletin board/chat room? Yes No
 - Can you remove any posting at your sole discretion and does the Internet Service Provider agreement allow you to do so? Yes No
 - Do you edit the content of your bulletin board/chat room? Yes No
- If "yes", how often? Daily Weekly Monthly _____
- 44) How often do you update the content of your web site or Internet service? Daily Weekly Monthly _____
- 45) Do you provide content for a web site on the behalf of a client? Yes No
- If "yes", does the client approve the content before it is published on the Internet? Yes No

NETWORK COMPUTER ACTIVITIES

46) Content of Information on applicant's public web site (check all that apply):

- | | | | |
|--------------------------------------|--|------------------------------------|---|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Cultural | <input type="checkbox"/> "How To" | <input type="checkbox"/> Software |
| <input type="checkbox"/> Adult Only | <input type="checkbox"/> Digital Music | <input type="checkbox"/> Law/Legal | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Comedy | <input type="checkbox"/> Educational | <input type="checkbox"/> Medical | <input type="checkbox"/> Variety |
| <input type="checkbox"/> Commentary | <input type="checkbox"/> Financial | <input type="checkbox"/> News | <input type="checkbox"/> Other (Please Explain) |
| <input type="checkbox"/> Children's | <input type="checkbox"/> Game or Contest | <input type="checkbox"/> Religious | |

47) Are E-Commerce activities (i.e. payments by debit/credit card, digital cash, etc.) performed on your website? Yes No

48) Do you use a payment-processing intermediary? Yes No If yes, fully describe:

INTERNET SECURITY

- 49) Does the applicant have a written IT Security Policy? Yes No (If yes, please attach.)
- 50) Does the applicant have a written electronic media use policy? Yes No (If yes, please attach.)
- 51) Are firewalls used to prevent unauthorized access? Fully Partially Not Complete
- 52) Are remote users authenticated before connecting to internal networks? Fully Partially Not Complete
- 53) Is anti-virus software used on all desktops and mission critical systems? Fully Partially Not Complete
- 54) Are there back-up and recovery procedures in place and documented for all mission critical systems? Fully Partially Not Complete
- 55) Are special privileges restricted to primary and back-up system administration personnel? Fully Partially Not Complete
- 56) Are continuity plans in place for all mission critical business processes? Fully Partially Not Complete
- 57) Are network and computer systems monitored? Fully Partially Not Complete
- 58) Do you have an internal "acceptable use policy" and "privacy policy" regarding e-mail and Internet use? Fully Partially Not Complete
- 59) Do you have a full time, dedicated director of information security or its equivalent? Yes No
- 60) Do you receive **CERT** or **SIAC** advisories, or any similar notification? Yes No
- 61) During the last two years, has your network or computer system been infected with a virus? Yes No
- 62) Have you experienced a security breach or been informed that there are security vulnerabilities? Yes No
- If yes, attach a separate sheet indicating the number of occurrences and the what actions were taken to avoid a re-occurrence.
- 63) Is a security log kept and reviewed? Yes No
- 64) What valuable property of others for which you are responsible that relate to your Internet, network and computer systems operation? Check **all** that apply: MONEY SECURITIES CREDIT CARD INFORMATION CUSTOMER PERSONAL DATA CUSTOMER HEALTH/PRESCRIPTION DATA NO PROPERTY OF OTHERS OTHER Intellectual Property _____
- 65) Describe your user permission and password management policies and procedures.
-

66) Describe any authentication techniques used or applied in connection with the Network Computer Activity (# 46) above (i.e.: Digital Certificates, user ID/Password etc.).

67) Describe *Physical* Security techniques, policies and procedures used to secure components/systems.

68) Describe methods employed to maintain data integrity across network components (i.e.: encryption, etc.).

69) Do you employ an ISP to host your website(s)? Yes No

- If yes, please describe.

70) Do you employ any outside services to audit or assess the security of your network? Yes No

(If yes, please describe their recommendations and actions you have taken or plan to implement.)

WEBSITE POLICIES AND PROCEDURES

- 71) Are there any "hold harmless"/ indemnification agreements or warranty provisions involving the risk of copyright, patent, trademark and trade secret infringement between the applicant and an Internet service provider? Yes No
- If Yes, please describe

- 72) Do you offer executable programs/shareware from your web site? Yes No
- 73) Does your website contain hyperlinks to or framing of other websites? Yes No
- If "yes", in each case, have you obtained the written right to link or frame these sites? Yes No

74) Have you ever received a complaint concerning the content of your web site relevant to:

Libel or Slander	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trademark Infringement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Invasion of Privacy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copyright Infringement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inaccurate Information	<input type="checkbox"/> Yes <input type="checkbox"/> No		

75) Do you have formal procedures in place to react to customer complaints? Yes No

76) Is similar insurance for errors and omissions, media and /or Internet liability currently in force? Yes No

If yes, indicate Carrier(s) _____ Expiration Date(s) _____

How long in force _____ Current Retroactive Date _____

Limit(s) _____ Deductible(s)/Retention(s) _____ Premium(s) _____

- 77) Has any similar insurance been declined or cancelled? Yes No If yes, please attach details.
- 78) Does any proposed insured have knowledge or information of any act, error or omission that might reasonably be expected to give rise to a claim? Yes No If yes, please attach details.
- 79) Attach a list and status of all errors and omissions claims made against any proposed insured during the last five years. **Attach Hard Copy Loss Information.**
- If none, please check here None
- 80) Is commercial general liability insurance currently in force? Yes No
- If yes, indicate Carrier _____ Expiration Date _____ Limit _____ Deductible _____
 - Does this coverage include products/completed operations coverage? Yes No
 - Does this coverage include advertising injury/personal injury coverage? Yes No

In order for us to efficiently process your application, please attach the following to your signed application:
Indicate if this information is available on your website.

- a) Most recent audited financial statement (i.e. Annual Report, 10K, pro-forma). See Website or Attached
b) Descriptive promotional materials (advertising brochures). See Website or Attached
c) A copy of a standard service contract or a recent contract issued. Attached
d) If applicable – include sales contract, vendor contract manufacturing contracts you use. Attached
e) If the company has been established for three years or less please provide resumes of senior professional staff. Not Applicable Attached
f) Written procedures/guidelines on your contract/milestone management. Attached

NOTICE TO APPLICANT - PLEASE READ CAREFULLY

WARRANTY: The applicant warrants that the information contained herein is true as of the date this application is executed and understands that it shall be the basis of the policy of insurance and deemed incorporated therein if the Company accepts this application by issuance of a policy. It is hereby agreed and understood that this warranty constitutes a continuing obligation to report to the Company, as soon as possible, any material change in the circumstances of the applicant's business, including but not limited to size of firm, areas of business engaged in by the firm and information contained on each supplemental application submitted by the applicant.

The applicant hereby authorizes the release of all claims information from any prior insurer to the Company. The applicant agrees that the organization releasing the information, its agents, servants or employees shall not incur any liability as a result of any information released or furnished pursuant to this authorization including any errors, omissions or mistakes contained in such released information.

NOTE: In applying for coverage, the applicant agrees that in the event of covered losses, he/she will be required to be defended by an attorney appointed by the Company.

The applicant hereby acknowledges that he/she is aware that the limit of liability shall be reduced, and may be completely exhausted, by claims expenses and in such event, the Company shall not be liable for claims expenses or for the amount of any judgment or settlement to the extent that such exceeds the limit of liability.

The applicant hereby further acknowledges that he/she is aware that claims expenses that are incurred shall be applied against the deductible amount.

The applicant understands and accepts that the policy applied for provides coverage on a "claims-made" basis for only those claims that are first made against the Insured while the policy is in force and that coverage ceases with the termination of the policy.

This application must be signed and dated by an owner, partner or officer.

ARKANSAS APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

COLORADO APPLICANTS: IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES, DENIAL OF INSURANCE, AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICY HOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICY HOLDER OR CLAIMANT WITH REGARD TO A SETTLEMENT OR AWARD PAYABLE FROM INSURANCE PROCEEDS SHALL BE REPORTED TO THE COLORADO DIVISION OF INSURANCE WITHIN THE DEPARTMENT OF REGULATORY AGENCIES.

DISTRICT OF COLUMBIA APPLICANTS:" IT IS A CRIME TO PROVIDE FALSE OR MISLEADING INFORMATION TO AN INSURER FOR THE PURPOSE OF DEFRAUDING THE INSURER OR ANY OTHER PERSON. PENALTIES INCLUDE IMPRISONMENT AND/OR FINES. IN ADDITION, AN INSURER MAY DENY INSURANCE BENEFITS IF FALSE INFORMATION MATERIALLY RELATED TO A CLAIM WAS PROVIDED BY THE APPLICANT."

FLORIDA APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION IS GUILTY OF A FELONY OF THE THIRD DEGREE.

HAWAII APPLICANTS: FOR YOUR PROTECTION, HAWAII LAW REQUIRES YOU TO BE INFORMED THAT PRESENTING A FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT IS A CRIME PUNISHABLE BY FINES OR IMPRISONMENT, OR BOTH.

LOUISIANA APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

KENTUCKY APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME.

MAINE AND VIRGINIA APPLICANTS: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS.

NEW JERSEY APPLICANTS: ANY PERSON WHO INCLUDES ANY FALSE OR MISLEADING INFORMATION ON AN APPLICATION FOR AN INSURANCE POLICY IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES.

NEW MEXICO APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

NEW YORK APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY MATERIAL FACT THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SHALL BE ALSO SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATION.

OHIO APPLICANTS: ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWING THAT HE IS FACILITATING A FRAUD AGAINST AN INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT IS GUILTY OF INSURANCE FRAUD.

OKLAHOMA APPLICANTS: WARNING: ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.

OREGON APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD OR SOLICIT ANOTHER TO DEFRAUD AN INSURER: (1) BY SUBMITTING AN APPLICATION OR; (2) FILING A CLAIM CONTAINING A FALSE STATEMENT AS TO ANY MATERIAL FACT MAYBE VIOLATING STATE LAW.

PENNSYLVANIA APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

Signing this form and tendering premium does not bind the applicant or the Company to complete the insurance. This application must be signed to be considered for quotation.

Applicant's Signature

Print or Type Name and Title

Date (Month/Day/Year)