



## Business Interruption Insurance Profits Insurance Application and Worksheet

Name of Applicant: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Location of Risk: \_\_\_\_\_

ALL ENTRIES TO BE ON AN ANNUAL BASIS (For each item applicable to your business, determine the amount which would be insured during one entire year of normal operations)	Column 1 Actual Values for Year Ended _____	Column 2 Estimated Values for Year Ending _____ (*See Note 2 below)
NET PROFIT (Before Taxes) *Standing Charges (Important – See Note 1 Below)		
1. Advertising	\$	\$
2. Auditor's Fees	\$	\$
3. Data processing under contract	\$	\$
4. Delivery and other services under contract	\$	\$
5. Depreciation	\$	\$
6. Directors' Fees	\$	\$
7. Expenses of Branch or Local Offices	\$	\$
8. Insurance Premiums	\$	\$
9. Interest on Debentures and Bonds	\$	\$
10. Interest on Mortgage and Loans	\$	\$
11. Lighting, heating, power (at least to Contract Minimum)	\$	\$
12. Maintenance of Plant and Machinery	\$	\$
13. Printing, Stationary and Postage	\$	\$
14. Rent	\$	\$
15. Royalties	\$	\$
16. Salaries and Wages		
Classification of Payroll:		
a. Officers, executives and permanent staff	\$	\$
b. Foreman and skilled employees who services could not be dispensed with pending resumption of normal operations	\$	\$
c. All other employees (Ordinary Payroll: Ordinary Payroll may be insured as a separate item on short term basis)	\$	\$
17. Taxes	\$	\$
18. Telephone	\$	\$
19. Travelling Expenses	\$	\$
20. Upkeep of Automobiles, etc.	\$	\$
21.	\$	\$
22.	\$	\$
23.	\$	\$
24.	\$	\$
25.	\$	\$
26. Miscellaneous Standing Charges (not exceeding 5% of the total amount insured in respect of specified Standing Charges)	\$	\$
<b>Currency – Specify if other than Canadian dollars</b>		
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

I may have provided personal information in this document and by other means and I may in the future provide further personal information. Some of this personal information may include, but is not limited to, my credit information and claims history. I authorize my broker or insurance company to collect, use and disclose any of this personal information, subject to the law and to my broker's or insurance company's policy regarding personal information, for the purposes of communicating with me, assessing my application for insurance and underwriting my policies, renewals, changes of coverage, evaluating claims, detecting and preventing fraud, and analyzing business results. I confirm that all individuals whose personal information is contained in this document have authorized that I agree to the above on their behalf.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_ Official Title: \_\_\_\_\_

Broker: \_\_\_\_\_

This statement must be signed by Insured if an individual, by a partner if a partnership, or by an officer if corporation.

**Explanatory Notes:**

\*Note 1: Generally speaking, a Standing Charge is an item or expense which in the event of a total interruption would not be eliminated or, in the event of a partial interruption, would not be reduced in proportion to the reduced earnings. Listed from 1 to 21 are typical standing charges, others may be added as required. If your accounting methods make use of other terms to define standing charges, it is quite permissible to list them in that way. If you are insuring on an all Standing Charge basis, you may list the total of all expenses and deduct the total of those expenses which are not Standing Charges to arrive at the actual values.

\*\*Note 2: It is important to keep in mind that an interruption to the business arising out of the insured perils could occur towards the end of the next annual term and it is, therefore, necessary to anticipate at least two years ahead when calculating the amount of insurance required.