



Customer Information Checklist - Commercial

PART 1 - IDENTIFICATION DETAILS

1. Business Name:

2. Physical Address:

3. Main Office Address (if applicable):

4. Telephone Number(s):

5. E-mail Address:

6. Nature of Business Activity:

7. Registration/Tax number:

8. Company's website:

9. Authorized Officers who conduct business on the company's behalf:

NAME	ADDRESS	NAME	ADDRESS

10. Entity or Individual acting on Policyholder's behalf:
(Broker, Bank or other 3rd Party)

11. One or more owners/shareholders are Government Officials (individual holding prominent government position): Yes No

One or more owners are close family relations or association Government Official: Yes No

If "Yes" to either response above, state owner/shareholder and affiliation: _____

PART 2 - VERIFICATION DOCUMENTATION

1. Picture Identification Document for ALL Authorized Officers obtained/on file: Yes No
(IDs must be current/valid, government issued, & legible)

2. Documents of Incorporation, Annual Returns or any other official information source which lists Owners, Directors, & or Shareholders: Yes No

3. Proof of Physical Address obtained/on file: Yes No

Utility Bill Bank Statement Rental Contract Post Marked Mail Other: _____

INTERNAL USE

Policy Terms approved/ signed by insured: Yes No

Manager's Signature: _____
(Management approval is required if relevant customer information or verification documents are not obtained.)

Comments:

Policy Number(s) Assigned: _____

Web Based Review Completed: Yes No

Underwriter name & Date: _____

Compliance Officer name & Date: _____