

TRUSTEES DOCUMENTS

Please attach copies of the following to each completed application. Please check mark each item below after you have gathered the material.

Check List:

- Application (must be original - signed and dated)
- Trust Agreement and By-Laws (signed and dated)
- Member Participation Agreement
- Current Annual Audited Financial Statement or Feasibility Study for New Pools
- Actuarial Report
- Excess/Reinsurance Policy (full policy)
- Contract with Underwriting Administrator
- Contract with Claims Administrator
- Other Service Contracts
- In-House Administration - Resumes/and written Procedures Manuals, Hardware/Software for Computer Systems.

If the Sponsoring Association is also applying for coverage:

- Application (must be original - signed and dated)
 - Constitution (signed and dated) / The Association's By-Laws
 - The Association's Current Annual Audited Financial Statement
 - Magazine / Periodicals
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