

# Business Interruption Insurance - Profits Insurance Worksheet



Name of Applicant:

Location of Risk:

Type of Business:

<b>ALL ENTRIES TO BE ON AN ANNUAL BASIS</b> (For each item applicable to your business, determine the amount, which would be insured during one entire year of normal operations.)	<b>COLUMN 1</b> Actual Values for Year Ended <input type="text"/>	<b>COLUMN 2</b> **Estimated Values for Year Ending <input type="text"/> <i>(Important - See Note 2 below)</i>
NET PROFIT (Before taxes)	\$ <input type="text"/>	\$ <input type="text"/>
<b>*STANDING CHARGES (Important - See Note 1 below)</b>		
1. Advertising	\$ <input type="text"/>	\$ <input type="text"/>
2. Auditor's Fees	\$ <input type="text"/>	\$ <input type="text"/>
3. Data Processing under contract	\$ <input type="text"/>	\$ <input type="text"/>
4. Delivery and other services under contract	\$ <input type="text"/>	\$ <input type="text"/>
5. Depreciation	\$ <input type="text"/>	\$ <input type="text"/>
6. Directors' Fees	\$ <input type="text"/>	\$ <input type="text"/>
7. Expenses of Branch or Local Offices	\$ <input type="text"/>	\$ <input type="text"/>
8. Insurance Premiums	\$ <input type="text"/>	\$ <input type="text"/>
9. Interest on Debentures and Bonds	\$ <input type="text"/>	\$ <input type="text"/>
10. Interest on Mortgages and Loans	\$ <input type="text"/>	\$ <input type="text"/>
11. Lighting, heating, power (at least to Contract Minimum)	\$ <input type="text"/>	\$ <input type="text"/>
12. Maintenance of Plant and Machinery	\$ <input type="text"/>	\$ <input type="text"/>
13. Printing, Stationery and Postages	\$ <input type="text"/>	\$ <input type="text"/>
14. Rent	\$ <input type="text"/>	\$ <input type="text"/>
15. Royalties	\$ <input type="text"/>	\$ <input type="text"/>
16. Salaries and Wages - <i>Classification of Payroll:</i>		
a) Officers, executives and permanent staff	\$ <input type="text"/>	\$ <input type="text"/>
b) Foremen and skilled employees whose services could not be dispensed with pending resumption of normal operations	\$ <input type="text"/>	\$ <input type="text"/>
c) All other employees (Ordinary Payroll), (Ordinary Payroll may be insured as a separate item on a short term basis)	\$ <input type="text"/>	\$ <input type="text"/>

17. Taxes	\$ <input type="text"/>	\$ <input type="text"/>
18. Telephone	\$ <input type="text"/>	\$ <input type="text"/>
19. Traveling Expenses	\$ <input type="text"/>	\$ <input type="text"/>
20. Upkeep of Automobiles, etc	\$ <input type="text"/>	\$ <input type="text"/>
21. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
22. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
23. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
24. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
25. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
26. Miscellaneous Standing Charges (not exceeding 5% of the total amount insured in respect of specified Standing Charges)	\$ <input type="text"/>	\$ <input type="text"/>
Total:	\$ <input type="text"/>	\$ <input type="text"/>
<b>Sum Insured Required:</b>		\$ <input type="text"/>

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: <input type="text"/>	Applicant's Signature: <input type="text"/>	Official Title: <input type="text"/>
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Broker:

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

**\*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 20 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 Charges 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.

For purposes of the Insurance Companies Act (Canada), this document was issued in the course of Ecclesiastical Insurance Office plc's insurance business in Canada.