

# Submission Checklist

## *Golf Club Directors and Officers Liability Insurance*

*Please make sure the following items are enclosed with your submission for a cost and coverage proposal for Golf Club Directors and Officers Liability Insurance. CLUBD&O*

- \_\_\_\_\_ Original, completed and signed application(s).
- \_\_\_\_\_ Complete set of club's bylaws.
- \_\_\_\_\_ Schedule of officers and directors.
- \_\_\_\_\_ Last fiscal year end financial statement including profit and loss and balance sheet (audited statement if possible).
- \_\_\_\_\_ Accountant's notes and/or opinion to the financial statement.
- \_\_\_\_\_ Photocopy of current D&O policy (if coverage is currently in force).
- \_\_\_\_\_ Copy of club's personnel manual.

We will be unable to complete our underwriting process without the applicable items shown above.

*Please return this checklist with your complete submission.*

*Thank you.*

Return all to:  
Fairway Underwriters, Inc.  
**191 Pawtucket Boulevard**  
Lowell, MA 01854

