



# Guidelines for Completing and Signing a Form 10 Application For Bond—Any Kind and Form 10-E—Easy Application

**CNA SURETY** Form 10 APPLICATION FOR BOND—ANY KIND

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FINANCIAL STATEMENT of: \_\_\_\_\_

ASSETS		LIABILITIES	
Check one: <input type="checkbox"/> Business Financial Statement	<input type="checkbox"/> Personal Financial Statement		
Current Assets	Accounts Payable		
Stocks & Bonds	Notes Payable		
Real Estate	Notes Payable to Others		
Accounts Receivable	Mortgages on Real Estate		
Prepaid Expenses	Other Liabilities		
Other Assets	TOTAL LIABILITIES		
TOTAL ASSETS	TOTAL NET WORTH OR EQUITY		
	TOTAL LIABILITIES AND NET WORTH		

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AGENCY'S RECOMMENDATION

We have examples showing five ways to sign an application.

a) **INDIVIDUAL OR SOLE PROPRIETORSHIP**  
Complete Section One ① in the Individual's name showing the business trade name, if there is one, e.g. John Doe DBA Doe Company.

Signed this 4th day of September, 2003

Signature & Business/Corporate Title  
John Doe "Indemnitor"  
Jane Doe "Indemnitor"

NOTE: Personal indemnitors should sign their names before the word "indemnitor".

b) **PARTNERSHIP**  
Complete Section One ① using the full names of all partners indicating the business trade name, e.g. John Doe and James Doe DBA Doe Company.

Signed this 4th day of September, 2003

Signature & Business/Corporate Title  
John Doe "Indemnitor"  
James Doe "Indemnitor"  
Jane Doe "Indemnitor"  
Ann Doe, Indemnitor

NOTE: Personal indemnitors should sign their names before the word "indemnitor".

c) **CORPORATION**  
Complete Section One ① using the name of the corporation only, e.g. Doe Corporation, Inc.

Signed this 4th day of September, 2003

Signature & Business/Corporate Title  
John Doe, President "Indemnitor"  
James Doe "Indemnitor"  
Jane Doe "Indemnitor"  
\* Ann Doe, Indemnitor

NOTE: Personal indemnitors should sign their names before the word "indemnitor".

\* In some cases the owners' spouses may also need to sign.

d) **LIMITED LIABILITY COMPANY (LLC) OR PARTNERSHIP (LLP)**  
Complete Section One ① in the name of the limited liability company or partnership only, e.g. Doe Company, LLC or Doe Company, LLP.

Signed this 4th day of September, 2003

Signature & Business/Corporate Title  
John Doe, Manager "Indemnitor"  
James Doe "Indemnitor"  
Jane Doe "Indemnitor"  
\* Ann Doe, Indemnitor

NOTE: Personal indemnitors should sign their names before the word "indemnitor".

\* In some cases the members/owners'/partners' spouses may also need to sign.

e) **OUTSIDE INDEMNITY (Relatives, Friends, etc.)**  
Complete Section One ① in the applicant's name following (a), (b) or (c) above.

Signed this 4th day of September, 2003

Signature & Business/Corporate Title  
John Doe "Indemnitor"  
Jane Doe "Indemnitor"  
John Henry "Indemnitor"  
Joseph Smith, Indemnitor

NOTE: Personal indemnitors should sign their names before the word "indemnitor".

## HELPFUL HINTS

- INDIVIDUAL OR SOLE PROPRIETORSHIP**—The individual or sole owner and spouse should sign Section Two ② before the word "Indemnitor". When providing financial statements, separate business and personal statements are preferable.
- PARTNERSHIP**—Each partner and his or her spouse should sign Section Two ② before the word "Indemnitor". If additional personal indemnity is required, the individual may sign their name and write the word "Indemnitor" after their name in their own handwriting. When providing financial statements, send a financial statement for the partnership along with personal statements for each partner.
- CORPORATION**—An officer should first sign Section Two ② on behalf of the corporation (indicating his/her corporate title) and then sign a second time as a personal indemnitor, before the word "Indemnitor". All other owners should also sign as personal indemnitors before the word "Indemnitor" on each line. \*In most cases, the owners' spouses also need to sign. If additional personal indemnity is required, the individual may sign their name and write the word "Indemnitor" after their name in their own handwriting. When providing financial information, supply a corporate financial statement along with individual financial statements and current addresses for the owners.
- LIMITED LIABILITY COMPANY (LLC) OR PARTNERSHIP (LLP)**—An authorized manager, member, or partner should first sign on behalf of the Limited Liability Company or Partnership (indicating his/her company/partnership title) and then sign a second time as a personal indemnitor, before the word "Indemnitor". All other members/owners/partners should also sign as personal indemnitors before the word "Indemnitor" on each line. In most cases the members/owners'/partners' spouses also need to sign. If additional personal indemnity is required, the individual may sign their name and write the word "Indemnitor" after their name in their own handwriting.
- OUTSIDE INDEMNITY (Relatives, Friends, etc.)**—When outside indemnity is required, the proposed indemnitors should sign Section Two ② below the applicants' signature(s) and before the word "Indemnitor". If additional personal indemnity is required, the individual may sign their name and write the word "Indemnitor" after their name in their own handwriting. The outside indemnitors should provide their personal financial statements and current addresses.

NOTE: Financial statements may be submitted on the FORM 10 APPLICATION or on CNA Surety's Form #60—Financial Statement. Copies of Bank or Accountant prepared financial statements are also acceptable.

Form 1509-10-2004