

## Exhibit A

### REQUIRED INFORMATION FOR THE PREPARATION OF A PROFORMA FOR A PROSPECTIVE NEW ACIG MEMBER

- I. Loss Rating Information
  - A. Previous (5) years of individual loss runs including any deductible payments, SIRs, expense payments, and claim type (include 10 years of GL losses if a general builder)
  - B. Past 5 years of historical payrolls (plus 10 years of historical revenues if general builder)
  - C. Total hours worked by all employees for the last 5 completed calendar years
  - D. OSHA injury/illness rates for the last 5 calendar years to include:
    - 1. Lost workdays cases
    - 2. Lost workdays
    - 3. Restricted workday cases
    - 4. Recordable cases
    - 5. Deaths
    - 6. First aid/medical only
    - 7. Submit last 5 years OSHA form 300A Summary of Work-Related Injuries & Illnesses
  
- II. Copies of current year policies
  - A. Workers Compensation
  - B. General Liability
  - C. Automobile Liability
  - D. Umbrella
  
- III. Modifier Information
  - A. Latest Workers Compensation Modifier Worksheets (all states)
  - B. Any Specific State Modifiers
  - C. Projected Renewal Modifier (if available)
  
- IV. Rating Information
  - A. WC Rates (if different than NCCI) by state
  - B. GL Rates/Exposure Base
  - C. AL Rates/Exposure Base

V. Renewal Exposure Projections

- A. Payroll (by state, by NCCI classification)
- B. Revenues
- C. What percentage of revenues are subcontracted?
- D. What percentage of revenues are derived from:
  - 1. Hard Bid Work
  - 2. Negotiated Work
- E. Autos (Fleet Schedule)

VI. Detailed Description of Current Program (Latest proposal, if available)

- A. Deductibles (if any)
- B. WC Deductible Credit (by state if applicable)
- C. Current Retro Factors
  - 1. Loss Limits
  - 2. Basic Ratios
  - 3. Tax Multipliers
  - 4. LCFs
  - 5. Excess Loss Premium Factor (WC)
  - 6. Any "Outside Fees" - i.e., Agent fees, RMLs, etc.
- D. Detailed description of cash flow of current program including any collateral required, loss funds, suppressed payments, etc.
- E. Cost of and type of collateral, if applicable
- F. Are deductions for tax purposes being taken for any deferred premiums or amounts paid into a collateral trust?

VII. Financial Information

- A. How is the prospect structured?  
 Corporation       LLC       Partnership       Ltd. Partnership
- How is the company structured for tax purposes?  
 C Corp       S Corp       Partnership

VII. Financial Information (continued)

- B. Is the prospect a net borrower or net lender?
- C. Current borrowing rate on funds
- D. Current short-term rate of return on idle cash
- E. State income tax rates (if applicable)
- F. Last two years of "audited" financials

VIII. Organization Information

- A. Current organization chart
- B. Named insured list (including description of operations)