**Section 462.40 Required Application Information**

Applications for certification under this Part shall contain the following information:

a) The applicant's name (including d/b/a, if any), street address, telephone number, facsimile number, website and e-mail address. The applicant shall provide the business name as it appears on its Illinois Secretary of State's registration, including any and all assumed business names. This information shall be kept current and any change shall be filed with the Chief Clerk of the Commission within 15 days after the change occurs.

b) Contact information, including names, addresses, telephone numbers, facsimile numbers and e-mail addresses, for persons or entities responsible for issues related to processing the application.

c) Applicant's Federal Employer Identification Number (FEIN) or Taxpayer Identification Number (TIN), as applicable.

d) A certification that the applicant will comply with informational and reporting requirements established by this Part.

e) A statement that the applicant agrees to accept service by electronic means as provided for in Section 200.1050 of the Rules of Practice.

f) An applicant shall have in force, and provide proof that it has in force, general liability insurance that shall remain in effect for a period of not less than one year.

1) The applicant shall have commercial general liability insurance, which is comprised of premises and operations insurance and products and complete operations insurance, with a coverage limit of at least $100,000 per occurrence and $300,000 aggregate limits for bodily injury.

2) In addition, the applicant shall have property damage insurance with limits of at least $25,000 or shall have a policy with a single limit for bodily injury and property damage of at least $300,000 per occurrence and $300,000 aggregate limits.

3) The commercial general liability insurance must be maintained with an insurance company whose Best's rating is A- or better and whose Best's financial size category is VII or larger:

A) that is either authorized to transact business in Illinois; or

B) whose contract of insurance is issued pursuant to Section 445 or 445a of the Insurance Code and countersigned by the Surplus Line Association of Illinois or its successor.

4) The applicant shall provide a certificate of insurance as part of its application for certification. If the applicant renews or makes changes in its insurance coverage, the insurance coverage must be continuous and without interruption. The certificate of insurance and the insurance policies shall contain a provision that coverage afforded under the policies shall not be cancelled, allowed to expire, or subjected to a reduction in the limits in any manner unless at least 30 days' prior written notice (10 days' notice in the case of nonpayment of premium) has been given to the Commission. The applicant shall file a copy of the additional or replacement certificate of insurance with the Chief Clerk of the Commission and provide a copy to the "Policy Division – EE Installer Insurance Compliance" or its successor at least 15 days in advance of the effective date of the certificate of insurance. The filing shall include a cover letter that explains the purpose of the filing and shall be identified by the name of the applicant as it appears in the most recent Commission order granting the EE Installer certification.