# **Insurance Coverage Policy**

#### Purpose

This document establishes the corporate policy and standards for ensuring the proper required insurance coverages are maintained.

#### Professional Liability Insurance, Fidelity Coverage, and Surety Coverage

Landstar Title Agency, Inc. will possess an amount of professional liability insurance from a carrier that is acceptable to the underwriter and in an amount not less than agreed to by the company's underwriting agreements.

When required by state law or contractual obligations, Landstar Title Agency, Inc. will possess the required amount of fidelity bond coverage and/or surety bond coverage from a carrier that is acceptable to the underwriter in an amount not less than the amount required by state law or agreed to in the company's underwriting agreements.

Landstar Title Agency, Inc. also ensures that closing protection letter coverage, where mandated by statute, will be issued in connection with the disbursement or that a statutory indemnity fund will be established to cover fidelity losses not otherwise covered by the protections afforded by the underwriter.

All required insurances for the state and other regulatory authorities, including our underwriters are obtained in a timely manner and documented in our insurance log below. The log is reviewed and updated by management monthly to determine upcoming insurance expiration dates. Applications for renewal are processed at least 60 days before the due date. Copies of all insurance policies are kept in the company's operating files.

### **Complaint Resolution**

Landstar Title Agency, Inc. will maintain a standard complaint process that identifies the nature, scope, and specific transaction associated with the complaint as well as the resolution.

### **Violation of Policy**

Failure to adhere to all requirements stipulated in this policy and all related documents may result in disciplinary actions, up to and including

- Immediate removal of any applicable hardware/software/access to the Landstar Title Agency, Inc. computer network or business systems
- Formally reporting the incident to Landstar Title Agency, Inc. senior management
- Termination of employment
- Any other action deemed necessary by Landstar Title Agency, Inc. senior management

#### Review

Landstar Title Agency, Inc. has voluntarily adopted this policy for its sole and exclusive use. This policy and all related documents will be reviewed annually or as needed based on prevailing business conditions.

### Approved

Kenneth Warner, Esq., Vice President and Senior Counsel

## **Revision History**

Version Number	Revised Date	Effective Date	Approved By	Brief Change Summary