

Completing the Application

An incomplete application leads to delays, amendments that need to be completed and potentially the ordering of unnecessary requirements, such as an APS. This will ultimately delay your client's policy and your commission. We have compiled a top 10 list of the most frequently missed questions and the result each has on the new business and underwriting process.

	If missed...	Then...
1.	Section 14.1, question #3 – Missed on 50% of submitted apps Did you personally meet with the person(s) to be insured and the policy owner(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Application cannot be submitted into the administration system Application cannot be reviewed by an Underwriter Application will be returned to the MGA/Advisor for completion prior to the case being submitted and reviewed by an Underwriter
2.	Section 3 – Plan Details	<ul style="list-style-type: none"> Application cannot be submitted into the administration system Application cannot be reviewed by an Underwriter Application will be returned to the MGA/Advisor for completion prior to the case being submitted and reviewed by an Underwriter
3.	Section 6 – Insurance History The Proposed Additional Insured information is missed on applications where two lives are to be insured	<ul style="list-style-type: none"> The underwriting process will be delayed An amendment will be required on delivery
4.	Section 13.1 – Policy Language	<ul style="list-style-type: none"> Policy cannot be issued until the correct language is determined
5.	Section 10 – Purpose of Insurance and Source of Payment Section 10.2, question 1 – Source of payment missed Section 11 – Financial Information Section 11.1, questions 1 – 7 – Missing information with respect to Proposed Life Insured, Proposed Additional Life Insured and Owner Section 11.3, question 1 – missed	<ul style="list-style-type: none"> The underwriting process will be delayed An amendment will be required on delivery
6.	Section 9 – Medical Information Section 9.2, question 3 – Missed	<ul style="list-style-type: none"> The underwriting process will be delayed An amendment will be required on delivery
7.	Section 9 – Medical Information Section 9.3, question 9 – Details such as dates, treatments, symptoms, referrals and results to 'yes' answers missing	<ul style="list-style-type: none"> The underwriting process will be delayed An amendment will be required on delivery
8.	Section 9 – Medical Information Section 9.4, question 1 – Missing	<ul style="list-style-type: none"> The underwriting process will be delayed An amendment will be required on delivery
9.	Section 1 – General Information Section 1.1 & 1.2 – For Permanent Resident status, date of entry into Canada is missing	<ul style="list-style-type: none"> The underwriting process will be delayed An amendment will be required on delivery
10.	Proceeds of Crime and Terrorist Financing ACT (AML) forms not submitted with the application. These forms MUST be submitted prior to approval by UW.	<ul style="list-style-type: none"> A decision cannot be made

Refer to the BMO Insurance [Best Practice Guide](#) for hints on completing the application. Please help us get your business processed faster!