

AGENCY AGREEMENT

This Agency Agreement ("Agreement") dated _____, 20__, between _____ ("Agent") and Worldwide Insurance Services, LLC (Worldwide Services Insurance Agency in California and New York) ("Company"), sets forth the terms and conditions under which Agent shall perform certain services for the Company.

1 APPOINTMENT

1.1 The Company hereby appoints Agent (and any of its Producers/Sub-brokers if Agent is an Agency) to solicit, at its own expense, new and renewal applications for insurance contracts ("Policy" or "Policies") as listed in **Schedule A**, as amended from time to time.

2 DUTIES OF AGENT

2.1 If Agent is Agency, then it shall be responsible for assuring that all of its Producers comply with the following duties as well as the Agent.

2.2 Agent will comply with all laws and regulations which relate to this Agreement and shall indemnify and hold the Company harmless for its failure to do so. Agent shall maintain in good standing, at its own cost, licenses required by all applicable statutes and regulations. Agent shall provide copy(ies) of its current license(s) to the Company. Upon Agent's loss or failure to procure and maintain such licenses as may be required by law, this Agreement shall terminate automatically in accordance with paragraph 7.3.

2.3 Agent may not waive any provision of the Company's underwriting standards or the insurers' underwriting standards without the Company's express prior written authorization. Any questions about the Company's underwriting standards shall be referred to the Company.

2.4 Agent will comply with the Company's rules and regulations relating to the preparation of proposals and the completion and submission of applications. As a material part of the consideration for the making of this Agreement by the Company, Agent agrees that there will be made no representations whatsoever with respect to the nature or scope of the benefits of the Policies sold except through and by means of the written material either prepared and furnished to Agent for that purpose by the Company or approved in writing by the Company prior to its use. Agent shall have no authority and will not make any oral or written alteration, modification, or waiver of any of the terms or conditions of any Policy whatsoever.

2.5 Agent warrants that Agent will diligently and to the best of its ability ensure that the facts set forth by any applicant in any application it solicits are true and correct.

2.6 Agent will conduct itself so as not to affect adversely the business, good standing, and reputation of the Company.

2.7 If instructed by the Company to collect monies, Agent will hold any monies belonging to the Company in a fiduciary capacity and will handle funds in accordance with instructions from the Company.

2.8 Agent agrees not to employ or make use of any advertisement in which the Company's (or its affiliate's) name or its registered trademarks are employed without the prior written approval and consent of the Company. Upon request of Agent during the term of this Agreement, the Company shall make available for Agent's use, standard advertising prepared for the Company. Agent may add, at Agent's expense, to the standard advertising only its business name, business address, agent number and telephone number, as provided for in the advertising. No deletions or changes in the advertising copy are permissible.

Agent shall act solely as an independent contractor, and as such, shall control in all matters its time and effort in the placement of the Policies offered hereunder. Nothing herein contained shall be construed to create the relationship of employer and employee between Agent and Company.

- 2.9 Agent shall indemnify and hold the Company and its officers, agents and employees harmless from all expenses, costs, causes of action, claims, demands, liabilities and damages, including attorney's fees, resulting from or growing out of any unauthorized act or transaction or any negligent act, omission or transaction by Agent or employees of Agent.
- 2.10 Agent shall maintain in force insurance coverage against wrongful acts and errors and omissions of Agent, its agents and employees with respect to the services performed hereunder. Such insurance coverage shall be in the amount of at least \$100,000.
- 2.11 Agent shall promptly prepare and transmit to the Company, in a format acceptable to the Company, such reports as the Company may reasonably require from time to time, including reports of all information necessary for the Company to comply with all applicable laws, rules, and regulations or to manage its business.

3 DUTIES OF THE COMPANY

- 3.1 The duties of the Company shall vary depending upon the specific product being sold by Agent. At Agent's request, the Company shall provide a detailed description of its duties based upon the products being sold by the Agent. See paragraph 3.1 in **Schedule A**.

4 RESERVATION OF RIGHTS

- 4.1 The Company reserves the right to reject any and all applications for its Policies submitted by Agent.
- 4.2 The Company reserves the right to discontinue writing or offering any of the Policies which are or become subject to this Agreement upon sixty (60) days notice to Agent (or the number of days required by law in the Agent's state of domicile).

5 MAINTENANCE OF RECORDS

- 5.1 Company and Agent each shall maintain at their respective principal office, for the duration of this Agreement and for seven (7) years thereafter, a system of files containing this Agreement and books and records of all transactions relating to this Agreement, including records of transactions with individual insureds. These books and records shall be maintained in accordance with prudent standards of insurance record keeping.
- 5.2 The Company, its employees, or authorized representatives may have unrestricted access to records for the Policies, and may audit, inspect and examine at reasonable times, upon reasonable notice and during regular business hours at Agent's place of business, all books and records, and may obtain copies of such books and records at its own expense. Company and Agent acknowledge that each shall accept automated files in lieu of hard copy files as permitted by law.
- 5.3 Agent shall fully cooperate with any audit or examination by any Department of Insurance or other authorized agencies and shall allow access to books and records maintained by either of them pursuant to this Agreement. Each shall notify the other within one [1] business day of any such audit or examination.
- 5.4 All information related to Policies underwritten by Insurers and persons covered by those Policies, including, but not limited to, lists of insureds' names, addresses, other relevant information, applications,

master policies, files, documents and correspondence are the property of the Company subject at all times to its control. Sales literature, computer software and other property, tangible and intangible, which the Company furnishes to Agent, are the property of the Company subject at all times to its control. Any materials prepared by the Company which relate to Policies underwritten by an Insurer shall be subject to the Company's control. All property of the Company shall be returned to or provided to it upon its written request. If Agent's ability to perform under this Agreement shall be affected by the return of such property, then it shall not be held in breach for its failure to perform resulting from such return. Except as provided in paragraph 5.5, Agent may not duplicate the Company's materials or use them in any way other than as authorized by the Company and shall secure the Company's approval prior to releasing any information contained in this property to parties outside this Agreement.

5.5 During the term of the Agreement, any extensions of it and for three (3) years thereafter, the Company shall keep strictly secret and confidential any Confidential Information about Agent, and Agent shall keep strictly secret and confidential any Confidential Information about the Company. "Confidential Information" shall include information, written or unwritten, which pertains in any way to financial or accounting matters, business production, methods of business operations, marketing, strategic planning or proprietary information of any kind or nature whatsoever, including trade secrets or know-how. Each party shall take necessary and reasonable precautions to prevent unauthorized disclosure of Confidential Information and shall require all of its officers, employees, and other personnel to whom it is necessary to disclose the same, or to whom the same has been disclosed, to keep this Confidential Information secret and confidential. It is understood, however, that certain "Confidential Information" may be required to be filed with State and Federal regulatory agencies in accordance with their reporting requirements. Neither party shall make use of the name or service mark(s) of the other, including use of the name or service mark(s) of any marketing, enrollment, or other public relations material without prior written approval of the other party.

5.6 Agent recognizes that in the performance of its obligations under this Agreement, it may be party to confidential information about individuals covered by Policies underwritten by an Insurer. Information that identifies an individual covered by the Policy is confidential. During the time confidential information is in Agent's custody or control, it shall take all reasonable precautions to prevent disclosure or use of the information for a purpose unrelated to administration of insurance benefits. Agent may disclose confidential information only:

5.6.1 in response to a court order;

5.6.2 for an examination conducted by the Commissioner of Insurance;

5.6.3 to the other party; or

5.6.4 with the written consent of the identified individual or his or her legal representative.

6 COMPENSATION

6.1 Compensation for each policy written hereunder shall be made by the Company to Agent in accordance with **Schedule A**, incorporated herein by reference. The Company shall not be liable for any payments due to agents of Agent during the term of this Agreement or thereafter.

6.2 Compensation due under this Agreement shall be paid to Agent within 30 days from the end of each calendar quarter in which the Company receives premium with respect to its Policies or as may otherwise be agreed upon in writing.

6.3 A party shall have a lien and right of offset on all sums payable hereunder or otherwise for any debt due from the other party or the other party's agents. Indebtedness under this Agreement or under any other

agreement between the parties shall constitute a general indebtedness survive the termination of this Agreement. A party shall not be limited to recovery of payment of this indebtedness from sums payable under this Agreement.

6.4 The Company shall have the right to offset overpayments to Agent against amounts due to Agent.

7 EFFECTIVE DATE, TERM AND TERMINATION

7.1 This Agreement shall commence and become effective upon the date Agent makes an initial sale of a product listed in the attached Schedule A.

7.2 Except as otherwise provided herein, this contract shall be one (1) year from the effective date and shall automatically renew for subsequent one (1) year periods. Either party shall have the right to terminate this Agreement, at any time, upon sixty (60) days notice. The parties expressly agree that subject to the provisions of paragraph 7.3, any termination of this Agreement will not in any fashion terminate the obligations of the parties with respect to business written during the term of this Agreement. The obligation of the parties with respect to such business shall remain in full force and effect until the cancellation of termination date of any such Policy.

Notice, as provided herein, is to be sent to:

If to the Company:

Worldwide Insurance Services, LLC
One Radnor Corporate Center
100 Matsonford Rd.
Building 1, Suite 100
Radnor, PA 19087

If to the Agent:

Agent or Agency Name: _____

Address: _____

City, State, ZIP: _____

Contact Name: _____

Phone Number: _____

Fax Number: _____

Email: _____

Other Information:

Checks Payable To: _____
(Corresponding to name as reflected on attached W-9 and license)

Website (if applicable): _____

All notices given under this Agreement must be in writing and sent via a verifiable method to the party receiving notice at the address indicated above or such address as may have been communicated most recently in writing to the sending party.

- 7.3 This Agreement will terminate automatically upon the occurrence of any of the following events, and upon such occurrence the parties shall be obligated to make only those payments the right to which accrued to the date of termination:
 - 7.3.1 Loss or suspension of a party's license(s) in any state(s) in which both parties are working together;
 - 7.3.2 Conviction of a felony by Agent and/or its employees;
 - 7.3.3 Sale or transfer, or other substantial changes are made in the ownership of Agent's Agency;
 - 7.3.4 Cancellation or expiration of Errors and Omissions insurance required of Agent by this Agreement;
 - 7.3.5 Misappropriation (or failure to remit) any funds or property due the Company from Agent;
 - 7.3.6 Determination that Agent is not in compliance with Company underwriting guidelines or the terms of this Agreement and Agent has failed to correct the problem within 10 days of the Company providing written notice of same
 - 7.3.7 The filing of a petition in bankruptcy by a party or commencement of any voluntary insolvency proceeding;
 - 7.3.8 The filing of an involuntary petition in bankruptcy or commencement of any involuntary insolvency proceeding not cured by dismissal by the party within sixty (60) days of filing.
 - 7.3.9 The event of a material breach of this Agreement.
- 7.4 In the event of a default by a party to this Agreement, the other party may terminate this Agreement by providing sixty (60) days written notice in advance of termination. The defaulting party shall have thirty (30) days from receipt of the written notice of termination to remedy the default or commence to substantially remedy the default if the default cannot be cured within the thirty (30) day period.

8 GENERAL PROVISIONS

- 8.1 Failure of either party to insist upon the performance of any of the terms of this Agreement or to declare a forfeiture or termination in the event of non-performance by the other party shall not constitute a waiver of performance required hereunder.
- 8.2 No assignment, transfer or disposal of any interest that a party may have pursuant to this Agreement shall be made at any time without prior written approval of the other party.
- 8.3 This Agreement shall be binding upon the administrators and executors, successors and permitted assignees of the parties hereto.
- 8.4 No Amendment or modification of this Agreement shall be valid, or of any force or effect, unless the same be in writing and acknowledged and signed by the Company and Agent as set out in paragraph 7.2.
- 8.5 Any disputes, claims or counterclaims arising from or relating to this Agreement shall be subject to and shall finally and exclusively be resolved by binding arbitration under the rules of conciliation and arbitration of the American Arbitration Association. Each party shall appoint an arbitrator, and the two

arbitrators thus selected shall designate a third. If either party fails to appoint an arbitrator within thirty (30) days after receipt of notice of the appointment by the other party of its arbitrator, or if the arbitrators selected by the parties fail to appoint a third within thirty (30) days after both have been appointed, then the American Arbitration Association shall have the power, on the request of either party, to make the appointments which have not been made as contemplated above. The costs of arbitration shall be borne equally by the parties.

8.6 This Agreement shall be construed for all purposes and shall be interpreted and enforced in accordance with the laws of Pennsylvania. The parties agree the site of this contract is the State of Pennsylvania. Each chooses the State of Pennsylvania as its choice of forum for any suit or other action which may be filed to enforce all or any part of this Agreement or for damages arising directly or indirectly from it.

8.7 The terms and provisions of this Agreement shall be severable. If any provision of this Agreement shall be adjudged invalid or unenforceable under applicable law, such part may be reformed by a court of competent jurisdiction sitting in equity. The parties shall continue to abide by all other or remaining terms of this Agreement, and if the court declines to revise the offending provision, the parties shall strive to deal with each other in a fair and reasonable manner.

9 This Agreement constitutes the entire agreement between the parties with respect to its matter.

IN WITNESS WHEREOF, intending to be legally bound hereby, the parties hereto have executed this Agreement.

WORLDWIDE INSURANCE SERVICES, LLC

(Name of Agent or Agency)

By: _____

By: _____

Name: Andrew G. Conn

Name: _____

Title: President

Title: _____

Date: _____

Date: _____

AGENCY AGREEMENT

SCHEDULE A

Product Compensation Schedule

Requirements

Agent will also be required to furnish copies of State licenses for those States where products are to be marketed.

Compensation

The compensation stated below will be paid on Gross Collected Premium received from or through the Agent:

Travel Programs-Individual Plans

| Description | Commission |
|---|-------------------------------|
| Single trip health and accident insurance for international travel for individuals | 15% |
| Annual, multi-trip health and accident insurance for frequent travelers | 15% initial (7.5% renewal) |
| Single trip health and accident insurance for group travel | 15% |
| Comprehensive travel insurance to protect your vacation investment (basic plan) | 15% |
| Comprehensive travel insurance to protect your vacation investment (preferred plan) | 15% |
| Trip cancellation insurance | 10% |
| Primary medical insurance for inbound international study | 10% |
| Primary medical insurance for outbound international study | 10% |
| Primary medical insurance for expatriates | 15% initial (7.5% renewal) |
| Primary medical insurance for missionaries; Primary medical insurance for maritime crew | 15% initial (7.5% renewal) |

Business Programs-Mandatory Group Plans

| Description | Commission |
|---|-------------------|
| Blanket accident and health insurance for business traveler | 15% |
| Major medical insurance for expatriates | 8% |

Student Programs- Mandatory Group Plans

| Product | Description | Commission |
|---------------------------|---|---|
| Student Group Health Plan | Coverage designed exclusively for international students who reside outside of their home country while engaged in educational activities | To be determined and agreed to in writing |

- 3.1 The Company's duties relating to all Policies are described below.
 - 3.1.1 The Company shall provide customer services for all Policies, other than blanket policies for the business traveler, including:
 - a. Maintain records on all Enrollees in the Policies.
 - b. Make any permitted changes requested by Enrollees.
 - c. Respond to Enrollee inquiries about coverage.
 - d. Respond to all complaints from participating groups or Enrollees.
 - 3.1.2 The Company shall perform claims services for all Policies, other than blanket policies for the business traveler, including:
 - a. Adjudicate all claims submitted under Policies.
 - b. Respond to all inquiries about claims.
 - c. Respond to all complaints from participating groups or Enrollees.
 - 3.1.3 The Company shall provide customer services for all blanket policies for the business traveler:
 - a. Maintain records on all group policies.
 - b. Make any agreed upon changes requested by policyholder.
 - c. Respond to policyholder inquiries about coverage.
 - d. Respond to all complaints from participating group policyholders.
 - 3.1.4 The Company shall perform claims services for all blanket policies for the business traveler including:
 - a. Adjudicate all claims submitted under Policies.
 - a. Respond to all inquiries about claims.
 - b. Respond to all complaints from participating group policyholders.
 - 3.1.5 The Company will provide approved brochures and other approved marketing materials for sales campaigns for all Policies.

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do NOT
 send to the IRS.

| | | |
|---------------------------|---|---|
| Please print or type | Name (If a joint account or you changed your name, see Specific Instructions on page 2.) | |
| | Business name, if different from above. (See Specific Instructions on page 2.) | |
| | Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ | |
| | Address (number, street, and apt. or suite no.) | Requester's name and address (optional) |
| City, state, and ZIP code | | |

| | | | | | | |
|---|---|--|----|--------------------------------|--|---|
| <p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How To Get a TIN on page 2.</p> <p>Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</p> | <p>List account number(s) here (optional)</p> | | | | | |
| <table style="margin: auto;"> <tr> <td style="border: 1px solid black; padding: 2px;">Social security number</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"> </td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">OR</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Employer identification number</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"> </td> </tr> </table> | Social security number | | OR | Employer identification number | | <p>Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)</p> |
| Social security number | | | | | | |
| | | | | | | |
| OR | | | | | | |
| Employer identification number | | | | | | |
| | | | | | | |

Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions.—You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

| | | |
|-----------|-------------|--------|
| Sign Here | Signature ▶ | Date ▶ |
|-----------|-------------|--------|

Purpose of Form.—A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are an exempt payee.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What Is Backup Withholding?—Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding

include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only), or

- You do not certify your TIN when required. See the Part III instructions on page 2 for details.

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure To Furnish TIN.—If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding.—If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal Penalty for Falsifying Information.—Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs.—If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.