IMPORTANT NOTES: In order to make completion as easy as possible for you, this form is designed to be completed on your computer. Alternatively, you may print the blank form and complete it manually. When using the onscreen option, you may save the form (completed or even partially completed) by choosing “SAVE AS” and renaming the document. This option will retain all information entered. If you have the appropriate software, you may also choose “Print to PDF.” For more information, please visit www.Adobe.com.

TRANSACTIONAL LAW SUPPLEMENT

Named Insured/ Applicant Firm: ______________________________ **Policy Number:** ____________________

For purposes of this supplement, Transactional Law includes both Business Transaction/Commercial Law and Corporate Business Organization. The types of legal services requiring completion of this supplement include Sales Agreements and/or contracts, Agency Agreements, Entertainment contracts; Commercial transactions including the sale and/or financing of commercial real estate; the formation, operation, sale and dissolution of corporations, partnerships (general and limited), real estate limited liability partnerships (LLP) and/or real estate investment trusts (REITs), agencies and other forms of business organizations including franchises; Mergers and Acquisitions; and matters related to Sarbanes-Oxley and other corporate governance obligations.

1. Indicate below whether the Firm’s transactional representations **in the past 12 months** include the following types of transactions. Check all that apply:
   - A. Commercial Real Estate Financing including negotiation of financing and commercial loans and/or creation/dissolution of LLPs or REITs ☐
   - B. Entity Structuring including formation, alteration, dissolution and excluding Real Estate LLPs and REITs ☐
   - C. Mergers/Acquisition including buying and selling of an existing business and excluding Real Estate LLPs and REITs ☐
   - D. Business Expansion/Franchising including creation/negotiation of franchise disclosure agreements on behalf of the franchisor ☐
   - E. None of the above (detail) ______________________________ ☐

2. Check the range of number of transactions handled and provide the approximate revenue derived from these transactions:
   - A. in the most current 12 months: ☐ 1-5 ☐ 6-10 ☐ 11-20 ☐ 21+ $ ____________
   - B. in the prior 12 months: ☐ 0 ☐ 1-5 ☐ 6-10 ☐ 11-20 ☐ 21+ $ ____________
   - C. in the coming 12 months, does the Firm anticipate that its transactional work will grow, sustain or decline? Select One ________

3. Check the dollar value **(size)** of the Firm’s transactional matters handled:
   - A. in the most current 12 months:
     - Average: ☐ <250,000 ☐ 250,000 – 1,000,000 ☐ 1,000,000 – 2,500,000 ☐ >2,500,000
     - Maximum: ☐ <1,000,000 ☐ 1,000,000 – 2,500,000 ☐ 2,500,000 – 5,000,000 ☐ >5,000,000
   - B. in the prior 12 months:
     - Average: ☐ $0 ☐ <250,000 ☐ 250,000 – 1,000,000 ☐ 1,000,000 – 2,500,000 ☐ >2,500,000
     - Maximum: ☐ <1,000,000 ☐ 1,000,000 – 2,500,000 ☐ 2,500,000 – 5,000,000 ☐ >5,000,000 ☐ NA

4. Answer these questions specifically in reference to the lawyers and their time and experience handling transactional matters:
   - A. How many lawyers handle transactional matters? If there is only 1 lawyer handling these transactions, do not answer 4B2 or 4C. _____
   - B. How many years of Transactional Law experience:
     1. does the most senior attorney or solo practitioner possess? ☐ 0-2 ☐ 3-5 ☐ 6-9 ☐ 10+
     2. does the most junior attorney possess? ☐ 0-2 ☐ 3-5 ☐ 6-9 ☐ 10+ ☐ NA
   - C. Are junior attorneys supervised by senior attorneys throughout the handling of a transaction? ☐ Yes ☐ No ☐ NA

5. With respect to client’s funding of transactional matters handled, check all that apply:
   - ☐ Self-funding ☐ Private equity ☐ Venture Capital ☐ Partnerships
   - ☐ Commercial lender ☐ Governmental (e.g. grants, SBA) ☐ Other (detail) ____________________

6. For each of the below, provide details of any Yes response via attachment. In the last three years, has the Firm represented**:**
   - A. more than one party in any transactional matter? ☐ Yes ☐ No
   - B. an established Firm client in a transaction while other parties were unrepresented? ☐ Yes ☐ No
   - C. a new Firm client in a transaction while other parties were unrepresented? ☐ Yes ☐ No
   - D. any entity that is or was financially distressed (insolvent/in bankruptcy proceedings) prior to or during the Firm’s representations? ☐ Yes ☐ No
   - E. or agreed to scrivener representations, i.e., matters in which the lawyer is hired/engaged to draft contracts or agreements previously negotiated and agreed upon between the involved parties? ☐ Yes ☐ No

Signature of Partner/Officer ____________________ Date __________ Print Name ____________________

Email with attachments to:applications@gsagency.com or Fax to 732-577-8836