



INSTRUCTIONS FOR INSURANCE BROKERS

Insurance Broker:

Your Client is required to provide evidence of insurance to the **City of Richmond Hill (the “City”) or the Richmond Hill Public Library Board (the “Library”)**. As part of the terms and conditions of your Client’s agreement/contract/permit with the City, they must provide the City with Evidence of Insurance on the **City’s Certificate of Insurance Forms**.

Only City of Richmond Hill Certificates will be accepted as binding proof of insurance. Please do not submit any other certificate forms.

The following instructions will assist you in completing the required forms accurately.

Instructions:

- 1) **Download** the required City Certificate of Insurance PDF fillable form(s) from the City’s website at: www.richmondhill.ca/certificaesofinsurance.
- 2) **Populate** all of the fillable sections using the Table and instructions provided below.

Fillable Field Name	Required Detail/Description
1. Name Insured	Enter the named insured. Note: Must be the same name listed on City’s agreement/contract/permit.
2. Address of Insured	Enter the address of the named insured
3. City of Richmond Hill Reference Number	Enter the agreement/contract/permit/work order number(s) or RFX number
4. Description of Service/Work/Activity/Contract Agreement to which this certificate applies	Prepopulated description: <i>All operations and obligations of the Named Insured as outlined in Permits, Plans, Contracts and Agreements executed between the Named Insured and the City of Richmond Hill or the Richmond Hill Public Library.</i>
5. Policy Number	Enter insurance policy number
6. Effective Date	Enter the policy start date Note: The policy start date must be on or before the project or event start date.



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Fillable Field Name	Required Detail/Description
7. Expiry Date	Enter the policy end date Note: The policy coverage must be maintained for the entire term of contract, agreement or permit
8. Limit of Liability (LOL)	Enter the LOL amounts as required by the contract, agreement or permit
9. Deductible(s) or SIR(s)	Enter the deductibles and/or the self-insured retention amount applicable to each coverage
10. Additional Insureds	<p><i>The Corporation of the City of Richmond Hill has been identified as an additional insured</i> with respect to liability coverages represented in this certificate of insurance.</p> <p>Please enter <u>any other</u> “Indemnified Parties” to the additional insured section as specified by the City in the Notice of Selection (NOS), contract, agreement or permit.</p>
11. Insurance Broker Details	Enter the following details: <ul style="list-style-type: none"> a) Enter the full name of brokerage firm and mailing address. b) Enter name of broker representative. c) Enter broker representative email address. d) Enter broker representative phone number.
12. Insurance Company Details	Enter the full name of insuring company and their full mailing address.
13. Signature of Insurance Company	<ul style="list-style-type: none"> a) The signature of an Authorized Underwriter is required. b) Enter date of signature. c) Print the name of Underwriter signing. a) Title of the person signing.



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3) Important Notes:

- Certificates should be signed by the identified insurance company representative or,
- The certificate can be signed by the insurance broker if the broker provides confirmation that they are authorized to sign on behalf of the insurance company.

Example: The broker must send an email stating that they have signing authority, must attach all applicable certificates, and must copy the respective insuring company as recipients of this email.

4) Contact for enquires:

If you have any questions regarding the completion of the City certificate of insurance form, please contact risk.management@richmondhill.ca or call at (905)-771-2487.

- a. **Access to fillable PDF certificate of insurance forms –**
www.richmondhill.ca/certificatesofinsurance.