



SPECIAL 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 or the Library, they must provide Evidence of Insurance on the ***City’s Certificate of Insurance Forms***.

All PDF fillable City Certificate of Insurance Forms can be obtained on the City’s website at: www.richmondhill.ca/certificatesofinsurance. The following instructions will assist you in completing the required forms accurately.

Important Instructions:

- 1) The “Named Insured” must be the same name identified on the applicable executed agreement/contract/permit.
- 2) Insert the Agreement/Contract/Permit Number (RFQ, SS,19T, D06 etc.).
- 3) The “Description” box must contain the following:

“All obligations and operations of the Named Insured as outlined in **[Insert the Agreement/Contract/Permit Number]** with the **City of Richmond Hill** or the **Richmond Hill Public Library Board.**”

- 4) Insert the applicable Effective and Expiry Dates, and required Limits of Liability.
- 5) All certificates must be **signed by the identified Insuring Company.**

The Insurance Broker signature will be accepted if the Broker provides a letter or email from the insurer indicating that the broker has been authorized to sign on behalf of the insurance company.

Alternatively, the Broker must forward an email indicating that they have signing authority, must attach all applicable certificates, and must include the respective Insurer(s) as recipients of this email.

- 6) **ONLY City Certificate of Insurance Forms** will be accepted as binding proof of insurance. Do not submit any other Certificate of Insurance form.

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