



INSTRUCTIONS FOR INSURANCE BROKERS
ALL-IN-ONE CERTIFICATE OF INSURANCE FORM

Insurance Broker:

Your Client is required to provide evidence of insurance to the **City of Richmond Hill (the “City”)** 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 Form**.

Please refer to your client’s Agreement/Contract/Permit with the City which will stipulate the exact coverage and limits of insurance required.

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 form accurately.

Instructions:

- 1) **Download** the City Standard Certificate of Insurance PDF fillable form 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. City File No.(s) and Project Title or Description	Enter the agreement/contract/permit/work order number(s) or RFx, 19T, D06, SA, SAP or Permit number AND The Project Title or description of the activities or services being delivered/performed and covered by this Certificate.
2. Named Insured	Enter the named insured. Note: Must be the same name listed on City’s agreement/contract/permit.
3. Address of Insured	Enter the address of the named insured
4. NEW – Drop-Down Menu	Type of Insurance Item 1 – “Commercial General Liability” now contains a drop-down option. You may select Commercial General Liability OR Wrap-up Liability



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Fillable Field Name	Required Detail/Description
5. Policy Number	Enter insurance policy number for each Policy of Insurance being evidenced.
6. Effective Date	Enter each policy start date Note: The policy start date must be on or before the project or event start date.
7. Expiry Date	Enter each 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 contract, agreement or permit.</p>
11. Insurance Company Details	<p>Enter the full name of each insuring company and their full mailing address.</p> <p>If multiple insuring companies, please insert the “Type of Insurance” Line # (1 through 17) applicable to each insuring company.</p>
12. Insurance Broker Details	<p>Enter the following details:</p> <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 phone number. d) Enter broker representative email address.



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Fillable Field Name	Required Detail/Description
13. Signature Requirements	<p>The City requires this Certificate to be signed by an Authorized Representative of the Insurance Company. You may sign using Adobe Acrobat's built-in secure digital signature tool.</p> <p><u>Instructions</u> How to Apply a Secure Digital Signature in Adobe Acrobat:</p> <ol style="list-style-type: none"> a) Open the PDF in Adobe Acrobat (free or Pro version) b) Scroll to the signature of Certifying Official field. c) Click on the signature field. A prompt will appear. d) Select "Add Digital Signature" or "Configure Digital ID". <i>If you do not have one – choose one of the following:</i> <ul style="list-style-type: none"> • Use an existing Digital ID (recommended for brokers and insurers). <i>OR</i> • Create a new Digital ID (<i>self-signed for internal use if permitted by your company</i>) <p>Follow the prompts to apply your signature. Acrobat will lock the document (as expected) once signed. Save the signed PDF before submission.</p> <p>IMPORTANT NOTES: Typed names are not accepted. Signature must be from the insurer or authorized broker representative. Ensure your brokerage name, address, and contact details are fully completed before signing.</p>

3) 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.