<u>Instructions for</u> <u>Certificates of Insurance (COI)</u>

Please find the sample Certificate(s) of Insurance (COI) following this instruction page. The sample COI is intended as a guide and outlines the insurance requirements to be evidenced based on the corresponding agreement.

Please submit the sample COI to your insurance agent or broker for review and issuance upon receipt. Your insurance representatives must validate that the insured party is in compliance with all required coverages, limits, and applicable endorsements.

Specifically, your insurance agent or broker must ensure that:

- 1. The sections titled **Insured** and **Certificate Holder** on the certificate reflect the legal entity names and addresses of the contracting parties. These entities should be the same as those identified in the applicable contract.
- 2. All lines and limits of coverage match those listed in the sample certificate, if there is a difference in requirements of the contract and the COI, please refer to the lines and limits within the contract.
- 3. Applicable check boxes are appropriately completed per the sample certificate.
- 4. All additional language identified by the sample certificate is sufficiently addressed in the **Description of Operations** section or on the **Additional Remarks Schedule** on a subsequent page of the certificate.
- 5. Any endorsements provided to supplement the certificate of insurance must be sufficiently completed.

Per company policy, please be advised that contracts will not be signed until all relevant insurance documents have been received and approved by Risk Management.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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