

CERTIFICATE OF INSURANCE (COI) REQUEST FORM

Clubs:

- Submit this form to your Division **if someone has asked to be added to the policy as the certificate holder and/or as an additional insured. Do not submit directly to Nordiq Canada.**
- Do NOT use this form if you only need proof of club insurance. Email your Division if you need proof of club insurance.
- Estimated turn-around time is 5 business days. Make sure the information included in the form is correct and complete before submitting to your Division. You will be invoiced a \$50 Nordiq Canada administration fee for corrections.

Divisions:

- Please email completed request forms to info@nordiqcanada.ca.
- If you have any questions regarding this form please email Nicky Williams at info@nordiqcanada.ca.

Insured Party Information	
Name of the Member Club (the Insured Party) requesting the Certificate of Insurance (COI)	
Address of Member Club requesting COI	
Name and email address of person at Member Club requesting COI	
Division of Member Club	
Date COI Requested	

<p>Certificate Holder Information</p> <p>Name & Address of the Company/Organization who is requesting the Certificate of Insurance from the Member Club: (i.e. Municipalities, Government Departments, Sponsors, Owners of Facilities, Private Landowners)</p> <p>Multiple certificate holders can be added here. Please enter on separate rows. If space is limited please provide this information on a separate sheet.</p>	
<p>Description of Operations/Events</p>	
<p>Location/s of Operations/Events (include physical address)</p>	
<p>Date of Operations/Events</p>	
<p>Has the Certificate Holder requested to be added as an additional insured (Y/N)</p>	
<p>Amount of liability requested by the Certificate Holder (maximum 5 million)</p>	
<p>Is there any special wording to be added to the COI ?</p>	