



Request for Certificate of Insurance

- This form is to be used to request proof of liability insurance currently in force. The certificate will be sent directly to the third party that has requested it and a copy sent to you. Allow up to seven (7) days to process. This form is used for ALL levels of activity as outlined in *Safe Guide*.
- Fax: **416-599-5458**
Mail: **BFL CANADA Risk and Insurance Services Inc.**
181 University Ave, Suite 1605
Toronto, ON M5H 3M7
Email: csparaco@bfcanada.ca
- If urgent, or if there is no response within the allotted time, please call 416-599-5530 or 1-800-668-5901. Be sure to identify yourself as a Member of Girl Guides to the switchboard.

Guider Contact Information

Responsible Guider: _____

Unit Name & Number: _____ Area: _____

Division: _____ District: _____ Province: _____

Guider's Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Numbers: Home: _____ Work: _____

Fax Number: _____ E-mail Address: _____

How should copy be sent to Guider? Mail Fax:

Event Information

Type of Activity: Meeting Mall Display Other (describe) _____

Time of Activity: _____

Date(s): _____ Number of Participants: _____

Name/Location of Activity: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Facility Contact Name: _____

Telephone Number: _____ Fax Number: _____

Name of Owners or Management Company: _____

Address (if different): _____

City: _____ Province: _____ Postal Code: _____

Attach a copy of agreement, if available.

Should certificate of insurance be renewed automatically next year? Yes No



INS.02 - Procedures for Requesting Certificate of Insurance (Proof of GGC Insurance)

Often, owners or persons operating facilities where Guiding activities and events take place (for example, schools, shopping malls and municipalities) will ask for proof of insurance by requesting a “Certificate of Insurance” from Girl Guides of Canada-Guides du Canada.

A Certificate of Insurance summarizes information about our insurance by outlining the name of the insurance company, effective and expiry dates, policy number, and amounts of general liability insurance. If the Certificate of Insurance is being issued for a particular event, it will provide details outlining the date, time, location and description of the event.

Complete the Request for Certificate of Insurance providing **all** required information, including Facility Agreement.

Fax the completed form to:

BFL CANADA Risk and Insurance Services Inc.

Fax: 416-599-5458

or

Mail it to:

BFL CANADA Risk and Insurance Services Inc.

181 University Ave, Suite 1605

Toronto, ON M5H 3M7

or

Email to:

csparaco@bflcanada.ca

The Certificate of Insurance will be issued to the third party (the owner or management of the facility). Certificates are usually e-mailed or faxed. If the third party does not receive the documentation within the required timeframe, please call BFL Ontario Inc. at 416-599-5530 or 1-800-668-5901. Identify yourself as a member of Girl Guides to the switchboard.