



CERTIFICATE OF INSURANCE REQUEST FORM

A certificate of insurance is a document that serves as proof of insurance coverage. The purpose of a certificate of insurance is to provide evidence that insurance coverage exists for a particular risk.

The following form is required when an external organization is requesting proof of insurance from McMaster University. Please complete all sections of this form and return by email to Chief Risk Office Mailbox at entrisk@mcmaster.ca

Please note: The 'Certificate Holder' below is the external organization that requires the insurance certificate, it is not McMaster University, as McMaster is the 'Insured' in this case.

Certificate Holder Contact Information

Organization Name

Organization Street, City, Province, Postal Code & Country

Contact Name

Contact Title

Contact Phone Number

Activity Details

Specific Activity

Activity Dates

Who is Performing Activity

Location of Activity

If the Certificate Holder has not requested any of the other information below, please leave it blank. Insurance Minimum is \$2 Million.

Limit of Insurance Required

Additional Insured

Yes No

Do you require proof of Errors & Omissions Insurance?

Yes No If Yes, Select

Require proof of Property Insurance?

Yes No If Yes, Select

Additional Insured

Yes No

Do you require proof Cyber Insurance?

Yes No If Yes, Select

Clauses

Cross Liability

Notice of Cancellation

Waiver of Subrogation

Loss Payee Mortgagee

Comments/Special Instructions