

SUBMISSION CHECKLIST

Information to help your submissions succeed:

1. Detailed description of all operations of the client
2. Basic client information:
 - Effective date
 - Names of all insureds
 - Postal and location address
 - Email address
3. Risk details:
 - Complete location details: COPE (Construction, Occupancy, Protection, and Exposure) information, including building updates
 - Accurate total insured values, statements of values, and equipment schedules
 - Locations outside of Canada
 - All protection and security measures
 - Number of years in business or of related experience
 - Current sales and other revenue from all operations, including the breakdown by country
 - Mortgages and additional interests
4. Claims history for the last five years, including amounts paid
5. Detailed proposal for coverage, limits, and deductibles
6. Current insurer and broker
7. Properly completed Q.P.F. No. 1 Automobile application (if required)
8. Target premium

For more information contact your Business Development Manager or visit us on the web at northbridgeinsurance.ca.

New business submissions: MR.Quebec@nbfc.com

Service Requests:

Small Business: GO.Quebec@nbfc.com

Mid-Market (including programs, excluding Transportation and Logistics): service.Quebec@nbfc.com

Transportation and Logistics (requests for accounts with 10 or more power units): demande.fotte@nbfc.com

Transportation and Logistics (requests for accounts with fewer than 10 power units): avenants-transport@nbfc.com

Technical Risk and Specialty Risk: contact your underwriter directly

Claims: indemnisation@nbfc.com

eDocs Support: edocsupport@nbfc.com

Billing: billing@nbfc.com or 1.800.797.4281