

# SUBMISSION CHECKLIST

## Information to help your submissions succeed:

1. Detailed description of all operations of the client
2. Basic customer information:
  - Effective date
  - All insured names
  - Postal and location address
  - Email address
3. Risk details:
  - Full location details – COPE information (including building updates) – Construction, Occupancy, Protection, and Exposure
  - Accurate TIV's, statements of values, and equipment schedules
  - Identify locations outside of Canada
  - Identify all protections and security
  - Years in business or related experience
  - Current sales and other revenue from all operations - including split 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. Identify the current insurer and broker
7. Automobile submissions:
  - Properly completed OAP1 Automobile Application
  - CVOR
  - Letter of Experience for all listed drivers (where required)
  - MVR's for all listed drivers
8. Target premium

For more information contact your Business Development Manager or visit us on the web at [northbridgeinsurance.ca](http://northbridgeinsurance.ca).

**Market Reservation:** MR.Ontario@nbfc.com

**Service Requests:**

**Small Business:** GO.Ontario@nbfc.com

**Mid-Market:** Service.Ontario@nbfc.com

**Transportation:** ServicesUnit@nbfc.com

**Claims:** OntarioClaims@nbfc.com or 1.855.621.6262

**eDocs Support:** edocsupport@nbfc.com

**Billing:** billing@nbfc.com or 1.800.797.4281