

### **Vendor or Contractor Certificates of Insurance Submissions Form**

All Vendor or Contractor Certificates of Insurance which are not directly tied to a Procurement and Agreement Management File are to be sent for storage to Corporate Records with this completed form to [records@trca.ca](mailto:records@trca.ca). These items will be subsequently stored in Laserfiche.

To get access to the certificates post submission please contact the Risk Management Department.

Name: \_\_\_\_\_

Division: \_\_\_\_\_

Business Unit: \_\_\_\_\_

Project Number (from procurement DB): \_\_\_\_\_

Name of Project or work being completed: \_\_\_\_\_

End Date of Work or Project (yyyy-mm-dd): \_\_\_\_\_

Name of Insurer: \_\_\_\_\_

Date of Certificate of Insurance (yyyy-mm-dd): \_\_\_\_\_