



### Canadian Evaluation Society Professional Liability Program

Provided by:  
HUB International Ontario Limited  
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### Claims Reporting Procedures

**REPORT ALL CLAIMS OR POTENTIAL CLAIMS PROMPTLY\*\***

**Do Not Admit Liability**

Please notify a member of the team at: [CESProgram@hubinternational.com](mailto:CESProgram@hubinternational.com)

#### What is required when reporting a claim:

Your Name, Location, Phone & Fax Number and Email Address

- 2) The date of the occurrence
- 3) A brief description of the occurrence and any action taken including any documentation you may have on this occurrence.

**\*\*Failing to notify our office of a potential claim including any incidents that may bring about a claim may jeopardize your insurance coverage for this occurrence.**

### Requests for Verification of Insurance

Please contact a member of the team at: [CESProgram@hubinternational.com](mailto:CESProgram@hubinternational.com) and include the following information

**Please provide the following to get a Certificate of Insurance:**

1. Your Name, Address, Telephone Number and Fax Number/Email Address
2. The Name and Address of the party requesting the certificate.
3. The reason the certificate is being requested and any special instructions including where to send the certificate.