

CERTIFICATES/ENDORSEMENTS PROCESSING INSTRUCTION SHEET

To:	Sent Date:	Time:
From:	Required Date: (other than standard turnaround)	Time:
Insured:	Completed Date:	Time:
Client Code:		

- ☐ **Effective date:**
☐ **Issue Certificate(s) (Next Day)** ☐ **Issue ID card(s) (Next Day)**
☐ **Issue Renewal Certificate(s) (3 Days)** ☐ **Issue Renewal ID card(s) (3 Days)**

Coverage: ☐ GL ☐ Auto ☐ Umb ☐ WC ☐ Prop ☐ Int Mar ☐ Garage ☐ Other:
 ☐ **Proof Only**

Special Conditions: ☐ **Standard Wording** ☐ **Special Wording (Approval - See attached)**

☐ **Request Endorsement (Diary 45 Days):**

☐ **Request to Add Additional Insured to:** ☐ GL ☐ Auto AI ☐ Garage ☐ Other:

Interest:

Form #, Edition Date, Title:

☐ **Blanket/Automatic Additional Insured:** ☐ GL ☐ Auto AI ☐ Garage ☐ Other:

☐ Includes 1) those required by the contract to be an A/I and 2) those not a party to the contract

☐ Those that are a party to the contract:

☐ Request endorsement to add those not party to the contract:

Interest:

Form #, Edition Date, Title:

☐ **Request Waiver of Subrogation:** ☐ GL ☐ WC ☐ Auto ☐ Umb

☐ **Blanket Waiver of Subrogation:** ☐ GL ☐ WC ☐ Auto ☐ Umb

☐ **Request or Blanket: Primary Non-Contributory – Form #, Edition Date, Title:**

Gen Liab - Gen Aggregate applies per: ☐ Policy ☐ Project ☐ Location

☒ **Mandatory: At New or Renewal, if Surplus Lines Stamp Required – AM to prompt Atlas Page 1 Sagitta Basic Policy Special Instructions:**

Special Mailing Instructions: (only if other than normal)

☐ **Fax Copy (before mailing) to Fax #:**

☐ **Email to:**

☐ **Mail Out**

☐ **Other:**

Approval Only – Use ACORD 25 (2009/01):

☐ **Cancellation Days:**

☐ **“X” Out “endeavor to” in Cancellation Clause**

Issuance of Notice of Cancellation (NOC) to Als:

☐ **Insurance Company approved (name and date):**

☐ **Insurance Company rejected, Atlas approved (name and date):**

☐ **Who issues NOCs To Als? Enter Policy Note in Sagitta**

☐ **Insurance Company Issues NOCs to Als**

☐ **Atlas must issue NOCs to Als, Atlas approved (name and date):**

Other Comments: