

## Irlene Torres

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**From:** Alvina Miyasato  
**Sent:** Friday, November 19, 2010 8:53 AM  
**To:** SagittaHelp; Nadine Cui  
**Subject:** FW: ANNOUNCEMENT - New Certificate of Insurance Procedures  
**Importance:** High

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**From:** Alvina Miyasato  
**Sent:** Friday, November 19, 2010 8:49 AM  
**To:** Atlas - C/L Client Services; Atlas - CCG House; Atlas - Personal Lines  
**Subject:** ANNOUNCEMENT - New Certificate of Insurance Procedures  
**Importance:** High

### **ANNOUNCEMENT** from the Sagitta Upgrade Working Group – Certs & EPI

The implementation date of the new Atlas Policy on certificate procedure has been changed to: **December 1, 2010**

Until the new policy is implemented, the following is on hold:

- Acord 2009/09 form
- Letter attached to 2009/09 form (Why We are Using.....)
- Contract disclaimer sentence on certificate (“This certificate of insurance represent coverage currently in effect and may not be in compliance with any written contract”)
- Disclaimer Letter to producer or client after reviewing contracts for Insured
- EPI 27

Sagitta will be upgraded this Saturday, and on Monday November 22, 2010 you will see the new screens for Certs and EPIs.

- Continue to issue certs as before using the 2009/01 with the cancellation clause & enter cancel days and X out with carrier’s approval.
- Continue Surplus lines stamp on first page.
- Follow the procedures in your training handouts on how to issue and revise.
- The description of operations and group codes will be updated for your use.

The December date was as a result of the agent’s meeting, since the upgrade was not yet decided, this date was given at the agent’s meeting.

Working Group – Certs & EPI  
Alvina Miyasato / Debbie Hagihara / Malia Ark / Aida Miralles / Ray Uyeda