

## CERTIFICATES/ENDORSEMENTS PROCESSING INSTRUCTION SHEET

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

- 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**    **Inl 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 AIs:**

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

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

**Who issues NOCs To AIs? Enter Policy Note in Sagitta**

**Insurance Company Issues NOCs to AIs**

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

**Other Comments:**