



April 11, 2018

To: BCATA Members

Re: Insurance Renewal - April 30, 2018 – 2019 Term

Dear Member,

Please find attached the BCATA Business Insurance Program renewal application for the upcoming term.

We are sending the application electronically to provide greater efficiency in service and communication. We hope to expand this to an on-line offering with payment in future renewals.

For this renewal term, you can print the attached application, complete & return to us with payment.

- (1) By mail with cheque or credit card details
- (2) By fax (905-385-7905) with credit card details
- (3) By return e-mail/scan with credit card details to (bmathieson@mitchellabbottgrp.com or lcavender@mitchellabbottgrp.com)

We would again like to remind everyone about the “claims-made” nature of the Professional Liability coverage. It is critical that all claims be reported **PRIOR to** April 30, 2018 and failure to provide notice may forfeit your rights under the policy for any late reported claim. It is very important that you advise us on the application of any “facts, circumstance or situations” that could give rise to a claim. If not already reported, please provide details with your application.

Please complete and return the enclosed BCATA Business Insurance Application for the April 30, 2018 – 2019 term, along with your payment (cheque or Visa/MasterCard) for all selected coverage, no later than April 30th. We apologize for the delay but trust you'll find some improvement with the electronic communication.

If you have any questions or concerns about the renewal process, please do not hesitate to contact Brenda Mathieson (ext. 261) or Lorraine Cavender (ext. 260)

We appreciate your continued support

Yours very truly;

Brad Ackles, B.A
Vice President
The Mitchell & Abbott Group

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