

Example Certificate of Liability Insurance (COI)

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:														
INSURED	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR Broad Form Property Damage Blanket Contractual GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$								
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			N / A			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">WC STATUTORY LIMITS</td> <td style="width: 50%;">OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
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E.L. EACH ACCIDENT	\$														
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E.L. DISEASE - POLICY LIMIT	\$														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

13 Certificate of Liability Insurance Sections

A certificate of insurance is a relatively simple, one-page document. There are 13 distinct sections that summarize the extent of your insurance coverage, along with the limits of each applicable coverage type and several other crucial pieces of information. You can download a free COI example with full explanations here, or read the table below for summaries the COI's sections.

Sections of a Certificate of Liability Insurance

COI Section	COI Section Description
Disclaimer	Statement that explains that the COI is for information only and that it serves only as proof that Insured purchased the referenced policy
Producer	Insurance company, broker or agent representing the insured
Insured	Person or entity that purchased the insurance coverage in the COI
Insurers Affording Coverage	States the insurance companies that provide the coverage types listed in the COI
Coverages	Introductory paragraph explains that the coverage types listed below it have been purchased by the Insured
General Liability	Specifies coverage, the limits per occurrence and the aggregate limit, and number of claims, if applicable.
Automobile Liability	Specifies coverage and limits on any and all vehicles, including owned and non-owned.
Excess/Umbrella Liability	Liability coverage in addition to general liability coverage
Workers Compensation	Coverage for claims arising from injury to employees. Workers comp covers medical expenses and lost income for employees.
Description of Operations, Locations, Vehicles	Specifies any special operations, job sites, and additional insured
Certificate Holder	Person or business to which the certificate is issued
Cancellation	Notice of cancellation of the policy that insurance company will provide Certificate Holder
Authorized Representative	Insurance company, agent, or broker authorized to sign the Certificate

Many of the terms found in a certificate of insurance will be familiar to those who have a working knowledge of insurance. But some of the terminology may be new to you, especially if you've not had to review a COI before.

Here are the 13 sections of a COI with full explanations of those section's contents:

1. Disclaimer & Purpose of the COI

In this section of the certificate of liability insurance, there is a paragraph that serves as a disclaimer or statement of purpose: "This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies below."

2. Producer

Found in the upper-left portion of the COI, the Producer is usually the insurance company, or the agent or broker acting on behalf of the insurance agency, that prepared the Certificate. They are the entity or individual that provides the insurance coverage to the Insured.

3. Insured

The Insured is the individual or business that has purchased the insurance coverage for which the Certificate was created. If there is more than one insured entity listed on the Certificate the Insured is the primary insured and the others are Additional Insureds. Additional Insureds are notated in each coverage section, if applicable, and in the Description of Operations section.

4. Insurers Affording Coverage

This section of the Certificate lists the insurance companies that issued the insurance coverages to the Insured. This section also includes the [National Association of Insurance Commissioners \(NAIC\) number](#) for each respective insurance company. It is important that the insurance companies have a good "A.M. Best Rating" which demonstrates financial strength and creditworthiness.

5. Coverages

The Coverages section begins with a paragraph that explains the informational nature of the coverage types listed on the Certificate and that it merely demonstrates that the Insured has purchased the coverage types. In this section of the Certificate, there are several subsections that include the various types of insurance and respective limits that cover the Insured.

6. General Liability

[General liability insurance](#) is the primary coverage type that business owners need to protect against claims from bodily injury or property damage of a third party. This is the primary insurance type that is required when a request is made for a Certificate of Liability Insurance.

7. Automotive Liability

Business owners that use commercial vehicles, whether rented or owned, will need this insurance coverage and it should be included on the Certificate, which will also show if coverage is for owned or non-owned vehicle or for any vehicle, regardless of ownership.

8. Excess/Umbrella Liability

Also known as excess liability coverage, umbrella insurance will provide additional liability coverage above the limits of primary insurance policies. For example, legal fees can be a major expense that exceeds the limits of general liability coverage and an umbrella policy can cover the excess liability.

9. Workers Compensation & Employers' Liability

If the insured has employees, they should have [workers compensation insurance](#), which will cover an employee's medical expenses and lost income in the event of injury or illness on the job.

Each of the above insurance types also includes the limits for each respective coverage. Limits include those on a per occurrence basis and on aggregate (total coverage during the policy period, usually a calendar year). It's important to note that the Certificate does not reveal if any or all of the limits have been reached.

10. Description of Operations, Locations, Vehicles, & More

This section will describe the nature of the Insured's business, their locations or job sites or contract numbers, and it may list additional insured individuals or entities other than the Insured first named in the Certificate. It's important to note that additional insured listed here are not guaranteed by the Certificate to hold the listed coverage types.

11. Certificate Holder

The Certificate Holder is the individual, business or contractor that requested the Certificate of Liability Insurance. The Certificate Holder is not the Insured but can be listed as an additional insured in the Other section of the Certificate.

12. Cancellation

This section of the Certificate states: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail ___ days notice to the Certificate Holder." The notice also indemnifies the insurer from "obligation or liability" should the insurer not provide the notice to the Certificate Holder.

13. Authorized Representative

The Authorized Representative is the insurance company, or the agent or broker representing the insurance company, that is authorized to sign the Certificate. The Authorized Representative is signing and authorizing that the Insured, as well as the additional insured listed, is covered under the policies described in the Certificate.

To read an overview of common insurance coverages needed by most small businesses, [click here](#). To see all of FitSmallBusiness.com's in depth articles on small business insurance, [click here](#).