

The Diocesan Synod of Nova Scotia and Prince Edward Island

Diocesan Insurance Program

All documentation relative to the diocesan insurance program is issued by our insurance broker – Marsh Canada Limited.

At renewal, on March 1st each year, the broker, Marsh Canada Limited, prepares and sends to each participant their renewal documentation.

This includes:

- A renewal letter
- A Renewal Declaration Certificate including the list, description and values of the property insured and the associated premiums.
- The invoice issued on behalf of The Diocesan Synod of Nova Scotia and Prince Edward Island

Endorsements are the documents issued after the Renewal Declaration Certificate has been issued and make all necessary changes to the renewal certificate.

- Changes can be made at any time during the insurance term.
- These changes can result in either an additional premium or a return premium Marsh Canada Limited issues and sends to the participant the endorsement as well as the diocese's debit invoice or credit invoice.

During the first week of each month, our broker prepares a bordereaux (list) of all the changes processed during the previous month. This list is sent to the Insurance Advisor together with copy of the:

1. Renewal Certificate
2. And all subsequent endorsements.

The Diocese Financial Department then posts the debits or credits arising from the Bordereaux to the participant's Insurance Receivable Account.

Please note:

- All premiums are due and payable to the Diocesan Synod of Nova Scotia and Prince Edward Island.
- Any return premium, in the form of a credit, will remain on the Diocese Insurance Receivable account until it is taken by the participant.
- All questions, requests and changes regarding the insurance program/coverage are to be addressed directly to the Diocesan Insurance Advisor – Jarvis de Condé
- All questions relating to payment of any additional premiums or return premiums are to be directed to the diocese's finance department.

You are specifically requested not to contact our broker Marsh Canada Limited. Should you inadvertently directly contact the broker, they will simply relay the email to the Diocesan Insurance Advisor for a response to your query.