



Saint-Hubert, February 11th, 2020

Subject: Insurance Renewal – Liability Insurance and Home-Based Business Insurance
PLEASE RESPOND BY APRIL 1st, 2020

Dear Customer,

The time has come to renew your insurance policy offered by Assurances Andrée Bernier & Filles Inc. and invoiced by Regroupement de la Montérégie.*The premium is applicable for 1 to 9 children.

Given to the current market, you will see a slight premium increase. Please note that we have made every effort to limit this increase.

Renewal of registration in 3 easy steps:

1- **FORM:** Please complete, sign and submit the attached form and send it to us:

By mail: 1861, Rue Prince, Saint-Hubert, QC, J4T 0A5

OR

By fax: 450-672-9648

OR

By email: assurancesrsg@rcpem.com

2- **PAYMENT:** Make your check or money order payable to: **RCPEM** and post it with your form

OR

Make your payment on our Website: <http://www.rcpem.com/services/soutien-administratif/assurances-rsg>
in « Assurances RSG » section. **(Certain supplier fees apply).**

OR

Complete and sign the Visa or MasterCard section at the bottom of the form. Please note that any information transmitted is at your entire responsibility. **We do not accept payment by phone.**

3- **CERTIFICATE:** THE CERTIFICATE WILL BE SENT TO YOU WHEN WE WILL RECEIVE THE FULL PAYMENT OF THE PREMIUM. You must send a copy of your certificate to your coordinating office and your home insurer.

We wish to inform you that an administration fee of \$18 is charged and included in your enclosed invoice. This fee is charged to finance the time related to the mandate.

For any question concerning your coverage, or change of option (for example 1 to 2 or the opposite) please contact an insurance broker at Assurances Andrée Bernier & Filles.

In case of a non-renewal (sick leave, maternity leave, etc.), it is mandatory that you complete the attached form for the non-renewal, in section - **I do not wish to renew**. Finally, please sign and return us the attached form by mail, email or fax.

We hope everything will be to your entire satisfaction.

Best Regards,

Regroupement des CPE de la Montérégie.

1861, Rue Prince, Saint-Hubert (Québec) J4T 0A5

Téléphone : 450-672-8826 poste 250 Télécopieur : 450-672-9648