

## Requirements for Certificate of Liability Insurance

Before payroll can be processed, we must receive a Certificate of Liability Insurance (hereinafter referred to as "COI") issued by your insurance agent or broker evidencing the following:

<b>General Liability:</b>	\$1,000,000 per Occurrence / \$2,000,000 Aggregate \$1,000,000 Personal and Advertising Liability
<b>Automobile Liability:</b>	\$1,000,000 combined single limit incl. hired, leased, and non-owned
<b>Insured:</b>	Full name and address of the Production Company with which CAPS / Cast & Crew has a Payroll Services Agreement ("PSA"). If the insured is a Parent Company of the Production Company, then the COI must show coverage for the Production Company as an affiliate or subsidiary.
<b>Policy Specifics:</b>	Policy numbers and dates of coverage must be shown for all required policies in effect for the duration of employment of covered personnel.
<b>Description Box:</b>	The COI must specifically state that the Certificate Holder, its Parent(s), Subsidiaries, Related and Affiliated Companies, its Officers, Directors, Agents, and Employees are named as Additional Insured for General and Auto Liability. These policies are primary and non-contributory to any other insurance available to the certificate holder, and a waiver of subrogation for General & Auto Liability applies in favor of the certificate holder, when required per written contract.
<b>Certificate Holder:</b>	New CAPS, LLC 2300 Empire Avenue, 5th Floor, Burbank, CA 91504-3350

### Miscellaneous:

- All insurance shall be written with a company rated by AM Best as no less than "A- VII" or equivalent.
- The limits of insurance evidenced represent the minimum acceptable limits of liability only. Customers' liability is in no way limited to the evidenced insurance or to limits of collectable insurance.
- If payroll is processed for more than one project under a Production Company, we will need a COI submitted for each project under that Production Company. You may also elect to issue a "blanket" COI, which does not specify each project and instead covers "various projects."
- Please be sure that the company listed (in the insured section of the insurance certificate) matches that of company listed on the submission form during setup.
- **The Insurance Certificate must be prepared and issued directly from your Insurance Agent to the setup team to ensure their acknowledgment of New CAPS, LLC as Additional Insured on your policies. Please attach a copy of the policy endorsement confirming this Additional Insured status.**
- **Your broker should email your COI to: [capssetups@capspayroll.com](mailto:capssetups@capspayroll.com)**