

## Broker – Endorsement Request Form

This form is used by brokers to submit endorsement requests on existing Replacement Cost and Limited Depreciation policies, when the POS is not available, or the change requires underwriting approval. Colwood will review the request and process the change. Once processed, the documents will be emailed to you to forward to your client. **Where supporting documentation is required, such as a change of vehicle registration or VIN, email to [info@colwoodinsurance.ca](mailto:info@colwoodinsurance.ca)**

Brokerage details	
Brokerage Name	
Your Name	
Email	
Phone Number	

Insured details	
Insured Name	
Policy Certificate Number	
Requested Effective Date of Change	

***Please note, a copy of page 1 and 2 of the ICBC registration is required for all changes, with the exception of a change of address.***

Name change:

New phone number:

Change of Address:

City:  Postal Code:

Vehicle registration #:

Vehicle serial #:

VIN corrections must not affect the rating or limit of insurance for the vehicle. For changes that affect premiums, please contact Colwood.

Odometer (km) correction:

Update to Rate Class:

Update to CDF:

Selling Dealer correction:

Lease buy out (remove lessor from policy).

Policy transfer. *Policy may be transferred to immediate family members in the same household only.*

Please indicate relationship to insured:

Parent

Child

Sibling

Co-Insured change

Change co-insured

Add co-insured

Delete co-insured

Type of Insured

From Company to Person:

From Person to Company:

Additional information/comments

Changes to Vehicle Price, purchase date, vehicle year, policy effective date, policy expiry date, change in policy or payment type may not be endorsed. Please contact Colwood for processing instructions.