



CERTIFICATE OF INSURANCE REQUIREMENTS FOR VENDORS (Contracted)

Vendors are required to submit a Certificate of Insurance and Endorsement from their insurance agent evidencing the following requirements **prior** to providing any work or material at the Topa Financial Center. All Construction/Contract Work require different insurance coverage requirements, whereas coverage and limits may differ based on contract. Vendor must follow-up with their insurance carrier to issue a current valid Certificate of Insurance as follows:

COVERAGE REQUIREMENTS & LIMIT OF LIABILITY:

- 1. Commercial General Liability:** Not less than \$2,000,000 combined single limit per occurrence for bodily injury and property damage.

- 2. Auto Liability:** Not less than \$1,000,000 combined single limit for bodily injury and property damage. *Required only if vehicle will be parked on the Topa Financial Center property.*

- 3. Workers' Compensation**
(Proof of Coverage required) Pursuant to all applicable state and local statutes and regulations (\$1,000,000).

- 4. Fidelity Bonds or Crime Insurance Policy:** Fidelity bonds crime insurance policy which includes employee dishonesty coverage, with limits in an amount of not less than \$1,000,000 for each employee of the Vendor. Said policy may have a blanket policy covering all employees of Vendor.

5. ADDITIONAL INSUREDS (Must be reflected on the Certificate of Insurance):

Topa Management Company (Managing Agent) &
Duesenberg Investment Company (Property Owner)
1800 Avenue of the Stars, Suite 1400
Los Angeles, CA 90067

*ADDITIONAL INSURED ENDORSEMENT form to the policy **is required each time** work is being performed in the building.

6. LIST DESCRIPTION OF OPERATIONS / LOCATIONS.

Additional Remarks Schedule May be Attached.

7. LIST CERTIFICATE HOLDER AS FOLLOWS & MAIL TO:

Topa Management Company
745 Fort Street, Suite 116
Honolulu, Hawaii 96813

NOTE: Please make sure the Producers contact phone number and fax number is listed on the COI. **Certificate(s) may be faxed to our office with original to be mailed. Please contact us if you have any questions. Thank you for your prompt attention to this request.**

745 FORT STREET FORT STREET TOWER SUITE 116 HONOLULU, HI 96813
(808) 531-0444 OFFICE (808) 599-5776 FAX