

The time has come to renew your insurance policy offered by Assurances Andrée Bernier & Filles Inc. and invoiced by Conseil québécois des services éducatifs à la petite enfance (CQSEPE). When you read your documents, you will notice a change in your premium. Since 2014, we have had the opportunity to keep the same premium for your insurance, despite the continual increases in the market. Know that we have made every effort to limit this increase.

Please respond by april 1st, 2019!

2 options to pay your renewal :

Only one premium is applicable for 1 to 9 children.



1. Please complete and sign the renewal form (**MANDATORY**).
2. Make your check or money order payable to "**CQSEPE**".
The check must be cashable at the reception.
3. Post the documents to the following address:
**CQSEPE 2480, Chemin Ste-Foy bureau 110,
Québec (QC) G1V 1T6**

* \$10 fee will apply if the check is returned NSF by the banking institution.

ACCEPTED PAYMENT METHODS:



- Check
- Money order



**No need to post document.
Receive your certificate faster!**

1. Go to : www.cqsepe.ca
in section Facturation « Assurances RSG, Paiement ».
2. « To make an online payment, click here »
3. Follow the instructions.

You will have to complete the form provided by the system before to be able to pay (**MANDATORY**).

ACCEPTED PAYMENT METHODS:



Online payment : Paypal charge fees for doing the payment. For the signature, just type your name.

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 administration fees of \$18 are charged and included on your enclosed invoice. Those fees are charged to finance the time related to the mandate. For any question concerning your coverage option, please contact a broker at Assurances Andrée Bernier & Filles for more information.

In case of a non-renewal (sick leave, maternity, etc.), it is mandatory that you complete the 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,

Nicole Berthiaume

Insurance billing manager

Conseil québécois des services éducatifs à la petite enfance

2480, chemin Ste-Foy, bureau 110, Québec (QC) G1V 1T6

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