



HITS Request Form

(CGI Use)

Proof of Insurance Required

To Process your request and to ensure your personal information is mailed to you in a timely manner, proof of your current property insurance must be provided; a copy of your current property insurance policy that shows policy holder name(s), primary or principal location, insurance company, policy number, and policy effective date and policy expiry date.

Required Information

(NOTE: information can be completed directly on the form than printed and signed or you can print the form and complete the information).

* Denotes Required Information

*Policy Holder Last Name:		*Policy Holder First Name:	
Last Name: (Secondary Insured)		First Name: (Secondary Insured)	
*Principal Location Address			Apt #:
*City:	*Province:	*Postal Code:	
*Insurance Company:		*Policy #:	
*Policy Effective Date		*Policy Expiry Date:	
*Day Time Phone Number:		Email Address:	
*Signature:		*Date:	
*Reason for your request:			
<input type="checkbox"/> Proof of Insurance for quote Name of insurance company or broker:			
<input type="checkbox"/> Confirm claims information			
<input type="checkbox"/> Other			
<input type="checkbox"/> Confirm you have provided your Proof of Property Insurance			

Send your request by one of the options below:

Scan and email: insurance.helpdesk@cgi.com
Fax: 1-514-415-3989
Mail: CGI Technical Assistance Centre

5800 St-Denis, 7th floor
Montreal, PQ, H2S 3L5

By signing this request you agree:

1. You are requesting your own personal claims information. Claims information pertaining to the property while it was not under your ownership will not be provided.
2. This request must be signed by the policy holder.
3. CGI will mail a copy of your personal report via regular mail within 10 business days of receiving your request to the primary policy holder's address.
4. A Consumer HITS Report provides claims history as submitted by the Canadian Property and Casualty (P&C) industry.
5. CGI will provide one report within a 12 month period at no cost.
6. CGI stores and reports data and is not authorized to make changes to this data.
7. If you do not agree with the information on your HITS Report, please contact the Complaint Officer/Ombudsperson of the insurer that provided the data. A list of these individuals can be found on the Financial Services Commission of Ontario website: <http://www.fsc.o.gov.on.ca/english/insurance/resolvecomplaint-insurance.asp> and select "Company Consumer Complaint Officers".
8. You have read, understand and agree to the guidelines as described above.

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