

Memorandum

To: Employment Ontario (EO) Transfer Payment Recipients

From: Annette Huton, Director
Program Delivery Support Branch

Date: **December 7, 2022**

Subject: Revisions to Submitting a Certificate of Insurance (COI) or Other
Similar Proof to the Ministry

Background

A [memo](#) regarding Submitting a Certificate of Insurance (COI) or Other Similar Proof to the ministry was posted on the Employment Ontario Partners' Gateway April 29, 2021.

Action Required

Moving forward, Transfer Payment Recipients that are updating their COIs (or other similar proof) from their insurance providers, should consider the following changes:

1. Updating the ministry name to "Ministry of Labour, Immigration, Training and Skills Development" as a "Certificate Holder", and
2. Replacing "Her Majesty the Queen" to "His Majesty the King" as Indemnified Parties that are to be added to the certificate as Additional Insureds, identified in section **A10.1 Recipient's Insurance** in the TPA:

"His Majesty the King in right of Ontario, His ministers, agents, appointees, employees and authorized subcontractors".

If you have any additional questions, please contact your ministry representative.

Thank you,

Annette Huton
Director

cc: Heather Cross, Western Region – Regional Director
Nicole Pereira, Northern Region – Regional Director

Tariq Ismati, Eastern Region – Regional Director

Charles Bongomin, Central Region – Regional Director