

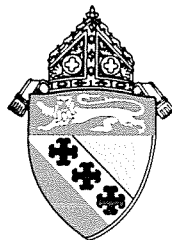


THE DIOCESE OF CHARLESTON

Certificates of Liability Insurance

1. A separate certificate must be provided BEFORE WORK BEGINS by every contractor, business, etc that works on parish/Diocesan property.
2. Certificate must show proof of General Liability, Workers' Compensation, and Automobile Coverage.
3. Certificate holder should be listed as "Bishop of Charleston, a Corporation Sole and (parish/school name)" with the address of 1662 Ingram Road, Charleston, SC 29407.
4. The following statement *must* be included on the certificate, no variations, please:
Bishop of Charleston, a Corporation Sole and (parish/school name) is listed as additional insured for General Liability only with regards to work completed at (parish/school address).
5. Certificates must be sent to the attention of Cristina Guillermo, Office of Finance, Diocese of Charleston, information provided below. Email and faxes are also accepted.
6. Please contact Cristina Guillermo, for any questions or concerns.

THE DIOCESE OF CHARLESTON



Cristina A. Guillermo
*Executive Administrative Assistant
to the Chief Financial Officer*

1662 Ingram Road
Charleston, SC 29407

PHONE: (843) 402-9115 ext. 30 EMAIL:
FAX: (843) 402-9071 cguillermo@catholic-doc.org

Office of Finance