

## RENEWAL FORM

### Programme Koala

Insurance for childcare services for 9 children or less

Dear Customer,

Time as come to renew your insurance policy offered by *Assurances Bernier & Filles* and invoiced by Regroupement des CPE de la Montérégie.

**DEADLINE : APRIL 1<sup>st</sup>, each year**

### 3 OPTIONS TO PAY YOUR RENEWAL :

*\*\* Premium applicable for 9 children or less\*\**

#### Payment by check



1. Make your check or money order payable to RCPEM. The check must be cashable upon receipt.
2. Post the documents to the following address: 1861, Rue Prince, Saint-Hubert (Québec) J4T 0A5.

\* Fees will apply if the check is returned NSF by the banking institution.

#### Online payment



#### Electronic payments

#### To the following financial institutions

Desjardins, Banque de Montréal, Banque Nationale, Banque Scotia

1. Choose the company: **RCPEM - Assurances RSE**
2. Enter your invoice or customer number  
ex.:16XXXXXX  
No dashes or spaces



#### Payment by PayPal

1. Go to the group's: <https://rcpem.com/assurances-responsabilite-civile-rsge/>

*PayPal charges fees for making the payment.  
We do not accept payment over the phone*

#### PAYMENT ACCEPTED



Check  
Money order

#### PAYMENT ACCEPTED



**THE CERTIFICATE WILL BE SENT TO YOU, ON RECEIPT OF FULL PAYMENT.** You must send a copy of your certificate to your coordinating office and to your home insurance. \$ 22 administration fees for file processing will appear on your invoice (enclosed).

**IN CASE OF NON-RENEWAL** (illness, maternity leave, etc.) you **MUST** complete the cancellation form included with this shipment, sign it and return it to us by mail, email or fax.

*To quickly obtain answers to all your questions, we invite you to consult [www.abernier.ca](http://www.abernier.ca) in the FAQ section – childcare services for 9 children or less.*



*Carole Leclerc*