



To: All Vendors / Suppliers / Movers / Deliveries

From: Barbara Van Dine, Administrative Assistant
Topa Management Company, Managing Agent for Topa Financial Center
(fka Amfac Center)

Re: Certificate(s) of Insurance

Anyone doing work at Topa Financial Center (fka Amfac Center), including movers and delivery personnel, must submit proof of insurance to Topa Management Company, the management office. As a vendor/supplier/mover, please follow-up with your insurance carrier to issue a Certificate of Insurance as follows:

<u>Coverage Requirements</u>	<u>Limit of Liability</u>
Commercial General Liability	Not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
Comprehensive Automobile	Not less than \$1,000,000 combined single limit bodily injury and property damage.
Workers' Compensation	Pursuant to all applicable state and local statutes and regulations (\$500,000)
Fidelity Bonds or Crime Insurance Policy	<u>For vendors who work at the Property</u> , fidelity bonds or crime insurance policy, which includes employee dishonesty coverage, with limits in an amount of not less than \$500,000 for all employees of the Vendor. Said policy may be a blanket policy covering all employees of Vendor.

Please note that the following must be reflected on the Certificate of Insurance:

Certificate Holder: Topa Management Company
745 Fort Street, Fort Street Tower Lobby
Honolulu, Hawaii 96813

Additional Insured: Duesenberg Investment Company (Building Owner)
Topa Management Company (Managing Agent)

Certificate(s) may be faxed to our office with original to be mailed. If you have any questions, please do not hesitate to contact the building management office. Thank you for your prompt attention to this request.