

COVID – 19 DRIVING USAGE RELIEF FORM

The Broker represents that these changes have been agreed to by the named insured. If the form is incomplete, it will not be processed but returned to the Broker to complete and re-submit. If the form is complete and submitted but the Broker wishes to make additional changes, the Broker must complete and submit another form for processing.

BROKERAGE NAME

CLIENT FIRST NAME CLIENT LAST NAME

AVIVA POLICY NUMBER (eg A12345678PLA)

EFFECTIVE DATE OF CHANGE (eg May 1, 2020)

VEHICLE INFORMATION

The following vehicle(s) have not changed their usage (Eg. Pleasure/Commute/Business). Please reduce the annual kms. to the lowest ratable level.

The above statement applies to all vehicles on the policy or only the ones listed below:

VEHICLE YEAR VEHICLE MAKE VEHICLE MODEL

VEHICLE YEAR VEHICLE MAKE VEHICLE MODEL

Please change the use of the following vehicle(s) to pleasure and reduce the annual kms. to the lowest ratable level.

The above statement applies to all vehicles on the policy or only the ones listed below:

VEHICLE YEAR VEHICLE MAKE VEHICLE MODEL

VEHICLE YEAR VEHICLE MAKE VEHICLE MODEL

Please submit this form to the following mailbox: PIBroker_Covid1001.ca@Aviva.com

- Once the form is submitted and processed, a policy change document and billing notice detailing the savings will be sent to the customer.
- As a result of COVID-19, this change is temporary for 90 days from the Effective date of the change. At the end of the 90-day period and unless instructions are received from the named insured to do otherwise, Aviva will automatically revert the driving usage and/or annual kilometers back to the original state prior to COVID-19.
- If a customer informs you that their driving habits have increased and/or returned to pre COVID-19 levels within these 90 days, please amend the policy accordingly as soon as possible. Please do not wait until the expiry of the 90-day period to process such changes.
- If a customer continues to drive significantly less beyond the 90 days, you may process another transaction after the 90-day period to update their new level of driving activity. Job Aid to follow.