



**Immigration Consultants of Canada Regulatory Council
Errors & Omissions Insurance**

Claims Reporting Procedures

PLEASE NOTIFY:

Email (claims reporting): newclaims@encon.ca
Telephone: 1-800-267-6684
Facsimile: 1-613-786-2001
Report a claim online www.encon.ca

Encon online link: <http://www.encon.ca/English/liability/Claims/Pages/eNotice.aspx>

**REPORT CLAIMS OR POTENTIAL CLAIMS IMMEDIATELY
Do Not Admit Liability**

NOTE:

When reporting a claim please provide:

1. icccrc/crcic member, your Name, Location, Phone Number and Fax Number.
2. The date of the occurrence
3. A brief description of the occurrence and any action taken.

PROVIDED BY:

Smith Petrie Carr & Scott Insurance Brokers Ltd.
359 Kent Street, Suite 600
Ottawa, ON K2P 0R6
info@spsc-ins.com
Telephone: 1-877-432-5118 Fax: 613-237-1179

FOR SERVICE:

Elizabeth Harris, RIBO
Commercial Lines Account Manager
Direct: 613-237-2871 ext. 116
elizabeth.harris@spsc-ins.com

Mary Beth McInnis, CAIB
Commercial Lines Account Manager
Direct: 613-237-2871 ext. 145
marybeth.mcinnis@spsc-ins.com

Kelly Parent, RIBO
Commercial Lines Account Manager
Direct: 613-237-2871 ext. 117
Email: kelly.parent@spsc-ins.com

Jo-Anne Hancock, CIP, CAIB
Marketing Coordinator
Direct: 613-237-2871 ext. 158
Email: jo-anne.hancock@spsc-ins.com

FOR ALL OTHER INQUIRES:

Greg Janes, CIP, CAIB
Vice-President
Direct: 613-237-2871 ext. 139
E-mail: greg.janes@spsc-ins.com