

**POLICY PERIOD ENDORSEMENT
INSTRUCTION SHEET**

1. This endorsement is to be used if the policy period is longer than one year and 16 days and does not consist of complete 12-month periods.
2. A policy that is issued for a period longer than one year and 16 days must be divided into consecutive 12-month units and each unit is treated as if a separate policy had been issued for each unit.
3. This endorsement is to be used to designate the last unit of less than 12 months as a short-term policy.