

SENIOR WRIGHT INDEMNITY LIMITED

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ACCOUNTANTS / MISCELLANEOUS PROFESSIONAL INDEMNITY CLAIM / CLAIM CIRCUMSTANCE NOTIFICATION FORM

PLEASE NOTE:

It is very important that this Notification Form is completed as fully as possible (using a continuation sheet where necessary) and all relevant correspondence and documentation is attached for the following reasons:

- This Form will be the basis on which Underwriters are appraised of the merits of the matter you are notifying.
- You will be aware of the new Civil Procedure Rules introduced by Lord Woolf imposing much stricter time scales in dealing with legal procedures, which aim to encourage a more open exchange of information between the parties in dispute so that the claim/allegations can be fully investigated and, if possible, resolved without need for litigation. This fundamental change in the civil justice system emphasises the importance of fully appraising Underwriters of this claim / claim circumstance notification from the outset.
- This Form will enable us to deal more efficiently with this claim / claim circumstance notification and agree on the best course of action with Underwriters and consequently provide a better claims handling service to you.
- Your policy requires in any event that you give full details in writing to Underwriters of any claim / claim circumstance.

N.B.

Whilst you have a duty to mitigate your losses, do not make any admission of liability or settlement offer without Underwriters' prior approval as to do so would be in breach of your policy terms & conditions; also it could prejudice Underwriters' position and consequently any indemnity available under the policy.

Please complete in block capitals and please be reassured that the information provided will be treated in the strictest confidence.

We do appreciate the value of your time and thank you for providing this important information.

1. Details of Insured

1.1 Name of Insured

1.2 Address

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2. Contract Details

2.1 Name of Client

2.2 Please confirm when the services rendered to your client were commenced and completed

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2.3 Please specify the type of services rendered and attach a copy of your Terms & Conditions of Engagement applicable to the contract with this client

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2.4 Were any specialist consultants or other professional parties engaged? Yes/No

If yes, please give their details and a note of their duties, together with confirmation of how and by whom they were employed

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2.5 Please confirm the total gross fees expected by you for the services rendered to your client £.....

2.6 Amount of any fees invoiced but not paid £.....

2.7 Are you considering legal action against your client to recover these fees?
Yes/No

3.5 Please give an estimate (even a rough guesstimate) of the amount for which you may be liable on a

(a) Worst possible basis £.....

(b) Most likely outcome basis £.....

3.6 Do you have a course of action that you intend to take? Yes/No If yes, please state what this is

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I/We the undersigned hereby confirm that the answers and information given in this Notification Form are true and accurate in my/our reasonable opinion.

Signed:

Status in Firm

Date: