

SENIOR WRIGHT INDEMNITY LIMITED

Boundary House
7/17 Jewry Street
London EC2N 3EX
Phone: 020 7680 5789
Fax: 020 7680 5790

**INSURANCE BROKERS PROFESSIONAL INDEMNITY
CLAIM / CLAIM CIRCUMSTANCE NOTIFICATION FORM
PRIVATE, PRIVILEGED & CONFIDENTIAL FOR USE OF INSURERS &
THEIR LEGAL ADVISORS**

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 reporting.
- You will be aware of the new Civil Procedure Rules introduced by Lord Woolf imposing much stricter time scales in dealing with legal procedures. These 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 there is a duty to mitigate your loss, 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 services rendered and attach a copy of any Terms & Conditions of Engagement applicable to this client

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2.4 Were any specialist brokers or consultants involved? 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 Do your client owe you any fees or premium? Yes/No

If yes, are you considering legal action to recover this debt? Yes/No

3. Notification Details

3.1 What date did you first become aware of the claim or of the circumstance which may give rise to a claim against you, or loss being incurred by you?

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3.2 Please state the date and details of any verbal or written allegations which have been made against you. If a Claim Form has been served on you please attach the original and keep a copy

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3.3 Please give a resume of the facts that have led to the current situation. (It is important to provide Underwriters with a full appraisal of the facts, together with relevant correspondence. If the matter is complex it is imperative that you provide a full report at this stage):

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3.4 Do you consider that you are in any way liable? Yes/No/Possibly.
Please give your reasoning

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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: