



PROFESSIONAL INDEMNITY INSURANCE CLAIM NOTIFICATION FORM FOR INSURANCE BROKERS AND INTERMEDIARIES

1 DETAILS OF THE INSURED

Practice name	Main office telephone number
<input type="text"/>	<input type="text"/>
Main office address	Main office fax number
<input type="text"/>	<input type="text"/>
	Contact email address
	<input type="text"/>

2 SERVICES PROVIDED

Please advise the following:

a) Name of client (or claimant)

b) Description of services / products rendered to your client:

c) Were any underwriting or sub agents used? Yes No

If 'Yes', please give details

3 NOTIFICATION DETAILS

a) Please give a resume of the facts which have led to the current situation

b) Date you first became aware of circumstances which might give rise a claim against you or loss incurred by you:

c) Has any intention to claim against you been expressed?

Yes No

If 'Yes', by whom and in what circumstances

d) What are your own views on liability?

e) If possible, please give your estimate of the amount for which you may be liable on the following basis:

Worst possible

£

Likely outcome

£

Please attach a chronology of events on a separate sheet including all relevant correspondence and in particular any formal claim notifications

I confirm that the information contained in this form is true and complete to the best of my knowledge.

THIS FORM MUST BE SIGNED BY A PRINCIPAL OF THE FIRM

Signature: _____ Date: _____

Print name: _____ Position: _____

Please return this Form along with any other supplementary information sheets to the address detailed below:-

SBJ Professional | Castlemead | Lower Castle Street | Bristol | BS1 3AG
T: 0117 929 3344 | F: 0117 925 1594 | E: enquiry@sbj-pi.com | W: www.sbj-pi.com

SBJ Professional Passionate about the professions

CLAIMS & CLAIM CIRCUMSTANCES GUIDE

A Guide to the Notification of professional indemnity claims and claim circumstances

All professional indemnity policies incorporate conditions precedent to insurers liability to indemnify you under the terms of your policy which impose a duty on you to notify insurers of:-

1. **Any communication whether in writing or oral intimating a claim or an intention to make a claim against you arising from any professional neglect in the conduct of your business, or for any loss which may be covered by the policy.**
2. **Any circumstances which may give rise to a claim against you.**
3. **In addition any notification of a claim or circumstance should be made immediately and before expiry of the policy otherwise there is a substantial risk that insurers may refuse to indemnify you.**

Problems can arise in identifying what is a 'claim' or 'circumstance' and the example definitions below may assist.

'Claim'

"Claim means a demand for, or an assertion of a right to, civil compensation or civil damages or an intimation of an intention to seek such compensation or damages"

'Circumstances'

"Circumstances means an incident, occurrence, fact, matter, act or omission which may give rise to a claim in respect of civil liability."

When considering whether to notify a **circumstance you should ignore:-**

- The amount of any loss- even matters which clearly fall below your policy excess should be notified
- Whether the facts as stated are accurate
- Your own personal views on any liability

If you have to think about whether you should notify or not then notify.

If a **Claim** is made against you, please remember that when dealing with the claimant or their representatives **you must not:-**

- Make any admissions of liability
- Make any offers of settlement without the prior agreement of insurers
- Provide details of the firm's professional indemnity policy or disclose that Insurers have been notified .

There are legal protocols applying to all professional negligence claims which impose time constraints and procedural rules as to how claims should be dealt with. It is most important that claims are notified **immediately.**