

**PROFESSIONAL INDEMNITY INSURANCE
CLAIM / CLAIM CIRCUMSTANCE NOTIFICATION FORM**

INSTRUCTIONS

Where possible, provide a full detailed answer to every question. Please ensure that all answers are clearly written within the spaces provided. A principal of the practice must sign and date this form together with any additional sheets.

If there is insufficient space to complete a question, please continue on a separate sheet. Please ensure that any separate sheets are on your company headed notepaper.

1 DETAILS OF THE INSURED

<p>Practice name</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>Main office telephone number</p> <input style="width: 100%; height: 20px;" type="text"/>
<p>Main office address</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Postcode:</p>	<p>Main office fax number</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Contact e-mail address</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Practice website</p> <input style="width: 100%; height: 20px;" type="text"/>

2 SERVICES PROVIDED

Please provide details of the following:

2.1 Name of client (or claimant):

2.2 Date services rendered to your client: Commenced:

Completed:

2.3 Terms and Conditions of your engagement and nature of services rendered:

2.4 Are there any fees invoiced for services rendered by you that remain unpaid? Yes No

If 'Yes', do you intend to pursue these fees? Yes No

Amount of gross fees outstanding: £

2.5 Were any specialist consultants used? Yes No

If 'Yes', give details and a note of their duties together with how and by whom they were appointed:

3 NOTIFICATION DETAILS

3.1 Please provide a resume of the facts / events which have led to the current situation:

3.2 Please advise the date upon which you first became aware of the circumstances which may give rise to a claim against you or loss incurred by you:

DD / MM / YYYY

3.3 Has an intention to make a claim against you been expressed?

Yes No

If 'Yes', by whom and in what circumstances?

If 'No', please explain the reason for anticipating a claim and provide full particulars as to dates, acts and persons involved:

3.4 What are your own views on liability?

3.5 If possible, please provide an estimate of the amount for which you may be liable on the following basis:

Worst possible £ Likely outcome: £

Please attach copies of all relevant correspondence along with any formal claim notifications. If the spaces above are not sufficient please continue on a separate sheet of headed note paper. We would also draw your attention to the Claim and Claims Circumstance Guide which can be found on our website – www.sbj-pi.com/claims

CONFIRMATION

By submitting this form, I declare that the above statements and particulars are true, full enquiry having been made, and I have not omitted, suppressed or mis-stated any material facts and undertake to inform the insurer of any change to any material fact. I understand that the information I provide will be used in deciding a suitable course of action by insurers.

A copy of this notification form should be retained by you for your own records

THIS FORM MUST BE SIGNED BY A PRINCIPAL OF THE FIRM

Signature: _____

Date: _____

Print name: _____

Position: _____

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

**Bluefin | Professional Risks | 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**



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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**.