

**INSURANCE AND FINANCIAL PRACTITIONERS ASSOCIATION OF SINGAPORE (“IFPAS”)
PROFESSIONAL LIABILITY INSURANCE PROGRAMME**

CLAIM NOTIFICATION GUIDELINES

Because each Claim is unique, the following claim guidelines are general only and reference should always to be made to the actual policy under which the Claim is to be made. Please contact an IFPAS Representative as soon as possible as claim guidelines can differ depending on the specific facts of a Claim and there can be no rigid structure applied to each type of Claim. In the event of inconsistency between the information set out hereunder and under the policy, the terms and conditions of the policy will prevail.

What do you do when you know of a claim/circumstance that may give rise to a claim:-

1. As a condition precedent to your right to be indemnified under this Policy, you are required to give written notice to the insurer immediately when you first become aware of a Claim or a circumstance that can give rise to a Claim in the future. For the ease of reference, a claim form can be obtained from Beazley Limited and you may use this form to make a Claim or give notice of a circumstance which may give rise to a Claim.

Should you require any assistance or advice about making a claim or notifying a circumstance, please contact Beazley Limited’s Claims Administrator:-

Attention: **Mr. Eric Chan**
Simmons & Simmons
35th Floor, Cheung Kong Center
2 Queen’s Road Central
Hong Kong
Tel: +852 2583 8307 Fax: +852 2810 5040

Please note that Simmons & Simmons may require information in addition to those set out in the Claim Notification Form. Your continuous assistance and co-operation in this respect and all other aspects of the Claim is necessary.

Assured’s duties/rights after the notification:-

1. While pending for Beazley Limited’s confirmation of policy coverage, you must at all times act as a prudent uninsured. In addition, Beazley Limited’s confirmation or denial of policy coverage will be based on information known at the time of the confirmation or denial and is subject to evaluation should new facts come to light.
2. You will not admit liability for or settle any Claim or incur any costs or expenses in connection with the Claim without the written consent of Beazley Limited.

Upon confirmation of policy coverage:-

1. Beazley Limited will be entitled to take over and conduct, in the name of the Assured, the defence or settlement of any Claim.
2. Beazley Limited will not settle any Claim against any Assured without the prior consent of the Assured, but if the Assured does not accept any recommendation for settlement by Beazley Limited, Beazley Limited’s liability will be limited to the amount of the settlement recommended plus costs and expenses up to the date upon which the recommendation was made.