



Please answer all questions as fully as possible, and attach additional material if necessary.

1. Insured Details

Name of Insured	<input type="text"/>
Address	<input type="text"/>
Telephone Number	<input type="text" value=" []"/>
Relevant contact person:	<input type="text"/>
Email address	<input type="text"/>

2. Policy No

Policy Number	<input type="text"/>
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3. Claim Details

3.1 Please provide details of the claim which has been made, or of the circumstances you wish to notify. If correspondence has been received in relation to the claim, please attach copies.

3.2 Please provide your response to the claim including your advice as to whether any other person or entity has contributed to the circumstances which have given rise to the claim.

3. Declaration

I declare on behalf of the abovenamed insured that the information contained herein is true and correct to the best of my knowledge.

Name	<input type="text" value="Please Print"/>	<input type="text" value="Signature"/>
Position held	<input type="text" value="Please Print"/>	
Date	<input type="text" value="/ /"/>	

PLEASE KEEP A PHOTOCOPY OF ALL DOCUMENTATION YOU SEND TO US FOR YOUR OWN RECORD

Supporting claim documents.

1. This Financial Lines Claim Form
2. Detailed Chronology of Event leading to the notification.
3. Evidence showing when did the Policyholder/Insured first become aware of the matter.
4. Details of the circumstances that may give rise to a Claim, including reason for anticipating a Claim against the Insured person and details of the allegations/wrongful acts if available
5. Copy of relevant documents including but not limited to Letter of demand, Writs of Summon, court documents, internal incident/investigation report; correspondences between the parties; and any other documents/information that may assist us in understanding the matter)
6. Prior consent from AIG is required before an Insured engage a defense counsel. For AIG to render the necessary consent please provide full details of the defense counsel to be appointed including CV ,charge out rate, fees structure and budget
7. And other documents as required by the company later.

Remark: The documents required for claim assessment as mentioned above is a list of minimum documentation required to process your claim. In certain circumstances, additional information/documents may be required in order for further assessment.