

This is an Internal document.

ERRORS & OMISSIONS INSURANCE POLICY (RETAIL) CLAIM FORM

The issue of this form is not to be taken as an admission of liability

As soon a Loss /a potential loss causing circumstances have become known, the Company must be notified without delay. If any detail or information is not readily available, please do not delay dispatch of this form and detailed particulars may be sent later. This Claim Form is to be completed and signed by a Director, Partner or Principal Officer of the Insured.

Appointment of legal representatives should not occur without prior consent of Universal Sompo General Insurance Co. Ltd.

A	Policy Details	
1	Policy holder (the company who purchased the policy and in whose name the policy is held)	
2	Registered address of Insured Organisation	
	State	Pin Code:
3	Telephone Number	
4	The policy year/period	
5	Is there any other insurance that may be applicable to the notification?	Yes No
	(If you answered 'Yes' to the above question, please provide details below)	

B. Claims Details

It is important that you tell us as much as possible about the claim that has been made, including a chronology of events and/or brief summary of the background to the claim.

- a. Date reported to You:
- b. Date Incident Occurred or Work Performed or Completed:
- c. Incident Reported by:
- d. Incident Reported to:
- e. What is the basis of the claim (or potential claim) against You?
- f. When were You first aware that a claim may be made against You?
- g. Was the Claim made in Writing?
- h. Was the claim made verbally?
(If yes, please provide details of any conversation, when they occurred, & whom they were between)
- i. What is the amount claimed against You?
Please provide Your comments regarding the allegations:

Summary of claim (provide details below):

C. Documents Attached with this form:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

D. Declaration & Authorization:

1. I/We agree to provide additional information to the Company if required. I/We are the above insured, and I/We guarantee the truthfulness of the above statement in every respect, to the best of my/our knowledge and belief, and if I/We have made any false or fraudulent statement, or have suppressed or concealed any material facts, the policy will be cancelled and all rights in respect of past or future claims will be reserved.
2. I/We understand that the Company reserves the right to verify & obtain my identity, address, facts and documents relating to the policy and claim with rating agencies, third parties or service providers.
3. I/We have read and understood the privacy policy of the Company at www.universalsompo.com and I/We unconditionally agree and bind myself/ourselves to all the terms and conditions of your privacy policy as amended from time to time.
4. I/We have received a list of documents with this claim form and have understood all the requirements to be fulfilled for scrutiny and processing of this claim and the Company shall not be responsible for any delay in scrutiny and processing/settlement of claim due to claimant's non-fulfilment of requirements including non-submission of the required documents/information as mentioned above.
5. I/We declare that the details of all persons having an interest in the property in respect of which the claim is being made are provided as per the proposal form or by way of an endorsement in the policy. Except as disclosed in this claim form, no claim for the same or similar loss has been made or lodged with any other insurance company.
6. I/We hereby give my/our consent to the Company to verify and obtain my/our identity/address proof/ bank details as well as the identity/address proof of the Insured / Beneficial Owner through Central KYC Registry or UIDAI or through any other modes for the purpose of undertaking KYC.

Place:

Signature of the Authorized Official(s)

Date:

Seal of the Company