

**INITIAL CLAIMS NOTIFICATION FORM**

**PLEASE READ THE NOTES & INFORMATION ATTACHED TO THIS NOTIFICATION**

<b>A – Insurance Details</b>			
Assured			
Certificate No			
<b>B – Contract Details</b>			
Client			
Site Address			
Contract Conditions	Please attach a copy of the <b>Contract Conditions</b> in force. If no signed Contract Conditions are in force, please provide copies of any correspondence relevant to the Conditions under which the Contract is performed, including Schedule of Duties and Site Instructions		
<b>C – Details of Incident</b>			
Date & Time			
Third Party Claimant			
S.A.P.S Case No			
S.A.P.S. Station			
Circumstances of Claim			
Estimate of Claim			
Third Party Action	Has the Third Party issued a demand or indicated intention to claim?	Yes	No
Witnesses	1	Name:	Contact:
	2	Name:	Contact:
	3	Name:	Contact:
Investigation Report	Please attach a copy of the Assured's initial <b>investigation Report</b> , together with copies of the <b>Occurrence Book, Security Personnel Statements</b> and their <b>SIRA Certificates</b> .		

I, the undersigned as an authorized signatory hereto confirm that:-

- (a) I have read and understood the attached notes to this notification
- (b) The above information is, to the best of my knowledge and belief, correct

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

For and on behalf of the Assured: \_\_\_\_\_

Capacity: \_\_\_\_\_

## **INITIAL CLAIMS NOTIFICATION FORM**

### **NOTES & INFORMATION**

**The purpose of the information contained in this Initial Claims Notification Form is to:-**

- (a) enable Abelard to provide the Assured with efficient services in the processing and settlement, if applicable, of the claim. Delays in the provision of information will delay the progress of the claim and lead to frustrations on the part of all parties involved. In this respect, therefore, the Assured's attention is drawn to the Claims Notification Condition of the Certificate and any delay in the provision of information may result in breach of Certificate Conditions.
- (b) provide the Underwriters with sufficient information to enable them to make an informed decision as to whether an Assessor or Attorney, or both, should be appointed to investigate/defend any claim made, or which may be anticipated from the Third Party. If the Excess applicable to the circumstances leading to the claim is deemed to be "Costs Inclusive", the costs of such Assessor and/or Attorney will be payable by the Assured in terms of the Excess.

**It is imperative, therefore, that:-**

1. The Notification Form is completed in full and all required information, eg Contract Conditions, SIRA Registration Certificates, etc, be submitted to Abelard as soon as possible.
2. All information and documentation requested by Underwriters during the progress of the claim, until finalization, be provided as soon as practicable following requests therefore.

**Where the applicable Excess is deemed to be "Costs Inclusive":**

- (i) Underwriters may, in terms of the Payment of Excess Endorsement, request an acceptable guarantee for the amount of the Excess. Failure to provide such requested guarantee may result in the invoking by Underwriters of the Payment of Excess Endorsement and the treating of the claim as having been withdrawn by the Assured.
- (ii) Where Underwriters have incurred any expense, which forms the subject of the Excess, Underwriters will require immediate reimbursement of such expenditure. Failure by the Assured to honour its obligations in terms of a "Costs Inclusive" Excess, may result in the following:-
  - (a) the cancellation, subject to the Cancellation Condition, of any current insurance Certificate in force with Abelard. The Assured will be required, in terms of normal practice of Insurers/Underwriters, to disclose such cancellation to all other Insurers/Underwriters with whom it effects any insurance cover
  - (b) the institution by Underwriters of all legal steps necessary to recover such expenditure from the Assured, including the costs of such litigation
  - (c) the listing of the outstanding debt with the ITC, until the outstanding debt has been liquidated.

**We consider the insurance to be a partnership between Underwriters and the Assured and would request the full co-operation of the Assured in assisting us to bring any claim to satisfactory and early finalization.**

**Initial & Date**