

PUBLIC AND PRODUCTS LIABILITY CLAIMS PROCEDURE

UNDER NO CIRCUMSTANCES MUST LIABILITY BE ADMITTED EITHER VERBALLY OR IN WRITING

In the event of an incident likely to give rise to a claim this procedure should be followed:

1. All reasonable steps should be taken following an occurrence to protect the person or property from any further injury.
2. Obtain all details of the:
 - Incident;
 - Third Party;
 - Witnesses.
3. In all cases, contact Central Insurance Brokers immediately for advice on how to handle the matter.
4. Do not give any interview or make any statement to anyone **UNLESS** they are acting on behalf of your Insurer or your own organisation.
5. No correspondence should be entered into with a third party except acknowledgment of receipt of the claim. The acknowledgment letter should read as follows:

"Without Prejudice"

We acknowledge receipt of your correspondence concerning the incident at

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This is receiving our attention.

6. Forward any correspondence received to Central Insurance Brokers or as soon as received.