

CLAIMS PROCEDURES

WHAT IS A CLAIM?

“Claim” means any claim, demand or assertion of any alleged right made against the Insured arising out of the Insured’s Practice in respect of any civil liability, including any liability to pay claimant’s costs incurred in connection with the Practice.

WHAT TO DO IN THE EVENT OF A CLAIM?

As soon as reasonably practicable from the date of first awareness of the following:-

- a) of any Claim made against you
- b) of the receipt of notice from any person of an intention to make a Claim against you
- c) of any circumstance of which you shall become aware during the currency of your Insurance and which you believe is likely to give rise to a Claim against you.

and no more than 30 days from the date of first awareness you must give notice in writing to:

Mr. Martin Giggins
Willis Hong Kong Limited
18/f, The Lee Garden One,
33 Hysan Avenue,
Causeway Bay, Hong Kong.

Tel: + 852 2839 5061

Email: martin.giggins@willistowerswatson.com

YOU MUST:

- Provide the above with all correspondence/ communications related to the Claim.
- Upon the request of the insurers, give such information, co-operation and assistance in the handling of a Claim as the Insurers shall reasonably require.

YOU MUST NOT:

- Admit any Liability, or
- Agree to any Defence Costs, or
- Consent to any Legal Proceedings.

The above is a summary of the HK Bar Mandatory Insurance claim notification procedure prepared by Willis Hong Kong Limited. For full and binding details of coverage and claims procedures under the Hong Kong Bar Association Mandatory Professional Indemnity Scheme please refer to the Master policy.