

CLUBPAC CLAIMS GUIDE

The following guide is designed to assist in filing a claim when you suffer a loss.

All claims and incidents should be reported using the attached Simmlands Insurance Services Ltd. ClubPac Claim Reporting Form as soon as you become aware of a claim or circumstances which could lead to a claim.

Here are some helpful tips should you discover a loss or damage that may result in a claim:

- ✓ **Notify the appropriate authorities (e.g. police in event of a theft or break-in or vandalism)**
- ✓ **Report the loss to your broker.**
- ✓ **Protect the undamaged property or partially damaged property from incurring additional damage.**
- ✓ **Preserve damaged property.**
- ✓ **Take digital photos.**
- ✓ **Gather witness information where applicable including statements.**
 - ⇒ **Name**
 - ⇒ **Address**
 - ⇒ **Contact Information**
 - ⇒ **Written Statement**
- ✓ **Please estimate the loss or damage.**
- ✓ **Complete a detailed Proof of Loss**