



DIRECTORS AND OFFICERS LIABILITY

Important Notice

Please read this Claim Form fully before answering the questions.

ALL questions must be answered as fully as possible. Please use additional sheets if necessary and copies of relevant documentation should be attached.

If you have any questions in relation to completion of the Claim Form, please contact your insurance advisor or broker.

Please send the completed Claim Form, as soon as possible, to your insurance advisor or broker.

Appointment of legal representatives should not occur without the prior consent of Liberty Specialty Markets (Liberty).

1. DETAILS OF INSURED CORPORATION OR DIRECTORS/OFFICERS GIVING NOTIFICATION OF A CLAIM OR CIRCUMSTANCES THAT MAY GIVE RISE TO A CLAIM

Full name of the insured corporation giving notification.

Full name and position of the directors/officers giving notification.

Postal address and email address of the insured corporation or directors/officers giving notification.

Corporation address	Email
	Phone/Fax
Director/officers address	Email
	Phone/Fax
Director/officers address	Email
	Phone/Fax
Director/officers address	Email
	Phone/Fax
Director/officers address	Email
	Phone/Fax
Director/officers address	Email
	Phone/Fax
Director/officers address	Email
	Phone/Fax

2. DETAILS OF THE RELEVANT INSURED PERSON(S)

Full name and position of the insured person(s) who is/are the subject of the claim or circumstance.

Name of the insured entity of which such insured person(s) is/are a director/officer or employee, if not the insured corporation.

3. DETAILS OF CLAIMANT

Full name of the claimant or potential claimant (i.e. the party making the claim or potential claim upon the insured).

Postal address and email address of the claimant.

Email

Phone

Fax

4. DETAILS OF THE SUBJECT ACTIVITY

From what activity on the part of the insured does the claim or circumstance arise?

Was the performance or undertaking of such activity evidenced in writing?

Yes

No

If so, please attach a copy. If not, please provide relevant information.

When was the activity from which the claim arises or may arise performed or undertaken?

5. DETAILS OF CLAIM OR CIRCUMSTANCE

What is the precise nature of the claim (i.e. the claimant's allegations) or the fact or circumstance that might give rise to a claim?

Have proceedings been commenced?

Yes

No

If so, please attach a copy of the court documents.

On what date did you first become aware of the claim or of the fact or circumstance?

If oral, please give a "first person" account of the conversation, (i.e. "I said", "He said").

On what date was the claim first made to you?

What amount, if any, is claimed?

6. DETAILS OF INSURED'S RESPONSE

What are your comments in response to the claim or the fact or circumstance that might give rise to a claim?

What are your comments on the quantum of the claim and what is your estimate of your potential monetary liability, if any, to the claimant?

Have you appointed a solicitor or other lawyer? If so, what is their name, firm, address, charge out rates and credentials.

7. SIGNATURE

I/We (print name in full)

(position)

of the insured and on behalf of the insured acknowledge the above answers to be true and correct AND acknowledge that the insurer may take its decision on indemnity having regard to these answers.

Signature

Date

Privacy Notice

Liberty Specialty Markets Hong Kong Limited (No. 2400200) (Liberty) is a company incorporated and authorised to conduct insurance in Hong Kong. It is a member of the United States-based Liberty Mutual Group. Liberty's contact details are:

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 Phone: +852 3655 2600

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Liberty collects personal data, including from insurance brokers, in order to provide its services and products, manage claims and for purposes ancillary to its business. Liberty passes it to third parties involved in this process such as Liberty's related companies, reinsurers, agents, loss adjusters and other service providers. We may store your information with third party cloud or other types of networked or electronic storage providers. Third parties may be located locally or overseas in the United States, Canada, United Kingdom, Singapore, Australia and Malaysia.

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