

**CLAIMS CHECKLIST
(Liability)**

Documentary Requirements in case of Directors and Officers Liability / Errors and Omission	
Documentation/Information to be provided upon Notification:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Copies of any relevant correspondence, pleadings or other court documents.</p> <p>The name(s) of individuals and entities involved in the notification.</p> <p>Job titles of all individuals involved.</p> <p>The date of first awareness by the insured of the circumstance or claim being notified</p> <p>Overview of the claim against the individual(s) and/or entity(ies) including –</p> <ul style="list-style-type: none"> ▪ The factual background; ▪ The allegations being made against the individual(s) and/or entity(ies); ▪ The nature of action; ▪ The nature and amount of redress sought by the claimant, including the amount of damages (if any) <p>The names, addresses and contact details of any external law firm(s) engaged by individuals or the entity in relation to the circumstances notified and who they will be representing.</p> <p>The names of the individual lawyers who will be involved in the defense, and their proposed hourly rate.</p> <p>A copy of the engagement letter once a law firm is engaged.</p>
Additional Document/Information to be provided:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Once expenses have been incurred, a breakdown should be provided to show that such expenses were part of the costs to defend the Insured (<i>e.g. Time charges should be broken down into the no. of hours a particular Lawyer has worked and the particulars of the case worked on</i>).</p> <p>Also, any expenses should be substantiated with an <u>Official Receipt</u> and <u>any pertinent documents that directly relate such expenses to the case.</u></p> <p>Merits of the case and litigation budget.</p> <p>Updates/developments on the case if any</p> <p align="center"><i>Note: Supplementary documents may be required to ascertain the nature of certain expenses or particulars of the case.</i></p>
<div style="text-align: right; margin-right: 100px;"> <hr style="width: 30%; border: 0; border-top: 1px solid black;"/> <p>Date of Completion of Documents (MM-DD-YYYY)</p> </div>	