



Maritime International Solutions
(Insurance Brokers) Limited

Guide to procedures in the event of a claim

It is of vital importance in this claim culture that we now live in, that in the event of a claim or possible claim; you **MUST** contact us as your Broker as soon as you become aware of any circumstances that **MAY** give rise to a claim being made against you or the vessel, **WHETHER YOU CONSIDER YOU ARE LIABLE OR NOT.**

ALL incidents should be reported to us immediately

Maritime International Solutions (Insurance Brokers) Limited
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**142 New London Road,
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Essex,
CM2 0AW**

A claim form should be completed and sent within 10 working days. These are available upon request.

Please **NEVER** admit liability or answer letters from third parties, but pass all correspondence to Maritime International Solutions (Insurance Brokers) Limited immediately.

In all cases please obtain names and addresses of any witnesses and if possible obtain a signed statement from them at the time of the incident.

In the case of damage to the vessel, no repairs may commence before the vessel has been surveyed unless they are of an emergency nature, or below the policy deductible. Surveyors may only be instructed by your insurers; unless an independent report is required (fees not covered by insurance) when you are of course free to instruct surveyor of your choice.

In the event of a claim being made for damage, 2 or preferably 3 estimates for the repairs should be obtained as quickly as possible, and forwarded to us without delay.

REMEMBER Failure to comply with all of the above may result in insurers refusing to provide indemnity for your policy.