



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"/>	Copies of any relevant correspondence, pleadings or other court documents.
<input type="checkbox"/>	The name(s) of individuals and entities involved in the notification.
<input type="checkbox"/>	Job titles of all individuals involved.
<input type="checkbox"/>	The date of first awareness by the insured of the circumstance or claim being notified
<input type="checkbox"/>	Overview of the claim against the individual(s) and/or entity(ies) including – <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)
<input type="checkbox"/>	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.
<input type="checkbox"/>	The names of the individual lawyers who will be involved in the defense, and their proposed hourly rate.
<input type="checkbox"/>	A copy of the engagement letter once a law firm is engaged.
Additional Document/Information to be provided:	
<input type="checkbox"/>	Once expenses have been incurred, a breakdown should be provided to show that such expenses were part of the costs to defend the Insured (e.g. <i>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>). 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> .
<input type="checkbox"/>	Merits of the case and litigation budget.
<input type="checkbox"/>	Updates/developments on the case if any
<p><i>Note: Supplementary documents may be required to ascertain the nature of certain expenses or particulars of the case.</i></p>	
Date of Completion of Documents (MM-DD-YYYY)	