



PERSONAL AND PUBLIC LIABILITY CHECKLIST:

In the event of a Personal and Public Liability claim, please contact your broker in order to submit a claim, alternatively, please download a claim form titled **“PL Claim Form”** and submit together with your claim form the required documentation listed below to your broker.

Please note that the below list is not exhaustive and Insurance services Group and/or your Broker may request additional information and/or documentation in order to process your claim.

	DOCUMENTATION	IS THE DOCUMENT ATTACHED: Y/N
1.	A fully completed PL Claim Form	
2.	Letter of Demand / Approach from third party	
3.	Full quantum documents (quotations / invoices / breakdown of amount claimed)	
4.	Detailed statement from insured setting out the circumstances surrounding the loss	

Thank you

Insurance services Group