



GREAT AMERICAN INSURANCE GROUP Claims Reporting Instructions

STEP 1: PAY ATTENTION TO THE CLAIM REPORTING REQUIREMENTS IN THE POLICY

Notice of Claim

The **Insureds** shall, as a condition precedent to their rights under this Policy, give the **Insurer** notice in writing of any **Claim**:

A "**Claim**" shall mean:

(1) a written demand for monetary or non-monetary relief made against any **Insured** and reported to the **Insurer** prior to the end of the policy period. (2) a civil, criminal administrative or arbitration proceeding made against any **Insured** seeking monetary or non-monetary relief and commenced by the service of a complaint or similar pleading, the return of an indictment, or the receipt or filling of notice of charges or similar documents, including but not limited to an EEOC or securities claim. Such notice shall be given as soon as practicable, but in no event later than ninety (90) days after the end of the **Policy Period**.

STEP 2: WHAT INFORMATION TO REPORT

Written notice should include policy number, name of insured, name of claimants, and a full description of the events that may give rise to the claim.

NAME:

POLICY PERIOD:

POLICY NUMBER:

STEP 3: WHERE TO REPORT INFORMATION

Mail or email all claims and potential claims in a manner that the delivery of the notice can be confirmed to:

Great American Insurance Group
Executive Liability Division
Claims Department
P.O. box 66943
Chicago, IL 60666
ELDclaims@GAIG.COM

AVOIDING EXPOSURES AND RISK MANAGEMENT

Because it's always been a matter of trust, Telcom Insurance Group and Great American insurance companies will be there for you in the risk management process! Simply follow the instructions listed above and you will find that your claim will be handled with the utmost of care.

6301 Ivy Lane, Suite 506 Greenbelt, MD 20770 * www.TelcomInsGrp.com * 800-222-4664