



TRAVELERS Claims Reporting Instructions

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

NOTICE OF POTENTIAL CLAIMS

If an **Insured** becomes aware of a **Potential Claim** and gives the Company written notice of the particulars of such **Potential Claim**, including all facts related to the **Wrongful Act**, the identity of each person allegedly involved in or affected by such **Wrongful Act**, the dates of the alleged events, and the reason for anticipating a **Claim**, as soon as practicable during the **Policy Period**, any **Claim** subsequently made against any **Insured** arising out of such **Wrongful Act** shall be deemed to have been made during 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

Report all claims and potential claims in a manner that the delivery of the notice can be confirmed:
Fax: 888-460-6622, or email: bfclaims@travelers.com or, mail to:

Travelers Insurance Companies
Attn: Claim Manger
14200 Park East Circle, Suite 100N
Chantilly, VA 20151
bfclaims@travelers.com

AVOIDING EXPOSURES AND RISK MANAGEMENT

Because it's always been a matter of trust, Telcom Insurance Group and Travelers 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.