



CLAIM NOTIFICATION FORM

Malaysian Bar Professional Indemnity Insurance Scheme 2014

NAME OF PRACTICE:		
FIRM CODE:		
NAME OF PARTNER / SOLE-PROPRIETOR LODGING THE CLAIM / POTENTIAL CLAIM:	SIJIL ANNUAL NO:	
ADDRESS:		
TELEPHONE NO.		
FAX NO.		
HANDPHONE NO.		
EMAIL ADDRESS		
ARE YOU NOTIFYING A:	<input type="checkbox"/> POTENTIAL CLAIM <input type="checkbox"/> CLAIM - NOTICE OF DEMAND (NOD) <input type="checkbox"/> CLAIM – WRIT / SUMMONS (Please State if Others)	
WHEN AND HOW DID YOU FIRST BECOME AWARE OF THIS CLAIM / POTENTIAL CLAIM?		
NAMES OF THE CLAIMANT(S) / POTENTIAL CLAIMANT(S):		
DATE OF CLAIM: (The date you became aware of this Claim / Potential Claim)		
CLAIM / POTENTIAL CLAIM AMOUNT:	RM	



CLAUSE 13 OF YOUR 2014 CERTIFICATE OF INSURANCE REQUIRES YOU TO NOTIFY WITHIN 60 DAYS UPON KNOWLEDGE OF ANY CLAIM / POTENTIAL CLAIM MADE AGAINST YOU.

IF THIS NOTIFICATION IS BEYOND 60 DAYS, PLEASE PROVIDE THE REASONS FOR THE LATE NOTIFICATION (***This explanation is important to the Insurer, if applicable please do not leave it blank.***)

If there are any court proceedings against you or your firm please provide details on the following:

- | | |
|---|--|
| 1. The date Summons / Writ or Cause Papers served on you? | |
| 2. Has your Firm entered Appearance?
If so, please provide details. | |
| 3. Has your Firm filed Defence / Reply?
If so, please provide details. | |
| 4. Is there any development since the Writ/NOD was issued?
If so, please provide details, | |
| 5. Please provide details, if any, of the Legal Practitioner/employee involved in the Alleged act/omission/error. | |

CHRONOLOGY OF EVENTS:

Please provide a chronology of events from the date you were retained or involved in this matter leading to the claim/potential claim including a detailed account of circumstances.

(Example of the format to be followed is provided in the attached Appendix A. Please enclose the relevant correspondences, documents, cause papers etc. in ENGLISH)



WAS THERE A PREVIOUS NOTIFICATION OF THIS CLAIM / POTENTIAL CLAIM GIVEN BY YOU/YOUR FIRM TO ANY OF THE FOLLOWING PARTIES: -

- ☐ CUNNINGHAM TOPLIS (M) SDN BHD
- ☐ ANTAH SEDGWICK INSURANCE BROKERS SDN BHD
- ☐ WILLIS (MALAYSIA) SDN BHD
- ☐ CRAWFORD & COMPANY ADJUSTERS (MALAYSIA) SDN BHD
- ☐ ANY OTHER INSURER(s)

(If any, please let us have copies of your letter(s) of notification)

DETAILS OF ANY OTHER PROFESSIONAL INDEMNITY INSURANCE CURRENTLY IN FORCE. IF SO, ADVISE US WHETHER YOU HAVE NOTIFIED THEM.

(Please enclose a copy of the Policy Schedule, complete with terms and conditions attached thereto)

Signature of Partner / Sole Proprietor

Date of Signing

Firm's Stamp

IMPORTANT NOTICE

1. Please note that the notification of a Claim / Potential Claim by you does not automatically relieve you of your duty to ensure that both your rights and the Insurer's rights and interests are not prejudiced. Until an agreement has been reached between your Insurer and you as to the most appropriate manner in which to deal with the Claim / Potential Claim, you are under a continuing duty to take all necessary steps to rectify matters, mitigate your loss and at all times, ensure that neither parties' rights and interests are prejudiced in any manner. You are advised to give the insurer notice of all material steps.
2. The completion and submission of this form to Jardine Lloyd Thompson Sdn Bhd does not engage policy liability.
3. Jardine Lloyd Thompson Sdn Bhd is the Broker for this Scheme. We will submit your Claim / Potential Claim to the Insurer to determine policy liability.
4. Kindly take note that it is a prerequisite for you to comply with the submission of pertinent information as requested above to enable the Insurers to establish policy liability and to provide you the necessary guidance and advice in handling the claim.

APPENDIX A — Chronology

No.	Date	Event	Brief Description
1	14.12.05	Meeting	Mr. Tall met Mr. Short of the Messrs Z (IP] and discussed the possibility of suing A Sdn Bhd for non-payment of price of good sold and delivered.
2	02.01.06	Telephone Call	Mr. Tall called to discuss the charges. Mr. Short informed him that it would in the region of RM50, 000-RM75,000.00.
3	02.01.06	Letter	Mr. Tall appointed the IP to act for him.
4	03.01.06	Meeting	Mr. Short met Mr. Tall at the IP's office. Mr. Tall brought documents relating to the claim and gave further instructions.
5	05.01.06	Letter	The IP demanded payment from A Sdn Bhd for RM678,999.00.
6	28.01.06	Court Matter	The IP filed the Writ and the Statement of Claim (SOC) against A Sdn Bhd
7	10.02.06	Court Matter	The Writ and SOC were served on the A Sdn Bhd.
8	10.02.06	Telephone	Mr. Tall called to check if A Sdn Bhd responded to the service of process.
9	13.02.06	Court Matter	Messrs O filed and served A Sdn Bhd's Appearance
10	15.02.06	Email	Mr. Short emailed Mr. Tall informing that A Sdn Bhd via Messrs O had entered appearance.
11	23.03.06	Document	The IP billed Mr. Tall for RM20,000.00 (interim bill).
12	25.03.06	Letter/Document	Mr. Tall made payment of RM20,000.00 by MPB Cheque No. 2767
14	15.08.06	Court Matter	Decision after trial was delivered against Mr. Tall stating that the wrong party was sued.
15	16.08.06	Meeting	Mr. Short met with Mr. Tall to get instruction whether to appeal. Mr. Tall advised that he does not wish to appeal.
16	21.10.07	Letter	The IP received a letter from Mr. Tall alleging that the IP had been negligent in advising the proper party to sue and the cause of action is now time barred. Mr. Tall seeks damages.

- Date** Use the exact dates unless you cannot recall the same; in such cases please state on or about December 2006.
- Description** Letter, email, document (includes cheques, bill, lodgement forms and other formal documentation), meeting (in person or web conference), telephone calls. proceeding on any documents filed in Court and all other attendances.
- Summary** A short summary or narrative of the contents of the letter/email, document, discussion, etc. Identify the person handling the matter or involved in writing the letter, attending to the call, attended the meeting etc.
- Supporting Documents** All supporting documents should be marked and submitted together with the chronology.

MyClaims is a web-based claim notification module developed by JLT in 2007 for members of the Malaysian Bar. The module is integrated with the PII Scheme's website [Praktis](#) and provides easy-to-use features for claims notification and tracking. Claims notified are automatically routed to JLT for verification, then forwarded to Echelon for administration.

Getting started is simple - only a browser and an Internet connection are required!

Features of MyClaims:

- Online website with security authentication and centralised data control providing easy access anywhere, anytime.
- Easy-to-use claim form allows members to quickly enter details of claim.
- Members can save details entered in draft mode and return to it later to submit the claim to JLT.
- As soon as member submits a claim successfully, JLT is notified to verify the claim details.
- Verified claims are then routed to Echelon for administration.
- The nominated user of the law firm is able to track the claim status.
- Faster processing of claims and communication of claims-related issues.
- Online email service provides a standard interface for communication among various parties.



The screenshot shows the JLT website interface. At the top is a navigation bar with the JLT logo and links: [Home](#), [About the Scheme](#), [Risk Management](#), [Contacts](#), and [Changes in Firm](#). Below the navigation bar is a large banner area. On the left is a photo of a woman wearing a headset. To the right of the photo is the text "Welcome to the Malaysian Bar Professional Indemnity Insurance Scheme" and a "Login" button. Below this text are three buttons: "How to Notify a Claim?", "MyClaims" (highlighted with a red circle), and "2012 Proposal Form Online Submission". Below the banner is a section titled "Practice Tools Checklist" and "User Nomination Form". To the right of this section is a table with two columns. The first column contains links to "Welcome to the Malaysian Bar Professional Indemnity Website" and "Risk Management Newsletters". The second column contains links to "Download the 2011 Proposal Form" and "Practice Tools".

Welcome to the Malaysian Bar Professional Indemnity Website This website has been designed to provide Members information on the Malaysian Bar Professional Indemnity Insurance Scheme. Please take time to browse the website to learn more about the Scheme and its administration. Currently, the site includes: ...	Download the 2011 Proposal Form Please click on the link to download and Print :- 1. The JLT Coverletter 2. The Guide to the Proposal Form 3. The Proposal Form. REMINDER - Please remember to: 1. Complete all 8 questions. Please DO NOT leave any Question unanswered. 2. Sign,...
Risk Management Newsletters The Risk Management Newsletter is published on a quarterly basis. Please click on any one of the file attachments below to download the newsletter that you would like to read: 2011 Jurisk! March and June 2011 2010 Jurisk! December ...	Practice Tools The Practice Area Checklist CD. Practice Booklets. Jurisk!. Practice Alert!. Online File Management Guide. File Transfer Facts. Getting Started! Workshop. Helpdesk. Please click here to download the tubemap. &nbs...

At the bottom left of the page, there is a counter that says "This Page has been viewed 3124 times" and a "Bookmark this page" button.