

Dear Clients,

As part of our ongoing effort to make the Marsh claims service more effective and efficient for our clients, we have improved our procedure for the notification of new claims and incidents. Kindly adhere to the sequential instructions provided herein.

Marsh, Claims Team

PROTOCOL FOR THE SUBMISSION OF CLAIMS OR INCIDENTS

Step 1: Gather details of a claim / incident

Step 2: Fulfill a claim by sending a request to the designated mailbox:
Newclaims.Ireland@marsh.com

Step 3: Incorporate the following data:

**Client
Name**



**Policy
Number**



**Claim
Location**



**Date of
Incident**



**Injured
Party**



Step 4: Your inquiry is undergoing processing - you will receive confirmation it has been received and actioned

TIPS

- Report a claim promptly
- Carefully document your loss with photos / videos
- Include supportive documents / legal forms in your request
- Follow the above protocol to support timely management of your claim