

## **ACTION TO BE TAKEN IN THE EVENT OF A MEMBER OF PROBUS**

### **BEING INVOLVED IN AN ACCIDENT**

1. The accident must be reported immediately to an Association or Club official.
2. Emergency Services to be called if required.
3. Details of the accident/incident report to be completed and provided to an Association or Club official (see the sample provided).
4. The Association or Club official must advise the Probus Centre-South Pacific Inc. of the accident/incident as soon as possible.
5. PCSP Inc. will record the information supplied in the PCSP Claims Register and advise the insurance brokers.
6. A claim form will then be provided if necessary.
7. The claimant has twelve (12) months in which to make a claim. It is recommended that claims be submitted as soon as possible but within 30 days as a maximum.
8. The Association or Club should ensure that the accident/incident is recorded in the minutes of the next meeting of the Association or Club.
9. Forms must be held by the Association or Club for thirteen (13) months.
10. Due processing of the claim will be through the insurance company.
11. Any concerns over processing the claim or the claim in general should be directed to PCSP Inc.