

NOTIFICATION FORM
Financial Advisors





## PII claim or circumstance notification

Your details	
Firm name	
Policy number	
Contact name	
Contact details	
Claimant/potential claimant d	letails
Claimant(s)/ potential claimant(s) name	
Claim/circumstance details	
Type of work the claim/ circumstance has arisen from	
Brief summary of claim/ complaint/issue	
Does this matter relate to a defined benefit pension transfer?	
Date when you first became aware of any issues	



Date when claim made / intimation of claim made	
Your views on liability	
Potential quantum	
Have you attached copies of all relevant documentation?	
For example  Copies of any correspondence received which may be (but not limited to) emails, letters, file notes or any legal documents, this includes the complaint/claim  Copies of any contractual documentation setting your role/involvement	
Has this circumstance or occurrence been notified under any other insurance policy?  If yes, please provide details.	
Any other information you consider relevant	
Name and Title	
Date	
Signature	