Template

Members’ claims data

# Instructions

This template asks about claims made against your members. This will help us assess your proposed limit of occupational liability.

It includes 4 questions about:

* the nature and level of occupational liability claims
* your claims monitoring committee.

Please provide information for the following timeframes:

|  |  |
| --- | --- |
| Application type | Period |
| First-time application | All claims reported within 7 years of your application |
| Scheme remake application | All claims reported within 5 years of your application |

Enter your response in the space below each question. Provide examples and supporting documents as needed.

For help completing this template, see the Members’ claims data guidance.

# Questions

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| Nature and level of claims |
| 1. Provide data for all claims with an actual or estimated total claim of $500,000 or more.
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| Required documents | Provide data for the required period from either:* an **electronic claims database** showing relevant details for each claim, or permission for our actuarial advisors to contact your insurer or broker to access this data
* if a database is not available, **other data sources** such as member surveys, industry databases, court and legal research, internet and media research, with a supporting **actuarial report**.
 |

Add your association’s response to this question here. Type over or delete this text.

Use the Body text style to complete your answer. If you need more styles, use built-in styles:

* Heading 2 and Heading 3
* Bullet list, Numbered list.

|  |
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| 1. Provide a report of all claims below $500,000. For further details, please discuss with the Authority.
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| Required documents | Provide data for the required period from either:* an **electronic claims database** showing relevant details for each claim, or permission for our actuarial advisors to contact your insurer or broker to access this data
* if a database is not available, **other data sources** such as member surveys, industry databases, court and legal research, internet and media research, with a supporting **actuarial report**.
 |

Add your response.

|  |
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| Claims monitoring committee |
| 1. Does your association have a claims monitoring committee, or a committee that includes claims monitoring in its terms of reference?

If so, please answer a, b and c below. If not, please go to Question 4. * 1. What is the by-law or policy under which the committee is constituted?
	2. What are the terms of reference or composition of the committee?
	3. How often has the committee met in the past 12 months?
 |

Add your response.

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| 1. If you do not have a claims monitoring committee, is your association willing to establish one to meet the requirements for operating a scheme?
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Add your response.