



9 St. Clare Street, London, EC3N 1LQ.

CLAIMS PROCEDURE

- Notification: ~ Ryan Motorsport Insurance **MUST** be notified within **48 hours** of an accident which may give rise to a claim. Failure to do so may result in your claim being repudiated. Please fill in an online claim form at . www.ryanmi.com or email claims@ryanmi.com within the 48 hour period. If it is not possible to notify the claim as above within 48 hours, please call Ryan Motorsport Insurance on **+44 (0)1799 524202** or **+44 (0)7976 841821**.
- Accident Statement: ~ Insurers require an independent statement from a course official confirming the location, date and time of the accident. This form can be downloaded at . www.ryanmi.com
- Loss Adjuster: ~ Your Insurers may require that the processing of your claim is overseen by an independent third party and may engage the services of a loss adjuster. This is to ensure your claim is treated effectively and fairly if there are areas of discussion.
~ All correspondence that you have which relates to your claim should be sent directly to Ryan Motorsport Insurance, unless notified otherwise.
~ A report will then be submitted from the loss adjuster to Ryan Motorsport Insurance for onward transmission to insurers.
- Photographs: ~ You should provide PHOTOGRAPHS of all 4 sides of the damaged car taken **PRIOR** to dismantling, as well as separate photographs clearly showing the damages to the car. Supporting photographs of broken parts should also be included but above all, you **MUST** make sure the car is shown in its damaged state.
~ Photographs should be sent directly to Ryan Motorsport Insurance either by email or by post and **MUST** be sent within 10 days of the accident. Failure to send the photographs within 10 working days may result in your claim being repudiated.
- Claim Form: ~ To be completed online under **Make a claim** at . www.ryanmi.com
- Parts List: ~ An itemised parts list from the manufacturer **MUST** be provided clearly showing the parts claimed.
- Stock Parts: ~ Any part claimed from stock must be clearly identified and supported with an invoice confirming the cost of such part.
- Subcontracted Work: ~ Any subcontracted work must be supported by relevant invoices and any other relevant supporting documentation.
- Disposal of Parts: ~ Damaged parts should **NOT** be disposed of until you have permission to do so or until you have received final claim payment.