

CLAIM REPORTING INSTRUCTIONS

We are pleased you have chosen Allianz Global Corporate & Specialty as your Agents and Brokers Errors and Omissions (E&O) Liability carrier. We look forward to being of service to you should the need arise.

Notice of any claim, suit or circumstance, which you think may give rise to a claim, should be provided to AGCS as soon as possible (this includes subpoenas for records). There are several ways to accomplish this:

- Email: CIFNOL1@ffic.com (best option)
- Call: 1-888-347-3428
- Fax: 1-888-323-6450
- Web reporting: www.agcs.allianz.com/usclaims

You will be contacted by an Agents E&O specialist within 24 hours of receipt. Start gathering pertinent information, such as agency agreements, correspondence, notes, coverage position letters from the carrier and any underlying policies.

Please do not take any preliminary statements from your staff or permit any of your staff to discuss the claim with the client or his/her attorney before discussing the matter with the claims specialist from AGCS.

NOTE: If you have a general claims inquiry, or would simply like to discuss a potential claim or other claim matter, please call:

Michael Ostler 312-456-7459
Shehla Qureshi 678-393-2619