

Errors & Omissions Claims Guide

In the event of a claim, it is suggested that you contact Roanoke immediately for instructions specific to your situation. However, below is a guide of steps that need to be taken once you've been made aware of a loss:

It is Critical That You Do Not

(until first having consulted with and obtained approval from underwriters or its designated attorneys)

- Make any payment
- Assume any obligation
- Incur any expense
- Admit liability

If a claim is made against you OR if you know of any possible claim situation for which you may be held responsible, whether actual or potential, immediately notify: karen.rzeszutko@roanoketrade.com

Questions: + 1 847-969-1420 and ask for E&O claims assistance

Fax: + 1 847-969-8200

Underwriters at Lloyd's c/o

Roanoke Claims Services

Attn: E&O Claims Customer Care

1475 East Woodfield Road, Suite 500

Schaumburg, IL 60173

Please Remember

Any payments made, obligations assumed, or expenses incurred will not be reimbursed by this policy, unless approval was obtained from underwriters prior to the expenses being incurred.

Making payments or accepting liability without the prior approval of underwriters may jeopardize your coverage under this policy.

Legal Services under this policy are provided only by law firms specifically assigned by underwriters, at their sole discretion.

Any legal fees you incur without an underwriter's express prior authorization will not be covered under or reimbursed by this policy.

Notify employees of these guidelines to maximize the benefits of your E&O policy and to reduce potential liability exposure!