



Ship Shape Operative Insurance Claims Procedure

Contact the Royal & Sun Alliance dedicated Personal Accident claim team on **0845 071 6204** quoting policy number **RTT258579** to report any accident or injury, they will request the following information:

- (a) A fully completed Claim Form (blank form to be obtained when calling the above number).
- (b) Once the claim form is received by the Insurers they will contact Ship Shape to obtain details of your past earnings.

Upon receipt of all the above information and once the claim has been qualified, the insurance company will, under normal circumstances, issue a cheque, made payable to you in arrears for every four week period and subject to the 14 day cover deferment period.

The full contact details for the dedicated claim team are:

Royal & Sun Alliance
Personal Accident Claims
Alexander Bain House
15 York Street
Glasgow
G2 8LA
Tel: 0845 071 6204
Fax: 0845 077 0093
Email: glasgow.pattravelclaims@uk.rsagroup.com

If you have any queries regarding this process then please call BJP Insurance Brokers Ltd on **0118 979 2121** and ask to speak to the Construction Team.