

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 M ake 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.