

Claim Reporting Guidelines

The Atlantic Specialty Insurance Company Claim Department is dedicated to providing prompt, thorough and professional claims service. Timely submission of Loss Notices complies with the terms and conditions of your policy and assists us in providing quality service to our policyholders.

The preferred method for notifying Atlantic Specialty of a claim would be via e-mail.

However, Loss Notices may be submitted via mail, facsimile or e-mail. If immediate attention is needed, e-mail notification is strongly recommended.

By E-mail:

Claims email: Claims@onebeacon.com

By Mail:

**Claims Department
Atlantic Specialty Insurance Company
150 Royall Street
Canton, MA 02021**

By Facsimile:

Fax Claims: 866-213-2802

Consult Your Policy for Loss Reporting Requirements

Your policy identifies the information to be submitted with a First Notice of Loss. Additionally, the following information/documentation will always be helpful and often necessary in assisting us in our evaluation:

- Citing the policy, or claim number, in all correspondence
- Providing a copy of any lawsuit, demand for arbitration or mediation, a governmental agency notice, claim letter or any similar notice
- Sending a copy of any internal reports related to the claim
- Copies of status reports prepared by your defense counsel and/or your claim handler

Atlantic Specialty Insurance Company will acknowledge each First Notice of Loss, initiate contact with you, and will request any additional information that may be needed. Atlantic Specialty will identify the claim professional responsible for handling your reported loss and forward their specific contact information to you. If you become aware of any subsequent information that may impact your claim, you should immediately send it to your assigned claim professional.

If you have questions or would like to discuss a specific loss with one of our claim professionals, please feel free to contact us. Thank you.

This guideline is merely for illustrative purposes and does not purport to address every situation or circumstance that may arise. Notwithstanding any statements made herein, nothing contained in this guideline is intended to replace, modify or waive any terms, conditions or warranties contained in the policy. Atlantic Specialty Insurance Company expressly reserves and does not waive any of its rights and protections afforded under the policy.