



# Claims

## Frequently Asked Questions



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The following frequently asked questions and answers are designed to help you understand the claims process.

#### How do I lodge a claim?

The quickest way to lodge a claim is to notify us via email at [liabilityclaims@dualnewzealand.co.nz](mailto:liabilityclaims@dualnewzealand.co.nz). We also encourage you to submit one of our Claims Form to ensure that we have all relevant information and understand the facts relating to your claim. Claims Forms are available [here](#).

#### What information should I provide?

Information that should be provided typically includes:

- A brief summary of the background of the claim including the date on which the allegations against the individual or company were made.
- The nature of the allegations.
- A description of the services you provided which form the basis of the claim being made against you.
- Details of any response you have provided.
- Estimated quantum of the claim if known.

If you are in receipt of any investigation reports, relevant correspondence that will assist us to understand the claim, letters of demand or court proceedings, please also provide copies of these to us.

#### What should I expect of DUAL?

After receiving notification of a new claim, DUAL will:

- Acknowledge receipt and allocate a member of our Claims Team. We will provide you with their contact details within 5 business days.
- If we have all the necessary information at the time your claim is lodged and no assessment or investigation is required, we will decide to accept or deny your claim and notify you of our decision within 10 business days of receipt of your claim. If we require further information in order to assess your claim, we will notify you within 10 business days of receiving your claim of the detailed information we require in order to make a decision on your claim.
- We will keep you informed of the progress of your claim at least every 20 business days unless otherwise agreed.
- When we have all the necessary information and have completed all investigation that was required to assess your claim, we will decide to accept or deny your claim and notify you of our decision within 10 business days.
- We may not always be able to decide whether or not to accept your claim within 10 business days. You might have a

complex claim which takes us longer to evaluate, or which might depend on getting information from third parties. If we can't meet these timeframes for whatever reason, we'll:

- explain why
- tell you how long we expect it will take to make a decision on your claim
- update you at least once every 20 business days, or another time interval we may agree with you, until your claim is resolved.

You can expect that DUAL will act in accordance with the standards outlined Fair Insurance Code (FIC), including the timeframes outlined above. DUAL is a proud supporter of the Code, which can be accessed [here](#).

## What does DUAL expect of you?

DUAL requires that all Insureds to provide us with the full and transparent facts about the claim that may be reasonably required to assess indemnity under the policy, your liability and the potential value of the claim.

Until DUAL has confirmed that your claim is covered under your Policy, you should continue to act as a prudent uninsured and take reasonable steps to mitigate any loss. You should not place any settlement offers without DUAL's consent or make any admissions of liability.

## Will a lawyer be appointed to assist with the defence of the claim?

At times, in the event that claims are litigated or require expert referral, we will appoint one of our panel solicitors to assist with the defence of the claim.

DUAL has established a panel of law firms New Zealand wide with specific expertise in the various financial lines industries, who will work with you under our direction and instruction on strategy and defence tactics to ensure that claims are handled in a cost effective, speedy and professional manner.

Whilst indemnity is being determined, we will instruct our panel solicitors to act on your behalf on a 'without prejudice' basis. This means that until such time as indemnity has been determined, DUAL's position will remain reserved pursuant to the policy and at law.

Our panel firms follow our Litigation Management Guidelines and adhere to best practices. This ensures that their service standards are high, and their rates are specially priced.

In the event that you have retained your solicitors without our knowledge or consent, DUAL reserves its rights to assume conduct of the defence of the claim as well as reimburse you for your costs to date in accordance with the conditions of your Policy. It is therefore paramount that you notify us of your claim before you appoint your own solicitors.

## How do you make a complaint?

If you would like to make a complaint at any stage of the claims process, please contact us at first instance via [complaints@dualnewzealand.co.nz](mailto:complaints@dualnewzealand.co.nz).

DUAL will acknowledge your complaint within one business day and outline the complaints process in further detail. DUAL will appoint an independent reviewer to assess the complaint and provide you with their contact details. Your complaint will be reviewed in accordance with our Internal Dispute Resolution (IDR) process. Our Complaints Policy which outlines our IDR process in full is available via the following [link](#).

## Additional Questions

If you have any queries, please do not hesitate to contact us via:

Email: [liabilityclaims@dualnewzealand.co.nz](mailto:liabilityclaims@dualnewzealand.co.nz)

Telephone: 09 973 0190