

Damage report form

Instructions for filling in the form

The damage report must be made in writing and as soon as possible.

In case of damage, do not:

- Admit liability
- Make any offers or agreements without the insurance provider's approval
- Take any action that could harm the insurance provider's position (e.g. disposal of defective goods)
- Commit, unless absolutely necessary, to any legal expenses, for which you claim compensation from insurance, before such expenses have been agreed on with the insurance provider
- Tell the concerned party about your insurance

To accelerate the process for handling the damage, provide the following documents, if possible:

- 1 Agreement and its appendices → If damage is caused to a contractual partner, provide the agreement and its appendices
- 2 Complaint, claim or other written materials submitted by the injured party, indicating your potential liability for compensation (e.g. meeting minutes)
- 3 Your response if you already have replied to the counterparty
- 4 Copy of a drawing, picture, etc., showing the defect
→ Photos from the damage location or other reports indicating damage and its extent
- 5 Other documents, if any, that facilitate processing the damage (statements from experts, reports by authorities, etc.)
- 6 Other correspondence (internal or with the counterparty) providing more details on the damage

Documents, reports, photos and other similar materials can be emailed to howdenfin.yritysvahingot@howdengroup.com or mailed to **Howden Finland Oy, Pasilanraitio 5, FI-00240 Helsinki, Finland**

If you run out of space in the fields to be completed in the notification form, continue on a separate sheet, if necessary.

Damage report form

Liability damage



NOTE! Save the form on your computer **before** filling it in.

*Obligatory fields must be filled in before the form can be submitted.

Date (dd.mm.yyyy)*

Insured company	Company to which the claim has been presented or which is involved in the case*	
Contact person	First and last names*	Telephone*
	Email address*	
Description of the damage	Has a claim already been presented in the case? Or have you become aware of an event/a circumstance that might lead to your liability for compensation?*	
	Name of the injured party/concerned party?*	
	Relationship of the insured with the concerned party (contractual partner, external party)?*	
	When did you first become aware of the claim for damages/the circumstance?*	
	Description of the damage (what kind of damage has been caused and where)*	
	Cause or failure for the which the claim is presented against you*	
	Do you consider yourself liable for the damage? (Has there been negligence or an omission)*	
Estimated damage amount	Estimated damage amount, if available (e.g. the amount specified in the claim)	
Signature	I hereby confirm that the information given above is correct	
	Signature date (dd.mm.yyyy)	Signature (only when sent by mail)
	Place	Name in capital letters

Send the form to Howden Finland by email to howdenfin.yritysvahingot@howdengroup.com (with the Submit button) or by mail to Howden Finland Oy, Pasilanraito 5, FI-00240 Helsinki, Finland

Howden Finland Oy | Helsinki – Tampere – Kouvola – Turku – Oulu – Jyväskylä

Pasilanraito 5, 00240 Helsinki | business ID 1975455-8 | 09 5420 2400 | finland@howdengroup.com | howdenfinland.fi