



## **CLAIM REPORTING PROCEDURES - 2011**

### **VERY IMPORTANT NOTICE**

Loss of your own Property and *POTENTIAL Liability Losses* require immediate action:

Contact **David McKeon**  
**McKeon & Associates Adjusting Company**  
1432 Alexandra Avenue  
Mississauga, Ontario  
Canada L5E 2B1

905-278-4286 (office)  
905-278-6755 (fax)  
416-459-2049 (cell)  
Email: [david@maaac.ca](mailto:david@maaac.ca)  
Website: [www.maaac.ca](http://www.maaac.ca)

This contact information is for your use 24 hours a day 7 days a week.

**Please also fax or email a copy of the completed claim form to Nancy Brown at FCA Insurance Brokers at 905-683-0840 or email to [nbrown@pathcom.com](mailto:nbrown@pathcom.com).**

Should you wish to speak with a member of the CCA Insurance Team, contact our office during normal business hours at 1-800-349-8679.

### **YOUR DUTIES In the Event of a Loss or Incident**

If a claim is made or a suit is brought, you must immediately forward to the Insurer every demand, notice, summons or other process received.

You must co-operate with the Insurer, and if requested to do so attend hearings and trials.

***You may not (except at your own cost) voluntarily make any payment, assume any obligation or incur any expense other than for such immediate medical and surgical relief to others as shall be imperative at the time of the accident or occurrence.***

The camper Accident and Medical Claim Form is to be completed and mailed to FCA Insurance Brokers. This is for non-emergency losses where an insurance Adjuster is not required, and the occurrence can be handled by the Camp.

**Our claims reporting forms may be obtained at <http://www.nbrown.com/claims>**

**Nancy Brown**  
Firstbrook, Cassie & Anderson Ltd., 1400 Bayly Street, Unit #7, Pickering, Ontario L1W 3R2  
Phone 1-800-349-8679 Fax 905-683-0840