



## CLAIM REPORTING PROCEDURES - 2009

### **VERY IMPORTANT NOTICE**

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

#### Contact

**Mr. David McKeon**  
**McKeon and Associates Adjusting Company**

2120 Rathburn Road East, Suite 91  
Mississauga, Ontario, Canada L4W 2S8

905-602-0321 (o)

905-602-4025 (f)

416-549-2049 (c)

[www.maaac.ca](http://www.maaac.ca)

McKeon and Associates Adjusting Company maintains offices across Canada, and a local representative will be assigned to contact you. This number is for your use 24 hours a day 7 days a week.

**Please also fax or mail a copy of the completed claim form to Nancy Brown at Firstbrook, Cassie & Anderson Ltd. at 905-683-0840.**

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 Firstbrook, Cassie & Anderson Ltd.. This is for non-emergency losses where an insurance Adjuster is not required, and the occurrence can be handled by the Camp.

**You will find our claims reporting forms may be obtained at <http://www.nbrown.com/claims.html>.**