



## **Ship Shape Operative Insurance Claims Procedure**

Call the Construction Team at BJP Insurance Brokers 01118 979 2121 to report any accident or injury and request the appropriate documents. Then also inform Ship Shape on 020 7706 2018.

Complete:

- (a). Claim form
- (b). A Medical Certificate (this must be completed by your GP - insurers will not process your claim without this)
- (c). A consent to obtain medical report form, and return to BJP Insurance Brokers who will forward these on to the relevant insurance company.

Please then forward original sick note/medical certificate to Ship Shape and a copy to BJP Insurance Brokers, who will forward the copy sick notes/medical certificates on to the insurance company.

Upon receipt of the completed claim form, medical certificate completed by your GP, consent to obtain medical report form and copy sick notes/medical certificates, BJP Insurance Brokers will request details of your wages from Ship Shape for up to the 13 weeks prior to the date of your accident.

If you haven't had 13 weeks earnings through Ship Shape you will be responsible for providing full income details for the outstanding period.

Upon receipt of all of the above information, the insurance company will, under normal circumstances, issue a cheque, made payable to Ship Shape within 2 weeks.

BJP Insurance Brokers will forward this cheque on to Ship Shape who will then issue a cheque, payable to you.

If you have any queries regarding this process, please call BJP Insurance Brokers Ltd on 0118 979 2121 and ask to speak to the Construction Team.