

Instruction Sheet Corporate Insurance What to do in case of damage?

1. Reporting the damage

Report damages immediately:

Albatros Versicherungsdienste GmbH
Von-Gablenz-Straße 2-6
50679 Köln
Telefon +49 (0)221 8292-235 oder 218
Telefax +49 (0)221 8292-105
E-mail: industry-claims@albatros.aero

2. Damage details

When reporting the damage, give the following information: time, place and type of damage and under which address, telephone and fax no. you may be reached.

3. Photographs of the accident scene

Take several photos of the accident scene and the damages and/or the damaged parts.

4. Wait for further instructions

Further procedures (i.e. appointment of a surveyor) have to be agreed upon between Albatros claims expert and insurer. Please leave the aircraft where and as it is except it is blocking traffic or weather requires removal of the wreckage.

5. Make the necessary papers available

All relevant documents relating to the claims (i.e. maintenance documentation, pilot report) will be requested separately by your Albatros claims expert and have to be forwarded without delay.

6. Repairs

Please do not start or assign repair orders without consent of the responsible Albatros claims expert.

7. Acknowledgments of guilt

Do not admit fault and pay no bills.

8. Further information

In case of questions in respect of coverage or compliance to claims provisions respectively in need of any further information please contact your Albatros claims expert.