

Handling of employee liability insurance

- Wherever possible, take photos of the damage, prior to handing over the asset.
- For DT-TSI/ITTC employees: ALWAYS go via HelpDesk, not via Asset Management
- For DT-TSI/ITTC employees: Report the issue via HelpDesk as usual, ensuring that you mention the following in the mail: „**I have insurance to cover the damage.**”
- Notify info@iksz.eu, within 5 days of the accident/damage

1. Download the following template:

LO006 / DT-TSI: <http://tinyurl.com/mszu7fht>

LO007 / DT-ITTC: <http://tinyurl.com/yhrz9t6y>

LO099 / others: <http://tinyurl.com/bdxx3dza>

2. Fill-in the „Biztosított adatai” (your details as insured), „Káresemény adatai” (details of the damage – ask for assistance with Hungarian), „Kárigény részletezése” (further details of the damage – ask for assistance with Hungarian), „Kártérítés fizetése” (way to get reimbursed)(here you must fill all the data under the **magánszemély** part, „Nyilatkozat” (declaration) part (only the „ Kelt” – City, Date in YYYY.MM.DD. format- and „Biztosított aláírása” – your signature)!

LO099: Fill-in the „Károsult (munkavállalói felelősség esetén a munkáltató) adatai” part with your employer’s detail!

3. Skip the „Károsult munkáltató nyilatkozata” and „Szerződő nyilatkozata” parts!
4. Send the completed template and all supporting documents to info@iksz.eu.

- The completed form has to be printed, signed with blue pen, scanned and sent to us.
- Settle the payment by money transfer, not via deduction from the wages (in case of higher cost of damage, it has importance from taxing/pension point of view).
- Always keep the written records between the employer and you.
- There is a need at all times to have an invoice obtained from the employer, that includes your details, the amount of the damage and the description of the damage also.
- Wherever applicable, official records of the experts (repair declaration etc.) could help to speed-up the process.

In case of positive decision, the insurance company will transfer the money to the given bank account number