

**Service heading: the insurance services specified to the injured at the permanent fairs site in the realm of Islamic Republic of Iran**

**The name of management: executive affairs**

**The addressees concerned: conductors, visitors, participators and visitors**

**The form of the designing phases of services for honoring the clients in accordance with the Par. A of third article of the law of administrative system safety authenticity promotion and in opposing to corruption**

Steps	Activity description	Required timing for performing the activity	The unit name and the relating to charge person	Residency location and contact tel. No.	Required records
1	In the case of any incidence leading to injuries or hitting to the persons at the time of fairs holding , the proceedings should be announced to the fairs companies company message through the subsequent actions the red crescent		Message Center Red crescent	The message center located at the southern gate of the fair: 21912323 Located at the northern gate of the fair:2555	
2	For attending to the injured person affair and other follow-ups a minutes of meeting in this regard with the presence of the conductor delegates of the fair, the police force, guard, management of the interior fairs at the event of incidence should be prepared and through a formal letter remitted to the executive management of affairs.		Services in charge	The under floor of the welfare building: next to the secretariat No.: 21912353	
3	The proceeding s of the incidence with inclusion of incidence proceeding will be announced to the concerned insurance company through executive affairs management upper most in the period of 3 days.	At the most 3 days	Insurance affairs	Next to the hall 27 the third floor of the executive management ( Insurance affair) 21913052	
4	Other relative necessary actions in attending the injured person are the responsibility of the fair conductor and the payment of the incidence retaliation is upon the insurer company.	Up to the 5 days after the event of incidence	The conductor of any fair	The holding staff of the related fair	

**Note:**

***In the event of any incidences resulting to the bodily harms to the visitors, participants, referees and the executive agents of the fairs the above-mentioned actions taking are required.***