

Claim Form

TRAVEL INSURANCE

IMPORTANT: PLEASE READ BEFORE YOU COMPLETE THIS FORM

1. Please answer all questions and provide all relevant documentation to avoid delays with your claim. We are unable to process any claims until all information requested on this form is provided.
2. Please note that Sections 1, 2, 4, 5 & 12 are compulsory.

SECTION ONE: YOUR DETAILS - ALL QUESTIONS ARE REQUIRED TO BE COMPLETED

Policy Number	Expiry Date	Name of Insured Company	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Your Position			
<input type="checkbox"/> CEO/CFO/COO	<input type="checkbox"/> Director	<input type="checkbox"/> Employee	<input type="checkbox"/> Contractor
<input type="checkbox"/> Spouse	<input type="checkbox"/> Dependent Child	<input type="checkbox"/> Other <input type="text"/>	
Title	Given Name(s)		
<input type="text"/>	<input type="text"/>		
Family Name		Date of Birth	
<input type="text"/>		<input type="text"/>	
Residential Address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Daytime Contact Number	Alternative Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Are you able to claim through any other source? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please provide details:			
<input type="text"/>			
Have you made previous travel insurance claims? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please provide details:			
<input type="text"/>			

SECTION TWO: PAYMENT DETAILS - COMPULSORY

Please tick preferred method of Payment for refund.

<input type="checkbox"/> Cheque	Payee		
	<input type="text"/>		
<input type="checkbox"/> Direct/EFT Payment	Account Holder's Name		
	<input type="text"/>		
BSB Number	(6-Digits)	Account Number	Bank
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(alternatively supply a deposit slip noting the following information)			

SECTION THREE: GST DECLARATION

Must be completed **ONLY** in respect of:

- Each company owned item
- Any other expenses where Australian GST is incurred by the company.

Are you registered for GST Purposes? Yes No

If Yes, What is your ABN?

Have you claimed, or are you entitled to claim an Input Tax Credit (ITC) in respect to the GST paid on the insurance policy under which this claim is being made? Yes No

If YES, what percentage of ITC did you claim or are you entitled to claim?

SECTION FOUR: TRAVEL INFORMATION - COMPULSORY

Departure Date

Return Date

Departure City

Destination City

Departure Country

Destination Country

Reason For Travel

Business / Work

Holiday

Combination

Other

SECTION FIVE: DETAILS OF INCIDENT - COMPULSORY

Date of Incident

Time

AM / PM

Incident City

Incident Country

Please describe how the accident / damage / theft / loss / illness occurred and complete relevant sections :

SECTION SIX: MEDICAL EXPENSES - (IF APPLICABLE)

- This section is to be completed **ONLY** where the event has occurred **AFTER THE COMMENCEMENT** of the Insured Travel.
- Medical Receipts will be required to accompany this section.
- We reserve the right to call for all details of medical history of the claimant, or the person whose accident, illness or death necessitates the curtailment of the journey.
- All medical and hospital accounts incurred within Australia must first be submitted to Medicare for refund, also to your private health fund if applicable.

Was the Emergency Assistance Company contacted? Yes No

If an Illness, has the claimant suffered this complaint before? Yes No

If Yes, please provide details:

Date of Expense	Medical and/or Hospital Expenses <i>(use separate sheet if insufficient space)</i>	Amount Claimed (Please state currency)

SECTION SEVEN: LOST, STOLEN OR DAMAGED LUGGAGE & PERSONAL EFFECTS - (IF APPLICABLE)

- In the event of loss or damage occurring whilst in the care of carriers (airlines, bus companies, etc) the carrier should have been notified and a Property Irregularity Report obtained and forwarded with this form.
- Full description of articles lost or damaged with details of the nature of damage, full particulars of purchase price and date and place of purchase are to be entered on the statement of claim below, together with proof of lost or damaged goods (e.g. Receipts, Valuation, Certificates, Credit Card Statements).
- You should obtain an estimate for repairs where feasible or written confirmation from a competent repairer or dealer that the articles are damaged beyond economic repair.
- All optical expenses must first be submitted to your health fund, if applicable.
- Lost/Stolen goods should be reported to the Police.

Was the incident reported to Police or any other authority? Yes No

If Yes, please provide report / Incident No.

If No, please provide explanation:

Were articles lost by a carrier? Yes No

Were all the missing articles your property?

Yes No

If No, Who is the owner?:

Have you lodged a claim or complaint against any Carrier/Airline or other authority or against any individual responsible for the loss or damage to your property?

Yes No

If Yes, please provide details and attach correspondence:

If No, please provide explanation:

If you are claiming for spectacles, dentures, or a hearing aid, are these items claimable against your private health fund?

Yes
 No

Name of Fund

Membership No.

Amount Paid by Health Insurer

Currency

\$

SECTION EIGHT: DELAYED BAGGAGE - (IF APPLICABLE)

Date of Your Arrival

Time

AM / PM

Compensation Paid by Carrier

\$

Currency

Date of Luggage Arrival

Time

AM / PM

STATEMENT OF CLAIM

ATTACH SEPARATE SHEET IF INSUFFICIENT ROOM

Give a full description of the article(s) lost or damaged and in addition a fully detailed description of the damage where applicable.

Please attach relevant documentation to support your claim, e.g. receipts, photographs, manuals.

Full description of article/s & details of damage where applicable (provide evidence)	Original Cost Price	Date and Place of Purchase	Has item been replaced	ITC %	Amount Claimed	CUR
<i>Dell Latitude x150 - Cracked Monitor - photo #1</i>	\$2600 AUD	26/06/2010 - Dell Website			\$2600.00	

SECTION NINE: ADDITIONAL AND/OR FORFEITED EXPENSES - (IF APPLICABLE)

- This section is to be completed **ONLY** where the event has occurred **AFTER THE COMMENCEMENT** of the Insured Travel.
- Only original accounts or receipts for, accommodation and transport costs will be accepted.
- For additional expenses, a **MEDICAL CERTIFICATE**, or the Medical Certificate on Page 6 of this form, from the doctor who treated you must be provided to support change of plans due to accident, illness or death.

If you are claiming for additional expenses, what were your original plans for accommodation/transport and how were they changed?
Please ensure copies of original and amended itineraries are provided.

Date of Expense	Additional Transport / Accommodation Expenses <i>(Please Supply Full Details)</i>	Amount Claimed (Please state currency)

Date of Expense	Forfeited Expenses <i>(Please Supply Full Details)</i>	Amount Claimed (Please state currency)

SECTION TEN: HIRE CAR / OWN CAREXCESS EXPENSES - (IF APPLICABLE)

Please ensure a copy of your Hire Vehicle Agreement, Damage Report and repair invoice(s) are attached.

Type of Vehicle Name of Vehicle Hire Company
 Car Other [] []

Title Driver's Full Name
[] []

Rental Vehicle Excess Currency Actual Repair Costs Currency Amount you are claiming Currency
 \$ [] [] \$ [] [] \$ [] []

SECTION ELEVEN: CANCELLATION / LOSS OF DEPOSITS - (IF APPLICABLE)

- If you are claiming because you cancelled your trip PRIOR to departure, as a result of injury, illness or death, you MUST have the Medical Certificate on Page 6 completed by the regular doctor of the person whose state of health has resulted in the claim.
- We reserve the right to call for all details of medical history of the claimant, or the person whose accident, illness or death necessitates the cancellation of the journey.
- A supporting document from the travel provider showing cancellation charges must be submitted with this form.

Date travel arrangements booked:

Date of Cancellation:

Reason for Cancellation:

If cancellation is due to accident, illness or death state the name of the person whose accident, illness or death necessitates the cancellation of the travel.
IN THE EVENT OF DEATH, PLEASE ATTACH DEATH CERTIFICATE

Title Given Name(s)

Family Name Relationship of person to claimant:

Amount Paid	Currency	Amount Refunded	Currency	Amount Claiming	Currency
\$ <input style="width: 100px;" type="text"/>	<input style="width: 40px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	<input style="width: 40px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	<input style="width: 40px;" type="text"/>

If no refund amount is noted please state why (you must obtain all refund possible)

SECTION TWELVE: DECLARATION - COMPULSORY

By signing and dating the form above or returning this form electronically, once completed, you declare the following:

Declaration:
 I/We certify that the information given in this form is truthful, accurate and complete. No information likely to affect this claim has been withheld. I/We understand that this claim may be refused if information is untrue, inaccurate or concealed.

I/We agree that, by submitting this form, the personal information I/We provide to [insurer] in this form or otherwise may be collected, held, used and disclosed in the manner set out in our Privacy Policy including for the processing of this claim.

Authority
 I authorise any hospital and/or physician who has treated me to provide [insurer] with copies of medical records or of my past medical history, as requested.

Signature of Claimant

Date

Signature of the Insured (if other than claimant)

Date

MEDICAL CERTIFICATE

THE CLAIMANT MUST OBTAIN AT OWN EXPENSE FROM THE PATIENT'S USUAL DOCTOR IN ALL CASES OF CANCELLATION AND MEDICAL CLAIMS RESULTING FROM ACCIDENT, ILLNESS OR DEATH.

IMPORTANT: THE MEDICAL ATTENDANT IS RESPECTFULLY REQUESTED TO GIVE AS MUCH DETAIL AS POSSIBLE IN ORDER TO ASSIST OUR CLIENT AND AVOID THE NECESSITY OF ADDITIONAL ENQUIRES

SECTION THIRTEEN: PATIENT DETAILS

Title Given Name(s)

Family Name Date of Birth

1. Are you his/her usual medical attendant? Yes No

2. If Yes, for How long?
 Days Months Years

3. Please give precise details of the nature of the illness or injury.

4. Start date of onset of illness, or date

5. State date on which you were first consulted in relation to the condition described above and, in your opinion, how long the condition has been present prior to consultation.

First Consultation Date Condition has been present prior to consultation for:

6. Are you prepared to certify that solely due to the condition described in question 4, the claimant/s was/were compelled to cancel the travel arrangements? Yes No

7. What treatment, if any, has your patient previously received for this or any other related condition, and when was treatment received?

8. Is he/she suffering from any chronic disease or illness or from any physical defect or infirmity?

9. If the claim is as a result of a death, in your opinion, was it sudden and unexpected? Please give reasons for your answer.

Print Name:	Qualification:	Signature of Doctor
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:	Phone:	
<input type="text"/>	<input type="text"/>	
	Fax	Date
	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>