

Dear Sir/Madam,

Re: Claim for Public Liability

To enable us to promptly attend to lodgement of your claim, would you please complete the attached claim form and return with all other relevant information as listed on the last page, titled "How to make a claim".

We ask that you ensure all information is provided in the first instance to ensure no delays in settlement occur.

Whilst every effort has been made to ensure these details are correct, please take this opportunity to ensure that any pre-filled details are correct.

Policy Number
Insurer

Public Liability Claim

The issue of this form does not constitute an admission of liability on the part of the insurer.

General Details		
Policy Number		
Insured Name		
Address		
Phone Number		
Email		
Interested Party		
Occupation		
Is there any other Insurance in force which would cover this in whole or part?	No Yes – please provide details	
Are you registered for GST?	No Yes	
ABN Number		
Are you entitled to claim an input tax credit on the GST component of the premium applicable to this Policy?	<div style="display: flex; justify-content: space-between;"> No Yes - Are you entitled to claim an amount less than 100%? </div> <div style="display: flex; justify-content: space-between;"> No Yes - specify amount claimed % </div>	
Are you entitled to claim an input tax credit for repairs or replacement of the item that has been lost or damaged?	<div style="display: flex; justify-content: space-between;"> No Yes - Are you entitled to claim an amount less than 100%? </div> <div style="display: flex; justify-content: space-between;"> No Yes - specify amount claimed % </div>	
Details of Damage or Occurrence		
Date of Damage/Occurrence		
Time of Damage/Occurrence	am/pm	
When was it reported to you?		
Location and/or premises where it occurred		
Please state full details of how damage or accident occurred		

Please describe nature of damage or injury		
Name and Address of injured person or owner of damaged property		
Name	Address	Contact number and/or email
Is the injured person or owner of damaged property in your employ, in the employ of any contractor or sub-contractor to you, or related to you?	No Yes	
If yes, please provide details		
Has any claim been made against you?	No Yes	
If yes, state full details and attach all communication received		
Did you admit Liability in any way?	No Yes	
If yes, please provide full details		
Have you any other information of which you consider the company should be aware?	No Yes	
If yes, please provide details		
Responsibility/Witnesses		
In your opinion, was any other person(s) responsible for loss or damage or cause of the Occurrence?	No Yes	
If Yes, please provide Name, Address, Contact Phone and Reason		
Was there a witness or witnesses to this event?	No Yes	
If yes, please provide full details – Name, Address, Contact Phone		
Insurance History		
Have you ever previously sustained loss/damage or caused damage or injury to 3 rd parties	No Yes	
If yes, please provide details – Date, Details, Amount of claim, Insurance Company		

Privacy

We are committed to protecting your privacy. We use the information you provide to advise about and assist with your insurance needs. We provide your information to insurance companies and agents that provide insurance quotes and offer insurance terms to you or the companies that deal with your insurance claim (such as loss assessors and claims administrators). Your information may be given to an overseas insurer (like Lloyd's of London) if we are seeking insurance terms from an overseas insurer, or to reinsurers who are located overseas. We will try to tell you where those companies are located at the time of advising you. We do not trade, rent or sell your information.

If you don't provide us with full information, we can't properly advise you, seek insurance terms for you, or assist with claims and you could breach your duty of disclosure.

For more information about how to access the personal information we hold about you and how to have the information corrected and how to complain if you think we have breached the privacy laws, ask us for a copy of our Privacy Policy or visit our website.

Internal Dispute Resolution (IDR) Statement

Disputes are not an everyday occurrence. However insurers provide an internal dispute resolution process should any dispute arise. Please feel free to ask for details. If you are not satisfied with the outcome of that process, we will advise you how to contact the insurance industry's external independent complaints scheme (subject to eligibility).

Declaration (must be completed)

1. I/We the insured do solemnly and sincerely declare that I/We have complied with the conditions and warranties (if any) of the policy and have not deliberately caused the said loss or damage or sought unjustly to benefit thereby by any fraud or misrepresentation and that the information shown on the form is true and the I/We have not concealed any information relating to this claim. I/We understand that this claim may be refused if the information is untrue, inaccurate or concealed.
2. I/We acknowledge that I/we have read and understood the Privacy Act information referred to above and consent to the collection, storage, use and disclosure of personal and sensitive information of all persons affected by this claim.
3. I/We acknowledge that if I/We do not agree to the collection of this personal and sensitive information, then the broker and the insurer will be unable to process my/our claim.
4. Further it is understood and agreed that if any property claimed for is subsequently recovered in an undamaged condition I/We will immediately refund the company any sum which may have been paid to me/us in respect of such property. In the event of any property being recovered in damaged condition I/We will immediately hand the same over to the company for disposal as may be agreed.

Date:

Signature:

EFT Payment Details (Please complete this section if you require payment directly into your account)			
Account Name			
BSB:		Account Number	
Bank Name		Address:	
Email Address for payment notification:			