



# Property Claim Form



# Property- Claim Form

The Issue of this form is not an admission of Liability.

**PLEASE COMPLETE THIS CLAIM FORM AND ENSURE THAT YOU SIGN THE DECLARATION AT THE END OF THIS FORM**

JLT contact/ref  Insurer  Policy No.  Excess

## INSURED'S DETAILS

1. Name of Insured

2. Postal Address   
 Postcode

3. Contact Name  Telephone No.   
 E-mail Address:  Facsimile No.

4. If more than one named insured is claiming for this loss, please answer this question for each insured on a separate page

(a) Are you registered for GST purposes? (Tick box applicable) YES  NO   
 If YES, what is your Australian Business Number (ABN)?

(b) Have you claimed or are you entitled to claim an Input Tax Credit (ITC) on your monthly or quarterly Business Activity Statement to the Australian Taxation Office in respect to the GST paid on the insurance policy under which this claim is being made? YES  NO   
 If YES, what percentage of the GST did you claim or are you entitled to claim?  %  
 (if the GST paid and your ITC entitlements are the same amount, the answer to this question is 100%)

**NB: Insurers cannot settle your claim without the above information and, if you fail to advise the availability of an ITC or understate its availability, you may have a liability to pay tax on the claim payment. If you have any queries, please see your tax adviser**

## FOLLOWING CLAIM ACCEPTANCE BY YOUR INSURER, PLEASE ADVISE PREFERRED METHOD OF PAYMENT

Cheque  Direct Payment  If you selected Cheque, nominate payee

If you have selected Direct Payment please supply the following information (alternatively supply a deposit slip noting the following information)

Bank  Account Name   
 Branch Number  Account Number

## LOSS OR DAMAGE DETAILS

5. Date of event  at  a.m.  p.m.

6. Where did event occur?

7. Description of loss or damage

8. How did loss or damage occur?

## LOSS OR DAMAGE DETAILS

9. Is any Third Party to blame for Loss or Damage? YES  NO

If yes, who?

10. Have you received, or do you anticipate receiving, notice of any claim from or on behalf of Third Parties? YES  NO

If yes, give details: (Remember, do not admit liability to any other party)

11. Name(s) and Permanent Address(es) of witness(es), if any

12. If claim for Loss or Burglary or Theft, describe method of entry. (All such incidents must be reported to police)

13. Which Police Station notified

Report No

Date

14. Details of any other action you have taken to recover or reduce your loss

15. Other Particulars

Name of Owner of property lost/damaged

Name of any other interested party (e.g. Mortgagee, Trustee)

Details of any other insurances covering damaged property

### Please note:

1. Make sure that you give us ALL details about your claim.
2. Please send any documentation you have which may assist in verifying ownership and/or value of items.
3. Send us all original quotations and/or original invoices which you have received to repair or replace your property.
4. Tell the Police immediately about any loss or damage which has been caused by burglary or theft, vandalism or malicious damage.
5. If possible, keep damaged items available as your insurer may wish to inspect them.
6. Contact your Claims Broker should you require assistance.

## DECLARATION

I declare that to the best of my knowledge and belief the information in this form is true and correct and I have not withheld any relevant information.

Signature of insured or person with authority to sign for or on behalf of the insured

Date:

**DESCRIPTION OF ITEMS**

Only complete this column if the items being claimed for are used in connection with your GST registered business

Item No	Description of property lost and/or damaged	Age of Item	Original Cost (if known)	Replacement Value or Repair Cost	Input tax credit you can claim on the repair or replacement of these items as a % of the total GST payable	Amount Claimed
<b>TOTAL AMOUNT CLAIMED</b>						

## Collection Statement Under Privacy Act 1988

In accordance with the Privacy Act 1988 (and subsequent amendments), we, JLT (and our subsidiaries and related entities) draw your attention to the following:

- We may collect personal information about you by means of the enclosed document.
- We are collecting the information principally for the purpose of approaching the (re)insurance market, placing insurance, assessing and advising you on your insurance needs, claims handling or risk management (depending on your requirements). Other purposes include providing you with information about other JLT products or services and administering payments to you. If you are proposing for or renewing insurance, the information is required pursuant to your duty of disclosure under the Insurance Contracts Act 1984, the Marine Insurance Act 1909 or at common law.
- The information we collect may be disclosed to third parties including but not limited to (re)insurers, insurance intermediaries, service providers, finance providers, advisers, agents and JLT related Group companies.
- Your personal information may be sent to our administrative processing centre in Mumbai (India) and to other JLT Group companies, insurers, reinsurers and other third party service providers (e.g. data storage providers) in the United Kingdom, Singapore, Hong Kong, the United States of America and elsewhere
- If you provide us with personal information about other individuals, you must ensure that those persons have been made aware of the above matters. Where the information collected relates to health, criminal record or other sensitive information as defined in the Privacy Act 1988, you must obtain it with the individual's consent. We will use and disclose your personal information in accordance with our Privacy Policy.
- Our Privacy Policy can be accessed on our website ([www.jlta.com.au](http://www.jlta.com.au)). For further information contact your account executive or the JLT Privacy Officer:  
Jardine Lloyd Thompson Pty Ltd, 66 Clarence Street, SYDNEY NSW 2000  
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