



## Corporate & Commercial claim form

### Please help us to help you by:

- completing all relevant questions in full as this can avoid the need for further enquiry and possible delay in settling your claim
- enclosing evidence of the amount(s) you are claiming
- signing and dating the reverse side of this form

**Insurance fraud is a crime - please ensure all information is correct.**

### 1. Policyholder(s) details

Policy number	<input type="text"/>	Claim number (if known)	<input type="text"/>
Full name	<input type="text"/> (Mr, Mrs, Miss, Ms)		
Postal address	<input type="text"/>		Date of birth <input type="text"/> / <input type="text"/> / <input type="text"/>
Telephone numbers	Home <input type="text"/>	Business <input type="text"/>	Mobile <input type="text"/>
Email	Home <input type="text"/>	Business <input type="text"/>	
Contact Person	<input type="text"/>		

### 2. Details of claim (complete in all cases)

Date of fire, accident or loss	<input type="text"/> / <input type="text"/> / <input type="text"/>	Time of fire, accident or loss	<input type="text"/> am/pm
Location where loss or incident occurred	<input type="text"/>		
a. Please state full details of what happened	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
b. Is the property owner/occupied, rented or let to tenants? Please specify which one.	<input type="text"/>		
c. Is there insurance with any other company relating to this loss? If so, please give details.	<input type="text"/>		
	<input type="text"/>		
d. If loss was caused by another person who is not your employee, please give their name, address, and telephone number.	<input type="text"/>		
	<input type="text"/>		
e. Have you made any other insurance claims over the past 5 years?			<input type="text"/> YES <input type="text"/> NO
If Yes, please give details	<input type="text"/>		
	<input type="text"/>		

### 3. Glass breakage

If you are the tenant of commercial premises please provide proof that you are liable under the terms of your lease.  
Particulars of Glass Damaged:

Description (plain, plate, mirrored, etc.)	Height	Width	Position (door, window, etc)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 4. Police details (if burglary, theft, loss or malicious damage)

a) To which police station was it reported?	<input type="text"/>	b) Date reported	<input type="text"/> / <input type="text"/> / <input type="text"/>
c) Attach police form	<input type="text"/> YES <input type="text"/> NO	d) Police file number	<input type="text"/>

**5. Material Loss (for example fire, burglary or accidental damage)**

State names of others who have an interest in the property ie, by way of joint ownership, mortgage, hire purchase, etc.

Empty text box for listing interested parties.

If burglary claim state means of entry to the premises.

Empty text box for describing means of entry.

Schedule: Please provide full details of items being claimed for below:

Table with 7 columns: Full description including make & model, Date purchased or received, From whom purchased, New or secondhand, If secondhand age when purchased, Price paid, Present cost of replacement article.

Total

Note: In the case of property lost or stolen we will require proof of ownership. To avoid delay in settlement of such claims please forward with the claim form the receipt, visa slip or other document issued to you at the time of purchase.

**6. Public Liability (damage to property of other parties)**

Has a claim been made on you?

YES NO buttons

If Yes, please advise name of Party

Empty text box for party name

If a motor vehicle was involved please state

Table with 2 columns: Owner's name, Driver's name. Rows include Address, DOB / Occupation, Additional information, and Year, make and model of vehicle.

Witnesses:

Witness information form with fields for Name and Address.

**7. Direct crediting authority**

If your claim is accepted and there are payment(s) to you, we can pay this amount direct into your bank account by direct credit. If you would like us to make this direct credit, please complete details below. You will be advised if a payment has been made following acceptance of your claim.

Do you wish to use this facility?

YES NO buttons

Name of Account

Empty text box for account name

I/We authorise the payment to be made into this bank account. (Please attach a deposit slip)

Bank field

Bank

Branch field

Branch

Account Number field

Account Number

Suffix field

Suffix

**8. Declaration/Privacy Act 1993/Insurance Claims Register**

I/We declare that to the best of my/our knowledge and belief these particulars are complete and correct.

I/We

- (a) agree to give any further information that may be required;
(b) understand you require this personal information, which will be retained by you at 48 Shortland Street, Auckland before you can evaluate my/our claim;
(c) authorise the disclosure of this personal information regarding this claim to other parties;
(d) authorise the obtaining by you from any other party personal information about me/us that is in your view relevant to this claim;
(e) authorise the obtaining by you from Insurance Claims Register Limited (ICR Ltd), which holds details of claims made by me/us under policies with other insurers, personal information about me/us that is in your view relevant to this claim;
(f) authorise you to place details of this claim on the database of ICR Ltd, PO Box 474, Wellington, where it will be retained and be available to other insurance companies to inspect;
(g) understand that I am/we are entitled to have certain rights of access to and correction of the personal information held by you and ICR Ltd.

The collection of this information is required under the terms of your policy. Failure to provide it may result in your claim being declined.

Empty text box for date

Date / /

Signature of the Policyholder(s) (If the policy is in joint names, both signatures are required)

Empty text box for signature