

## GENERAL CLAIM FORM

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We're sorry to hear that you have suffered a loss or damage. Our aim is to have your claim settled as quickly as possible.

***You can help us do this by ensuring that the enclosed claim form is completed promptly, and all questions are fully answered. If insufficient space, please attach a separate statement.***

### ***How to get quick action on your claim***

- Please return completed claim form to this office
- Attach quotations or tax invoices obtained for replacement of or repair to the damaged or missing property
- Attach original receipt of purchases or valuation, whenever possible
- Advise police immediately in the event of loss by burglary, theft or malicious damage
- Make sure premises are secure to avoid further incidents
- Attach letter of demand or other correspondence that you might receive from any third party
- Do not make any admission of liability for loss or damage caused by you to the third parties

### ***What we will do***

- Submit the claim to the insurer
- We will follow up claim to make sure the claim is settled as quickly as possible
- We will be in contact with yourself if more information is needed by the insurer to make sure there are no holdups

### ***If an assessor is appointed***

- An assessor is an independent person who is appointed by the insurer for their expertise in helping you finalise a larger or more difficult claim
- They will interview and obtain details of the loss or damage and arrange for quotes and prepare the paperwork
- The assessor will write a report to the Insurer recommending a course of action
- The Insurer will not act until these reports are received and although not bound by the assessors recommendations, the Insurers usually accept these reports

Please give me a ring if you have any queries

Cheers

Jerry Harding  
Claims Manager



## YOUR PRIVACY

The Privacy Act 1988 requires us to make the following disclosure before collecting personal information about you:

- We collect personal information in order to provide our broking services including assistance with insurance claims. We will ask you to supply personal information on this form so we can assist you to submit your insurance claim and have it considered by the insurer. We will disclose this information to the insurer for this purpose.
- If the personal information is not provided, the insurer may not be able to assess and pay the claim and we may not be able to assist with your claim.
- We and the insurer may disclose the personal information to other people involved in reviewing the claim, including reinsurers, other insurance intermediaries, the insurer's advisors such as loss adjusters, lawyers and accountants, and other parties involved in the claims handling process.
- By signing this form, you consent to us and the parties mentioned above collecting, using and disclosing personal and sensitive information about you for the purposes described above.

Further information about how to access the personal information we hold about, have it updated or corrected or how to make a complaint about how your personal information is in our Privacy Policy on our website: [www.bjins.com.au](http://www.bjins.com.au)

## Contact Us

You can contact our Privacy Officer using the details below:

Privacy Officer     John Phillips  
Address:             Suites 17-20, Avalon Plaza, Bowling Green Lane, Avalon Beach, NSW 2107  
E-mail:               john@bjins.com.au  
Telephone:           612 99186744

Claim Number:

1. Policy Details

<b>Full Name(s) of Insured:</b> ..... ..... .....		<b>Address of Insured:</b> ..... .....Postcode .....  <b>Telephone Numbers:</b> <b>Business Hour</b> (.....) ..... <b>After Hour</b> (.....) .....	
<b>Insurer:</b> .....	<b>Policy No:</b> .....	<b>Expiry Date:</b> ..... / ..... / 20.....	

2. General Details of Loss / Damage

<b>Where did event occur?</b>		
<b>Date of Event</b>	..... / ..... / 20.....	<b>Approximate time of loss / damage</b> ..... am/pm
<b>Brief description (including cause of loss or damage)</b>	..... ..... ..... .....	
<b>Amount Claimed (as shown on Schedule on next page of this form)</b>	\$ .....	
<b>Is any Third Party to blame for loss or damage?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please give details)</i> ..... ..... .....	
<b>Have you received, or do you anticipate receiving, notice of any claim from or on behalf of Third Parties?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please give details)</i> ..... .....	

<b>Give details of all witnesses, if any:</b>	<b>Name</b>	<b>Address</b>
	.....	..... .....Postcode .....
	.....	..... ..... Postcode .....
	.....	..... ..... Postcode .....
<b>Were the Police notified?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No ( <i>If yes, please give details</i> ) (i) Date of Report: ..... / ..... / 20 ..... (ii) Name of Police Station: .....	
<b>Have you taken any action to recover or reduce your loss?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No ( <i>If yes, please give details</i> ) ..... .....	

### 3. Other Particulars

<b>Name of Owner of property lost / damaged</b>	..... ..... .....
<b>Name of any other interested party (eg, Mortgagee, Trustee)</b>	..... ..... .....
<b>Details of any other insurances covering lost/damaged property</b>	..... ..... .....

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**4. Complete for ALL Claims - ABN Details**

<p><b>Are you a registered business?</b>   <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p><b>What is your ABN?</b></p> <p>ABN No: .....</p>
<p><b>What percentage of GST in your premium did you claim as an Input Tax Credit for the period of insurance in which this loss occurred?</b></p> <p>.....%</p>

**5. Declaration**

<p>I/We, the undersigned claimant(s) hereby declare that the foregoing statements and particulars of the claim are true and correct and that I/We have not withheld any information relevant to this claim.</p> <p>I expressly agree that the information given by me is provided with my full knowledge and consent and further agree to hold harmless and indemnify Barrenjoey Insurance Brokers in the event of any action or matter that may be taken by any party pursuant to the Privacy Act 1988 (Cth). I/We acknowledge that I/we have read and understood the paragraphs accompanying this proposal headed "Your Privacy".</p> <p>Please complete your bank details, if EFT is needed to settle your claim</p> <ul style="list-style-type: none"> <li>• Name of account: .....</li> <li>• Bank: .....</li> <li>• BSB: .....</li> <li>• A/c no: .....</li> </ul> <p>Full name of claimant(s)          (please use block letters)      .....</p> <p>.....</p>	
<p>Signature(s)</p> <p>.....</p> <p>.....</p>	<p>Date:    .... / ..... / 20.....</p> <p>Date:    .... / ..... / 20.....</p>

**SCHEDULE**

 (1) **PLEASE COMPLETE FOR LOSS OF PROPERTY:-**

Description of property for which loss is claimed	Date of Purchase or Acquisition	Original Cost	Value at time of Loss-allowing for reasonable Depreciation	Value of Salvage (if any)	Amount of Loss or Damage Claimed	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
<b>TOTAL AMOUNT OF LOSS CLAIMED</b>					\$	

 (2) **PLEASE COMPLETE FOR DAMAGE TO PROPERTY:-**

Particular	Name of Repairer (Invoice / Quote)	Cost of Repairs	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
<b>TOTAL REPAIRS</b>		\$	
<b>TOTAL AMOUNT CLAIMED</b>		\$	

 (3) **PLEASE COMPLETE FOR FUSION DAMAGE:-**

Machine / Appliance	Maker	Date of Purchase	H.P. of Motor	Name of Repairer Invoice/Quote Attached	Cost of Repairs	
					\$	
					\$	
					\$	
					\$	
					\$	
<b>TOTAL REPAIRS</b> (Note: To Avoid delay, attach invoice giving the separate items of costs as certain items may not be claimable)					\$	
<b>LESS EXCESS</b>					\$	
<b>NET AMOUNT CLAIMED</b>					\$	

(4) **PLEASE COMPLETE FOR THIRD PARTY CLAIMS:-**

Details of injury or damage to third parties:-

a) Name: .....

b) Address: .....  
.....  
.....

c) Occupation: .....

d) Nature and extent of injuries/damage:  
.....  
.....

e) Has the third party any relationship to you (eg. relative, employee)?  
.....  
.....

f) Have you received any correspondence from third parties? If so, please enclose them with this form.  
.....  
.....

g) Have you made any admission of liability?  
.....  
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