



LOSS/DAMAGE CLAIM FORM

Please return to:
 Claims Services Australia
 PO Box 2717
 Taren Point NSW 2229
 Phone: 1300 734 617
 Fax: (02) 9524 9003
 E-mail: argis@claimsservices.com.au

Warning: Failure to supply true or correct information may result in your claim being declined.

OFFICE USE ONLY

Claim no: Policy no: Due date: Policy excess: \$.....

TO ALLOW US TO SETTLE YOUR CLAIM AS QUICKLY AND EFFICIENTLY AS POSSIBLE:

CLAIMS FOR DAMAGED GOODS

1. Please fully complete the claim form. (For damaged goods there is no need to have your claim form witnessed by a J.P.)
2. Please ensure the damaged goods are available for inspection if needed.
3. Obtain one quote for repairing costs and confirmation from the repairer regarding the 'cause of loss'.
4. If the goods cannot be repaired, please obtain a written statement from a repairer as to why not. When 'uneconomical to repair', please include full details from repairer explaining why.
5. If the item is irreparable please obtain two quotes for replacement. Quotations for replacement must be for property of equivalent style and quality to that which was lost.
6. Send all the above to our office for settlement or further instructions.
PLEASE REMEMBER all damaged goods become the property of ARGIS Limited.

CLAIMS FOR LOST/STOLEN GOODS

1. Please fully complete the claim form detailing the age and purchase price for each lost or stolen item, and attach any supporting documentation you may have. Please ensure claim form is witnessed by a J.P. or similar.
2. Please provide proof of ownership, such as receipts, photos, manufacturers' booklets, etc.
3. Obtain two quotes for each of the lost or stolen items. Quotations for replacement must be for property of equivalent style and quality to that which was lost.
4. Obtain a Police Acknowledgement of Lost Property Report quoting the police reference number.
5. Send all of the above to our office for settlement or further instructions.
PLEASE REMEMBER all recovered property becomes the property of ARGIS Limited.

SECTION 1: DETAILS OF INSURED

1. Full name:
 2. Full address:
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Telephone no. Business: Private:
Fax: Mobile:
E-mail:
- Preferred method of communication: Phone ; Fax ; Mobile ; E-mail ; (tick one)
3. Occupation:
 4. Business address:
 5. Have any of the repairs been paid for? Yes ; No ; (tick one)
(If yes, please indicate on the account that payment has been made.)

SECTION 2: GST DETAILS

- 1. Are you registered for GST purposes? Yes ; No ; (tick one)
If yes, what is your ABN?
- 2. Have you claimed an input tax credit on the GST applicable to this policy? Yes ; No ; (tick one)
If yes, what is your Input Tax Credit (ITC) percentage for this policy? 100% or%
(If you are uncertain of your ITC, your accountant may be able to assist.)

SECTION 3: DECLARATION OF LOSS

- 1. The precise place the loss/damage took place at:
- 2. Date of loss/damage: Time:
- 3. FULL details of how the loss/damage took place are:
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- 4. The building/vehicle/bicycle was/was not (delete one) locked at the time of the loss/damage. If not, give reason:
- 5. Were the premises occupied ; or unoccupied ; at the time of loss/damage?
If unoccupied, when was it last occupied?
If occupied, were the premises owner occupied? ; rented/tenanted? ; occupied by family?
- 6. You must report any loss, theft or vandalism to the police. We may need to apply for a copy of the police report.
Were the police advised of the loss/damage? Report No:
Which police station: Date:
Name of the person who reported to police:
Name of police officer:
- 7. The loss/damaged property belonged to:
- 8. Is there any other party with an interest in the lost/damaged property? Eg, hire purchase. If so, give details:
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- 9. Was there any other insurance covering the property at the time of loss? If so, give details:
- 10. If this claim is for articles lost or stolen, please advise what steps you are taking to prevent this happening again:
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SECTION 4: THE PRIVACY ACT 1988

The Privacy Act 1988 requires Calliden General Insurance Limited to tell you that ARGIS Limited (on behalf of the Insurer) collect personal and other information so that ARGIS Limited can:

- Process your claim;
- Calculate your loss;
- Determine liability;
- Compile information;
- Handle your claim efficiently.

This may also mean that your personal and other information may be disclosed to third parties such as other insurers, assessors, investigators, agents, or as required by law.

You have the right to have access to your personal information at any time and to correct this information if required. This can be done by contacting ARGIS Limited on (02) 6051 2611 during normal business hours.

