

1 – Your Details

Title _____

First Name _____

Other initials _____

Surname _____

Address _____

Postcode _____

Telephone (Home) () _____

Telephone (Daytime) () _____

e-mail _____

Occupation _____

2 – Claim Type

- | | | |
|---------------------|--|-------------------------------|
| Is the claim for :- | <input type="checkbox"/> Loss | Complete sections 3,5,6 and 7 |
| | <input type="checkbox"/> Theft | Complete sections 3,5,6 and 7 |
| | <input type="checkbox"/> Accidental damage | Complete sections 4,5,6 and 7 |

3 – Theft / Loss Claims

Incident Date and Time _____

Where did the incident occur? _____

Please provide full details of the circumstances surrounding the incident

3 – Theft / Loss Continued

When did you last see the instrument(s)? _____

Date and time reported to the police _____

Crime reference _____

Address of Police Station _____

Police station telephone number _____

Name of investigating officer _____

If the item was stolen from a **property**, how was access gained

If the item was stolen from a **vehicle**, how was access gained

Make and model of vehicle _____

Please give details of any security devices in operation at the time

4 – Accidental Damage Claims

Incident Date and Time _____

Where did the incident occur? _____

Please provide full details of the circumstances surrounding the incident

Name and address of any person responsible for the incident

4 – Accidental Damage Continued

How were they responsible?

Please give contact details of any witnesses

If incident occurred in transit, please give full address of airline/carrier. All incidents should be reported to the airline/carrier as soon as it is discovered. Please attach a copy of any damage report, flight number and ticket

5 – Other Insurances

Please provide details of any other insurance that may cover this incident.

6 - Declaration

The details you supply will be used to administer your claim and to combat fraud. The above answers to the questions will be the basis of the assessment of your claim.

All material facts must be disclosed. A material fact is one that is likely to influence us in the assessment or acceptance of this claim, or one that is likely to influence our consideration of cover under the terms of your policy. If you are in any doubt as to whether a fact is material, you must disclose it.

I/We submit my/our claim for the amounts stated and declare that, to the best of my/our knowledge and belief, all information given on this form is true and correct, as will be my/our response to any further enquiries made by the Insurers or their agents.

Signed _____ Date _____

**PLEASE ENSURE YOU COMPLETE THE INSTRUMENT DETAILS
OVERLEAF**

