

Policy Number: _____

Personal Details of all people claiming

Title	Full Name	Date of Birth	Occupation	Usual Country of Domicile

Contact Details

Claimant Address: _____

Postcode: _____

Daytime Telephone: _____

Email Address: _____

Wherever possible we will try and communicate with you by Email or telephone for a quicker service.

Travel Details

Travel Destination: _____ Country: _____

Resort: _____

Date of booking: _____

Departure date: _____

Return date: _____

Purpose of Trip: Business Pleasure Other

If you are on a multi destination trip please list all the countries visited?

Dual Insurance Details

Please confirm if you or anyone else claiming has any other insurance policy that may cover this event. This may include cover provided by your household insurer, Credit Card Company, bank account or travel booking agent.

Yes

No

If Yes please provide details of the other company including where relevant full contact details, policy number or bank account number.

Please note there is an agreement between most travel and household insurers that if we seek a contribution of any outlay made by Accident & Health Claims Services LLP then your "No-Claims" status will not be impacted.

For Medical Related Claims:

I authorise any doctor, hospital or other organisation or person having any records or information concerning my medical history or treatment to furnish such records or information as may be requested by Accident & Health Claims Services Limited. I understand that in executing this authorisation, I waive the right for such information/records to be privileged. I am also aware that such information/records are relevant in the evaluation of my claim and that non-submission could prejudice my claim. A photocopy of this authorisation shall be considered as effective and valid as the original.

Name

Signed

Relationship to claimant if applicable

Dated

If your claim is agreed how would you like to be paid?

- Please note payment directly into your bank account will be quicker than sending a cheque.
- If the payee name differs from the Assured as stated on the Schedule of Insurance a mandate on the Assured's letter headed paper will be required before payment can be issued.
- For payments into non UK bank accounts we can only arrange payment into the final receiving bank and not through an intermediary.

Preferred Payment Method	Bank Details
<input type="checkbox"/> Cheque	<input type="checkbox"/> Confirm Payee: _____
<input type="checkbox"/> BACS (UK Bank Accounts only)	<input type="checkbox"/> Name of Account Holder: _____ Account Number: _____ Sort Code: _____
<input type="checkbox"/> Wire Transfer (payments into Non UK bank Accounts)	<input type="checkbox"/> Bank Swift Code: _____ For payments to all countries. Bank IBAN : _____ For payments to all European countries. Account Number: _____ Name of Account Holder: _____ Country of Bank: _____

Personal Property/Baggage and Money Claim Form

Please indicate your reason for claiming:-

Accidental Loss	<input type="checkbox"/>	Loss by an Airline or other carrier	<input type="checkbox"/>	Damage	<input type="checkbox"/>	Baggage Delay	<input type="checkbox"/>
Loss of Money	<input type="checkbox"/>						

Date of incident:

dd/mm/yy

Time of incident or discovery:

HH:MM

Place of incident (country and resort):

Who was the matter reported to:

Authority name and contact details	Date	Time	Reference number

Please provide details of the full circumstances of the incident (including any precautions taken to protect your property and what actions were taken to recover the property, if applicable). Continue on a separate sheet if necessary.

Documents required to support a Personal Property/Baggage and Money claim

You will need to send us the following original documents. Please keep copies for your own records.

- **For items lost, stolen or damaged** whilst in the care of an airline we require the original baggage tags, boarding card and Property Irregularity Report (PIR)
- **For items lost, stolen or damaged** whilst in the care of any authority other than an airline we shall require the original written report confirming the matter was reported to them.
- **For all items lost, stolen or damaged**, please provide the original purchase receipt or some other evidence to support the amount claimed such as bank or credit card statements. For all electrical items such as cameras, camcorders, telecommunication and audio equipment, game consoles and computers we shall also require the instruction booklet and if the item is still covered under the manufactures warranty then the guarantee card.
- **For items lost or stolen**, the original police report.
- **For items damaged**, please provide an estimate for repair or if the item is damaged beyond repair we shall require you to obtain, at your own expense, written confirmation of this from a relevant tradesman. Please also retain the damaged item until your claim is concluded as we may require this to be forwarded to our offices.
- **For jewellery claims**, we shall require the original purchase receipts where available or if the item has been valued for insurance purposes a copy of the valuation certificate should be sent. Photographs of the claimant wearing the jewellery may also be helpful in substantiating the claim.
- **For baggage delay claims**, we require the original baggage and rush tags, boarding card, Property Irregularity Report (PIR) and evidence of the date and time the baggage was delivered. Written confirmation from the airline as to whether compensation was paid to you by them and if so how much. We shall also require the original purchase receipts for the items purchased.
- Confirmation as to whether you hold an "All Risks" household insurance policy and if so the details of your insurer should be given in the dual insurance section of the claim form. If this question is not answered we will have to return the claim form to you which may lead to a delay in your claim.
Note: This will not affect the renewal premium on your household insurance.
- Please note if your baggage is lost whilst in the custody of an airline we will not be able to conclude your claim until the airline deem your baggage as lost which in the cases of most major airlines is 21 days for the incident date.