



Thank you for notifying us of your claim.

Please complete this claim form and return it to:

Specialty Claims Services

PO Box 51541

LONDON

SE1 0XU

If you need any help in completing this form please contact us on 0870 905 8555.

Claimant Details

Title	Full Name	Date of Birth	Occupation	Usual Country of Domicile

Claimant Address: _____

_____ Postcode: _____

Telephone: _____ E-mail: _____

(E-mail may be used for correspondence if stated)

Insurance Details

Certificate Number: _____

Insurance Company: _____

Address of Broker: _____

Travel Details

Travel Destination: Country: _____

Resort: _____

Hotel: _____

Departure Date: ____/____/____ Return Date: ____/____/____

Purpose of Trip: Business Pleasure

Claim Details

Date of incident: ___/___/___
Time of incident: ___:___ AM PM
Place of incident: _____

Claim for: Loss
 Damage
 Delay

Full circumstances surrounding the claim: _____

The date on which your luggage arrived (if claiming for baggage delay): ___/___/___

Has the incident been reported to the Police, Holiday Rep or Hotel? Yes No
Has the incident been reported to the relevant airline? Yes No

If **no** to any of the above, please state reason why: _____

Have you made any personal property claims prior to this claim? Yes No
If yes, please give details: _____

Do you hold any household all risks/contents insurance? Yes No
If yes, please give details: _____

Do you hold any travel insurance with your current bank account? Yes No
If yes, please give details: _____

Did you use your credit card to pay for all or part of your trip? Yes No
If yes, please provide the relevant card statement showing the transaction.

Have you submitted a claim to any other insurer/authority? Yes No
If yes, please give details: _____

If your claim is agreed, please state to whom settlement should be made:

Print Payee Name: _____ Preferred Currency: _____

Declaration

I declare that to the best of my knowledge all particulars contained in this form are true and correct. In the event of a third party being liable for loss/damage all rights in this matter are subrogated to Specialty Claims Services on settlement of the claim. If cover exists under any other policy, I give my authority for contribution to be sought from their insurers. I understand that some of the information provided will be made available to other insurers for underwriting or claims handling purposes.

Signed: _____ Date: ___/___/___

Guidance Notes

The following documentation must be provided in order for your claim to be processed.

<i>Item</i>	<i>Enclosed</i>
Your original booking invoice which is sent to you at the time of booking your trip This confirms your outward and return travel dates.	<input type="checkbox"/>
Your original travel insurance schedule showing the dates of cover and premium paid If you have an annual policy then a photocopy will be accepted.	<input type="checkbox"/>
In respect of <i>loss/theft</i> claims	
Police/Holiday Rep/Hotel report	<input type="checkbox"/>
Property Irregularity Report (given to you by the airline, if applicable)	<input type="checkbox"/>
<i><u>Please include at least one of the following for each item claimed:</u></i>	
Purchase receipts	<input type="checkbox"/>
Bank/card statements showing purchases/withdrawals	<input type="checkbox"/>
User manuals, warranty and/or guarantee slips	<input type="checkbox"/>
Valuations issued prior to the date of loss	<input type="checkbox"/>
Photographs of you with the items being claimed	<input type="checkbox"/>
Currency conversion slips (personal money)	<input type="checkbox"/>
In respect of <i>damaged</i> articles being claimed	
Property Irregularity Report (given to you by the airline, if applicable)	<input type="checkbox"/>
Estimate of repair or confirmation that item are damaged beyond repair (any charge is the responsibility of the claimant)	<input type="checkbox"/>
<i><u>Please include at least one of the following for each item claimed:</u></i>	
Purchase receipts	<input type="checkbox"/>
Bank/card statements showing purchases/withdrawals	<input type="checkbox"/>
User manuals, warranty and/or guarantee slips	<input type="checkbox"/>
In respect of <i>baggage delay</i> claims	
Receipts for the additional items purchased as a result of the delay	<input type="checkbox"/>
Property Irregularity Report (given to you by the airline, if applicable)	<input type="checkbox"/>
Confirmation from the airline of the length of the delay	<input type="checkbox"/>

Household Insurance

To minimise the effect of fraudulent claims Insurers share information about your claim. Insurers contribute to the settlement of each other’s claims. This shares the costs and helps to keep your premiums down. This is done in accordance with the ABI Contribution Agreement and if you have a no claims discount this should not be affected.