

# Liability Claim Form



ZURICH

This form is issued by the Company to enable the Insured to lodge a written statement of a claim for indemnity under the policy. It does not constitute admittance of a liability to indemnify.

Please note that all sections of the claim form are to be completed by the Insured and that failure to provide complete information may delay the processing of the claim.

If there is insufficient space on this form please attach extra material as necessary.

## Privacy

- We need personal information about you to assess your claim. We will, where relevant, disclose your personal information (other than sensitive information such as health information) to your adviser (and any licensee or broker he or she represents), to our service providers (including loss adjusters and investigators), other insurers, insurance reference bureaus and our business partners for this purpose;
- Where relevant, to assess your claim we will also disclose personal information, including sensitive information about you such as health information, to medical practitioners, other health professionals, other insurers and reinsurers, legal representatives, and other consultants. By signing this Claim Form, you consent to those organisations and other professionals collecting, and us disclosing sensitive information about you for this purpose;
- In some cases, assessment and settlement of the claim is undertaken in conjunction with our insured. For example, we may act as an agent for our insured or the cost of claims may be shared between us and our Insured. In these cases, your personal and/or sensitive information will be shared between us and our insured (or their representatives) for the purpose of managing the claim;
- A list of the type of service providers, business partners and consultants we commonly use is available on request, or on our website - go to [www.zurich.com.au](http://www.zurich.com.au) and click on the Privacy link on our home page;
- If you do not provide the requested information or consent to its collection and disclosure as described above, the assessment of your claim may be delayed or we may not accept the claim;
- We may also disclose personal information about you where we are required or permitted to do so by law;
- In most cases, on request, we will give you access to the personal information we hold about you;
- If you would like to find out more, you can contact us by telephone on 132 687, e-mail us at [Privacy.Officer@zurich.com.au](mailto:Privacy.Officer@zurich.com.au) or write to "The Privacy Officer" at Zurich Financial Services Australia Limited, PO Box 677, North Sydney, 2059. Please provide details of your policy number/s and/or claim number where known.

## Please fill in all relevant sections

Name	<input type="text"/>		
Business or Trading Name	<input type="text"/>		
Policy Number	<input type="text"/>		
Address	<input type="text"/>	Postcode	<input type="text"/>
Postal Address	<input type="text"/>	Postcode	<input type="text"/>
Occupation	<input type="text"/>		
Contact Name	<input type="text"/>		
Phone Number: Private	<input type="text"/>	Business	<input type="text"/>
		Mobile	<input type="text"/>
Facsimile	<input type="text"/>	Email	<input type="text"/>

## Goods and Service Tax

Are you registered for GST purposes? YES  NO

What is your Australian Business Number(ABN)?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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What percentage of the GST paid on the policy premium were you entitled to claim as an Input Tax Credit?  %

**Please note that GST legislation requires that this information be provided when a claim is notified. However, it is not used in determining acceptance of a claim, nor will it be released to other parties.**

Have you received a formal demand or claim from another person? YES  NO

If YES, has all correspondence including demands, contracts, quotes and invoices been attached? YES  NO

**Please note** that any further correspondence or documentation received in relation to this claim should also be forwarded for attention.

## Details of Accident/Incident

Date  /  /  Time  am/pm Day

Location of incident/ accident

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Please provide a description of the accident/incident

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Please provide details of damaged property and/or injuries suffered

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Have you admitted responsibility/ liability for the incident?

YES  NO

Does the claim involve a product that you manufactured or supplied to another person?

YES  NO

If YES, please provide details

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Were emergency services such as ambulance, police or fire brigade contacted?

YES  NO

If YES, please provide details and attach reports if available

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**Details of Accident/Incident (continued)**

Did the accident or injury arise out of the use of a motor vehicle? YES  NO

Was the motor vehicle registered or required to be registered? YES  NO

If unregistered, was the vehicle insured under a motor vehicle or other insurance policy? YES  NO

Do you believe that another party or person is responsible? YES  NO

If YES, please provide details


**Details of party or parties making claim against you**

Name

Address  Postcode

Phone Number: Business (  ) Mobile

Solicitor's Name

**Witnesses**

Name

Address  Postcode

Phone Number: Private (  ) Business (  ) Mobile

Relationship (eg. employee, family, friend, previously unknown)

Name

Address  Postcode

Phone Number: Private (  ) Business (  ) Mobile

Relationship (eg. employee, family, friend, previously unknown)

Name

Address  Postcode

Phone Number: Private (  ) Business (  ) Mobile

Relationship (eg. employee, family, friend, previously unknown)

Name

Address  Postcode

Phone Number: Private (  ) Business (  ) Mobile

Relationship (eg. employee, family, friend, previously unknown)

## Declaration

I declare that all information provided in respect of this claim is true and correct and that no relevant information has been withheld.

Signature

X

Date

/ /

Name (Please print)

Please do not hesitate to contact us should you have any queries or wish to discuss the claim.