



1. Insurance Company:

2. Policy Number:

Expiry Date:

3. Insured (surname, company, partnership):

Given Name(s) of Insured:

Contact Person (for company or partnership):

4. Address:

Suburb:

Postcode:

5. Mobile No:

Business Telephone No:

Email Address:

6. Are you registered for GST purposes?

No Yes What is your ABN?

7. When did the loss, theft or damage happen?

Date:

Time:

 AM PM

8. Please describe what happened:

9. Address where loss, theft or damage happened:

Are you the only occupier of your premises?

Yes No Please give details:

10. Who discovered the loss, theft or damage?

Name:

Date:

Time:

11. Do you know who is responsible for the loss or theft of, or damage to your property?

No

Yes

Name(s), address(es) and any other information about the person(s) responsible:

12. Were there any witnesses to the loss, theft or damage?

No

Yes

Name of Witness & Address:

Telephone No:

Name of Witness & Address:

Telephone No:

*You must report any loss, theft or vandalism of property to the police.

The insurance company may need to apply to the police for a copy of this report.

13. Name of police station where you report it:

Name of police officer:

Police Report No:

Date Reported:

*Please complete the attached description of items checklist attached separately.

14. Have you had any previous losses or made any claims for loss, theft or damage with any insurer in the past 5 years?

No

Yes

Please give details:

15. Has any insurer refused or cancelled cover or had special conditions on your cover?

No

Yes

Tell us what happened:

16. Have you been charged with, or convicted of any criminal offence in the last 10 years?

No

Yes

State Details:

[Click here to learn how to digitally sign this document](#)

Signature

Date

