



Corporate Travel Insurance Claim Form

Please print out for signatures and post original to your broker if applicable or to AIG Insurance New Zealand Limited.

Corporate Policies Only:

This section **MUST** be completed by the person authorised by the policyholder for insurance declarations.

Full Policy No

Are You the Company officer who is authorised to approve and responsible for all Travel Insurance declarations to the broker? YES / NO

If No, you must ask the authorised Company person to complete.

Name of Insured Company

Traveller/claimant's position in Insured Company

Did the loss occur whilst on Authorised Business Travel? YES / NO

If YES, what was the nature of business to be done on the trip?

If NO, did you authorise cover under the Company policy for all the persons claiming loss? YES / NO

Has this trip been included on your annual travel insurance declaration? YES / NO When?

Details of journey

Departure Date

Return Date

Was an air trip involved in the travel? YES / NO Give details

Signature: Signature Date:

Name (please print) Title/Position of Authority Position:

Settlement will be paid to Traveller unless the Policyholder specifically instructs AIG otherwise

Traveller's Details

Name of Traveller/s (Mr/Mrs/Miss/Ms)

Address

Phone Day After hours Email

Occupation Date of Birth

Period of Journey: Total Number of Days: From to

Luggage and Personal Effects

Add sheet if insufficient space

Give full details of how loss, damage or theft occurred:

Date of occurrence at AM / PM

Date loss reported at AM / PM

Name of Authority Loss reported to:

Address

Were articles lost by Carrier? (eg Airline) YES / NO Carrier Name

Have You made a claim yet? YES / NO Claim No

NOTE: The Montreal Convention imposes a liability upon the Carrier and you should claim on them first.



Cancellation / Additional Expenses

Cancellation of journey:

Please give reason

Date you advised Travel Agent to cancel bookings (if applicable) / / Date of Incident causing Loss / /

If cancellation costs or additional expenses were incurred due to Injury/Sickness:

Name of person Relationship to You

Address Age

Describe the Injury/Illness

Date of First Treatment / / Has the patient EVER had a similar condition before? YES / NO

Patients Usual Doctor Name; Address & phone number

Amount of Deposit paid \$ Date Paid / /

Were any additional fares incurred as a result of cancellation YES / NO Give details

Were any alternative arrangements sought by You or alternative offers made? YES / NO Give details

Reason for incurring additional expenses or forfeiting travel or Accommodation expenses

Details of expenses incurred (attach list if required) Description of Item	Cost NZ\$
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
TOTAL	NZ\$

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS CLAIM

1. Original Receipts and/or Tickets relating to loss of deposits or additional expenses incurred
2. Substantiation i.e. Original Doctor/Hospitals Certificate relating to Injured or Sick person or letter relating to cancellation, curtailment or diversion of scheduled public transport.

Personal Money

Date of Loss / / Place of Loss

Date Notified / / Which Police Station was advised?

Description of the incident

Amount Claimed NZ\$ OR what currency applies

Foreign Amount

Where and when did you obtain the money?

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS CLAIM

1. Police report
2. Bank or credit card statement showing withdrawal of money or travellers cheque receipt



Personal Liability

Date of Incident / /

Written claim demands made on you **MUST BE INCLUDED WITH THIS CLAIM**

Bodily Injury

Name and Address of Injured Party

Details of Injury

Is the Injury or Damage related to a travelling companion? YES / NO

Is this person related to You? YES / NO Give Details

Damage to Third Party Property

Name and Address of Party claiming against You

Describe Property Damage

Do you consider you were at fault? YES / NO (If yes, why)

Payment

Option 1: Direct credit to NZ bank account. Please complete bank details and account number below

Option 2 Overseas Bank Transfer

Bank Branch Country

Account details

AIG no longer issues cheques. To confirm transfer of funds, an auto email will be sent to your broker or direct

Email: Broker/Payee

OFFICE USE
Bank a/c checked

Payee Signature

Payee Name

Declaration; Authority & Privacy Consent

Insured Traveller Must Sign Below

I/we (print name/s)

declare that the above answers and those contained in any attachments are true and note that the Insurer may rely on such answers in determining a claim. I/we have not concealed any material fact relating to this circumstance. I/we undertake to provide AIG Insurance New Zealand Limited ('AIG') with assistance in dealing with this matter and understand that failure to co-operate with AIG and to provide all information relevant to the circumstance may result in my/our claim being denied.

AUTHORITY:

I/we authorise any hospital, physician or other person who has attended me, or my employer or my accountant to furnish AIG or its representatives with:

- I. copies of hospital and medical reports/notes;
- II. copies of employment records and income tax returns; to the extent that they are relevant to the claim and
- III. information pertaining to my medical history (any sickness or disease or injury, consultation, prescription or treatment).

I/we agree that a photocopy of this authorisation shall be considered as effective and valid as the original and authorise its use as such.

PRIVACY:

I/we consent to AIG in accordance with the Privacy Act 1993:

1. collecting holding and using personal information including information by audio, photographic or video surveillance, provided for purpose of administering a claim including investigating, assessing and paying any claim made by me or on my behalf;
2. disclosing personal information submitted to another AIG company, its staff members, the insured, other insurers and re-insurers, law enforcement agencies, investigators, lawyers, assessors, advisors and the agent of any of these, insurance broker, insurance agent or intermediary, employer for the purpose of administering my claim or providing a report.

Information is provided voluntarily however if we do not collect this information we may not be able to assess a claim. Insured persons have rights of access and correction to their personal information under the Privacy Act. Further information about this or making a privacy complaint can be obtained by emailing : Privacy.officerNZ@aig.com

NOTE: AIG will only seek information which in its opinion it believes to be relevant to investigation of the claim

I/we consent to AIG's assistance provider, Travel Guard, recording of all calls to the assistance service provided under the Travel Insurance for quality assurance, training and verification purposes.

Signatures/s of Insured person/s

Date

- You will need to attach substantiating documents as specified in this claim form.
- Failure to provide substantiating items may result in delays in processing your claim – if it is impossible to provide any of the items required please advise the reason.
- The issue of this form is not an admission of liability and is without prejudice