

A. Notes

1. It is most important that all questions are answered. If not applicable, write "n/a".
2. The issue of this claim form is not an admission of liability by QBE.
3. If there is insufficient space or further comment on any area is considered necessary, please use additional pages.
4. Any amounts further marked as * are in the currency of the country in which the policy has been issued.
5. Markets

Please use the checklist below to indicate the operation in the QBE Pacific Islands region to which you will be submitting your claim.

MARKET	BUSINESS NAME	PLEASE TICK
Fiji	QBE Insurance (Fiji) Limited	<input type="checkbox"/>
Papua New Guinea	QBE Insurance (PNG) Limited	<input type="checkbox"/>
Solomon Islands	QBE Insurance (International) Pty Limited	<input type="checkbox"/>
Vanuatu	QBE Insurance (Vanuatu) Limited	<input type="checkbox"/>

Note: For any other markets please contact the local QBE office.

6. Jurisdiction

The content and use of this form or any agreement entered into pursuant to this form or any dealing in relation to or arising from this form are governed by:

- a) the laws of the country at the QBE office which issues the policy/ies upon which this present claim is made; unless
 - b) the policy/ies refer to the laws of a different country applying, in which case the laws of that country,
- and in relation to those matters, the parties submit to the exclusive jurisdiction of the courts of that country.

For those policies governed by the laws of the Republic of Vanuatu, the validity, interpretation and effect and the rights and obligations of the parties to such policies shall be governed exclusively by English law as applicable within Vanuatu immediately before 30 July 1980 and shall be exclusively justiciable before the Supreme Court of Vanuatu.

B. Insured details

Name of insured

Address

Private tel. no Business tel. no Mobile tel. no

Fax no email

Occupation

C. Property details

1. Are you the owner of the property being claimed for? If "No", please give details Yes No

2. Was there any other insurance covering this damage current at the time of the occurrence Yes No

If "Yes", please give details.

Name of insurer Policy number

3. Name and address of other interested party(ies) (eg. finance company, lease company)

D. Details of premises

1. Where did the loss occur?

Address

2. Describe the premises (ie. factory, warehouse, office block etc.)

3. Are the premises tenanted? If "Yes", please give details of tenant.

Yes

No

4. Were the premises occupied at the time of the loss? If "No", please give details of when last occupied.

Yes

No

Name

Date

E. Incident details

1. Date of incident

Between the hours of

to

2. How did loss or damage occur and what do you consider to be the cause of the loss or damage ?

3. Was another person responsible for the damage? If "Yes", please give details.

Yes

No

Name

Address

4. If the damage is the result of fire, did the fire brigade attend?

Yes

No

5. Have you made a claim on any insurer for any of the above mentioned incidents?

Yes

No

If "Yes", please give details:

Insurer

Date

Amount *

F. Breakage of glass details

Please attach invoice or quotation.

1. What was broken?

2. Was the break through the entire thickness of the material?

Yes

No

3. Has the break been repaired?

Yes

No

4. Have you paid the account?

Yes

No

5. Was there damage to window sign-writing?

Yes

No

G. Storm and water damage details

1. Please describe the damage.

2. How did the wind, rain or water enter the premises?

3. Did the storm cause this opening? If "Yes", please give details.

Yes

No

H. Burglary /theft

Please attach original purchase docket, invoices or receipts. Please provide as much proof about owning the items as possible in order to help us to process your claim quickly.

1. How were the premises entered and where was the point of entry

2. Which parts of the premises were entered?

3. Have the police recovered any property? If "Yes", please give details.

Yes No

4. Did the alarm activate as a result of theft?

Yes No

I. Money

1. Where did the loss/damage occur?

2. How did the loss/damage occur?

Any loss involving malicious damage, lost or stolen property must be notified to the police.

J. Police details

1. Have the police been notified? If "Yes", by whom?

Yes No

Name Telephone Police station

Date notified Crime report no Please attach a copy of Police Report, if applicable.

K. Claims details

Please attach quotations. If insufficient space, please attach list and show total amounts only below.

Damage to building

Particulars	Name of repairer	Amount claimed (attach quotes) *
Total		

Loss or damage to other property

Description of property (include serial numbers)	Where purchased	When purchased	Value at time of loss *	Replacement value (attach quotes) *
Total				

We are not responsible for payment of invoices, however, please indicate if you require payment to any other party.

L. Signature and declaration

I/we declare that:

1. The information and answers given above are correct to the best of my/our knowledge and belief.
2. I/we understand the claim may be refused or reduced if information is withheld.
3. I/we authorise QBE to disclose information contained herein to QBE's advisors, reinsurers and to other insurers. I/we authorise QBE to obtain from any other party information that is, in QBE's view relevant to this claim.

Signature of insured

Date

Fiji

QBE Insurance (Fiji) Limited

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