



A.I.S. Insurance Brokers Pty Ltd

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Machinery Breakdown / Fusion Insurance Claim

The company does not admit liability by the issue of this form. It is issued to enable the insured to lodge a written statement of claim.

Name of insured

Postal Address Postcode

Occupation Date of birth

Private Phone Business Phone

Policy No. Date of Loss Time am/pm

What is your Australian Business Number (ABN)? - - -

Are you registered for GST? Yes No

To what extent are you entitled to claim an Input Tax Credit on the GST applicable to the premium? %

Where did the loss occur? Date of Loss

Describe as fully as possible how loss occurred

Do you consider any other party responsible for the loss?

Yes

No

If "Yes", please state why?

Are you the sole owner of the property lost or damaged?

Yes

No

If "No", give details of other owners or part owners

Do you hold any other insurances under which a claim for this loss may be lodged?

Yes

No

If "Yes", please give details

Name and type of appliance to which motor is attached

Who was it purchased from?

Date of purchase

Price

\$

Is the motor under manufacturers warranty?

Yes

No

If "YES", has a claim been made under the warranty?

Electrical Repairers Report

Make of motor

hp

Serial No

Voltage

rmp

Open or sealed

Age

Details of damage

Cause of damage

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|--------------|---------------|----|
| Repair costs | Windings | \$ |
| | Compressor | \$ |
| | Other repairs | \$ |

> PLEASE ATTACH ACTUAL REPAIR ACCOUNT

*Please show the Input Tax Credit you are entitled to claim on the purchase of each item as a percentage of the total GST payable.

| Description of Goods | Quantity | Cost | Amount Claimed | *Input Tax Credit % |
|----------------------|----------|------|----------------|---------------------|
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Repairs having been completed to my satisfaction I hereby claim the amount of \$

Declaration (must be completed)

1. I/We the insured do solemnly and sincerely declare that I/We have complied with the conditions and warranties (if any) of the policy and have not deliberately caused the said loss or damage or sought unjustly to benefit thereby by any fraud or wilful misrepresentation and that the information shown on the form is true and the I/We have not concealed any information relating to this claim.
2. Further it is understood and agreed that if any property claimed for is subsequently recovered in an undamaged condition I/We will immediately refund the company any sum which may have been paid to me/us in respect of such property. In the event of any property being recovered in damaged condition I/We will immediately hand the same over to the company for disposal as may be agreed.
3. I consent to the broker and insurer using my personal information I have provided on this form for the purpose of processing my claim. I understand that if I choose not to provide the required details, this is my choice, however, the broker and insurer may not be able to process my claim.
4. *I consent to the broker and insurer disclosing my personal information to other insurers, an insurance reference service, or as required by law. I consent to the broker and insurer also disclosing my personal information to and/or collecting additional information about me, from investigators or legal advisors.

Date: _____ Signature: _____

* This consent only applies when a claim is submitted in relation to a policy insured to the individual, not a company or business.

How To Get Quick Action On Your Claim

1. Complete the attached form and return to our office. If an assessor is appointed, give them the forms.
2. Attach all **original** quotations or invoices obtained for replacement of or repair to the damaged or missing property. Photocopies are not accepted as a rule.
3. Attach **original** valuations and receipt of purchases whenever possible.
4. Advise the Police immediately in the event of loss by burglary, housebreaking, theft, suspected malicious damage. Also make sure the premises are secure to avoid further incidents.

Note: Police reports are very slow so if you can obtain one at the time the report is taken, then this will save valuable time or at least obtain a copy or report number.

5. Attach any letter of demand or other correspondence that you may receive from any Third Party.
6. Do not make any admission of liability for loss or damage caused by you to the Third Parties.

WHAT WE WILL DO - IF THE PAPERWORK IS CORRECT AND COMPLETE:-

- Submit the claim form to the Insurer
- If the claim has not been paid within 30 days we will contact the Insurer and then advise you accordingly
- We will then follow up the claim when necessary until settlement is reached, however, please feel free to call at any time

WHAT AN ASSESSOR WILL DO:-

- An assessor is an independent person who is appointed by the Insurer for their expertise in helping you finalise a larger or more difficult claim
- They will interview and obtain details of a loss and arrange for quotes and prepare the necessary paperwork
- The assessor is your contact point
- The assessor will write a report to the Insurer recommending a course of action
- This can take time depending on their work load and Police Reports
- The Insurer will not act until these reports are received and although not bound by the assessor recommendations, the Insurers usually accept these reports.
- If you are unhappy with any aspect of the claim, advise the assessor. If he is unable to correct the problem then contact us immediately. We will not know of any problem without being advised.
- If you are unhappy with the assessor's responses, contact us immediately.