

COMMERCIAL PROPERTY CLAIM FORM

IN THE EVENT OF A CLAIM

- Take precautions to ensure that no further damage or loss occurs to this property.
- This Claim Form should be completed and returned to your Broker as soon as possible with any relevant photos and attachments.
- Contact your Broker if you are unsure about any matters relating to completion of this Claim Form.
- No repairs are to be commenced without the consent of SURA Commercial.

PLEASE NOTE

- Every question must be answered fully.
- Incomplete, illegible or unclear answers will delay processing of your claim.
- If insufficient space is provided, please attach separate sheet(s) and sign and date each sheet attached.
- To ensure prompt action ALL documentation is to be submitted by email to claims@sura.com.au.

Are you the owner of the property being claimed for? Yes No

If no, give details

Does any other party have an interest in the property being claimed for? Yes No

If yes, give details

Is there any other insurance policy which would cover this loss, theft or damage? Yes No

If yes, give details

Do you know who is responsible for the loss, theft or damage to your property? Yes No

Please advise name(s) and address(es) of the person(s) responsible

SECURITY DETAILS

Are any of these used to provide security to the premises? Please tick which apply

Key window locks on all accessible windows?

Grilles on all accessible windows and doors?

Double keyed deadlocks on all perimeter doors?

Fixed safe?

Perimeter alarm?

Freestanding safe?

Internal alarm?

None

Did the device activate as a result of theft? Yes No

POLICE

Was this loss, theft or damage reported to the police? Yes No

Date of Incident / / Crime Report No.

Name of Police Officer

Name of police station where loss, theft or damage was reported

FIRE

If the damage is the result of fire, did the fire brigade attend? Yes No

Where did the fire commence?

DETAILS OF PREVIOUS LOSS, THEFT OR DAMAGE

Have you ever suffered any loss, theft or damage at this address or elsewhere in the last 5 years? Yes No

If yes, please give details

TYPE	DATE	TOTAL AMOUNT
		\$
		\$
		\$
		\$
		\$

Have you made a claim on any insurer for any of the above mentioned incidents? Yes No

If yes, please give details

INSURER	DATE	TOTAL AMOUNT
		\$
		\$
		\$
		\$

DETAILS OF CLAIM

Please attach 1 repair quotation, where available. If insufficient space please attach list.

DAMAGE TO BUILDING

PARTICULARS	NAME OF REPAIRER	AMOUNT CLAIMED
		\$
		\$
		\$
		\$
TOTAL		\$

LOSS OR DAMAGE TO OTHER PROPERTY

DESCRIPTION OF PROPERTY	WHERE PURCHASED	WHEN PURCHASED	VALUE AT TIME OF LOSS	REPLACEMENT VALUE (ATTACH QUOTES)
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL				\$

Where possible attach original invoices, receipts or other proof of purchase. This will help us in assessing your claim as quickly as possible.

ELECTRONIC FUNDS TRANSFER DETAILS

Following SURA Commercial's approval of your claim, your claim benefits can be transferred directly into your bank account. Please provide the following details:

Name of Financial Institution	Account Name
BSB	Account No
Bank SWIFT code (if required)	

GENERAL INSURANCE CODE OF PRACTICE

In accordance with our binding authorities, where we act on behalf of the insurer, we are bound by the General Insurance Code of Practice. The Code is designed to set minimum standards of practice and service in the insurance industry. Further information about the Code can be obtained from www.codeofpractice.com.au

PRIVACY

We are committed to protecting your privacy in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs), which will ensure the privacy and security of your personal information.

Our Privacy Policy explains how we collect, use, disclose and handle your personal information as well as your rights to access and correct your personal information and make a complaint for any breach of the APPs.

A copy of our Privacy Policy is located on our website at www.sura.com.au

Please access and read this policy.

If you have any queries about how we handle your personal information or would prefer to have a copy mailed to you, please ask us.

If you wish to access your file please ask us.

COMPLAINTS AND DISPUTE RESOLUTION

If you have any complaints about the products or services provided to you we have a complaints and internal dispute resolution process to try and resolve them as quickly as possible. Please contact us and tell us about your complaint.

If you are not satisfied with the outcome of this process we will provide you with information about the Financial Ombudsman Service (FOS) including their contact information, when you lodge your complaint with us or at any time upon your request.

AGENT OF INSURERS

In accordance with the requirements of the Corporations Act 2001, SURA Commercial in arranging or effecting this insurance or dealing with or settling claims will be acting under an authority given to it by certain insurers. Accordingly SURA Commercial will be acting as an agent of the insurers and not an agent of the insured.

DECLARATION AND AUTHORISATION

I/We declare that the information provided on this form and in any attached documentation is true and correct and that I/We have not withheld any relevant information.

I/We acknowledge that I/We have read and understood the Privacy Statement and consent to the collection, storage, use and disclosure of personal and sensitive information to all persons affected by this claim. I/We acknowledge that if I/We do not agree to the collection of this personal information then SURA Commercial or its agent will be unable to process my/our claim.

I/We authorise SURA Commercial or its agent to give to and obtain from other insurers, insurance reference bureaus and credit reporting agencies any information relating to the insured's credit or insurance history as well as insurance claims information obtained during the course of this contract.

SIGNATURE OF INSURED:

DATE:

PRINT NAME:

SIGNATURE OF WITNESS:

DATE:

PRINT NAME:

Please note: if the insured is a company, partnership or other business venture, this declaration must be made and signed by an authorised person.