

# Machinery Claim Form

Click on the fields to complete online, then print and sign.

OR Print and complete all sections in black or blue pen.



## 1. Details

Policy number

Claim number

Contact name

Insured

Postal address

Suburb

State

Postcode

Phone number (h)

Phone number (w)

Email

Date loss (dd/mm/yyyy)

## Goods and Services Tax:

(a) Australian Business Number (ABN), if applicable:

(b) entitlement to an Input Tax Credit:

 %

## 2. Damage Details

Location of damaged machine

Description of damaged machine

### Details of damaged machine

Make

Type

Model

Serial number

Year of Manufacture

HP/KW

What happened? (Attached sketch if appropriate, also attach itemised account for parts and labour)

Estimated cost of Damage

 \$

Claim number

Policy number

**(If spoilage of frozen goods is insured)**

Did spoilage of frozen goods occur?  **Yes**  **No**

*If yes, what type of goods? (please attach invoices)*

Where are the goods now?

What was the value of the goods?

**(If business interruption is insured)**

What time did the machine stop?

 am  pm 

Which department(s) is/are affected by the stoppage?

What is your approximate daily turnover?

If you are incurring increased costs of working, what is the daily cost of these?

When do you anticipate repairs/replacement to the damaged machine to be completed?

Who is your company accountant?

Telephone Number (Work)

Do you know of any other insurance policy which covers the damage of items under our policy?  **Yes**  **No**

*If yes, please explain*

Please attached or keep all invoices/receipts and photographs to support your claim. Do not destroy or otherwise relinquish possession of damaged parts to support your claim.

### 3. Declaration

I/we certify that the information given in this claim form is truthful, accurate and complete. No information likely to affect this claim has been withheld. I/we understand that this claim may be refused in whole if the information is untrue, inaccurate or concealed.

Signature of Insured(s)

Date (dd/mm/yyyy)