

GENERAL LIABILITY CLAIM FORM

JLT SPORT

For further information relating to the General & Products Liability policy for specific sports (including Policy Wordings), please refer to www.jltsport.com.au

PLEASE SEND YOUR COMPLETED CLAIM FORM AND ATTACHMENTS TO:

JLT Sport

Level 8/507 Bourke Street

Melbourne VIC 3000

Fax:(03) 9614 3600

IMPORTANT INFORMATION

You are reminded that in no circumstances should you admit any liability or make any offer or enter into and correspondence with any incident which may result in a claim under your policy.

HOW TO LODGE A LIABILITY CLAIM

STEP 1	Notify JLT Sport immediately of your intention to lodge a liability claim via one of the following options: Phone: 1300 130 373 Email: jltsport@jlta.com.au
STEP 2	Access a claim form via www.jltsport.com.au or call JLT Sport on 1300 130 373
STEP 3	Complete all sections of the claim form Your claim form may be returned if there is important information missing For assistance contact JLT Sport on 1300 130 373
STEP 4	Send your claim for (completed in full) to JLT Sport as soon as possible.
STEP 5	JLT Sport will confirm receipt of your claim form or contact you should they require more information. Please contact JLT Sport directly if you have not received confirmation of your claim within 7 days.

INSURED'S DETAILS

Name of Insured:			
Postal Address:		Postcode:	
Contact Name:			
Telephone No.		Facsimile No.	
E-mail Address:			

If more than one named insured is claiming for this loss, please answer this question for each insured on a separate page.

Are you registered for GST purposes? (Tick box applicable)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, what is your Australian Business Number (ABN)?		
Have you claimed or are you entitled to claim an Input Tax Credit (ITC) on your monthly or quarterly Business Activity Statement to the Australian Taxation Office in respect to the GST paid on the insurance policy under which this claim is being made?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, what percentage of the GST did you claim or are you entitled to claim?	%	

(if the GST paid and your ITC entitlements are the same amount, the answer to this question is 100%)

NB: Insurers cannot settle your claim without the above information and, if you fail to advise the availability of an ITC or understate its availability, you may have a liability to pay tax on the claim payment. If you have any queries, please see your tax adviser.

INCIDENT DETAILS

Date of Event:		Time of Incident:		<input type="checkbox"/> AM	<input type="checkbox"/> PM
Date reported to you:					
Exact place of Incident:					
Description of the Incident:					
Name(s) and address(es) of any person(s) injured.					
Name:					
Address:					
Name:					
Address:					

INCIDENT DETAILS CONTINUED

Full details of any injuries:

Name(s) and address(es) of owner(s) of any damaged property;

Name:

Address:

Name:

Address:

Note: any piece(s) of damaged property or other evidence of the cause should be preserved

Name(s) and address(es) of witness(es), if any;

Name:

Address:

Name:

Address:

Was the incident due to:

 Any individual Property Plant or equipment Motor Vehicle**THIRD PARTY DETAILS**

Name of Third Party:

Permanent Address of Third Party:

Nature and extent of injuries/damage:

Have you received notice of any claim from a Third Party?

 YES NO

If yes, please enclose a copy with this form.

Have you made any admission of liability?

 YES NO

If yes, please provide details:

DECLARATION

I declare that to the best of my knowledge and belief the information in this form is true and correct and I have not withheld any relevant information.

Name of the Insured or person with authority to sign for or on behalf of the Insured:

Position held with the Insured:

Signature of insured or person with authority to sign for or on behalf of the insured:

Date:

IMPORTANT INFORMATION

Do not disclose that you are insured, but merely state that enquiries will be made. Do not reply to any communication received from a Third Party, but forward to JLT Sport. This company's issue and / or acceptance of this form, duly completed, must not be taken as an admission of its liability.

1. **Do not** admit liability.
2. Make sure that you give us ALL details about your claim.
3. Please send any documentation you have which may assist in our investigations.
4. Send us all original quotations and/or original invoices which you have received to repair or replace the damaged property
5. If possible, keep damaged items available as your insurer may wish to inspect them



JLT COLLECTION STATEMENT

In accordance with the Privacy Act 1988 (and subsequent amendments), we, Jardine Lloyd Thompson Pty Ltd (and our subsidiaries and related entities) (JLT) draw your attention to the following:

- We may collect personal information about you by means of the enclosed document.
- We are collecting the information principally for the purpose of approaching the (re)insurance market, placing insurance, assessing and advising you on your insurance needs, claims handling or risk management (depending on your requirements). Other purposes include providing you with information about other JLT products or services and administering payments to you. If you are proposing for or renewing insurance, the information is required pursuant to your duty of disclosure under the Insurance Contracts Act 1984, the Marine Insurance Act 1909 or at common law.
- The information we collect may be disclosed to third parties including but not limited to (re)insurers, insurance intermediaries, service providers, finance providers, advisers, agents and JLT related Group companies.
- Your personal information may be sent to our administrative processing centres in Mumbai (India) or Kuala Lumpur (Malaysia) and to other JLT Group companies, insurers, reinsurers and other third party service providers (e.g. data storage providers) in the United Kingdom, Singapore, Hong Kong, the United States of America and elsewhere.
- If you provide us with personal information about other individuals, you must ensure that those persons have been made aware of the above matters. Where the information collected relates to health, criminal record or other sensitive information as defined in the Privacy Act 1988, you must obtain it with the individual's consent. We will use and disclose your personal information in accordance with our Privacy Policy.
- Our Privacy Policy can be accessed on our website (<http://au.jlt.com/>). For further information contact your account executive or the JLT Privacy Officer:

Jardine Lloyd Thompson Pty Ltd
Level 37, 225 George Street
SYDNEY NSW 2000
Telephone: (02) 9290 8000

