

You must register any claim within 30 days after completion of your travel. We prefer if you lodge your claim with us digitally, either through our Tick Website (<https://quote.tickinsurance.com.au/policylogin.aspx>) or emailing us a scanned copy of this claim form along with a copy of documents requested.

Claimant Details		Claim Reference (if known)	
Title (Mr/Mrs etc)	Surname	Forename(s)	Date of Birth / /
Nationality		Occupation	
Medicare Number	Parent/Guardian's Medicare Number (If medical claim is for a minor)		
Home Address		Home Phone	
		Work Phone	
		Mobile	
State	Postcode	Email	

Policy Details			
Policy Number	Date Issued	Number in Party	
Independent Travel Arrangements: Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, provide the following *:	
*Travel Agent & Branch	*Tour Operator		
Date of Booking	Departure Date	Return Date	Total Days
/ /	/ /	/ /	
Country	Resort/Town		

**It is against the law to submit a fraudulent insurance claim. If your claim is found to be fraudulent the claim will be declined and Insurers will pursue recovery by the use of legal action.**

I/We hereby declare that:

- All information and documents submitted for this claim are true and correct.
- Information on this form will be used by Europ Assistance Australia Pty Ltd (Tick Travel Insurance) for my insurance which includes underwriting, claims handling, fraud prevention and could include passing to other insurers to access my previous claims history.
- We subrogate rights of recovery to Europ Assistance Australia Pty Ltd (Tick Travel Insurance) and also consent to them seeking reimbursement of any medical expenses paid by them.

**For medical related claims:**

4. This is an Authority by me for any doctor, hospital, insurer, other organisation or person having any records or information concerning my medical history/treatment to furnish records/information as may be requested by Europ Assistance Australia Pty Ltd (Tick Travel Insurance) or their agents. I am also aware that such information/records are relevant in the evaluation of my claim and that non-submission could prejudice my claim. A photocopy of this authorisation shall be considered as effective and valid as the original.

**I have read and fully understand the declarations above (ALL persons claiming must sign below)**

**Privacy Statement & Consent**

I have read, understood and agree with the Privacy Statement below

The personal and sensitive information collected in this form and other information you or third parties provide in connection with this claim will be collected, held, used and disclosed by us to process this claim, compile and analyse data, and resolve claim disputes. If you do not provide this information to us we may not be able to process this claim.

We may have to disclose your personal and other information to third parties who assist us in assessing and processing this claim, including other insurers, health service providers, investigators, our specialist advisors, our service providers, or as required or authorised by law.

Your personal information may be disclosed to entities and parties located overseas, including Spain, United Kingdom and the Philippines. Your personal information may also be disclosed to entities and parties in the countries and regions nominated under your insurance policy, or any other regions where you may require assistance.

You have the right to seek access to your personal information and to correct it at any time. For information about how you may access and request correction of personal information we hold about you, or complain about a breach of the Australian Privacy Principles, please see our privacy policy available at [www.tickinsurance.com.au/privacy-policy.html](http://www.tickinsurance.com.au/privacy-policy.html) or contact us at [info@tickinsurance.com.au](mailto:info@tickinsurance.com.au).

Claimant's Name	Signature	Date of Birth	Date
		/ /	/ /
Claimant's Name	Signature	Date of Birth	Date
		/ /	/ /

**Baggage Delay Claims Only**

Arrival in resort: Date  /  /  Time  AM  PM Luggage received: Date  /  /  Time  AM  PM

How long was your luggage delayed  Has compensation been received from the carrier: Yes  No   
*(If yes, please provide documentary evidence of this)*

Flight Number  Flight Date  /  /  PIR or Airline Reference Number

**Loss, Theft or Damage Claims Only**

Where and when did the loss, theft or damage occur

Loss, theft or damage discovered:

Date  /  /  Time  AM  PM Place of Incident (country, resort, town)

Was the incident reported to the:

Police: Date  /  /  Time  AM  PM Reference number

Carrier eg. Airline: Date  /  /  Time  AM  PM Reference number

Detail below the full circumstances surrounding the incident and the precautions taken to protect your property

Where were the items at the time of the loss, theft or damage

Loss and theft claims only: What action did you take to attempt to recover your property? Was the incident reported to any other authority, eg. your holiday rep, rental car company or hotel etc? Please provide full details and a copy of their report if obtained

Have you or anyone else claiming made any previous claims for personal effects or money: Yes  No   
*If yes, please give full details below:*

Do you/your family or anyone else claiming have any other insurance which may cover this loss, eg. travel insurance with your bank/credit card account, tour operator/travel agent or household insurer etc:

Yes  No

Insurer Name and Address

Policy/Account No  Name of Policy Holder

Has a claim been submitted to any other party, eg. other insurer, airline or carrier etc: Yes  No   
*If yes, give details and claim reference number*

Documents You Need to Send Us – **PLEASE NOTE WE DO NOT REQUIRE YOU TO POST YOUR ORIGINAL DOCUMENTS TO US.** Scanned copies sent digitally to us will do, either through email or uploaded when claiming on our website. Please keep all original claim forms, receipts and damaged items as evidence, as we may request for further evidence. If you choose to post your documents to us, please register your post to ensure delivery.

1. Original evidence to show your dates of outward and return travel, (booking invoice, travel tickets, itinerary etc.)
2. A police report, if property was lost or stolen other than whilst in the custody of a carrier.
3. If the claim is for property lost, stolen or damaged whilst in the custody of a carrier, please forward the report issued by the carrier or their agent, written confirmation from the carrier that no payment has been issued to you and all used travel tickets and baggage tags.
4. For all personal possession claims, please provide pre-loss supporting documentation in the form of receipts or visa/bank statements showing the purchase of the items claimed for. Please also forward the manuals and guarantee documentation for any watches, cameras or other electrical or electronic goods.
5. **Damage claims only** - please provide an estimate for repair. If the item is damaged beyond repair we require written confirmation from a relevant tradesman. Please retain all damaged items as we may require them to be forwarded to our offices.
6. **Cash claims only** – we require pre-loss supporting documentation in the form of Bank or Building Society statements, currency exchange slips etc.
7. **Baggage delay claims only** - receipts for necessary purchases of clothing and toiletries and the carriers confirmation of the incident and the date and time your luggage arrived.
8. **Loss of passport/travel document claims only** - receipts for travel, accommodation and communication expenses to obtain a replacement passport or travel document. Please ensure you advise the expiry date of the lost/stolen passport overleaf.

**Details of damaged, stolen, destroyed or lost Personal Baggage** (continue on a separate sheet at the end of the form if necessary)

Please provide full details of each item claimed for. For cameras give make and model number, lens details etc. For watches give make, model, nature and quality of metal from which the case was made, type of strap, number of jewels etc. For jewellery give nature and quality of the metal content, size and type of stones etc. Purchase receipts and valuations must be provided wherever possible.

Ref	Description of item	Owner	Where purchased	Date acquired	Purchase method (card, cash etc)	Purchase price	Office use only

**Total Claimed**

Please indicate if you took out the E2 Additional specified items cover for the items you have listed above:      Yes       No

Please indicate whether any of the items are specifically insured elsewhere (if so please indicate which items):      Yes       No

Details of damaged, stolen, destroyed or lost money. *Currency exchange slips or bank statements showing the withdrawal of the cash claimed must be provided. (Continue on a separate sheet at the end of the form if necessary)*

Ref	Owner	Travellers Cheques	Total Cash A\$	Foreign Currency	Cash A\$	Foreign Currency	Office use only

**Total Claimed**

Loss of passport/travel documents claims only - detail the expenses you incurred in obtaining a replacement passport or travel document (continue on a separate sheet at the end of the form if necessary)

Ref	Owner	Travellers Cheques	Total Cash A\$	Foreign Currency	Cash A\$	Foreign Currency	Office use only

**Total Claimed**

Baggage delay claims only (continue on a separate sheet at the end of the form if necessary)

Ref	Owner	Travellers Cheques	Total Cash A\$	Foreign Currency	Cash A\$	Foreign Currency	Office use only

**Total Claimed**

**IMPORTANT NOTE:** THIS POLICY IS AN INDEMNITY POLICY WHICH WILL RESTORE THE SITUATION TO WHAT IT WAS AT THE TIME OF LOSS. This means settlement is calculated at the value at time of loss, after deduction for age, wear, tear and depreciation

**Bank Details**

Should Tick Travel Insurance need to reimburse you we require your bank details as follows:

Name of Account Holder

BSB

Account number

**Separate sheet to continue any questions necessary**

Lined area for providing additional information or answers to questions.