

COMMERCIAL PROPERTY & LIABILITY CLAIM FORM

INSURED DETAILS

Insured Name/Company Name:

Policy Number:

Street No. & Name:

Suburb:

State:

Post Code:

Telephone Number:

Mobile Number:

Email Address:

GST DETAILS

Are you registered for GST purposes? YES NO

If Yes, please provide your ABN:

To what extent are you entitled to claim an Input Tax Credit for GST claimed on this policy? (Percentage)

CLAIM DETAILS:

Date of Loss:

Time of Loss:

Loss Address (where did the loss occur?):

Circumstances of the Loss (Description and Cause of the Damage if known):

Have you obtained quotations to repair: If yes, please attach these. YES NO

Was the loss reported to the police? YES NO

Date Reported:

Police Report Number:

Name of Police Station:

Name of Reporting Officer:

Description of the property lost/damaged/stolen: (If there are additional items which do not fit on the table below, please attach a separate schedule of items you are claiming for).

DESCRIPTION	DATE OF PURCHASE	ORIGINAL PURCHASE PRICE (AUD)	REPLACEMENT/REPAIR COST (AUD)	ITC ENTITLEMENT (%)

THIRD PARTY DETAILS:

Was there a Third Party involved? YES NO

If yes, are they responsible for the damage? YES NO

If yes, please provide the third party details (where possible or relevant):

Name/Company Name:

Contact Number:

Any other/additional relevant Details (i.e. Vehicle Registration):

Is the property insured under any other policy? YES NO

If yes, please provide the Insurer Name and Policy Number:

ELECTRONIC TRANSFER (EFT) DETAILS:

Name of Financial Institution:

Account Name:

BSB:

Account Number:

DECLARATION:

I/we certify that I am authorised to submit this claim on behalf of the insured, that the information provided is truthful, accurate and complete, and that no information likely to affect this claim has been withheld. I/we agree that, by submitting this form, the personal information I/we provide to Market Lane Insurance Group or their Third Party Claims providers, in this form or otherwise may be collected, held, used and disclosed in the matter set out in the Market Lane Insurance Group Privacy Policy (refer to following page), including for processing this claim.

Name (Please Print):

Signature:

Date:

When complete, please forward your completed and signed claim form to:

Email: claims@marketlanegroup.com.au

Or send it to us via your Agent or Broker.

**Alternatively, claims can be lodged over the phone, by calling us on:
02 8067 0600 or 0424 892 317.**

PRIVACY COLLECTION STATEMENT:

The Privacy Act 1988 (Cth) requires Market Lane Insurance Group Pty Ltd to make the following disclosure before collecting personal information about You.

Market Lane Insurance Group Pty Ltd collects personal information in order to provide its various services which include insurance broking, claims management, risk management consultancy, underwriting management, and reinsurance.

If the personal information Market Lane Insurance Group Pty Ltd requests from You is not provided, neither us or any involved third party may not be able to provide the appropriate services.

Market Lane Insurance Group Pty Ltd discloses personal information to third parties who are involved in the provision of our services. For example, in arranging and managing Your insurance needs we may provide information (including sensitive information such as health information) to insurers, reinsurers, other insurance intermediaries, its advisors such as loss adjustors, lawyers and accountants, and other parties involved in the claims handling process. By submitting Your proposal and continuing to deal with Us, You confirm on Your behalf and/or on behalf of those You represent consent to Market Lane Insurance Group Pty Ltd and these parties collecting, using and disclosing personal and sensitive information about You.

Market Lane Insurance Group Pty Ltd has a duty to maintain the confidentiality of its clients' affairs which includes their personal information. Our duty of confidentiality applies except where disclosure of Your personal information is with Your consent or required by law.

Market Lane Insurance Group Pty Ltd may make use of Your personal information to provide You with information about its products and services.

Contact Details

Simply contact Market Lane Insurance Group's Privacy Officer on the details below if you would like to:

- 1) Access the personal information We hold about You
- 2) Update or correct the information We hold about You
- 3) Discuss Your privacy concerns
- 4) Be removed from our mailing list

Privacy Officer

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