

Canopius Underwriting Limited

Personal Property / Money & Documents Insurance

Claims Form

Thank you for notifying us of your claim.

Please provide full supporting documents and answer all questions in full.

Please refer to the guidance notes for documentation we require.

Please return the completed form to your Insurance Broker or the office detailed below.

Canopius Underwriting Limited

Gallery 9, One Lime Street
London EC3M 7HA

Tel. 020 7337 3700

Fax. 020 7337 3999

Canopius Underwriting Limited is an appointed representative of
Canopius Managing Agents Limited which is authorised and regulated by
the Financial Services Authority



CANOPIUS

Guidance Notes

Please note that if you are unable to supply any of the evidence we request, you should include a separate covering note explaining this. This will enable us to deal with your claim promptly.

In all cases, original documents must be provided. We are unable to accept photocopies.

It is important that you provide evidence to support ownership and value of items. We appreciate that this may not always be possible. You should submit items marked* wherever you can. In some instance you might be able to provide photographs of items claimed for. These may help us in our assessment of your claim.

All Claims

- The Tour Operator's, Travel Agents or Carriers Booking Invoice.
- A copy of your certificate of insurance.
- Your flight tickets.
- Original purchase receipts for items claimed.
- Guarantee cards or instruction booklets for audio, video or photographic equipment, watches or other items usually subject to manufacturers' quarantees.*
- Previously secured valuation certificates for jewellery and valuables.*
- Repair estimates (showing estimated cost of repair or that if repair is uneconomical) for any damaged items. Items beyond repair should be retained for examination. We reserve the right to ask that they be posted to us.
- Bank documentation in support of claims for cash.
- Receipts for purchases made as a consequence of the loss. Please note that these will be required for delayed baggage claims and for claims for additional expenses in replacing a lost or stolen passport. They will help us in our assessment of the amount to be paid for other claims.*

Property lost, stolen, damaged, or delayed whilst in custody of an airline or other carrier.

- The carriers report of the incident (PIR). If the need to claim was discovered after you left the point at which items were collected you must notify the carrier in writing within 7 days of discovery. Please provide the carrier's reply to your notification.

Other instances of loss or theft

- Police report
- Reports from any authorities contacted in an effort to trace your property.
- Reports from the owners of premises or cars from which items have been stolen showing the damage to their property.

Damage to property (see first box if this arose whilst in the custody of an airline or other carrier)

- Holiday Company Representative's report

Check List

The following is provided for your convenience to enable you to check that you have sent the appropriate information to us.

- | | | | |
|--------------------------------|--------------------------|---|--------------------------|
| ■ Booking invoice | <input type="checkbox"/> | ■ Insurance certificate | <input type="checkbox"/> |
| ■ Police report | <input type="checkbox"/> | ■ Holiday Company representative's report | <input type="checkbox"/> |
| ■ Flight tickets | <input type="checkbox"/> | ■ Airline (or other carrier) report | <input type="checkbox"/> |
| ■ Other reports | <input type="checkbox"/> | ■ Repair estimates | <input type="checkbox"/> |
| ■ Original purchase receipts | <input type="checkbox"/> | ■ Instructions/guarantees | <input type="checkbox"/> |
| ■ Photographs | <input type="checkbox"/> | ■ Receipts for replacements/expenses | <input type="checkbox"/> |
| ■ Date claim from posted _____ | | | |

Policy Number _____ / _____ Date Issued _____

Insurance issued by _____
(agent's name and address) _____

Date Holiday Booked _____ Date of Departure _____ Date of Return _____

Insured Person's Surname _____ Initials _____ Title (Mr/Mrs etc.) _____ Date of Birth _____

Name of policyholder (if different from Insured Person) _____

Address for correspondence _____

Postcode _____ Occupation _____

Telephone Number (home) _____ Telephone Number (business) _____

Fax Number _____ Email address _____

Please provide below a full description of the circumstances of your loss. You must explain what steps you took to safeguard your property and precisely how this came to be lost or stolen. Date of Loss: _____

Description: _____

To whom was the loss or theft reported?

POLICE YES/NO Date reported _____ Officer Name/No & Station _____

AIRLINE YES/NO Date reported _____ Report No. _____

TOUR OPERATOR YES/NO Date reported _____ Representative's name _____

OTHER (Please specify) _____ Date reported _____

Do you have any insurance on your home and / or contents? YES/NO

If YES please provide Insurance Co. Name _____

Address _____

Policy number _____

Were any of the items claimed for purchased by credit card? YES/NO

If YES please provide Type of card _____

Card No. _____

Have you made any travel insurance claims in the last 3 years? YES/NO if yes please provide

| Date of loss | Reason for claim | Insurance Company | Amount of claim |
|--------------|------------------|-------------------|-----------------|
| | | | |

If you incurred travel and/or accommodation expenses in replacing a lost/stolen passport please provide

| Date expense incurred | Name and address of service provider | Amount of expense (please indicate clearly the currency) |
|-----------------------|--------------------------------------|---|
| | | |
| | | |
| Total : | | |

Details of property (a separate section is provided for cash losses) – continue on a separate sheet if necessary.

| Owner of item | Description of item.. You must include a precise identification of the model for items such as cameras, watches etc. | Date purchased | Place of purchased | Method of payment (credit card, cheque, etc.) | Amount paid at time of purchase | Current value of property. (Allowance must be made for use , wear and tear). | Office use only |
|---------------|---|----------------|--------------------|---|---------------------------------|--|-----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total : | | | | | | | |

The following should be completed where cash/travellers cheques have been lost/stolen.

| Owner of cash/travellers cheques | Where obtained If Bank / Bureau de Change please give Address | Method of payment for Currency (eg Cash/Credit Card) | Currency (sterling/dollars etc. | Amount lost/stolen |
|----------------------------------|--|--|---------------------------------|--------------------|
| | | | | |
| | | | | |
| Total : | | | | |

DECLARATION

I understand that the making of a fraudulent claim by providing untrue information is a criminal offence likely to lead to prosecution. I confirm that the information given on this form is, to the best of my knowledge and belief, true in every respect and that the amounts claimed have not been refunded to me or claimed from any other source.

Signed _____ Date _____

Pease use additional paper if space provided on this form is insufficient, please attach additional paper when submitting this form.

Number of additional pages attached: _____