



Public & Products Liability

Claim Form

v12.15

Important Notices

Instructions

1. Please answer all questions. Any question left unanswered or answered as known to broker or insurer or otherwise answered in an incomplete way may delay the processing of your claim.
2. Please note if there is insufficient space provided to fully answer any question, please attach an additional sheet of paper with the extra information as required.
3. Please attach all supporting documentation.
4. All attachments form part of this Claim Form and are subject to the Declaration.
5. The issue and acceptance of this form does not constitute an admission of liability by Underwriters or a waiver of their rights.

Privacy

Pen Underwriting handles your personal information with care and in accordance with the Privacy Act 1988 and the Australian Privacy Principles. We collect personal information about you to provide you with insurance and insurance related services. We may disclose your personal information to third parties for the purposes described in our Privacy Policy, including related entities, insurers, reinsurers, agents and service providers, some of whom may be located in the United Kingdom and India. By asking us to provide you with insurance and insurance related services, you consent to the collection, use and disclosure (including overseas disclosure) of your personal information for the purposes described in our Privacy Policy. Where you provide personal information about others, you represent to us that you have made them aware of that disclosure and of our Privacy Policy and that you have obtained their consent. If you do not consent to provide us with the personal information that we request, or withdraw your consent to the use and disclosure of your personal information at any stage, we may not be able to offer you the products or provide the services that you seek. For information about how to access and or correct the personal information we hold about you or if you have any concerns or complaints, ask us for a copy of our Privacy Policy or visit www.penunderwriting.com.au.

Complaints Handling

If you are dissatisfied with a decision Pen Underwriting makes, our service, the service of others we appoint to discuss insurance matters with you, or a claim settlement, we have an internal dispute resolution process to assist you. For further information, ask for a copy of our Complaints and Disputes Resolution Policy or visit www.penunderwriting.com.au.

1. **Policy Number:**

2. **Details of Insured**

(a) Name(s) of Insured:

(b) Address:

(c) Occupation/Profession/Trade or Business:

(d) Telephone Number:

3. **Report of Injury and/or Damage**

Please provide the particulars of the Occurrence likely to result in Personal Injury and/or Property Loss or Damage claim:

(a) Date of occurrence: Time of Occurrence:

(b) Exact place of occurrence:

(c) What happened and how did it occur?

.....

(d) Witnesses

<i>Name</i>	<i>Address</i>
.....
.....
.....
.....

(e) Name and address of persons injured or owners of property lost or damaged:

<i>Name</i>	<i>Address</i>
.....
.....
.....
.....

(f) State nature of personal injury or loss or damage sustained:.....

.....

(g) With regard to lost or damaged property, has an estimate of cost become available? Yes or No

If Yes, what is it:

4. **Claims**

(a) Has a report of personal injury and/or property damage been made to you by a Third Party Claimant? Yes or No

If Yes, please provide details including whom and when:

(b) Have any claims been made on you either verbally or in writing? Yes or No
If Yes, please provide details and enclose any Third Party correspondence:

(c) If this claim is in respect of a faulty or defective product, please advise whether you have ever previously had any claims made against you in respect of this particular product? Yes or No
If Yes, please provide details:

Declaration

I/We declare that:

- I have read and understood the **Important Notices** accompanying this Claim Form
- The answers and information given in this Claim Form are true and correct in all respects
- I/We have read the Pen Underwriting Privacy Statement on this Proposal and consent to the use, disclosure and obtaining of personal information about the insured for the purposes shown in the Privacy Statement
- Where I/We have provided information about another individual, that individual has been made aware of that fact and of the Pen Underwriting Privacy Statement

Signature of Insured: Date:

Please forward your completed form to

Email: liabilityclaims.au@penunderwriting.com
Phone: 07 3005 1900
Fax: 07 3005 1999