

AUSTRALIAN BAPTIST INSURANCE SCHEME

UNDERWRITTEN BY EIG-ANSVAR



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GENERAL CLAIM FORM

IT IS ESSENTIAL THAT THIS FORM BE RETURNED, WITH ALL QUESTIONS ANSWERED, TO THE AUSTRALIAN BAPTIST INSURANCE SCHEME IN YOUR STATE AT THE EARLIEST OPPORTUNITY

NAME OF CHURCH OR ORGANISATION

.....
.....
.....
.....

ADDRESS

CLAIM NO:

.....

EXCESS

.....

BUSINESS PHONE NO.

PRIVATE PHONE NO.

EMAIL ADDRESS

.....

.....

.....

DATE OF LOSS:

.....

NATURE OF LOSS:

BURGLARY

ACCIDENTAL DAMAGE

FIRE

MALICIOUS DAMAGE

GLASS

OTHER

IF OTHER, PLEASE SPECIFY _____

DESCRIBE HOW THE LOSS OCCURRED.

.....
.....
.....
.....
.....

WAS ANOTHER PERSON RESPONSIBLE FOR THE DAMAGE TO YOUR PROPERTY ?

NO

YES

IF YES, NAME AND ADDRESS OF PERSON RESPONSIBLE

.....
.....
.....

IF BURGLARY, METHOD OF ENTRY ?

.....
.....

HAVE THE POLICE BEEN NOTIFIED ?

WHICH STATION ?

NO

YES

.....
.....
.....

WHAT STEPS HAVE BEEN TAKEN TO ENSURE THE SAME LOSS DOES NOT OCCUR AGAIN ?

.....
.....
.....

COMPLETE DETAILS OVERLEAF BEFORE SIGNING BELOW

I DECLARE THAT ALL THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT.

SIGNATURE OF CHURCH SECRETARY,
TREASURER OR ADMINISTRATOR

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NAME (PLEASE PRINT)

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DATE

	/		/	
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CHECK LIST

BELOW IS A LIST OF ITEMS WE REQUIRE IN ORDER TO PROCESS YOUR CLAIM. PLEASE TICK THE BOX IF THAT ITEM HAS BEEN INCLUDED WITH THIS CLAIM FORM.

DESCRIPTION OF ITEM STOLEN OR DESTROYED	MODEL NO	PROOF OF OWNERSHIP	QUOTE 1	QUOTE 2	INVOICE FOR AUTHORISED REPAIRS/ PURCHASE	HAS THE INVOICE BEEN PAID? YES / NO
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PROOF OF OWNERSHIP: This could be an invoice/receipt from original purchase, a copy of the cover of the manual, a copy of the warranty or something similar to prove that the item was the property of the church/school/individual.

QUOTE: It is important that you obtain at least two quotes before any repairs/replacements are undertaken.

INVOICES: Please **do not proceed with any** repairs/purchases until authorisation has been received from the Baptist Union. Once this is undertaken, it is important that the Union receives the original invoice/receipt before reimbursement can be made.