

# STUART ALEXANDER LTD

130 Fenchurch Street, London EC3M 5DJ Tel: 020 7338 0111 Fax: 020 7338 0031

## Personal Effects/Money Claim Form

### SECTION 1 (Claimant details)

TITLE	FULL NAME	OCCUPATION	DATE OF BIRTH
1			
2			
3			

Address	
	Post Code
Daytime Tel No	Country of Residence
Travel/Tour Operator	Country of Destination
Departure Date	Return Date
Date insurance was purchased	

### SECTION 2 (Claim details)

Date of loss/damage	Time	Place
Full details of circumstances		
Was loss/damage reported to the courier? <b>Yes/No</b>		
Was loss/damage reported to the airline? <b>Yes/No</b>		
Was loss/reported to the police? <b>Yes/No</b>		
If <b>No</b> to all of the above please state reason(s) why?		
Please state the total value of all baggage and personal effects carried on your trip		
Are the items solely your property? <b>Yes/No</b>		
If <b>No</b> , please specify		

Name, Address and Policy Number of household contents insurers of the address where you reside.  
(Refer to note below, **HOUSEHOLD INSURERS**)

Is there any other relevant policy that may cover your belongings? e.g. Barclaycard, Amex, Jewellery Insurance.  
**Yes/No**

**If Yes, please give details**

Have you ever made an insurance claim for personal property or money? **Yes/No**

**If Yes, please give precise details**

Has a claim been submitted to any other insurer and/or authority in respect of this loss? **Yes/No**

**If Yes, please give details**

### **HOUSEHOLD INSURERS**

**Insurers contribute to the settlement of each other's claims. This shares costs and helps to keep premiums down. Please give full details of your household contents policy in the space provided.**

## **DOCUMENTS REQUIRED TO SUPPORT YOUR CLAIM**

***IMPORTANT: ORIGINAL DOCUMENTS ARE REQUIRED. WE DO NOT NORMALLY ACCEPT PHOTOCOPIES OR FAXED DOCUMENTS***

1. Police Report
2. Representative's Report.
3. In respect of money claims, currency conversation slips/copy of bank/building society statements or a letter from your bank confirming withdrawal of funds prior to your holiday.
4. In respect of personal effects claims evidence of ownership and value. *(Insurers require claims to be supported by evidence of ownership and original purchase price. Please forward original purchase receipts, guarantee cards, instruction manuals, credit card slips/statements or original insurance valuations to confirm ownership of the items being claimed.)*
5. Property Irregularity Report, tickets and baggage tags.
6. If claiming for damaged items, estimate of repair.

### ***DECLARATION (to be completed by all claimants)***

I/We declare that all the information supplied is true and correct in every aspect and that no relevant information has been withheld. On settlement, I/We transfer any rights of subrogation, salvage, and recovery to the Insurers and/or their Loss Adjuster.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_





