

## Material Damage and Business Interruption

### Important information

Use this notification form to notify claims on Delta Property Insurance Material Damage and Business Interruption policies.

You should not make any admission of liability or make any offer of settlement without Delta Property Insurance's prior approval.

### Policy details

1 Name of Insured:

2 Policy/Claim Number:

3 Address:

4 Contact name:

5 Email:

Phone:

### Claim details

**Please also complete the Loss Schedule on page 2 of this form.**

6 When did the loss occur? Date:

Time:

7 Where did the loss occur? Address:

8 How much is being claimed from you?

9 What happened and how did the loss occur? You may attach a separate document if you prefer.

10 Does someone other than you own any of the damaged property/assets?

Yes  No

If **Yes**, please provide details:

11 Do you know who was responsible for the loss?

Yes  No

If **Yes**, please provide details:

12 Is there finance on any of the property/assets claimed for?

Yes  No

If **Yes**, please provide details:

### Other information

13 Do you have any other insurance policies which may cover this claim?

Yes  No

14 What risk management steps have you taken / are you planning to take to prevent similar circumstances arising again?

15 Are you attaching any documents?

Yes  No

If **Yes**, please list them:

16 Any further comments/information:

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**Declaration**

- (a) I/We agree to The Company acting through their agents at Delta Property Insurance obtaining personal information about me/us that is, in The Company's or Delta Property's view, relevant to this claim from any other party including members of the Insurance Industry and Insurance Claims Register Limited (ICR Ltd).
- (b) I/We am/are authorised to complete this form on behalf of the Insured.
- (c) The information given above is correct and complete to the best of my/our knowledge and belief.
- (d) I/We have not withheld any material information which may affect Delta Property Insurance's assessment of this claim.
- (e) I/We authorise the use of this information (and any further information supplied by me/us/the insured during the course of the claim) by Delta Property Insurance to assess and administer this claim.
- (f) I/We authorise the disclosure of this information by Delta Property Insurance to its advisers, reinsurers and other insurers.
- (g) I/We understand that I/We/the insured have certain rights of access to and correction of this information.

Signature of Principal, Partner or Director:

Full name of individual completing this form:

Date:

**Loss schedule:**

Delta Property Insurance requires proof of ownership eg. photos, receipts,

Description (include make and model):	Purchased new?	Current purchase price:	Age of item:	Place of purchase:	Repairable?
	<input type="radio"/> Yes <input type="radio"/> No				<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Yes <input type="radio"/> No				<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Yes <input type="radio"/> No				<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Yes <input type="radio"/> No				<input type="radio"/> Yes <input type="radio"/> No
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	<input type="radio"/> Yes <input type="radio"/> No				<input type="radio"/> Yes <input type="radio"/> No

If an item is damaged, please provide a damage report confirming it is repairable and the cause of damage.

If an item is repairable, please include a placement quote to repair/replace.

**Delta Property Insurance Limited's claims services are provided by Sedgwick New Zealand Limited.**

Level 5, Metlife Care Building, Corner Kent and Crowhurst Street, Newmarket, Auckland 1023. PO Box 335 Shortland Street, Auckland 1140. Tel 0800 51 33 77 propertyclaims@deltainsurance.co.nz



We are a member of the Insurance Council of New Zealand and adhere to the Fair Insurance Code which provides you with assurance that we have the highest standards of service for our customers.