



c/o Abco Kovex Building
Swords Business Park
Swords
Co. Dublin
Tel: 0818 286878
0845 601 6556(NI/UK)

Personal Belongings & Money

1. Incident Detail:

Date & Time of Incident:	/ /	:		
Place where incident occurred		Type of Claim: (Please Specify)	Loss Theft	Damage Delay
If the claim is for Delayed Baggage, please state the number of hours for which the baggage was delayed: (refer to policy wording for number of hours covered)				

1. Tick which authorities were notified and attach the report obtained:

Police Station	<input type="checkbox"/>	Railway Authorities	<input type="checkbox"/>	Airline	<input type="checkbox"/>	Ferry Company	<input type="checkbox"/>	Hotel Manager	<input type="checkbox"/>
Holiday Representative	<input type="checkbox"/>	Other	<input type="checkbox"/>	Not Reported	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Date & Time Reported :	/ /	:							

2. If not reported, please explain why:

3. If the incident was reported, but no written report was obtained, please quote reference no and contact telephone number of authority to whom the incident was reported:

Reference No		Telephone Number:	
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4. Please describe fully the details of the incident, stating where your belongings and money were immediately prior to the incident and who was responsible for them:

5. Detail the precautions you took to protect your belongings and money:

6. Detail the actions you took to recover your belongings and money:

7. Have you received any compensation from a third party in relation to this claim i.e. Airline Transport Company, other Insurance Policy etc. **Yes / No**

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8. If "Yes", from whom?

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9. Do you have Household Contents Insurance? If "Yes" please provide details:

Insurer's Name		Policy No	
Insurer's Address			

Note: The information given in section 10, may be passed to your household insurers. They will give us information about your policy with them, and we may ask them for a contribution to this claim. A contribution payment is normal practice where two or more policies cover the same item(s).



Personal Belongings & Money (Contd)

10. Details of Personal Belongings Claims:

Owner of Property	Description of Item (including make & Model)	Damaged Yes/No	Date of Purchase	Purchase Price	Method of Payment i.e. Cash, Cheque, Credit Card	Amount Claimed
Total Amount Claimed in Euros						

1. Please detail all money taken on your trip and all money which was lost or stolen for which you are claiming:

MONEY TAKEN ON TRIP				MONEY LOST OR STOLEN			
Owner of Money	Date of Withdrawal	Total Euros	Non-Euros	Travellers Cheques	Euros Cash	Non-Euro Amount	Travellers Cheques
Total Amount Claimed in Euros							

Documents you need to send to Us – Send ORIGINAL DOCUMENTS

1. Original Insurance Certificate.
2. Original Booking Invoice / Travel Tickets
3. Proof that you withdrew the money i.e. Bank statement, credit card statement, Exchange Receipt.
4. Report confirming that bank cards and/or credit cards have been stopped (if applicable)
5. Report from appropriate authority confirming money was lost or stolen.
6. Proof that you own the items i.e. Original receipt or bank statement, credit card statement, store card detailing purchase.
7. Report confirming that Belongings / Baggage was lost, stolen, damaged or delayed.
8. Insurance valuations for items of jewellery (must be dated earlier than date of loss)