


Claims form – Business Travel Insurance

Luggage (theft/delay/loss/damage)

<p>Please fill out all fields and enclose original documentation.</p> <p>Processing your claim cannot begin before we have received all relevant information. Please fill out all fields in the claims form, otherwise the claims handling can be prolonged.</p>					
1. Personal information	Name:	Policy No.:	Social security No.:		
	Address:		Postal code:	Town:	
	Phone (work):		Phone (home):		
	E-mail:		Company name:		
2. Bank information	Please transfer the compensation to (please tick off):		Your private bank account	Company bank account	
	Bank name.:		Account no.:		
	In case of transfer to foreign bank		Swift/Bic code:		
	Iban no./ account no.:				
3. Other insurance	Insurance company:		Policy no.:		
	Has the claim been reported to your home insurance company? If yes, please state date?			Yes	No
	Which credit card do you have? (please tick off)	Mastercard	Diners	Amex	EuroCard
	What bank has issued the card?				
	Type of card? (tick off):	Gold	Platin	Card no.	
	Private creditcard		Company creditcard		Other?
4. Travel information	Purpose of the journey? (please tick off)	Business	Holiday/Business	Holiday	
	Departure (day/month/year):			Arrival (day/month/year):	
	Travel agency/Tour operator:			Where did the loss occur (country)?	
5. Luggage delay	When did the delay occur (day/month/year)?				
	Has the delay been reported to the transport company? (flight/bus/train/ferry) – original documentation must be attached			Yes	No
	When was the luggage delivered (day/month/year)?			Time of delivery?	
	If no, please note why this has not been done:				
<p>Enclose original PIR (personal irregularity report), receipts, printed ticket, boarding card and baggage tag</p>					

6. Damage/theft	When did you notice the incident (day/month/year)?					
	When did the incident occur – if different (day/month/year)?					
	Please describe the incident in details (if necessary please attach separate description):					
	Who was the incident reported to (tick off)?					
	Original documentation must be attached:		Police	Hotel	Guide	
	Gouda alarm centre		Gouda	Transport company		
	Other? (original documentation must be attached):					
	Where were the items at the time of the incident? (tick off).		Carried	Car	Train	Plane
	Hotel		Bus	House/apartement	Elsewhere	
	Was the luggage checked in/deposited?		Yes		No	
	If yes, with whom?					
	Was the storage area locked?		Yes		No	
	Were there any signs of forced entry?		Yes		No	
If yes, what were the signs?						
7. Lost objects / delayed luggage	What have you lost/bought?	Date of purchase	Purchase price	Claim (local currency)	Claim (NOK)	
Total						
Enclose original documentation						
8. Signature	I hereby give my approval that Gouda Travel Insurance can collect all relevant information from transport company, police and other relevant authorities.					
	Date:			Signature:		
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