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NOTIFICATION OF CLAIM

TYPE OF CLAIM:
Storm/Lightening
Water Damage/Ingress
Machinery Breakdown
Power Outage/Spike
Glass Damage
Impact Damage

Loss of Sales/Business Interruption Burglary/Theft/Armed Hold Up Malicious Damage/Vandalism Public Liability Accidental damage Other

YOUR DETAILS

Business Name:					
Address:		State:		P/Code:	
Postal Address: (if different from above)		State:		P/Code:	
		Phone Number			
		Fax Nu	mber		
Name of Contact:		Email address:			
Name on Policy:		Policy N	Number:		

INCIDENT DETAILS

D	ate of Loss	Time of Loss	Date incident discovered

Please describe	what happened:			

POLICE DETAILS (If Applicable)

Has the incident be	en reported:	Yes 🗌	No 🗌	
Police station:	Contact:	Date reported:	Event/report number:	Phone Number:



PROPERTY LOSS, DAMAGE or BUSINESS INTERUPTION

Description of Property	Amount Claimed (if known)
Total	\$
Less deductible/excess	
Total amount claimed	

If section is too small to record your loss, please attach a separate document or spreadsheet

DETAILS OF ANY THIRD PARTY INVOLVED

(For matters such as motor vehicle impact where you believe another party is responsible)

Company Name: (If applicable)					
Name:					
Relationship:	Vehicle Owner	Vehicle Driver	Contractor	Customer	Passenger 🗌 Other 🗌
				State:	P/Code:
Postal Address:				Phone Numbers	
Email:				Rego (If applicable)	
Please describe the third parties involvement in this incident.			Driver's Licence (If Applicable)		

DECLARATION

Name:		
Signature:	Date:	