General Claim Form

Underwriter:

Policy reference:

Collection Statement under the Privacy Act 2020

We advise that all information collected in this claim form, including any personal information, is collected, stored and utilised In accordance with the Privacy Act 2020 (and any subsequent amendments). Howden Commercial and Affinity Limited (Company Number 258262), and it's related companies (Howden), draw your attention to the following:

- We may collect personal information or sensitive information about you.
- We are collecting the information principally for the purpose of approaching the (re)insurance market, placing insurance, assessing and advising you on your insurance needs, claims handling or risk management (depending on your requirements). Other purposes include providing you with information about our other services or products.
- The information we collect may be disclosed to third parties including but not limited to (re)insurers, insurance intermediaries, service providers (such as loss adjustors), finance providers, advisers, and agents. Those entities will hold and use the data in accordance with their own privacy policies which may include disclosure to third parties located offshore. Please read our Privacy Policy on Howden's website www.howdengroup.com/nz-en/privacy-policy. If you would like further information or contact our Privacy Officer on the contact details below:

  Post: Howden Commercial and Affinity Limited
  Vero Centre, Level 17
  48 Shortland Street
  Auckland CBD
  Email: privacy.pacific@howdengroup.com

- By providing this information, you agree to us collecting, using and disclosing your personal or sensitive information as outlined in this Collection Statement.
- If you do not provide all or part of the information requested, we may be unable to process your application, administer your claim or provide other required services.
- You have the right to request access to, and correct, any personal information that we hold about you, subject to the provisions of the Privacy Act 2020.
- To assist us in maintaining correct records we ask you to inform us of any changes in your personal information provided as they occur.
- If you provide us with personal information about other individuals, you must ensure that those persons have been made aware of the above matters. Where the information collected relates to health, criminal record or other sensitive information as defined in the Privacy Act 2020, you must obtain it with the individual's prior consent.

Our Privacy Policy can be made available on request or can be accessed on Howden's website www.howdengroup.com/nz-en/privacy-policy.

Details of insured

Full insured name/s:			
Contact person (if a company):			
Contact phone number:	Home:	Business:	Mobile:
Bank account details for direct credits (if applicable):	A/C name:		A/C no:

Details of damage or loss

Date:	Day of the week:	Time:	am/pm pm

Where did the loss occur?

Description (including cause of loss or damage):

Name and address of person causing damage:

For theft/burglary

You must immediately inform the police if you suspect burglary, theft, arson, malicious damage or any other criminal act that has caused the damage or loss.

If theft/burglary, between what hours?	pm	and	pm
If reported to Police – date reported:	Police file number:		
When was the loss discovered and by whom?			
How was entry to the premises gained?			
Were the premises occupied at the time of loss?			
Has any arrest been made or is anybody suspected of theft or any other crime?			
Has a list of stolen items been given to the police?	☐ Yes (attach a copy)		☐ No
Has any of the property been recovered?	☐ Yes (provide details)		☐ No

Other particulars

Are you the sole owner of property damaged or stolen? ☐ Yes ☐ No (If no please name any other interested party)

Name:

Address:

Details of other insurances covering the property claimed for

If the premises are not owned by you, does the lease make you responsible for repairing any damage? (Please attach a copy of that lease) ☐ Yes ☐ No

Have you had a loss or made any claim against any Insurance Company in the past 5 years (regardless of amount), or ever had a loss exceeding $5,000? (if so, please supply details including Insurer's name). ☐ Yes ☐ No

Full Description of Article(s)	Date when originally purchased	Where bought, new or second-hand, or if a present, name and address of giver	Original Cost	Replacement/ Repair Cost	Amount Claimed

Can any items be repaired? ☐ Yes ☐ No

Which items?

Who is your preferred repairer?

Declaration

I/We declare that:

- I/we have read and understood Howden's Collection Statement and consent to my information or the information provided to be collected, used, stored, managed or transferred and shared in the way described in the Collection Statement.
- I/we am/are authorised to provide the information in this form.
- all information contained in this form and on any attachments is complete and correct;
- I/We authorise and request the New Zealand Police to release to the Insurer and/or Howden, as applicable, copies of any and all documents held by the New Zealand Police relating to the incident giving rise to this claim. If necessary this authority should be treated as a formal request pursuant to the Official Information Act, 1982.
- I/We authorise the disclosure of personal information held by any party regarding this claim.
- I/We agree to Howden and the Insurer releasing the information provided to other parties personal information regarding this claim, for the purpose of administering and managing this claim.
- I/We authorise the Insurer and/or Howden and/or an authorised agent to give or obtain from other insurers or other parties any information relating to any insurance held or claim made by me/us.
- I/We authorise the insurer and/or Howden to check against the Insurance Claims register and to place information on the Insurance Claims Register, which other insurers can access.

Note: Failure to provide full and correct information could result in your claim not being accepted by the Insurer.

Signature:

Date:

Please retain damaged goods in case inspection is required. Please attach estimates in support of repairs as appropriate.