

**DUAL**  
A U S T R A L I A

**Claim Form**  
**Association Liability**  
**Crime**



## Notification of claim or circumstance out of which a claim may arise

# Important Notice

- Please read the Claim form fully before answering the questions.
- The Claim Form is to be signed by a Partner, Director or Principal of the Insured.
- All questions must be answered as fully as possible.
- Please use additional sheets if necessary and attach copies of relevant documentation. Relevant documentation includes but is not limited to copies of your retainer, any written demands, court documents.
- If you have any questions in relation to the completion of the Claim Form, please contact your insurance advisor or broker.

### SECTION 1: DETAILS OF THE INSURED

Full Name of the Insured:			
Address of the Insured:			
		Postcode:	
Contact person:			
Telephone No:		Fax No:	
Email:			

### SECTION 2: POLICY DETAILS

1.

Policy Number:	
Policy Period:	

**Claim Form: Association Liability (Crime) Insurance**

2. Is there any other insurance that may be applicable to this notification? Yes  No

If YES, please provide the following details:

<b>Policy Holder:</b>	
<b>Insurer:</b>	
<b>Type of Insurance:</b>	
<b>Period of Insurance:</b>	

3. Has the matter been notified to that insurer? Yes  No

**SECTION 3: DETAILS OF THE CLAIM OR CIRCUMSTANCE**

1. Do you know the identity of the alleged perpetrator? Yes  No

If you answered YES, please provide details of their name, address, position, dates of employment etc.

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2. Has the alleged perpetrator admitted to the theft? Yes  No

If you answered YES, has the alleged perpetrator arranged to pay back the entire loss or part of the loss?

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3. Has the theft been reported to the police? Yes  No

Please provide a chronology of events which led to the discovery of the loss.

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4. Please provide a description of how the crime was committed.

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5. Please provide affirmative proof that you have sustained a loss.

Affirmative proof can include but is not limited to:

- Police reports;
- Loss assessor's reports;

**Claim Form: Association Liability (Crime) Insurance**

- Audit reports;
- Statements from witnesses;
- Internal investigation reports;
- Any signed confessions;
- Account statements;
- Receipts;
- Invoices;
- Cheque requisitions;
- Cheques;
- Money orders;
- Cash receipts

6. On what date was the loss discovered?

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7. What is the amount of the loss?

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8. If the exact amount is not yet known, please provide an estimate of the amount of the loss?

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**SECTION 4: DETAILS OF THE INSURED'S RESPONSE**

1. What are your comments in response to the claim or the fact or circumstance that may give rise to a claim?

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2. Are there any other parties which may have contributed to the claim or circumstances which may give rise to a claim?

Yes  No

If you answered YES, please provide details:

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3. Are there any additional details about which you wish to advise, or which may be of interest to DUAL, so that DUAL will have a better understanding of this matter?

Yes  No

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**SECTION 5: RETAINER OF INVESTIGATOR/ASSESSOR**

1. Have you retained an investigator/assessor to determine further particulars of the theft?

Yes  No

If you answered YES, please provide details of their name, firm, address and charge rates together with a copy of the retainer agreement:

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**SECTION 6: LIST OF DOCUMENTS ATTACHED**

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**SECTION 7: DECLARATION**

**I, FULL NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

Of the Insured and on behalf of the Insured declare the above answers to be true and correct AND acknowledge that DUAL may make its decision on indemnity having regard to these answers.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PRIVACY: DUAL Australia are committed to protecting your privacy. We use the personal information you provide to us in connection with your claim form only for the purpose of assessing and managing the claim. We may need to provide that information to our underwriters and those we appoint to assist us with the claim. We will not trade, rent or sell your information. If you do not provide us with complete information, we cannot properly assess your claim. You can check the personal information we hold about you at any time. If you provide us with personal information about anyone else, we rely on you to have told them that you will provide their information to us, to whom we may provide it, the purposes for which we will use it and that they can access it. If the information is sensitive, we rely on you to have obtained their consent on these matters. For more information about our Privacy Policy, please refer to: [www.dualaustralia.com.au](http://www.dualaustralia.com.au)