



# PROFESSIONAL LIABILITY CLAIM FORM

**DUAL**  
AUSTRALIA

**FAX TO PROCLAIM: 1300 858 329**

|   |  |   |  |                                       |
|---|--|---|--|---------------------------------------|
| <b>INSURED DETAILS:</b>   |  |   |  |                                       |
| <b>NAME::</b>   |  |   |  |                                       |
| <b>ADDRESS:</b>   |  |   |  |                                       |
| <b>TELEPHONE NO:</b>  |  | <b>FACSIMILE NO:</b>  |  | <b>POLICY NUMBER (IF APPLICABLE):</b> |
| <b>IMPORTANT NOTICE – PLEASE PROVIDE THE FOLLOWING DOCUMENTS:</b>   |  |   |  |                                       |
| <ol style="list-style-type: none"> <li>1. Any written demands</li> <li>2. Correspondence relating to that demand</li> <li>3. Any contract which is in issue</li> <li>4. If claim is against a subsidiary company, provide details on ownership structure of subsidiary</li> </ol> |  |   |  |                                       |
| <b>PART 1: CLAIMANT DETAILS</b>   |  |   |  |                                       |
| <b>SURNAME:</b>   |  | <b>GIVEN NAMES:</b>   |  |                                       |
| <b>ADDRESS:</b>   |  |   |  |                                       |
| <b>TELEPHONE NO:</b>  |  | <b>BUSINESS NO :</b>  |  |                                       |
| <b>MOBILE NO:</b>   |  | <b>FAX NO:</b>  |  |                                       |
| <b>PART 2: DETAILS OF CLAIM</b>   |  |   |  |                                       |
| <b>DATE REPORTED:</b>   |  | <b>DATE INCIDENT OCCURRED OR WORK PERFORMED OR COMPLETED:</b> |  |                                       |
| <b>INCIDENT REPORTED BY:</b>  |  | <b>INCIDENT REPORTED TO:</b>                                  |  |                                       |
| <b>WHAT IS THE BASIS OF THE CLAIM (OR POTENTIAL CLAIM) AGAINST YOU:</b>   |  |   |  |                                       |
|   |  |   |  |                                       |
|   |  |   |  |                                       |
|   |  |   |  |                                       |
|   |  |   |  |                                       |
| <b>WHEN WERE YOU FIRST AWARE THAT A CLAIM MAY BE MADE AGAINST YOU?</b>  |  |   |  |                                       |
|   |  |   |  |                                       |
|   |  |   |  |                                       |
| <b>WAS THE CLAIM MADE IN WRITING:</b>   |  | YES <input type="checkbox"/> NO <input type="checkbox"/>      |  |                                       |
| <b>WAS THE CLAIM MADE VERBALLY? (IF SO, PLEASE PROVIDE DETAILS OF ANY CONVERSATIONS, WHEN THEY OCCURRED, WHO BETWEEN)</b>   |  |   |  |                                       |
|   |  |   |  |                                       |
|   |  |   |  |                                       |
| <b>WHAT IS THE AMOUNT CLAIMED AGAINSTYOU?</b>   |  |   |  |                                       |
| <b>PLEASE PROVIDE YOUR COMMENTS REGARDING THE ALLEGATIONS?</b>  |  |   |  |                                       |
|   |  |   |  |                                       |
|   |  |   |  |                                       |
|   |  |   |  |                                       |
|   |  |   |  |                                       |
| <b>SIGNED:</b>  |  | <b>NAME AND TITLE:</b>  |  | <b>DATE:</b>                          |

**PRIVACY:** DUAL Australia are committed to protecting your privacy. We use the personal information you provide to us in connection with your claim 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)