



Policy No. Intermediary Claim No.

Any applicable extensions: Tee Off Continental Motoring Increased Hire-Vehicle Excess
Cancelled Services Slalom Extension (Skiing)

Travel Claim Form

General Section (this section should be completed by all claimants)

Policy Holder Name

Name of Claimant/s

Address

I.D. Card No. Email Address

Telephone No. Mobile No.

Occupation/Name of Employer Age

Purpose of journey

Do you have any other insurance policy/policies in force with Atlas Insurance Limited? Yes No

Other Insurance -

a. Do you have an HSBC Credit Card (Premier/Advance), BoV Credit Card (Visa Gold/Platinum/Skypass) or any other bank debit/credit card that has automatic travel insurance? Yes No

b. Is there any other insurance in force, which also covers this loss/expense? Yes No

If yes, state which bank card/policy/insurance company

Have you ever before claimed under a travel policy? Yes No

If yes, give details

A. Cancellation & Abandonment Charges

Scheduled date and time of departure

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 Time

Date of cancellation/abandonment

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Reason for cancellation/abandonment

Name of sick/injured person

Relationship to insured

Nature of illness/injury

Amount paid in respect of travel tickets (net of taxes) and any other non-refundable expenses

Was travel agent or ticket issuing office notified immediately of cancellation Yes No

Name of Travel Agent or ticket issuing office

Was refund for taxes applied for? Yes No

Kindly state name of General Practitioner who examined sick/injured person/s

Was your ticket obtained through any travel loyalty scheme?

B. Emergency Medical & Other Expenses

Nature of injury or illness

Date of occurrence

Name and address of your family doctor

Has the person ever suffered from the same illness/injury or any other medical condition Yes No

If yes give details including date of last occurrence

Expenses claimed

Do you have a private health insurance policy Yes No

If yes, give details

Did you notify IMR prior to any treatment for the illness/injury sustained Yes No

C. Hospital Benefit

Reason for admittance

Duration of stay in hospital From To

Has the person ever suffered from the same illness/medical condition Yes No

If yes give details including date of last occurrence

Do you have a Private Health Insurance Policy Yes No

If yes, give details

IMPORTANT: If applicable prior to your journey have you taken the necessary vaccinations/ inoculations as recommended by the Health Department? Yes No

If yes, give details

D. Personal Accident

Date of occurrence Time of Accident:

Place of accident

State circumstances

E. Baggage

Date of occurrence

Time

Place

Date and time advised to police/airport authorities/security personnel:

Time

Circumstances of loss or damage:

Delayed baggage:

Scheduled time of arrival according to original itinerary:

Actual time of delivery of baggage:

Details of items claimed:

No. of articles	Description	When bought	Where bought	Cost paid	Amount claimed after deduction for use, wear and tear

Passport

Circumstances of loss

Date

Time

Date and Time you reported your loss to the police and Embassy/Consulate

Time

List the additional travel and accommodation expenses incurred to obtain a temporary passport

F. Personal Money

Circumstances of loss

Date

Time

Date and time advised to police/airport authorities/security personnel

Time

Amount of money exchanged prior to your trip

Amount of money lost or stolen

What financial arrangements were made following your loss to continue your trip:

G. Personal Liability

Date of loss

Time

Place of incident

State circumstances of incident

Details of third parties involved (including third party legal representatives if applicable)

Name/s

Address

Email Tel No. Fax

Details of any damaged third party property

H/I/J - Delayed Departure/Missed Departure/Hijack

Date and time of original departure (according to itinerary) Time

Flight No. Destination

Reason for delay

Date and time of rescheduled departure Time

In case of cancellation – Date and time of official cancellation of flight Time

Reason of cancellation of flight

K - Hire-Vehicle 'Excess'

Date and time of accident Time Locality

Short Description of Incident

If the incident was a collision, were you at fault? Yes No Policy Excess Paid

Name of Vehicle Hiring Company

L - Cancelled Services (if extension was purchased)

Scheduled Date and time of departure Time

Date of Cancellation

Reason for Cancellation

Additional Expenses Incurred

M - Tee-Off Extension - Golfing (if extension was purchased)

Date of Incident Time

Expenses Incurred

N - Continental Motoring Extension (if purchased)

Date and time of accident	<input type="text"/>	Time	<input type="text"/>	Locality	<input type="text"/>
Destination	<input type="text"/>				
Driver at time of accident	<input type="text"/>	Vehicles involved	<input type="text"/>		
Circumstances of loss	<input type="text"/>				
Emergency expenses incurred	<input type="text"/>				

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Signature of Policyholder _____ Date