

# INCIDENT REPORT FORM

## Professional Risks

### Important Notices

#### Instructions

- Please answer all questions. Any question left unanswered or answered as known to broker or insurer or otherwise answered in an incomplete way may delay the processing of your claim.
- Please note if there is insufficient space provided to fully answer any question, please attach an additional sheet of paper with the extra information as required.
- Please attach all supporting documentation.
- All attachments form part of this Claim Form and are subject to the Declaration.
- The issue and acceptance of this form does not constitute an admission of liability by Underwriters or a waiver of their rights.

#### Privacy

Gallagher Bassett Services Pty Ltd is committed to ensuring that all staff comply with the Australia Privacy Principles contained in the Privacy Act 1988 (Cth), and with any applicable State legislation. This is achieved by all new staff joining Gallagher Bassett undertaking privacy training as part of the induction program and all staff receive annual refresher training. Continuing developments in privacy law and practice are monitored by a dedicated National Privacy Manager.

In addition, compliance is regularly tested by Gallagher Bassett's internal and external audit programs.

Data transmitted over the internet cannot be totally secure. Although Gallagher Bassett takes all reasonable precautions, we cannot guarantee security of all information that you send to us through our online systems and services, and transmission of information by this medium is undertaken at your own risk. Once we receive information by this, or any other, medium, Gallagher Bassett provides appropriate access control to ensure the confidentiality and integrity of that information.

For further information regarding privacy, or about how Gallagher Bassett manages personal information, please contact:

National Privacy Manager  
Gallagher Bassett Services Pty Ltd  
GPO Box 14  
BRISBANE QLD 4001

To email us, please use the relevant State or Country Link:

privacy.qld@gbtpa.com.au  
privacy.sa@gbtpa.com.au  
privacy.vic@gbtpa.com.au  
privacy.nsw@gbtpa.com.au  
privacy.nz@gbtpa.co.nz

Further information is available from the Office of the Australian Information Commissioner whose website can be found at <http://www.oaic.gov.au/>.



2. Claimant Details (Cont..)

(iii) Telephone:

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(iv) Fax:

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(v) Email:

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(vi) Claimant's Solicitors:

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3. Claim / Potential Claim Details

(i) Describe the services provided which are the subject of the claim / potential claim:

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(ii) Date when the services were provided:

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(iii) Name of the person providing the services:

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(iv) What has been claimed against the Insured or what circumstances may give rise to a claim?

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(v) When did the Insured first become aware of the claim or circumstance that may give rise to a claim?

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(vi) When was the claim or a suggestion of a claim first made against the Insured?

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(vii) Was the claim provided to the Insured in writing?  Yes or  No

If Yes, please provide a copy.

(viii) What is the expected quantum of the claim or potential claim?

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Declaration:

I declare that:

- I am authorised on behalf of the Insured(s) to make this Declaration.
- I have read and understood the Important Notices on this Claim Form.
- The answers and information given in this Claim Form are true and accurate and I have not withheld any significant information.
- I have read the Gallagher Bassett Privacy Statement on this Claim Form and consent to the use, disclosure and obtaining of personal information about the insured for the purposes shown in the Privacy Statement
- Where I have provided information about another individual, that individual has been made aware of that fact and of Gallagher Bassett Privacy Statement

Signature of the Insured: ..... Date: .....

Name: ..... Title: .....