

Baggage and Personal Effects Claim Form

SUBMIT CLAIM TO:
POTTRUFF & SMITH
TRAVEL INSURANCE BROKERS INC.
8001 Weston Road, Suite 300, Woodbridge, Ontario L4L 9C8

UNDERWRITTEN BY:
Reliable Life Insurance Company and Old Republic Insurance
Company of Canada, Hamilton, Ontario
ADMINISTERED BY:
Pottruff & Smith Travel Insurance Brokers Inc.

PLEASE COMPLETE THE FOLLOWING QUESTIONS AND RETURN THIS FORM WITH THE REQUIRED DOCUMENTATION WITHIN NINETY (90) DAYS TO ENSURE PROMPT SETTLEMENT OF YOUR CLAIM.

POLICY No.

Claimant Information

Mr/Mrs/Miss/Ms	Claimant's name in full				
Resident Address:	Street	Apt	City		
Province	Postal Code	Home Telephone	Business Telephone		
Name & Address of your Homeowners/ Tenants Insurance Company or Broker:	Insurance Company/Broker Name			Policy Number	
Street					
City		Province	Postal Code	Telephone	
Has this claim been submitted to the above mentioned insurance company? Yes <input type="radio"/> No <input type="radio"/>					
You may have travel protection through other sources such as a credit card. In order to coordinate the benefits with these sources, please advise if you paid for any of the items being claimed with a credit card? Yes <input type="radio"/> No <input type="radio"/>					
Credit Card No. (First 6 Digits)	Bank (i.e. CIBC)	Specific Card Type (i.e. Platinum Plus)		Name of Cardholder	

Section 1

1. On what date did your loss/damage/theft occur?	2. Total amount of your claim? \$
3. Describe in detail the circumstances which resulted in the loss, damage or theft of your baggage:	
4. Original departure point? Original Destination point?	
5. Where was the location of the loss? City	Country Place
6. Was the loss/damage/theft reported to the police? Yes <input type="radio"/> No <input type="radio"/>	

Section 2 COMPLETE THIS SECTION IF YOUR LOSS/DAMAGE/THEFT OF YOUR BAGGAGE OCCURRED WHILE IT WAS CHECKED WITH OR WAS IN THE CUSTODY OF THE TRANSPORTATION COMPANY (AIRLINE, BUS, TAXI, FERRY, CRUISE SHIP, ETC);

1. Baggage was: <input type="radio"/> Lost <input type="radio"/> Damaged <input type="radio"/> Mislaid <input type="radio"/> Stolen while checked with Transportation Company	
2. Name of the Transportation Company baggage was checked in with?	
3. Did you report your loss/damage/theft to the Transportation Company? Yes <input type="radio"/> No <input type="radio"/>	Date Reported
4. Loss/Damaged baggage was on route from	To Report No.
5. Amount of cash settlement received or expected from the Transportation Company? \$	

Section 3 PLEASE ATTACH THE FOLLOWING DOCUMENTS:

1. Written Police report of loss or theft Yes <input type="radio"/> No <input type="radio"/> If no, why not?	
2. Written report from <input type="radio"/> Airline <input type="radio"/> Hotel <input type="radio"/> Tour Guide <input type="radio"/> Transportation Authorities <input type="radio"/> Other (Specify)	
3. Receipts for items lost/damaged/stolen supporting claim: <input type="radio"/> Bill of Sale/Purchase <input type="radio"/> Proof of ownership <input type="radio"/> Customs Declaration Form	
4. Copy of settlement received from: <input type="radio"/> Airline <input type="radio"/> Transportation Company <input type="radio"/> Homeowners/Tenants Insurance	5. Copy of transportation tickets: <input type="radio"/> Yes <input type="radio"/> No

