

Brian Harpley



ACE INSURANCE AGENCIES PTY LTD

Authorised Representative of
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NAS Insurance Brokers

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INCIDENT REPORT FOR SCOUTS PROPERTY INSURANCE

- This is not a claim form. On receipt of this incident notification Brian will contact the named Group contact person directly to assist with making a claim for the loss.
- This form can be completed in Adobe Acrobat using the [SIGN] button at the top right of the window, or you can print it off and fill it in. Once you have filled it in please email it or fax it to the address at the bottom of the form with an information copy to the Branch Office.
- **(Report required to be sent within 48 hours of incident occurring)**

TODAY'S DATE:

NAME OF SCOUT GROUP:

WHERE DID INCIDENT OCCUR?:

DATE OF INCIDENT:

TYPE OF LOSS: (TICK ALL THAT APPLY)	Hall: damage from break-in	Equipment: loss from break-in
	Hall: malicious damage	Boat: Equipment: malicious damage
	Hall: Weather damage	Equipment: weather damage
	Vehicle/Trailer: crash,loss or damage	Equipment: loss outside hall
	Boats: loss or damage	Other

FIRST ESTIMATE OF LOSS:	BUILDING	\$	CONTENTS	\$
	VEHICLE	\$	MARINE	\$

CONTACT DETAILS OF GROUP MAKING REPORT:

NAME:

TELEPHONE:

EMAIL:

*** HAVE TEMPORARY REPAIRS BEEN ARRANGED? -	YES	NO
*** IF BREAK-IN or MALICIOUS DAMAGE HAVE POLICE BEEN ADVISED? -	YES	NO
*** IF ROAD OR BOATING ACCIDENT HAVE POLICE BEEN NOTIFIED? -	YES	NO

POLICE REPORT NUMBER:

DATE:

NOW EMAIL THIS FORM TO: aceadmin@grapevine.com.au

ATTENTION: BRIAN or CHERYL