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MORE TH>N is a trading style of Royal & Sun Alliance Insurance plc (No. 93792). Registered in England and Wales
 Registered office: St Mark's Court, Chart Way, Horsham, West Sussex RH12 1XL. Authorised and regulated by the Financial Services Authority.

IMPORTANT

Please keep a separate note of this claim reference number and quote it whenever you contact us.

Date:

Dear

All personal information supplied by you will be treated in confidence by Royal & Sun Alliance Insurance Group of companies and will not be disclosed to any third parties except where your consent has been received or where permitted by law. In order to provide you with products and services this information will be held in the data systems of Royal & Sun Alliance Insurance Group of companies or our agents or subcontractors.

The Royal & Sun Alliance Insurance Group of companies may pass your personal information to other companies for processing on its behalf. Some of these companies may be based outside Europe in countries which may not have laws to protect your personal information, but in all cases the Group will ensure that it is kept securely and only used for the purposes for which you provided it. Details of the companies and countries involved can be provided to you on request.

**PERSONAL EFFECTS, BAGGAGE, MONEY AND
 BAGGAGE DELAY CLAIM FORM**

Thank you for requesting a claim form. Please ensure that you complete it fully and return to us.

Please ensure you sign and date the form on the final page. Failure to do so will delay your claim.

Please check that we have correctly stated your name, initial(s), address and post code and amend if necessary.

The section below details the documents which we need to deal with your claim and some notes which we would ask you to read carefully when completing the form. Thank you.

VERY IMPORTANT Please ensure you enclose the following **ORIGINAL** (not photocopied) documents (if not already sent).

- | | | | |
|---|--|---|--|
| <p>a) Your MORE TH>N Travel Schedule (a photocopy is acceptable if you have annual insurance)</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | <p>d) Receipts or other proof of value of the items on the claim form. Estimates for replacement are not acceptable, however, we will accept certified copy of an original receipt.</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> |
| <p>b) For damaged items, including suitcases, a repairers estimate or confirmation of damage beyond repair.</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | <p>e) The police, airline or other relevant reports.</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> |
| <p>c) The holiday booking invoice or other proof of holiday/trip costs and dates.</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | <p>f) Currency transaction slips for money losses</p> <p>g) Flight tickets and baggage tags, if applicable.</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> |

CLAIM FORM NOTES

- 1) Loss or damage caused by a carrier (ie airline, coach operator, ferry company, etc) should have been reported to them and a Property Irregularity Report (PIR) obtained. **If you have not reported such damage, please do so immediately or at the latest within seven days.** Please enclose the ORIGINAL report together with the ticket(s) and baggage tag(s). Failure to do so may prejudice your claim.
- 2) The information requested about other insurance policies you may hold is quite routine and will help us to process the claim for you. If you are living with your parents please give details of their insurance policies. We would ask you to check for any insurance which may be in force for the items you are claiming including sports equipment and valuables.

E-MAIL & TELECLAIMS

If you have no objection, in an effort to promote speedier and more customer-friendly claims handling we may find it easier to e-mail you or telephone you during the course of our normal working hours to discuss your claim and/or request further details. Please confirm your e-mail address overleaf and/or advise us of any relevant numbers on which you can be reached in the spaces below.

..... or

