



Property Claim Form

Note – This form is issued without prejudice to the rights or liabilities of the Company.

Claim number: _____ Policy number: _____

We will give your claim the greatest possible care, however to assist us in helping you please –

- When you complete the Claim Form, write clearly in block capitals and use ink.
- Make sure the information you give is as clear and complete as possible.
- Remember to sign and date this form.

Section 1 – Insured’s Personal Details:

Name: _____ Occupation: _____

Address: _____

_____ E-mail: _____

Contact Telephone No: _____ Date of Birth (if Household policy): _____

Are you registered for VAT? (if yes, state registered no): _____

Section 2 – Policy/Property Details:

Is the property lent, let or sublet? _____ If ‘yes’, name of landlord/tenants: _____

As a tenant, are you responsible for the repairs to buildings or landlord’s fixtures & fittings? _____

Is the property protected by a burglar alarm (if yes and a theft claim, did it activate)? _____

Is there any other insurance covering the property? _____

Section 3 – Claims History:

Have you suffered any other losses in the last 5 years under this or any other policy? _____

If ‘yes’, please give details _____

Section 4 – Details of This Claim:

Date and time of loss/damage _____ Where did loss/damage happen? _____

Was the property unoccupied? _____ If ‘yes’, how long? _____

In the event of fire, did the fire brigade attend and from which station? _____

How did loss/damage occur, give full details (if Theft, was entry/exit forced?):

(use an additional sheet if necessary)

Section 5 – Particulars of Damage/Loss:

Please advise us of the estimate immediately, as we may wish to appoint an adjuster to inspect the damage on our behalf.

Originals (not photocopies) of documentation must be supplied in support of your claim:

- Buildings / Glass – an estimate for repair

Note: The estimates should contain a breakdown of required works, and state labour and material charges separately.

- Contents / All Risks – the original purchase invoice if available, or estimate, and receipt for the replacement article(s)

Description of Items/Repairs for which you are claiming	Age of Items	Purchase Price	Amount Claimed

Your claim will be considered in accordance with the scope of cover granted by your policy.

Section 6 – Certification for completion by P.S.N.I.:

In relation to claims involving theft, accidental loss, vehicle impact or malicious damage **the PSNI must be notified** and they must complete the following:

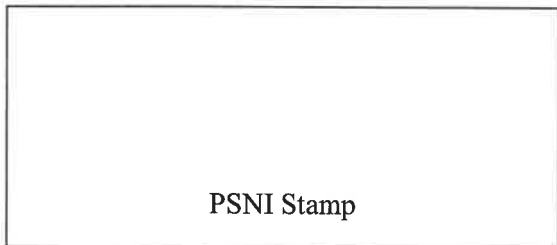
Crime reference No.: _____ Date/Time: _____

Station: _____

The interest of Ecclesiastical, has been noted.

Signed: _____

(PSNI officer)



Section 7 – Declaration:

**WARNING – IT IS A CRIMINAL OFFENCE TO MAKE
FRAUDULENT OR EXAGGERATED CLAIMS**

I/We declare that the foregoing statements are true to the best of my/our knowledge and belief

Date: _____ Signature: _____

If acting on behalf of an organisation, state office held: _____

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Data Privacy Notice

Your privacy is important to us. We will process your personal data in accordance with data protection laws.

Ecclesiastical Insurance Office PLC ("**we**", "**us**", "**our**") is the data controller in respect of any personal data which you provide to us or which we hold about you and any personal data which is processed in connection with the services we provide to you.

Where you provide us with personal data about a person other than yourself (such as a dependant or named person under a policy), you must inform them that you are providing their personal data to us and refer them to this notice.

To provide our insurance related services, we will collect and process your personal data such as your name, contact details, financial information and any information which is relevant to the insurance policy we are providing. In order to provide your insurance policy or when making a claim, we may also need to collect or process 'special categories of personal data' such as information relating to your health or criminal convictions or information which is likely to reveal your religious beliefs.

We process your personal data for the purposes of offering and carrying out insurance related services to you or to an organisation or other persons which you represent. Your personal data is also used for business purposes such as fraud prevention, business management, systems development and carrying out statistical and strategic analysis.

Providing our services will involve sharing your personal data with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, fraud prevention agencies, our service providers and professional advisors, or business partners and our regulators.

In some circumstances we may transfer your personal data to countries outside of the European Economic Area. We will put appropriate safeguards in place to ensure that your personal data is protected.

Where we have your consent, we may market our services to you or provide your personal data to our related companies or business partners for marketing purposes. You can opt out of marketing communications at any time by clicking on the link at the bottom of any such email or by contacting us.

Fraud Prevention

We need to carry out fraud and anti-money laundering checks, and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations such as the Claims and Underwriting Exchange, run by MIB. If you make a claim, we will share your personal data (to the extent necessary) with other companies including other insurers and anti-fraud organisations to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

If false or inaccurate information is provided and fraud is identified, your personal data will be passed to fraud prevention agencies including the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

Further Information

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy at www.ecclesiastical.com/privacypolicy or contact our Data Protection Officer at Beaufort House, Brunswick Road, Gloucester GL1 1JZ or on **0345 6073274** or email compliance@ecclesiastical.com.