

DVA GmbH, Abteilung Sach-, Technische- und Transportversicherungen (SAV)
Marienbader Platz 1, 61348 Bad Homburg
Tel.: +49 6172 4868 0, Fax: +49 6172 4868 68, E-Mail: dva@dva.db.de

Notification of Loss – Luggage-Insurance

Insurance-policy no.:

Data of the concerned employee and about the case of loss

Name:

Home address (complete):

Telephone:

E-Mail:

Additional insurance (if concluded):

Occurrence of loss during a business trip
 a private journey

Bank account for indemnity payment:

Account holder:

IBAN:

SWIFT-Code:

Name of financial institution:

Additional insurances or claims

Do you have effected a private luggage insurance or a household insurance? yes
 no

If **yes** we need the following information:

Insurance company:

Insurance-no.:

Have you asserted a claim there? yes no

In case of damaged glasses

Is indemnification part of the health insurance policy?

yes – which amount: EUR
 no – please explain, reason why not:

In case of loss of a mobile phone

IMEI-no. of the mobile phone:

Was the IMEI-no. declared for search in the police report?

yes – which amount: EUR
 no – please explain, reason why not:

Reporting of loss

Has the loss been reported to the police?

(Losses by theft always have to be reported to the nearest police office)

yes no

To whom was the loss reported? (carrier, hotel, police, etc.)

The following has to be enclosed:

- Acknowledgement;
- Police report;
- File reference number of the police or of the public prosecutor's office;
- more

Proof of loss – what has to be attached

- Invoices of purchasing, receipts, invoices of repair of the concerned luggage piece(s) have to be attached.
- Documents about recourse by third parties and their statement report, respectively the correspondence, have to be attached completely:
 - If rail journey: Factual report;
 - If sent by regular mail: Enquiry of research;
 - If voyage by ship or by plane: Written claim to the carrier respectively the air carrier;
 - If Hotel, guest house etc.: Claims report, letter of demand.

Information and data of the loss

Location of loss:

Date of loss:

Time:

Listing (damaged or lost objects)

Description about the kind of loss respectively the lost objects, inclusive all attendant circumstances

In case of lost or missed or damaged objects the following has to be attached

A list of the (by the damage) affected luggage inclusive the year of purchase, which has to be proved by attaching the invoice or receipt.

Can the damaged object be repaired?

yes no

If **no**, why not:

In case that that the damaged object(s) **can be repaired** please, further to the purchasing receipt, submit the confirmation of a professional authority and the **invoice of the repair costs**.

I declare that to the best of my knowledge that I have answered questions conscientiously and truthfully. Any false or incomplete statements will lead to loss of the insurance cover even if the insurer suffers no disadvantage as a result.

Place, date

Signature of the Insured