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## 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 policy 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