

*Please note that you will require Adobe Acrobat to
complete this form on your device/ computer/ laptop*

PLEASE USE CAPITALS TO FILL IN CLAIM FORM

Motor Vehicle Glass Form

THE COMPANY DOES NOT ADMIT LIABILITY BY THE ISSUE OF THIS FORM.
IT IS ISSUED TO ENABLE THE INSURED TO LODGE A WRITTEN STATEMENT OF CLAIM.

PLEASE COMPLETE ALL SECTIONS RELEVANT

Policy Number	Expiry Date	Excess
Name of Insured		
Office Address		
	Postcode	
Office Phone No	Driver's Mobile Number	
Claim Contact	Phone Number	
Driver Email Address		

Insured Vehicle

Make	Model	Year of Manufacture
Registration Number		
Use of vehicle at time of accident:	Business	Private
Odometer Reading	kms	
CLASS OF VEHICLE		
Sedan	Four Wheel Drive	Van
Station Wagon	Utility up to 2T	
Type of Damage:		
Windscreen	Door Glass	¼ Window
		Rear Windscreen
		Fixed Glass
If Windscreen please state type fitted to vehicle prior to the breakage referred to in this claim:		
Clear Laminated	Banded Laminated	

Accident Details

Date of Event	Day of Week	Time	am/pm
Location: Street	Suburb	Postcode	
How did the incident occur?			

Driver Or Custodian

Given Name	Surname		
Address:			
Phone No:	Date of Birth	Age	Yrs
Licence No:	Class of Licence		
Date Licence	Licence Expiry Date		
First Obtained			

Declaration – Read carefully before signing

The information and answers given above are true in every detail and no information has been withheld.

Driver's Signature	Date	/	/
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Manager's Signature	Date	/	/
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Was driver authorised to have control of the vehicle?	Yes	No
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Tokio Marine is a participant in the General Insurance Code of Practice as administered by Australian Financial Complaints Authority (AFCA) , formerly known as the Financial Ombudsman Service (FOS).
This independent service is provided to the insuring public at no cost and aims to resolve claims complaints quickly and informally.
You should first take your complaint up with our local manager. In most cases the problem will be resolved easily.
If you are not satisfied with the outcome, you may contact the Australian Financial Complaints Authority (AFCA) for advice and assistance in resolving your claim.
The telephone number is 1800 931 678 . Website: www.afca.org.au

YOUR PRIVACY

- We collect personal information about you (including the information you provide in this Motor Vehicle Glass Claim Form) to enable us to assess your claim and related purposes. We will, where relevant, disclose your personal information (other than sensitive information, such as information about your health) to your adviser (and any licensee or broker he or she represents), to our service providers (including loss adjusters, investigators and solicitors) and other businesses we work with for this purpose. In some cases, we may need to share your information with our related companies overseas, including our head office in Japan.
- Where relevant, to assess your claim we will also disclose personal information collected from you, including sensitive information about you (such as information about your health), to medical practitioners, other health professionals, reinsurers, legal representatives and other consultants we use to help us assess your claim. By signing this Motor Vehicle Glass Claim Form, you consent to those organisations and other professionals collecting, and us disclosing, sensitive information about you for this purpose.
- A list of the type of our service providers, key business alliances and the consultants we commonly use is available on request.
- If you do not provide the requested information or consent to its collection and disclosure as described above, the assessment of your claim may be delayed or we may not be able to assess your claim.
- We may also disclose personal information about you where we are required or permitted to do so by law.
- In most cases, on request, we will give you access to the personal information we hold about you. Where we are unable to grant you access, we will tell you why.
- This Privacy Statement should be read in conjunction with our Privacy Policy. A full copy of our Privacy Policy can be located on our website at www.tokiomarine.com.au, or available upon request by contacting our Privacy Officer at the details contained below in this Statement.
- If you would like to find out more about our information handling practices, you can contact us by telephone on 02 9232 2833, email us at privacy@tokiomarine.com.au or write to 'The Privacy Officer' at Tokio Marine & Nichido Fire Insurance Co., Ltd., GPO Box 4616, Sydney, NSW, 2001. Please provide details of your policy number/s and/or claim number where known.