

Claims Procedure

This claim form is to be completed when The Scout Association NSW (TSA) Property has been lost, damaged, stolen or destroyed. It may be necessary for TSA to arrange urgent temporary repairs to protect TSA Property.

It is necessary for TSA to complete all Sections of this claim form. Please answer all parts of the appropriate questions relevant only to the type of claim that TSA are lodging. If there is insufficient space provided for any information requested or to be supplied, please supply these details on a separate sheet and attach to the claim form.

Click on the fields to complete online by pressing the button 'submit'.

PROPERTY INCIDENT FORM

Date Reported _____ Time Reported _____

Exact Location of Incident (include map/diagram if possible)

Date of Incident _____ Time of Incident _____

Incident report completed by _____

Incident reported to _____

Time Incident Location Inspected _____ Inspected by _____

1. INCIDENT DETAILS – to be completed for all claims

How did the loss or damage occur?

Please indicate claim type:

burglary / theft (go to section 3 Police details)

malicious damage (go to section 3 Police details)

lost article (go to Section 4 Burglary/Lost)

property or contents damage (go to section 7 Property damage)

glass only (go to section 7 Property damage)

other. Please specify _____

2. POLICE DETAILS

Was the incident reported to the police? YES NO

**** Please note this is required for lost or stolen items, and malicious damage claims ****

Police report number _____

Did the police attend the site? YES NO

If yes, please state the name of the attending officer

3. BURGLARY / LOST

Were items lost or stolen? YES NO

Is there any security footage? YES NO

Was an alarm activated? YES NO

If burglary / theft, please describe how the building was entered?

If lost, where were the goods / items last seen?

How and when was the loss discovered, and by whom?

Name _____ Date/time _____

4. MONEY

Was money lost or stolen YES NO If no, please proceed to Section 5

How much \$ _____ Was this during business hours? YES NO

Describe where the money was taken from

Safe Cash register In transit Other _____

5. PROPERTY LOST OR STOLEN

Description of Property	Aprox value	Replacement cost	1 st Quotation	2 nd Quotation

Description of Property	Aprox value	Replacement cost	1 st Quotation	2 nd Quotation

Was there any property damaged? YES NO

6. PROPERTY DAMAGE

Was the property damaged by water or storm YES NO

If yes, what was the source of the water?

How and where did it enter the premises?

6.2 Was the property damaged by Fire? YES NO If No, go to **6.3**

6.3 Is this claim for glass only? YES NO If No, go to **6.4**

Is the glass internal or external? Internal External

Are you the premises owner or tenant? Owner Tenant

6.4 Have temporary repairs been completed YES NO

If yes, by whom and when

What was repaired? _____

Cost \$ _____

6.5 Ownership

Are TSA the sole owner of the property YES NO

7. PREMISES OR CONTENT DAMAGED

Description of Item	Cost of repairs

8. RECORD OF INCIDENT

Photos

Video/CCTV

Witness

None