

## **PUBLIC & PRODUCTS LIABILITY INSURANCE CLAIMS CHECKLIST**

Checklist of information and items that you will need when making a Public & Products Liability Insurance claim. We hope you find this list helpful.

Policy Number

Insured name (as per policy)

Risk address

GST details (ABN & ITC)

Date and time of loss

If the first intimation of a claim was in writing, please attach a copy. If No, please provide a "first person" account.

Details of the incident/accident

Provide any additional background information that may assist in our understanding of this matter

All supporting Documentation relating to the incident/accident

Third party details (if applicable):

- Name
- Company Name
- Address
- Contact Number
- Details of allegation(s)
- Supporting documentation (eg. written demands, correspondence)

Witness details (if applicable)

- Name
- Company Name
- Address
- Contact Number

Police details (if applicable)

Whatever the claim type, you must make sure you notify your claim to your insurer or insurance broker as soon as possible and gather all relevant information at the time of the incident (such as third party details and/or witness details).

It is important that all claims are settled quickly and fairly so as to minimize any disruption to your business. Completing a claim form (if applicable) immediately, or as soon as practicable and submitting the details to your insurer or insurance broker means your claim can be actioned quickly and efficiently and minimizing the impact to you.

***Optimum Service from Quote to Claim***

Optimum Insurance Services is a Corporate Authorised Representative of  
Insurance Advisernet Australia Pty Limited AFSL 240549 AR No. 291220