



For Petplan use only

# Dog and Cat Claim Form for Loss by Theft or Straying

Please complete the claim form fully, using a **black pen** and **block capitals**. Please complete a separate form for each pet.  
Issue of this form does not constitute admission of liability on the part of the Insurers.

## How to make a claim:

**Step 1** Please complete and sign Section 1 of this claim form

**Step 2** Attach the original invoices and receipts to the completed claim form as listed in Section 2 and post, fax or email to:  
Petplan Australasia Pty Ltd PO Box 112250, Penrose Auckland 1642 Fax: 09 353 1554 Email: claims@petplan.co.nz

## Section 1. Policyholder to complete

Policy number \_\_\_\_\_ Your Name \_\_\_\_\_

Contact no. \_\_\_\_\_ Email \_\_\_\_\_

Postal address \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Address where Pet resides (if different to above) \_\_\_\_\_

Address where loss occurred (if different to above) \_\_\_\_\_

Please tick here if this is different to the address on your Certificate of Insurance. Your policy records will be updated with these details.

Pet's name \_\_\_\_\_ Pedigree name (If applicable) \_\_\_\_\_  Dog  Cat

Pet's date of birth \_\_\_\_\_ Breed \_\_\_\_\_  Male  Female

Date of purchase \_\_\_\_\_ Purchase price \$ \_\_\_\_\_ Value at time of loss \$ \_\_\_\_\_

### Details of loss

When did you first notice your pet missing? Date \_\_\_\_\_ Time \_\_\_\_\_ AM / PM Place \_\_\_\_\_  
*(a claim cannot be submitted until 30 days have elapsed)*

Where and when was your pet last seen? Date \_\_\_\_\_ Time \_\_\_\_\_ AM / PM Place \_\_\_\_\_

Where and when was your pet recovered? Date \_\_\_\_\_ Time \_\_\_\_\_ AM / PM Place \_\_\_\_\_  
*(if applicable)*

Full circumstances of loss *(please continue on a separate sheet if necessary)* \_\_\_\_\_

Details of police station the theft of your pet was reported to:

Name \_\_\_\_\_ Address \_\_\_\_\_ Postcode \_\_\_\_\_

Contact no. \_\_\_\_\_ Date reported \_\_\_\_\_ Police report no. \_\_\_\_\_

Details of all veterinary surgeries the loss of your pet was reported to (continue on separate sheet):

Name \_\_\_\_\_ Address \_\_\_\_\_ Postcode \_\_\_\_\_

Contact no. \_\_\_\_\_ Date reported \_\_\_\_\_

### Details of advertising/reward

Have you made enquiries or advertised for information?  Yes  No

Details of advertising \_\_\_\_\_ Amount claimed \$ \_\_\_\_\_

\_\_\_\_\_ Amount claimed \$ \_\_\_\_\_

\_\_\_\_\_ Amount claimed \$ \_\_\_\_\_

\_\_\_\_\_ Amount claimed \$ \_\_\_\_\_

Have you paid a reward? (agreed in advance with Petplan)  Yes  No

Details of reward \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Postcode \_\_\_\_\_

Contact no. \_\_\_\_\_ Amount claimed \$ \_\_\_\_\_



## Declaration By Policyholder

I confirm that I am the policyholder and I have checked the information on this claim form and that it is all correct to the best of my knowledge and belief.

Signature  \_\_\_\_\_ Date \_\_\_\_\_

## Declaration By Reporting Officer

Date reported \_\_\_\_\_ Police report no. \_\_\_\_\_

I confirm that the loss of the above pet has been reported.

Signature of reporting officer or vet  \_\_\_\_\_

(Police/vet practice stamp)

Date \_\_\_\_\_

## Section 2. Documents required in support of a claim

If you are unable to send all documents please offer an explanation on a separate sheet of paper. (Please ensure all supporting documentation is submitted to avoid the claim being delayed.) Please tick relevant box to indicate document attached

- Proof of purchase (such as a receipt)
- Copy of Pedigree certificate Kennel/Cat Club registration if applicable
- Receipts to support advertising expenses
- Receipts, including name, address and telephone number of recipient, to support a claim for reward
- Written confirmation of loss by the police or veterinary surgeon. If written confirmation cannot be provided an official Police/Veterinary stamp and other information requested will be required
- Any other relevant documents

## Payee details

- Pay Policyholder(s).** I/We wish the claim to be paid to the policyholder(s) name on the Certificate of Insurance.

Electronic payment into policyholder's bank account

Account name \_\_\_\_\_ Account number \_\_\_\_\_

Privacy: The Privacy Act 1993 requires us to tell you that as an insurer we collect your personal and sensitive information in order to calculate your loss and entitlement, determine our liability, compile data and handle claims. When handling claims, we may disclose your personal and other information to third parties such as other insurers, loss adjusters, external claims data collectors, investigators and agents, to the Insurance Reference Service (IRS), etc., or other parties as required by law. You have the right to seek access to your personal information and to collect it at any time. Please contact us on 0800 255 426 8:30am-5pm Mon-Fri and advise us of the changes.

IDR Statement: Disputes are not an everyday occurrence at Petplan. However we do provide an internal dispute resolution process should any dispute arise. Please feel free to ask for details. If you are not satisfied with the outcome of this process, we will advise you how to contact the insurance industry's external independent complaints scheme (subject to eligibility).

I/We certify the information given on this form is truthful, accurate and complete. No information likely to affect this claim has been withheld. I/We understand that this claim may be refused if information is untrue, inaccurate or concealed. I/We acknowledge that I/we have read and understood the Privacy Act 1993 and consent to the collection, storage, use and disclosure of personal and sensitive information to all persons affected by this claim. I/We acknowledge that if I/we do not agree to the collection of this personal and sensitive information then Petplan will be unable to process my/our claim.

I confirm that I have checked the information on this claim form and that it is all correct to the best of my knowledge and belief.

Please sign here  \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## What happens next:

Once we receive the necessary documentation, your claim will be processed as quickly and easily as possible. If you have any questions about your claim please call us on 0800 255 426 between 8:30am – 5:00pm Monday to Friday.

