

For Petplan use only

Dog and Cat

# Claim Form for Boarding Kennel Fees

Please note there are items that are not claimable under your Policy, including, but not limited to: routine and preventative healthcare (shampoo, nail clipping, teeth cleaning, worming, desexing and vaccinations), any illness that occurred within your waiting period and/or were a pre-existing condition. If in doubt, please refer to your PDS and Certificate of Insurance. Please also check the excess amount on your policy before completing this form.

## How to make a claim:

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

**Step 2** Take the claim form to your GP/Hospital Physician/Surgeon and ask them to complete Section 2 and sign

**Step 3** Take the claim form to Boarding kennel proprietor/home carer and ask them to complete Section 3 and sign

**Step 4** Attach the original invoices and receipts to the completed claim form as listed in Section 4 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  CatPet's date of birth \_\_\_\_\_ Breed \_\_\_\_\_  Male  Female

Date of purchase \_\_\_\_\_ Seller's name \_\_\_\_\_

Seller's address \_\_\_\_\_ Postcode \_\_\_\_\_

Purchase price \$ \_\_\_\_\_ 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 \_\_\_\_\_

## Section 2. Policyholder's GP/Hospital Physician/Surgeon to complete

### Details of the illness

Patient's name \_\_\_\_\_ Name &amp; address of GP \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact no. \_\_\_\_\_ Condition requiring hospital treatment \_\_\_\_\_

Date of first visit to any doctor for this condition \_\_\_\_\_ Hospitalisation dates: from \_\_\_\_\_ to \_\_\_\_\_

Name &amp; address of admitting hospital \_\_\_\_\_ Postcode \_\_\_\_\_

I confirm that to the best of my knowledge the statements are true in every respect.

Signature of GP/Hospital Physician/Surgeon  \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3. Boarding kennel proprietor/home carer to complete

#### Details the boarding kennel

Owner's name \_\_\_\_\_ Name & address of kennel/home carer \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact no. \_\_\_\_\_ Date of boarding/home care: from \_\_\_\_\_ to \_\_\_\_\_

Boarding fees per day \$ \_\_\_\_\_ Total fees \$ \_\_\_\_\_

I confirm that to the best of my knowledge the statements are true in every respect.

Signature of boarding kennel proprietor/home carer \_\_\_\_\_ Date: \_\_\_\_\_

#### 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 \_\_\_\_\_

### Section 4. 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*

Invoices/receipts from boarding kennel/home carer

INCOMPLETE CLAIM FORMS will be returned to the policyholder(s) In order for your claim to be processed in a timely manner please make sure you have completed the claim form in full and it is signed.

Please complete the checklist, read the Privacy statement and sign the form below.

Are all the sections of the claim form completed?

Have you and your GP and boarding kennel signed the claim form?

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.



We are a member of the Insurance Council of NZ and adhere to the Fair Insurance Code, which provides you with assurance that we have high standards of service to our customers.

