

Please return to:

Please complete fully the appropriate sections of this form. Damaged property should be protected from deterioration and retained for inspection if required.

*delete as required

Insured

Policy No.	<input type="text"/>	Renewal Month	<input type="text"/>
Full Name	<input type="text"/>	Occupation	<input type="text"/>
Private Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
		Tel. No.	<input type="text"/>
Business Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
		Tel. No.	<input type="text"/>

- a) Is the Insured registered as a taxable person for V.A.T.? YES NO*
- b) If the insured is registered for V.A.T., is full remission of input tax obtained? YES NO*
- c) If only partial remission of V.A.T. is obtained, state last annual adjusted percentage of tax recoverable %
- Are there any other insurances on the property? YES NO*

If "YES", give details.

Machine

Item on Policy	<input type="text"/>	Type Number	<input type="text"/>
Description	<input type="text"/>	Date of Make	<input type="text"/>
Maker's Name	<input type="text"/>	Manufacturer's serial or Vehicle Identification number if available <input type="text"/>	

Value (excl. V.A.T.) a) new £ b) at time of event £

Do you own the machine? YES NO*

If NO, state name and address of owner **and provide copies of hire contract and any claim correspondence from the owner**

Was the machine on loan or hire to another party? YES NO*

If YES, state name and address of party **and provide copies of hire contract and any letters of claim you have sent to the hirer**

Is the machine subject to an H.P agreement? YES NO*

If YES, state name and address of finance company

Is the machine subject to a maintenance agreement?

YES NO*

If YES, state name and address of maintenance company **and provide a copy of maintenance agreement**

The Event

Date

Time

Address where event occurred

If known state name and address of person causing the loss or damage

Was the person causing the loss or damage in your employ?

YES NO*

State fully what happened

Were there any injuries?

YES NO*

If YES give brief details

Rough sketch (when appropriate)

State names and addresses of witnesses

Loss or Damage by Theft

When and by whom discovered?

State date Police were advised

Name of Station

Inform Police at once if the claim is for property lost or stolen or maliciously destroyed or damaged.

Details of Loss or Damage to Insured Property

State particulars of loss or damage claimed

Attach copies of any engineer's or inspection reports on the damage.

State where damaged property can be inspected

What action has been taken to effect repairs?

State name, address and telephone number of repairer

Tel No.

Estimated Cost

£

Attach the repairer's estimate or forward as soon as possible.

Loss or Damage in Transit

State name and address of Carriers

State mode of conveyance

At whose risk was property consigned?

Owners

Carriers*

How was the property packed and by whom?

Did the damage occur during loading or unloading?

YES

NO*

If YES, state by whom the operation was carried out

Has the owner been notified?

YES

NO*

State estimated cost of repairs

£

(Attach estimate if available)

It is essential that immediate notice of the loss or damage be given to the Carrier. Attach a copy of the Carriers' Terms and Conditions to this form.

Consequential Loss

State nature of loss: a) Loss of gross profits* b) Loss of revenue*
 c) Increased cost of working* d) Reinstatement of Data*

What effect does stoppage of the machine have on the business?

Anticipated repair period?

How and why we use your information

We (Aviva), and our third parties, collect and use information (including data about health and unspent offences or criminal convictions) about you and, if relevant, somebody else covered under your policy and your vehicle(s), business and property. We do this so we can:

- verify your identity and help prevent fraud
- calculate our risk to insure you
- calculate your price
- set up, assess and maintain your insurance contract with us
- renew and make changes to your cover
- process claims
- carry out marketing, profiling and analytics

We share information within the Aviva Group, our reinsurers (our own insurers) and specific other organisations for these purposes.

The information comes from:

- what you've already told us
- data we already hold about you (including from other quotes and policies with us)
- publicly available sources
- other organisations we trust
- data about your device, general location and how you interact with our website

We use automated processes to make decisions

This means our software decides whether we can insure you and on what terms, deal with claims and carry out fraud checks. For more information, see the Privacy Notice for this policy.

You have rights about your information

For more about your rights and how and why we use your data, see the Privacy Notice for this policy. There's more detail in our Privacy Policy at www.aviva.co.uk/privacypolicy or you can request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD.

Declaration

I declare that these particulars are true to the best of my knowledge

Signature

Date

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time:

- Share information about you with other organisations and public bodies including the Police;
- Undertake credit searches and additional fraud searches;
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the agencies and databases we access or contribute to and how this information may be used. If you require further details please contact us at:

Policy Investigation Unit, Aviva, PO Box 121, Surrey Street, Norwich, NR1 3ZH, Telephone: 0345 300 0597.
Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to:

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household;
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies;
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity;
- Check details of job applicants and employees.

Claims History

In assessing any claims made, the insurer or its agents may undertake checks against publicly available information such as electoral roll, county court judgments, bankruptcy orders or repossessions. Information may also be shared with other insurers either directly or via those acting for the insurer (such as loss adjusters or investigators).

It is important that adequate values for the property insured are advised to us. Any claims settlement may be reduced in the event of underinsurance.

You should show these notices to anyone who has an interest in the insurance under the policy.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.



Risks situated within the UK and other countries excluding the EEA are underwritten by Aviva Insurance Limited.
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by the Financial Conduct Authority and the Prudential Regulation Authority and our firm's reference number is 202153.

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Subject to regulation by the Financial Conduct Authority (FCA reference No. 827591) and limited regulation by the Prudential Regulation Authority.
Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request.