



**Loss/Damage/Delay to Baggage and Personal Effects
Report Form**

Please hand a completed copy of this to your customer

Name of Customer

Date of birth / /

Resort

Period of Travel

Date of Loss

Insurance reference number

Description of items lost/stolen

Please describe the steps taken by your customer to locate/recover lost/stolen items. If baggage was damaged was a PIR obtained?

Was lost/theft reported to the police, yes / no? (Not necessary for delayed baggage) If yes, please give crime report number. If no, please give reasons

Other relevant information

The above guest has reported this incident to me

Signed: _____ Date: _____

Print name: _____

Official use:

Note to customer:

This document should be sent to the loss adjusters with your claim form. It acknowledges that you reported the loss to your Rep however it does not commit insurers to accept liability for your claim nor remove their right to investigate your claim in the normal way under the terms and conditions of the policy.