



InsureandGo Ireland Claims
Ireland Assist House
22-26 Prospect Hill
Galway

Dear Sir/Madam

Travel Insurance Claim

Please find enclosed a claim form for completion and return to the address shown above.

You should complete all sections relevant to your claim and enclose all requested supporting documentation **(which must include evidence of your outward and return travel dates from the Republic of Ireland)**. Please note an incomplete application may delay the processing of the claim.

You must as part of the policy terms and conditions declare if you have any other travel, household or other insurances in force at the time of your claim (this includes any insurance which may have been provided in association with your bank account). **Withholding this information may delay the processing of your claim.**

If additional information or documentation is required we will reply using the e-mail address supplied when you purchased the policy. Please ensure that you provide your current e-mail address on the enclosed claim form before returning it to us.

If you have any **queries or you require assistance** in completing the claim form please do not hesitate in contacting us on 091 545 907. Please have your claims reference number to hand.

Yours sincerely,

A handwritten signature in black ink that reads "Marco Magliocco".

**For and on behalf of
InsureandGo Ireland Claims**



**InsureandGo Ireland Claims
22-26 Prospect Hill
Galway, Ireland
claims@insureandgo.ie
TRAVEL INSURANCE CLAIM FORM**

Claim Reference Number:
Policy number:

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

CLAIMANT DETAILS

NAME OF LEAD CLAIMANT: Title: _____ Forename: _____ Surname: _____
 Sex: M/F D.O.B. _____ Occupation: _____
 ADDRESS: _____ POSTCODE: _____

TELEPHONE NO: Home _____ Work _____

LEAD POLICYHOLDER NAME: Title: _____ Forename: _____ Surname: _____
 Claimant's Relationship to Lead Policyholder: _____

HOLIDAY/TRIP DETAILS

Tour Operator: _____ Travel Agent: _____
 Destination/Country: _____
 Date holiday booked: _____
 Departure Date: _____ Return Date: _____

PREVIOUS CLAIM DETAILS:

Have you made an insurance claim in the past 5 years? **YES/NO**
 If YES please provide details:

Date	Type Of Claim	Amount Claimed	Company

DECLARATION: Insurers and their agents share information to prevent fraud and for underwriting purposes. This document, information provided when taking out the Policy and relevant facts form the basis of your claim and may be shared or used for audit purposes. It is a criminal offence to make a fraudulent claim. We investigate all cases and any person suspected of fraud is reported to the Police/Gardai with whom we always cooperate in effecting a prosecution. I/We understand that you may seek information from other insurers to check that the information provided above is truthful and that details of this claim can be used for audit purposes. I/We understand that you may request information from medical providers abroad in relation to a claim where medical advice was sought. I/We declare that to the best of my/our knowledge and belief that all the information I/We have given is correct. I/We have not withheld any information connected with this incident and agree to provide any further information or documentation as may be required. I understand that the insurer does not admit liability by the issue of this form.

ALL PERSONS CLAIMING MUST SIGN BELOW:

Name (please print)	Signature	Date

CHECKLIST:

Please ensure you sign the declaration overleaf and enclose the following ORIGINAL documents as applicable:

Booking Invoice / Travel Tickets confirming dates of travel	YES/NO
Certificate of Insurance (photocopy only)	YES/NO
Original Police / Carrier (Airline, etc) or other admissible relevant report	YES/NO
Proof of Purchase, Original Receipts, Credit Card Slips/Statements, Certified Duplicate Receipts for items claimed	YES/NO
Instruction Manual/Guarantee Cards for photographic and other equipment as applicable	YES/NO
Currency Exchange Slips, Bank Statements or Evidence of Withdrawal for Personal Money claims	YES/NO
Repair Estimates for Damaged Items - please note, all salvage to be retained until claim completed	YES/NO
Flight Tickets and Baggage Check Tags for luggage lost/damaged/delayed by Airline	YES/NO
Receipts for any additional expenses incurred (admissible under the policy)	YES/NO

Payment Details (Please tick the appropriate form of payment):

Cheque: _____ Bank Transfer: _____

If you wish to receive payment by bank transfer, please supply us with the following information;

(NB Payment cannot be issued by bank transfer unless all below details are provided)

Bank Name and Branch: _____

Account Holder's Name: _____ Account Number: _____

Sort code: _____ IBAN Number: _____

Information on making a claim for Loss or Damage to Personal Items

We know that when loss or damage to personal items happens while you are travelling that it can be very stressful. Should you find yourself in this unfortunate situation, we have compiled some information to assist you in submitting your claim.

For the complete terms and conditions of your insurance cover however, please refer to your Travel Insurance Policy Document.

1. The full details of what you are entitled to claim for can be found in your Policy Document.
2. If personal items are lost or damaged while in the custody of an airline or other carrier, the loss/damage must be reported within **24 hours** to the airline/carrier and a 'Property Irregularity Report' obtained from them. A copy of this report will be required when making your claim.
3. All other losses or theft of property must be reported to the police within **24 hours** and a police report obtained. A copy of this report will be required when making your claim.
4. Upon your return to Ireland, the loss/damage must be reported to us within **28 working days**, through our Claim Settlement Service (details below):

Claims Settlement Service: **Mapfre Asistencia
Ireland Assist House
22-26 Prospect Hill
Galway
(Please see your schedule of cover for
the claims department's contact number**

5. You will be required to complete a Claim Form and provide full details of the property lost, stolen or damaged. Receipts or proof of purchase and estimates for the cost of repair to damaged items will be required in most cases *. 'The Property Irregularity Report' and police report will also be required.

Note: *In certain circumstances we may waive the requirement for receipts for specific items, where it is considered unreasonable by virtue of the value of the item or perhaps due to the time that has elapsed since the item was purchased.

Please remember to retain copies of all documents when submitting your claim.