



# Education Laptop Insurance Incident Notification Form Damage Only

I Broker Pty Ltd

ABN 33 115 685 302

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Phone 1300 389 083

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This claim will be managed by:

IT Claims Services (ABN 67 065 019 187)

PO Box 6101 Booran Rd Caulfield South VIC 3162

E: [claims@itclaims.com.au](mailto:claims@itclaims.com.au)

Ph: 03 95782600 Fax: 03 9277 7767

School Name: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Student Year: \_\_\_\_\_  
School/Parent Contact: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## **PLEASE ANSWER ALL QUESTIONS.**

### **Type of Equipment:**

Brand: \_\_\_\_\_ Model Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_

When was the equipment supplied? \_\_\_\_/\_\_\_\_/\_\_\_\_

Is there any pre-existing damage on the notebook? Y / N If yes, please describe: \_\_\_\_\_

Is the equipment financed? Y / N

If yes, please advise the name of the financier and the contract number? \_\_\_\_\_

### **Describe how the loss or damage occurred and/or was discovered:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When did damage occur or was discovered? Time: \_\_\_\_:\_\_\_\_ am/pm Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Location: \_\_\_\_\_ Did anybody cause the damage?

If yes, please advise: \_\_\_\_\_

### **Declaration**

I declare that all information I have provided in relation to this claim is true and correct. I also agree to allow the Insurer and/or their Agents, to discuss details of this claim with the Police, any Insurance and/or Finance Company (and/or their Agents). Where necessary, I also agree to allow the disclosure of any finance Payout & Purchase Figure of the item/s described and the Payment History of any finance contract to be disclosed to the Insurer and/or their Agents.

*Parents whose child is not of legal age must ensure this form is fully completed by discussing with the child before signing.*

Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School Representative Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_