|  |  |  |
| --- | --- | --- |
| **General Information** | | |
| Name of person reporting | Telephone number | For reporting only  Yes  No |
| Name of Broker | Broker telephone number | Broker fax number |

|  |  |  |
| --- | --- | --- |
| **Insured’s Information** | | |
| Name and address of the Insured (including postal code) | | Business telephone (incl.ext.)        Ext. |
| Cellular number |
| Contact name | Contact e-mail address | Contact language spoken |

|  |  |  |
| --- | --- | --- |
| **Policy Information** | | |
| Policy number | Policy period (dd/mm/yyyy)  From       To | Certificate number (if applicable) |
| Lienholder/Mortgage/Other Insurance | | |
| Coverage (Type of policy form, limits, deductible) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Incident Information** | | | | |
| Address where loss occurred | | Date of loss (dd/mm/yyyy) | | Time of loss |
| Province or State/Country | | |
| Please give description of loss | | | | |
| Were the authorities contacted (police, fire, ambulance)?  Yes  No | Was a report number given?  Yes  No | | If yes, list number | |
| If Police/Fire Department contacted, name of officer | Division | | Badge number | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Property Information** | | | |
| Description of property | | | |
| Address where the property is located | | | |
| Description of damage | | | |
| Serial number | Estimate ($) | Was business curtailed?  Yes  No | Was there consequential damage?  Yes  No |
| Anything related to the incident you would like to add | | | |

|  |
| --- |
| **Witness Information** |
| Name and address of a witness to the incident    3  Telephone number where witness can be reached |

**Privacy Statement**: By submitting this information you are providing consent for the collection, use and disclosure of your personal information as may be necessary to access, investigate, and settle claims. Your personal information may be processed and stored by Zurich Insurance Company Ltd and its affiliates (collectively, “Zurich”) and authorized representatives, both in domestic and foreign jurisdictions outside Canada and is subject to applicable laws. Please contact the Zurich Privacy Officer if you require further additional information regarding the collection, use, disclosure, processing and storage of your personal information via email at [privacy.zurich.canada@zurich.com](mailto:privacy.zurich.canada@zurich.com) or you can review our privacy statement at https://www.zurichcanada.com/en-ca/about-zurich/privacy-statement.

The above-named claimant may refuse to consent or withdraw their consent to the collection, storage, use or disclosure of personal information; however, the refusal to provide consent may result in Zurich being unable to offer and administer insurance coverage or prevent Zurich from being able to pay claim benefits.

Zurich is committed to protecting the privacy and confidentiality of information provided. Your file is secured in our offices or those of our administrator or agent. You may request to review the personal information it contains and make corrections by writing to: Privacy Officer, Zurich Insurance Company Ltd (Canadian Branch), 100 King Street West, Suite 5500, P.O. Box 290, Toronto, ON M5X 1C9

For the purpose of *the Insurance Companies Act* (Canada), this document was issued in the course of the Company’s insurance business in Canada.