

# Report Form

Please print out for signatures and post original to Chartis Insurance New Zealand Limited (Chartis)  
**Attach copies of substantiating documentation including all original accounts and receipts.**

- Please attach a separate sheet if insufficient space
- The issue of this form is not an admission of liability and is without prejudice.
- All questions must be fully answered - dashes are insufficient

Employer/ Group:	<input type="text"/>	Policy No:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
Insured Employee:	<input type="text"/>		
Phone / Email	<input type="text"/>		
Postal Address:	<input type="text"/>		

**Please complete a separate PATIENT section for each person who has received medical treatment**  
**Please complete All sections**

## Section One: Insured Employee Consent

If you are signing on behalf of the Insured person please state your authority to do so and relationship.

Name  Phone:

Position of Authority to sign – Nature of Relationship

I/we (print signatory name)

authorise any hospital, physician or other person who has attended me, or my employer or my accountant to furnish Chartis or its representatives with:

- copies of hospital and medical reports/notes;
- copies of employment records and income tax returns; and
- information pertaining to my medical history (any sickness or disease or injury, consultation, prescription or treatment).

I agree that a photocopy of this authorisation shall be considered as effective and valid as the original and specifically authorise its use as such.

### PRIVACY

I/we consent to Chartis in accordance with the Privacy Act 1993:

- collecting holding and using personal information including information by audio, photographic or video surveillance, provided for purpose of administering a claim including investigating, assessing and paying any claim made by me or on my behalf;
- disclosing personal information submitted to another Chartis company, its staff members, the insured, other insurers and re-insurers, law enforcement agencies, investigators, lawyers, assessors, advisors and the agent of any of these, insurance broker, insurance agent or intermediary, employer for the purpose of administering my claim or providing a report.

Information is provided voluntarily however if we do not collect this information we may not be able to assess a claim. Insured persons have rights of access and correction to their personal information under the Privacy Act. Further information about this or making a privacy complaint can be obtained by emailing: [Privacy.officerNZ@chartisinsurance.com](mailto:Privacy.officerNZ@chartisinsurance.com)

Signature  Date:

If you are signing on behalf of the Insured person please state your authority to do so and relationship. Please print your name and contact phone

Name  Phone:

Position of Authority to sign – Nature of Relationship

## Section Two: Insured Employee Declaration

If you are signing on behalf of the Insured person please state your authority to do so and relationship.

Name  Phone:

Position of Authority to sign – Nature of Relationship

I/we (print signatory name)

declare that all the answers in this claim report and those contained in any attachments are true, and I/we acknowledge that the Insurer may rely on such answers in determining indemnity. I/we have not concealed any material fact relating to this circumstance.

I/we undertake to render Chartis assistance in dealing with the matter. I/we understand and acknowledge that failure to co-operate with Chartis and to provide all information relevant or potentially relevant to the circumstance may result in my/our claim being denied.

Signature  Date:

## Section Three: Payments

### IMPORTANT:

**Bank transfer: Payments can be made into New Zealand or overseas bank accounts as you wish.**

**Bankdraft: We do not encourage payment overseas by bankdraft due to the extra cost, poor security and delivery delays. However if you specifically request us to pay you in this way, the cost to obtain bankdraft/s will be deducted from your settlement and the risk of loss lies with You.**

**Cheque: If you do not fully complete one of these options below we will automatically post any payment to you by New Zealand cheque to the address on this form and any costs incurred to convert the currency must be borne by You. Chartis does not accept responsibility for delivery failure.**

### Bank Transfer

Payee Name:

**Option 1: Direct credit to NZ bank account. Please complete bank details and account number below**

**Option 2 Overseas Bank Transfer**

Bank  Branch  Country

Account details

OFFICE USE  
Bank a/c Checked

Payee Signature

### Bankdraft

Name and Address of Payee:

I/we (print name/s)

confirm that I/ we wish to have payment made by bankdraft to the above payee and I/we understand and agree that the costs of obtaining such bankdraft/s will be deducted from My/Our entitlement and that I/we will not hold Chartis liable for safe delivery. Furthermore, if the bankdraft is lost in transit and Chartis is not able to successfully cancel it at the bank, the extra costs to replace it will also be deducted from My/Our entitlement.

Signature  Date:

## Section 4: Patient One

Name of patient:  Date of Birth:  /  /

### Medical Items Claimed

Date of injury or illness	Condition for which treatment obtained	Currency	Amount
/ /			\$
/ /			\$
/ /			\$
/ /			\$
/ /			\$
/ /			\$
/ /			\$

### Attach all original accounts and receipts.

Name and Address of usual Doctor:

Have any of the conditions above or a similar condition been suffered previously?  YES / NO

If YES, please give dates and details of treating doctor , including name and address

  

### IINJURY :

Date and circumstances surrounding any injuries:

  

Is there an entitlement to compensation for this under ACC or any Government Statute, Fund, Plan Benefit Scheme or any other Medical Insurance?  YES / NO If YES, please give details:

  

## Section 4: Patient Two

Name of patient:  Date of Birth:  /  /

### Medical Items Claimed

Date of injury or illness	Condition for which treatment obtained	Currency	Amount
/ /			\$
/ /			\$
/ /			\$
/ /			\$
/ /			\$
/ /			\$
/ /			\$

### Attach all original accounts and receipts.

Name and Address of usual Doctor:

Have any of the conditions above or a similar condition been suffered previously?  YES / NO

If YES, please give dates and details of treating doctor , including name and address

  

### IINJURY :

Date and circumstances surrounding any injuries:

  

Is there an entitlement to compensation for this under ACC or any Government Statute, Fund, Plan Benefit Scheme or any other Medical Insurance?  YES / NO If YES, please give details:

## Section 4: Patient Three

Name of patient:  Date of Birth:  /  /

### Medical Items Claimed

Date of injury or illness	Condition for which treatment obtained	Currency	Amount
/ /			\$
/ /			\$
/ /			\$
/ /			\$
/ /			\$

Attach all original accounts and receipts.

Name and Address of usual Doctor:

Have any of the conditions above or a similar condition been suffered previously?  YES / NO

If YES, please give dates and details of treating doctor , including name and address

### IINJURY :

Date and circumstances surrounding any injuries:

Is there an entitlement to compensation for this under ACC or any Government Statute, Fund, Plan Benefit Scheme or any other Medical Insurance?  YES / NO If YES, please give details:

## Section 4: Patient Four

Name of patient:  Date of Birth:  /  /

### Medical Items Claimed

Date of injury or illness	Condition for which treatment obtained	Currency	Amount
/ /			\$
/ /			\$
/ /			\$
/ /			\$
/ /			\$

Attach all original accounts and receipts.

Name and Address of usual Doctor:

Have any of the conditions above or a similar condition been suffered previously?  YES / NO

If YES, please give dates and details of treating doctor , including name and address

### IINJURY :

Date and circumstances surrounding any injuries:

Is there an entitlement to compensation for this under ACC or any Government Statute, Fund, Plan Benefit Scheme or any other Medical Insurance?  YES / NO If YES, please give details:

Chartis  
PO Box 1745, Shortland Street  
Auckland 1140  
New Zealand  
+64 9 355 3100 Telephone  
+64 9 355 3135 Facsimile  
www.chartisinsurance.co.nz