

Car Craft Excess Plus Reimbursement Claim Form



COMPLETING THIS CLAIM FORM: This form must be completed by the customer as noted on the Certificate.

1. If you have insufficient space to enter all your claim information, please attach a separate signed and dated sheet.
2. Please return completed form to: claims@xtremeadministration.com.au

CLAIM AUTHORISATION NUMBER

(Office use only)

CERTIFICATE INFORMATION

Certificate number:	Date of issue:	Issued by:
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VEHICLE DETAILS

Rego:	Make:	Model:
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DRIVER DETAILS

Name:	Email:
Phone:	Driver licence no:

DETAILS OF THE COMPREHENSIVE MOTOR INSURER & ACCIDENT

Date of accident:	Claim number:
Insurer:	Was the driver at fault? <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description of accident:	

AUTHORISATION OF PAYMENT: CUSTOMER PAYMENT DETAILS

BSB of nominated account:	Account number of nominated account:
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DOCUMENTATION

PLEASE PROVIDE A COPY OF THE FOLLOWING

- Your current Excess Plus Certificate for the period in which the At Fault Collision occurred
- Your motor vehicle insurance policy
- The receipt/invoice from your motor vehicle insurance company/repairer showing the excess amount
- A copy of the damage repair quote as issued by the repairer
- Statement of events as issued by the comprehensive insurer

CLAIM DECLARATION

Name:	Date:
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By signing this form I confirm all the detail within it are accurate. I also confirm that I have been given Privacy notification as per page 2 of this document.

Signature:

This form is for information collection purposes only. The precise cover provided is subject to the terms, conditions and exclusions set out in the Car Craft Excess Plus Certificate.

Your Privacy

In the course of processing claims, we need to collect personal and/or sensitive information as defined in Privacy Act 1988 (Cth) (the Act) about persons associated with Car Craft Accident Repair Centres. If an individual does not give us this information, we may not be able to process a claim. In accordance with the Act, our privacy policy contains the information required to be given to persons about whom we collect personal and/or sensitive information. It provides information on how an individual can make a complaint against us for a breach of the Australian Privacy Principles ("APPs"), or registered APP code(s), if any, that binds us.

Your Access to Your Personal and Sensitive Information

An individual can request access to personal and sensitive information that we hold about them. Your rights to access and our rights to refuse access are set out in the Act.

Our Use of Personal and Sensitive Information

We may at any time use personal and/or sensitive information we collect about individuals to provide, amend or renew Excess Plus reimbursement cover to Car Craft Accident Repair Centres.

Our Disclosure of Personal and Sensitive Information

We may at any time disclose personal and/or sensitive information we collect to the following types of organisations (some of which may be outside Australia). These include re-insurers; external valuers and appraisers; Loss adjustors, investigators and other organisations retained by us who help us to provide our claims service; professional advisers, such as accountants and lawyers; and other organisations that provide services to us. To assist us in providing services to an individual, we may, from time to time, transfer personal and/or sensitive information overseas to the types of organisations listed above. Where we do so, we take reasonable steps to ensure it is kept confidential. Our Privacy Policy statement is readily available by calling Xtreme Administration directly on (07) 3802 5597.

Consent

You consent and authorise us to collect, use, store and disclose personal and sensitive information provided either directly by you or your representative or agent in accordance with the Act. Where personal and sensitive information is provided to us by a person, other than yourself, you agree that all necessary consents to collect, use, store and disclose that personal or sensitive information to us have been made or given. Our Privacy Policy statement is readily available by calling Xtreme Administration directly on (07) 3802 5597.

Declaration and Information Authority:

I hereby declare that I have read, understood and agree to the collection, use and disclosure of my personal information by Xtreme Administration/ Car Craft as outlined in the above Privacy Notice. In addition, I authorise Xtreme Administration to collect and disclose any information about me relating to my claim from and to any organisation or person including (but not limited to) the following: any insurance company or insurance intermediaries, employer, investigators, assessors and loss adjustors, other parties we may be able to claim or recover against. In providing or obtaining information about me, I understand that Xtreme Administration will use that information in the assessment of my claim, and that if I do not provide or permit access to this information my claim may not be able to be assessed.

I solemnly and sincerely declare that the information provided in this form and any attachments which I have provided, is true, correct and complete in every detail. I agree that if I have made any misrepresentation, false or fraudulent statements, or have concealed information of a material nature relevant to the assessment of my claim, I understand that my right to claim may be forfeited.