OSG Travel Claims, Nutley Building, Merrion Centre, Nutley Lane, Dublin 4, Tel: 6619133 Fax: 6615249 E-mail: info@osg.ie

OSG Travel Claims Internet Legal Expenses Claim Form

Our aim is to process your claim as efficiently as possible; however, to achieve this the following documents must be enclosed with your completed claim form:

- 1. The Tour Operator's Confirmation of Booking Invoice and / or other documents issued as evidence of holiday/trip i.e. used travel tickets.
- 2. Evidence of Insurance and / or Validation Certificate.
- 3. Written detailed account of incident, damage and names and addresses of any witnesses.
- 4. All relevant documentation from any third party (THIS MUST BE UNANSWERED)

Please complete the Claim Form in full as ticks and dashes will not suffice. Failure to do so may delay the processing of your claim. As the circumstances of each claim may differ, it may be necessary for us to request additional information/ documentation along with the details given above.

<u>Please note:</u> The underwriters will decide and control whether legal proceedings are recommended, if you instruct your own solicitor the Underwriters WILL NOT accept liability for any fees incurred prior to a claim being accepted under the Insurance.

TO BE COMPLETED BY THE CLAIMANT OR THE CLAIMANT'S LEGAL REPRESENTATIVE

Name of Person Claiming:	Mr
	Mrs Forename:
	Miss Surname:
Address:	
Daytime Telephone No:	
Age: 🌙 🔟	Occupation:
Name of Tour OperatorTravel Agency	
Dates of Journey Outward	
Date of BookingCountry Of Destination	
Previous Claims Have you ever made any claim for against this or any other Insurer? YES / NO	
I declare to the best of my knowledge all particulars contained in this form are true. I also authorise OSG Travel Claims to obtain any medical records or information necessary to process the claim.	
Signed:	Date: