

LIFE ACTIVITIES CLUB VICTORIA INC.

INCIDENT REPORT FORM

PLEASE FILL IN USING BLOCK LETTERS AND FORWARD THIS COMPLETED FORM TO
THE INSURANCE SCHEME'S INSURANCE BROKER:

Mr Noel Whitfield, Operations Manager, Adroit Insurance Group,
PO Box 359, BENDIGO VIC 3552. (Ph: (03) 5442 1900)

A: Details of Incident

When did the incident occur? Date: / / Time: am pm.

Where did it occur?:

What was the Life Activities Club activity or event?:

Describe what happened:

..... (Attach additional sheets if necessary.)

B: Details of Person Injured/Who May Develop an Injury (If Applicable)

Given Name: Family Name: Ph:

Address: Post Code

At the time of the incident this person was:

A member/visitor of Waverley LAC (**Circle one**)

Describe the person's injury (if any):

..... (Attach additional sheets if necessary.)

Signature of person listed above in this **Section B**: Date: / /

(This signature may be omitted if obtaining it would delay the forwarding of the completed form.)

C: Witnesses

If there was a witness or witnesses to the incident, please give details for witnesses:

Given Name: Family Name Ph:

Address: Post Code

(Attach additional sheets if necessary.)

D. Is a Claim Form Required?

Does the person listed in **Section B** wish to lodge a claim on insurance now? Yes ☐ No ☐ (**Tick one**)

If **Yes** is ticked, a Claim Form will be sent to the address given below, immediately this completed **INCIDENT REPORT** form is received by Mr Noel Whitfield.

If **No** is ticked, but a Claim Form is required later, telephone Mr Noel Whitfield (Ph: 5442 1900) and a Claim Form will be sent immediately to the address given below.

Postal or e-mail address to which a Claim Form should be sent:

Name: Address (postal or e-mail):

E: Person Completing this Form

Given Name: Family Name Ph:

Club Position (if any): Signature: Date: / /

Note:

1. See the other side for details of the incident reporting and insurance claiming procedures.
2. The originals of any receipts and/or supporting documentation should be retained, for forwarding later should a claim on insurance be lodged.