

Lost Baggage/Baggage Delay Claim Form

IMPORTANT NOTICE: Written notice of claim must be provided within 90 days of the loss. Written proof of loss must be provided within 90 days after the date of loss. If it cannot be provided within that time period, it should be sent as soon as reasonably possible. In no event, except in the absence of legal capacity, will proof of loss be accepted more than one year from the date it was otherwise required.

Please mail your completed Claim Form with itemized bills and receipts to:
(to expedite your claim, please fax or email it with readable receipts)

Chubb USA (800) 336 0627 Inside USA
PO Box 5124 (302) 476 6194 Outside USA
Scranton, PA 18505-0556 (302) 476 7857 Fax
ACEAandHClaims@chubb.com

Thank you for notifying us of your claim. Please complete ALL questions. If any question is not applicable, please state N/A. In addition to the completed claim form, the following items should be provided at the time of submission:

- (1) For lost luggage - The Covered Person must file a formal claim with the transportation provider and provide us with copies of all claim forms and proof that the transportation provider has paid the Covered Person its normal reimbursement for the lost, stolen or damaged luggage.
- (2) Proof of purchase (receipts, credit card statements, etc.) to substantiate the claim value.
- (3) For Baggage Delay Claims, the Covered Person must provide documentation of the delay or misdirection of baggage by the Common Carrier and receipts for the emergency purchases.
- (4) The Particular of Claims form located at the end of this document.

Name of Policyholder: Adobe Inc. Policy Number: ADDN16745327

Name of Covered Person: _____ Date of Birth: _____

Address: _____

Home #: _____ Work #: _____

E-mail: _____

Travel Details

Type of travel (business/holiday): _____

Date of loss/damage/theft: _____

Country where loss/damage/theft occurred: _____

Details of loss/damage/theft: _____

To whom was loss/damage/theft reported: _____

If article(s) lost/stolen – what steps were taken regarding recovery of article(s): (Provide any written evidence) _____

If article(s) damaged – please supply estimates for cost of repairs or a letter from a reputable dealer confirming irreparably damaged: (Supply receipts – if not available, please supply replacement estimates/invoices) _____

Is any property lost/damaged/stolen insured by any other company: Yes No

If yes, please supply name, address, telephone number, and policy number: _____

Have you ever had any previous claims on this type of insurance: Yes No

If yes, please supply details with relevant dates: _____

Payment Information

Please complete either Option 1 or Option 2

Option 1 - Payment to Employee

Your home address as listed above Direct deposit to your bank account

Name on account: _____ Account #: _____

Bank Name: _____ Swift Code: _____

Bank Address: _____ Currency: _____

IBAN: _____

Option 2 - Payment to Employer

Employer's Name: _____

Employer's Address: _____

Notes:

1. *All losses should be reported to the transport carrier and a report filed. This should be forwarded to Chubb USA Claims.*
2. *All losses or damaged property which occurred while in the custody of an airline should be reported and a Property Irregularity Report Form obtained. This should be forwarded to Chubb USA Claims together with the ticket stubs.*
3. *For Baggage Delay claims- if the insured's checked-in luggage is not delivered to him or her within the allotted time frame at the scheduled destination point of his or her flight we will pay for the purchase of essential clothing and toiletries. Proof of the delay and when the luggage is delivered will be required on all claims.*

Please ensure the particulars of this Claim Form are completed and attached.

Declaration: I declare that the information given is to the best of my knowledge and belief, full true and correct:

Signed: _____ Dated: _____

PLEASE ENSURE:

You have completed all relevant questions on this claim form.

You have enclosed all requested information/documentation and the Particulars of Claim form.

You have signed this claim form.

Failure to do so may result in delay in handling your claim.

Please return the completed claim forms together with any enclosures to your Insurance Broker or to Chubb USA Claims at the address shown at the top of the form.

Fraud Warning: Certain states require specific state mandated fraud language to be included on all claims forms while other states use a generalized fraud stated. We have adopted the fraud warning language prescribed by the District of Columbia as its standard fraud statement. Unless otherwise noted below this statement shall be included on all claims forms, applications and enrollment forms.

District of Columbia Generic Warning:

It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and / or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

The following states have required us to use state specific language as follows:

California

For your protection California law requires the following to appear on this form:

Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Colorado

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages.

Florida

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

New York

Any person who knowingly and with to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning

any fact thereto, commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of the claim for each such violation.

Oklahoma

WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes ant claim for the process of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Pennsylvania:

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Maryland/Oregon

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud.

Virginia

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer submits an application or files a claim containing a false or deceptive statement may have violated state law.

PARTICULARS OF CLAIM				
<i>Full description of each item of property lost, damaged or stolen</i>	<i>State to whom property belonged</i>	<i>Date of Purchase</i>	<i>Original Cost Price</i>	<i>Receipts/ Replacement Estimates Attached</i>
TOTAL SUM CLAIMED				

Please ensure you provide receipts if possible or replacement estimates from a reputable retailer for items \$150.00 or over.