

Application for Employee Property in Transit Cover



Level 13, Forrest Centre
221 St Georges Terrace
Perth WA 6000
GPO BOX K837
Perth WA 6842
Tel:(08) 9264 3333
riskcover.wa.gov.au

If the space provided is insufficient to advise all the details, attach a separate sheet.

Agency details

Agency name:	
Address:	
Contact name:	
Phone:	Email:
Risk/cost centre:	

Property in transit (if applicable)

Household furniture and personal effects (complete the attached inventory of covered property)		
Total sum insured (present day value):		\$
Transit from:	Transit to:	On or about:
Type of transport:		
Carrier's name:		

Motor vehicle in transit (if applicable)

Details of vehicle/caravan/trailer/motorcycle/boat to be insured:					
Make and model	Body type eg. sedan, utility	Manual or automatic	Year of manufacture	Registration number	Sum insured (market value) %
					\$
					\$
					\$
					\$
					\$
Transit from:	Transit to:	On or about:			
Type of transport:					
Carrier's name:					

Property in store (if applicable)

Household furniture and personal effects (complete the attached inventory of covered property)		
Total sum insured (present day value):		\$
Transit from:	Transit to:	On or about:
Type of transport:		
Carrier's name:		
Period of storage from:		To:

Declaration

I hereby declare that I have read and understood the important notices above and declare that the statements made herein are true and I have not withheld any information likely to affect the acceptance of this application. I agree that no cover will operate until this form has been received by my department/agency or is in the mail to my department/agency before the property or vehicles (including caravan, trailer, boat or motorcycle) is moved from its original location.	
Signature of employee:	Date:
Name of employee:	
Job title:	Email:

Important notices

Basis of claims settlement

Settlement of any claim will be based on a cash payment or by replacement or repair, at our option.

General Instructions

- (a) This form is to be received from your department/agency or in the mail to your department/agency before the property is moved from its original location.
- (b) If an item of property consists of articles in a pair or set, the value of any particular part or parts lost or damaged will be calculated individually without reference to any special or enhanced value which the articles may have as a pair or set.

Claims Procedure

- (a) On the discovery of any loss of or damage to the insured property, you must:
 - (i) immediately advise your department/agency in writing;
 - (ii) obtain, complete and submit to your department/agency direct, a Property in Transit form within 30 days of the delivery of your property; and
 - (iii) include relevant accounts or estimates of repair or replacement costs without delay; and also
- (b) In the event of any loss of or damage to the insured property by burglary, larceny or theft or any attempt thereat or of any wilful or malicious damage, you must:
 - (i) give immediate notice to the Police; and
 - (ii) take all reasonable steps to trace and recover any missing property.

If no acknowledgement or settlement of claim is received within a reasonable time (say two weeks) contact your department/agency.

Exclusions

No cover shall apply for:

- (a) jewellery;
- (b) perishable food;
- (c) cash, currency, bank notes, cheques, securities of any kind, coins, bonds, negotiable instruments, title deeds, stamps or travel tickets;
- (d) vehicle body rust or vehicle upholstery tears or strains;
- (e) loss, destruction or damage caused by or arising out of:
 - (i) wear and tear, gradual deterioration or depreciation;
 - (ii) moth, vermin, termites or other insects;
 - (iii) wet or dry rot, mould or mildew;
 - (iv) dampness or dryness of atmosphere;
 - (v) corrosion or rust;
 - (vi) mechanical or electrical breakdown or failure unless caused by visible external damage as a result of a peril insured under this cover.
- (f) consequential loss of any kind or description.

