

Loss of Passport Claim Procedure to Insured

Dear Sir / Madam

1. This has reference to your claim regarding Loss of Passport.
2. The Company will pay the Insured up to the Section Loss of passport Sum Insured specified in the Schedule towards expenses necessarily incurred by the Insured in obtaining a duplicate or fresh passport.
3. **Policy Excess or Deductible** means the amount stated in the Schedule, which shall be borne by the Insured in respect of each and every Claim made under this Policy.
4. The Insured is requested to self-pay and file the claim directly with the Claims Department at the address mentioned on the policy. Please send your claim documents by email or fax and file your claim immediately on your return back to India and the claim will be settled **within 7 days** of having received complete documents. Payment will be made in Indian Rupees only.
5. The documents must be sent as soon as possible on email or fax and **within 30 days of the return to India or expiry of policy**, whichever is earlier.
6. The list of documents required to be attached with the claim are as follows:
 - *Duly Signed Claim Form stating exact circumstances of loss*
 - *Copy of FIR (first information report)/Police Report.*
 - *Receipts related to expenses incurred to obtain a new passport*
 - *Kindly fill the NEFT section in claim form along with Cancelled cheque stating insured's / Claimant name and Indian Bank account details*
 - *Visa copy with Entry Stamp Overseas and exit Stamp from India if applicable*
7. We have attached the Claim Form (To be filled as per the region where the loss has occurred) for your necessary action.

Should you require any further clarification on the claims procedure matter, please do not hesitate to contact us at-

Telephone number



+9120-30305858,

Fax number



+91 20 30512207

Email

travel@bajajallianz.co.in

- **It is necessary to provide claim documents so as to facilitate claim process. Delay in submission of above mention documents will delay further claim process.**

- For further detailed policy terms and condition please refer our policy wording or you can download from our website at link <http://www.bajajallianz.com/Corp/travel-insurance/more-travel-product.jsp>