

# Claim form

Version 2.3

## Information about loss and lack of payment

### How to

Fill out the form on the screen and save it to your computer.  
Hereafter email the form to [claims-collections.dk@allianz-trade.com](mailto:claims-collections.dk@allianz-trade.com).

Date

### Information needed for the claim handling

Please provide copies of the following documents, which are needed to assess your claim - please indicate the ones you have enclosed

All outstanding invoices (and credit notes regarding the outstanding amount)

Statement of account showing the period 6 months prior to the first outstanding until today (must show all movements on the account)

Statement of account showing all open items

Information about any payments that are not shown on the statement

The lodge of your claim (if bankruptcy, dissolution or reconstruction)

The administrators confirmation of receiving the lodge in estate

Circular letter from the trustee (if bankruptcy or reconstruction)

Any judgement/basis for enforcement in this case

Order confirmation

Delivery confirmation, consignment note or similar

Any correspondence with the debtor

Please clarify if any of the above cannot be provided

### Your information

Policy no.

Company

Contact person

Phone no.

Email

### Information about the debtor

Company

Address

EH ID

Your debtor ref. no.

CVR no./VAT\*

\*Alternatively company registration number for the relevant country.

## All invoices

No.	Invoice no.	Invoice date	Due date	Invoice amount	Outstanding invoice amount
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total amount (invoices)					

## Information about claim

<b>Is the claim covered by CAP/SRC?</b>	Yes	No	<b>If yes, note the CAP/SRC policy no</b>	
<b>Is the claim covered under DCL?</b>	Yes	No		
<b>Reason for the claim</b>				
Bankruptcy	Reconstruction		Other ↓	
Insolvency	Composition with creditors			
Protracted Default	Liquidation (insolvency)			
<b>Outstanding amount (excl. VAT, interest and fees)</b>			<b>Currency</b>	
<b>VAT percentage on invoices</b>			<b>Date of claim incident</b>	
<b>Collection costs ex VAT</b>			<b>Disputes <sup>1)</sup></b>	Yes No
<b>Was the case handled by a third party debt collection agency or lawyer? <sup>1)</sup></b>	Yes	No	<b>Retention of title</b>	Yes No
<b>If yes, please state the original outstanding amount</b>			<b>And any collected amount</b>	<b>Currency</b>

1) These fields **MUST** be filled in for us to process your case.