

How to Complete the GlobalSure Home Contents In Transit Marine Insurance Policy Documents



Please read the Policy Terms and Conditions on page 3 of the Insurance Policy document before completing the form

1. Page 1: Insurance Policy Package Options

- 1.1. Read through the **Insurance Policy Package Options** (page 1). Make sure you understand what will be covered under the policy you select. Discuss with your consultant if you are unsure.
- 1.2. Tick the Insurance Policy Package Option best suited for your move eg. Platinum
PLEASE NOTE:
 - 1.2.1. Only **one** policy can be selected.
 - 1.2.2. If your shipment includes Professionally Packed items and some Packed by Owner items, select the higher cover/Policy. Any packed by owner items will only be covered under the Limited Cover (see 1.2.3 below).
 - 1.2.3. Limited Cover – You are only covered for **the loss of the whole item or package**. You can not claim for individual items within a packed by owner box/package. Complete additional Packed by Owner/PBO Supplementary form (see 4 below)
 - 1.2.4. **Motor Vehicles, Motorbikes, Caravans, Trailers, Jet Skis, Boats**, and their accessories are excluded from this policy. Use the Motor Vehicle, Boats, and Jet Skis policy document: [Insurance-Vehicle-Boat](#)
- 1.3. Enter the Full Name of Insured, Origin and Destination Address (city and country is acceptable)
- 1.4. Your Transworld Ref number (your Quotation number)
- 1.5. Tick if the goods are Packed by **Owner** or **Removalist**: (tick Removalist if you are taking a higher level of cover and have PBO items as well)
- 1.6. Tick Mode of Transport
- 1.7. Sign & tick the Declaration Box accepting all Terms and Conditions on page 3 and date the document

2. Page 2: Schedule of Property to Be Insured - read page 3, section 4 'Excluded Goods' before completing this section

- 2.1 Enter your full name at the top of the page.
- 2.2 Read the **Schedule of Property** information explaining the value and descriptions.
- 2.3 Ensure your quantity and values are written clearly.
- 2.4 Check exclusions on the policy document, page 3, Section 4 for items that cannot be insured.
 - 2.3.1 Every insured item needs to have a quantity and value, do not select QTY – 1 when there are multiple items – ie. Glassware 1 @ \$1000, specify how many items/glassware is covered ie. Glassware QTY 20 @ \$1000.
 - 2.3.2 Do not write a lump sum figure for a whole category ie. Clothing Male \$12000, you need to specify a quantity and amount for each type ie. Shirts QTY 20 @ \$500 (\$25 each), Jumpers QTY 6 @ \$600 (\$100 each)
 - 2.3.3 Do not list items as miscellaneous, stuff, goods or any other general descriptions. Each insured item needs to be specified, use the Blank spaces for additional items not listed.
 - 2.3.4 Items over \$4000+ (column 4) - List clearly any **single item** over the value of \$4000. Do not list these twice in the main schedule and in over \$4000 as your sum insured value will be incorrect. High Valued items may require additional information to be provided.
- 2.5 Add up each column separately and write the total in **Column Sub Total**.
- 2.6 Add any additional values from the Packed by Owner Supplementary Inventory (see 4 below), or additional sheets to Column 4
- 2.7 Add all 4 Sub Totals together and write the total in the **"Total of all Columns" NZD**
- 2.8 Sign and date page 2 at the bottom with your Transworld Ref number (your Quotation number)

3. Page 3: Policy Terms and Conditions

- 3.1. Date page 3 with your Transworld Ref number (your Quotation number) accepting all conditions.

4. Insurance Supplementary Inventory for Packed By Owner Items

- 4.1 If you have selected– **Limited Cover** or have some Packed by Owner items, complete the **Packed By Owner Supplementary Valuation** [Insurance-Supplementary-Valuation-PBO.pdf](#)
 - 4.1.1 Number each Packed By Owner box/package to match the supplementary form and give a short description of the items in each box/package and the value:
Box 1 – Kitchenware: cutlery, crockery glasses - \$600
Box 2 – Clothing: shoes, shirts, trousers - \$1500
- 4.2 Transfer the total valuation of your supplementary form(s) to the Insurance Policy Document page 2, Column 4 **"From Additional Sheets"** to get your total sum insured.