

Submit by phone 1300 666 506
fax 1300 666 406
or email earlynotificationTAS@cgu.com.au

Employer's information

Name of employer

Policy number

Address

 Postcode

Contact person

Telephone number Facsimile number

Division Cost centre code

Worker's information

Mr Mrs Miss Ms
 Surname First name

Male Female (Insert X in appropriate box)
 Address

 Postcode

Home telephone number Date of birth

Mobile

Occupation

Base Award Rate per \$ Gross
 (Exclude shift work, overtime, penalty rates, over-Award payments or payments to cover expenses incurred)

Injury or illness and accident details

Date of injury Time of injury am / pm

Date ceased work Time am / pm

Date resumed work Time am / pm

No time lost

Describe how the injury happened

Description of injury eg laceration left arm

Address where incident occurred

Incident likely to become claim Yes No
 Is employee currently:
 At work, performing normal duties
 At work, normal hours, performing suitable duties
 At work on reduced hours
 Off work

Circumstances of injury:
 Whilst at work
 Travelling to or from work
 Away from work during a recess period
 Estimated duration of incapacity: (includes either total or partial incapacity or a combination of both)
 7 or more calendar days estimated duration of incapacity.

(You must notify insurer within 48 hours)
VERY IMPORTANT

For all other injuries, including medical expense only claims, or where the estimated duration of incapacity is less than 7 calendar days.

(You must notify insurer within 7 days)
VERY IMPORTANT

Treating doctor or hospital information

Name of treating doctor or name of hospital if hospitalised

Telephone number Facsimile number

Address of treating doctor or hospital

 Postcode

Notifier information

Person notifying us of the injury:
 Worker Employer Other
 If other, please specify relationship to the worker or employer

Name of notifier, if other than worker or employer

Telephone number

Address of notifier, if other than worker or employer

 Postcode

Mode of notification e.g. mail, fax, email, internet