



Tel: +44(0)1423 535 057  
Email: [PetTeam@ncionline.co.uk](mailto:PetTeam@ncionline.co.uk)  
Web: [www.ncipetinsurance.com](http://www.ncipetinsurance.com)

**Claims Assistance**  
Mon – Fri 8am – 6pm  
Sat 10am – 6pm

**General Opening Hours**  
Mon – Fri 9am – 8pm  
Sat 9am – 5pm

## **Pet Insurance Claim Form Download - Boarding Fees**

Thank you for downloading a claim form; please find attached a Boarding Fees claim form for your pet. Please fully complete and sign the claim form and attach the following information:

- Invoices from the Cattery/ Kennel/ Rabbit Hotel or a signed statement from the appointed person who has cared for your pet.

Claim forms can be sent across to us by fax on 01423 532 791, by email at [petclaims@ncionline.co.uk](mailto:petclaims@ncionline.co.uk) or by the address which is detailed on your claim form. Following the receipt of the above information, we will look to assess your claim as quickly as possible.

Please ensure that all your contact details are correctly completed on the claim form, so that we can keep you updated on your claims progress.

We have now improved our service offerings and our preferred method of settling claims is now via BACS (Banks Automated Clearing System); meaning that we can now process claims even more efficiently. If your claim is approved and you are currently paying for your pet's insurance policy by monthly direct debit, we are now able to issue the payment of your claim to this account directly. Alternatively, if you paid for your policy in full, please can you provide us with your bank account details by contacting us on the details above, so that you can also benefit from a quicker claims settlement.

### **In what capacity will we act?**

We will act as your agent when sourcing a policy. We will also act as the agent of the insurer when we handle any claim you make.

If you do not wish for us to act as the agent of the insurer in assisting with the claim please let us know and we shall immediately pass you to the insurer to handle any claim you make.

If you have any additional queries regarding this claim, please don't hesitate to contact us by using the above email address or by telephone on 01423 535 057.

Kind regards

*Craig Lambert*

**Pet Claims Team Leader**

*On behalf of the Pet Claims Team*

**NCI Pet Insurance**



This claim form should be completed and returned to:  
NCI Pet Insurance, 4th Floor, Clarendon House,  
Victoria Avenue, Harrogate,  
HG1 1JD

## Claim Form for Boarding Fees

**POLICY NUMBER:**  
**CLAIM REF:**

### 1A – POLICY HOLDER DETAILS (TO BE COMPLETED BY THE POLICYHOLDER)

Your Name:

Address:

Home phone  
number:

Mobile phone  
number:

E-mail address:

### 1B - DETAILS OF YOUR PET (TO BE COMPLETED BY THE POLICYHOLDER)

Your Pet's Name:

Species:

Breed:

Date of Birth:

Date of purchase:

### 2a – DETAILS OF HOSPITALISATION (TO BE COMPLETED BY THE PATIENT'S GP/ HOSPITAL PRACTITIONER/SURGEON)

Patient's G.P. details

Name:  
Address:

Phone number

Condition requiring  
hospitalisation

Date of first visit to  
any doctor for this  
condition

Details of admitting  
hospital

Name:  
Address:

Phone number

Dates patient  
hospitalised

From: / /

To: / /

### 2b – DECLARATION FROM PATIENT'S GP/ HOSPITAL PRACTITIONER/ SURGEON

I declare to the best of my knowledge  
and belief, the information I have given  
is true and complete.

Name:

Signature:

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**3a – DETAILS OF CARER (KENNEL/ CATTERY/ RABBIT HOTEL PROPRIETER OR HOME CARER TO COMPLETE)**

Details of  
kennel/ cattery/  
rabbit hotel/  
home carer:

Name:  
Address:

Phone number

Dates pet in  
boarding/ home  
care:

From:     /     /

To:        /       /

Cost of boarding  
per day:

£

Total being  
claimed:

£

Invoice enclosed:

**3b – DECLARATION FROM BOARDING PROPRIETER/ HOME CARER**

I declare to the best of my knowledge  
and belief, the information I have given  
is true and complete.

Name:

Signature: