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|  |   | Reference: 044.05-10-1 |  |
|  |  | Contact Person:  |  |
|  |  | Tel. +41 58  |  |
|  |
|  | Application Form “Transport Insurance for Personal Luggage” |
|  | ***Please return this form to Contract Office, General Secretariat GS- FDFA, completed and signed*** |
|  |
|  | Name, Address Number of Contract (Esprit)Name, First Name, Street, House Number, ZIP Code, City (Esprit)Destination and date of the journeyDestination:……………………..Date: …….……….Return: ………..…….(please complete)  |
|  |

Such articles of particular value in personal luggage as are necessary for the journey, should be noted hereunder with details of the year of purchase and the value when new. The Swiss Government covers damages to goods which occur during the contractor’s mission provided these are not caused by gross negligence or on purpose, and insofar as the damaged or stolen articles were needed for the implementation of the task. The damages must be declared by means of establishing a list of the damaged or stolen articles, and the claim submitted to the FDFA, Competence Centre Contracts and Procurement, taking into account the paragraph here-below. At the most, the present value will be compensated, and a maximum of CHF 6,000 compensated per damage claim.

Applications for compensation can only be processed if accompanied by a **written confirmation of the transport company concerned** (e.g., airline or train company) attesting to the fact that it was duly informed of the damages and that it cannot assume the compensation. This confirmation must also contain the reasons why a refusal to compensate was pronounced.

**Article of value Purchase date / value when new Present value (estimate)**

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Place/Date Signature

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