

PROPERTY LOSS/DAMAGE CLAIM FORM

BROKER/AGENT		
POLICY NUMBER		
Insured	Name and Occupation	
	Address and (day) telephone number	
Loss/ Damage occurrence	Date and time of loss/damage	
	When was loss/damage discovered?	
Loss/damage place	Place where loss/damage occurred	
	Were premises occupied? By whom?	
	If not occupied, when last occupied?	
	Purpose of occupation	
Cause of Loss/damage	Describe fully how the loss or damage occurred stating how (if applicable) entry was gained to premises	
	If loss/damage was caused by another party give name and address	
Previous Loss/damage	Have you previously suffered loss/damage?	
	If so, give details	
	If insured, provide name of insurer	
Police	Police reference number and station and date reported	
Other interest	Has any other party an interest in the insured property, e.g. credit agreement?	
	If so, give name and interest	
Other insurance	Is there any other insurance covering this loss/damage?	
	If so, give name of insurer	
Value	Estimated total value of all the property insured under the policy	
	When last valued?	
Payment method	<p>You may select, for added security, payment of any amount due to you directly into a bank account. Please specify the name of the bank, branch, name of account and account number.</p> <p>Name of Bank <input type="text"/> Branch name <input type="text"/></p> <p>Name of Account Holder <input type="text"/> Branch Code: <input type="text"/></p> <p>Type of Account <input type="text"/> Account No. <input type="text"/></p>	
Declaration	<p>I/We solemnly declare that I/we have suffered loss of or damage to the property enumerated on the reverse hereof and that the said property was in my/our possession immediately prior to the said loss/damage which occurred in the circumstances described above.</p> <p>Insured's signature _____ Capacity _____ Date _____</p>	

I.D Number

STATEMENT OF PROPERTY LOST, STOLEN OR DAMAGED

N.B. – Claims in respect of damage to buildings must be accompanied by a builder’s estimate.

Insurers share information with each other regarding domestic policies and claims with a view to prevent fraudulent claims and obtain material information regarding the assessment of risks proposed for insurance.

Please refer to the Consent Clause on the policy schedule for more details in this regard.



Number	Description of property	Date acquired	From whom purchased or acquired	Value	Detection for wear and tear or depreciation or value of salvage	Amount claimed