



LOSS & DAMAGE CLAIM FORM

POLICY NO.:		OUR CLAIM NO.:		
INSURED	Full Name & Occupation	ID / Vat No.:		
	Day Tel. No. (H/W):	Cell No.:		
	Address:	Email:		
DETAILS OF LOSS/DAMAGE	Date & time of loss/damage:	When was loss/damage discovered?		
	Address where loss/damage occurred:			
	Were premises occupied?	Yes	No	By whom?
	If not occupied, when last occupied?	Purpose of occupation		
	DESCRIBE FULLY HOW LOSS/DAMAGE OCCURRED (if applicable state how entry was gained to premises)			
	Was burglar alarm activated?	Yes	No	
	If loss/damage caused by another party, give their name & address			
	Have you previously suffered loss/damage?	Yes	No	
	If so, give details:			
	If insured, give details of insurer:	Police ref. no. & station & date reported:		
	Has any other party interest in the insured property? (e.g. credit agreement) If so, give details: Yes No	Is there any other insurance covering this loss/damage? if so, name of insurer: Yes No		
	Estimated total value of all property insured under the policy:	When last valued		

You may select, for added security, payment of any amount due to you directly into a bank account. Please specify the details below:

PAYMENT	Account Name:	Bank Name:
	Account Number:	Branch name & code:

I/We solemnly declare that I/We have suffered loss 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.

Signature	Date	Capacity
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STATEMENT OF PROPERTY LOST, STOLEN OR DAMAGED

Please Note:

- Claims in respect of damage to buildings must be accompanied by a builders 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 OF ITEMS	DESCRIPTION OF PROPERTY	DATE ACQUIRED	FROM WHOM PURCHASED OR ACQUIRED	VALUE	DEDUCTION OF WEAR & TEAR OR DEPRECIATION OR VALUE OF SALVAGE	AMOUNT CLAIMED



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