

PROPERTY LOSS OR DAMAGE CLAIM FORM

INSURED				
POLICY NUMBER:				
NAME:				
ID NUMBER:				
OCCUPATION:				
ADDRESS:				
CONTACT NUMBERS:	(w)		(cell)	
	(h)		(fax)	
E-MAIL:				

OCCURRENCE OF LOSS / DAMAGE	
Date & Time of Loss / Damage:	
When was Loss/Damage discovered ?	

PLACE OF LOSS / DAMAGE				
Place where Loss / Damage occurred:				
Were premises occupied?	Yes		No	
	If yes, by whom?			
If <i>no</i> , when last occupied?		Purpose of occupation:		

CAUSE OF LOSS / DAMAGE	
Describe fully how Loss / Damage occurred & entry gained into premises:	

If Loss / Damage caused by another party, provide name & address:	
---	--

PREVIOUS LOSS / DAMAGE			
Have you previously suffered a Loss/ Damage?	Yes		No
If yes, give details:			
If Insured at time provide name of Insurer:			

POLICE REPORT			
Ref. No.:		Station:	
		Date:	

OTHER INTEREST			
Does any other party have an interest in the insured property, e.g. Credit Agreement?	Yes		No
If yes, give name and details of interest:			

OTHER INSURANCE			
Is there any other Insurance covering the broken glass?	Yes		No
If yes, give name of Insurer:			

VALUE		
Estimated total value of all the property insured under the policy		When last evaluated?

AUTHORITY FOR PAYMENT	
It is recommended that any amount payable to you be transmitted via Electronic Bank Transfer for speedier settlement & for security reasons. If you are agreeable to this please provide the following information:	
BANK NAME:	
ACC. HOLDER:	
ACC. TYPE:	
BRANCH CODE:	
ACC. NUMBER:	
YOUR SIGNATURE:	

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

[illegible]

STATEMENT OF PROPERTY LOST, STOLEN OR DAMAGED:

DECLARATION

I/WE HEREBY DECLARE THE FOREGOING PARTICULARS TO BE TRUE IN EVERY RESPECT.

Signature of Insured: Capacity: Date: