



PROPERTY LOST, STOLEN OR DAMAGED CLAIM FORM

INSURER \_\_\_\_\_ POLICY NUMBER \_\_\_\_\_ VAT REG NUMBER \_\_\_\_\_

INSURED Name and occupation \_\_\_\_\_
Address and phone number \_\_\_\_\_

LOSS/DAMAGE OCCURRENCE Date and time of loss/damage \_\_\_\_\_
When was the loss/damage discovered? \_\_\_\_\_

LOSS/DAMAGE PLACE Place where loss/damage occurred \_\_\_\_\_
Were premises occupied? \_\_\_\_\_
If so, by whom? \_\_\_\_\_
If not occupied, when last occupied? \_\_\_\_\_
Purpose of occupation \_\_\_\_\_

CAUSE OF LOSS/DAMAGE Describe fully how the loss/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 station \_\_\_\_\_
Police Reference Number \_\_\_\_\_
Date reported to Police \_\_\_\_\_

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 \_\_\_\_\_
Estimated total value of all the property insured under the policy R \_\_\_\_\_
When last valued? \_\_\_\_\_

PAYMENT METHOD 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.
Name of Bank \_\_\_\_\_ Branch \_\_\_\_\_
Name of Account \_\_\_\_\_ Account Number \_\_\_\_\_

DECLARATION 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.

Insured's Signature \_\_\_\_\_ Capacity \_\_\_\_\_ Date \_\_\_\_\_

**STATEMENT OF PROPERTY LOST, STOLEN OR DAMAGED**

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

Number	Description of property	Date acquired	From whom purchased or acquired	Value	Amount claimed
				R	R
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