

FIRE/SPECIAL PERILS STATEMENTS AND PARTICULARS OF CLAIM

The issue of this form is in no way an admission of liability. It should be completed as fully and accurately as possible and returned immediately.

1. Name of the insured: _____
2. Policy No.: _____
3. Contact person: _____
4. Tel.: _____ Fax: _____
5. Address of premises where loss/damage/fire occurred: _____
6. Date of occurrence: _____
7. Time of occurrence: _____
8. Name of the person who first discovered: _____
9. Full description of what happened and circumstances under which discovered: _____
10. Were the premises unoccupied at the time of loss?: _____
If Yes, state for how long: _____
11. How was entrance gained?: _____
12. a) State nature of your interest in the property claimed for eg.: owner, trustee, hirer etc. If not the sole owner please give details: _____
13. If this concerns damage to premises and/or interior decorations, state whether you are owner, tenant or lessee.
 - a) Are there any other insurance in force upon the property claimed for?: _____
 - b) If so, please give full details: _____
14. a) Have you had any previous loss arising from risks covered under this policy or any similar policies?: _____
 - b) If so, give brief details: _____
15. What steps have you taken to prevent a recurrence?: _____
16. What place, date and time was the property last seen by you?: _____
17. a) State the estimated cost of rebuilding the complete property (building claims only): _____
 - b) Date and sum insured last increased: _____
 - c) State the total value of the contents of the premises at the date of occurrence: _____
18. Full address of police station to which notice was given with time and date: _____
19. What steps have been taken to recover the property?: _____
20. If this claim concerns jewellery, given name and address of jeweller who last examined it: _____
21. Is any part of the premises, lent, let or sublet, or are paying guests received?: _____

INSTRUCTIONS REGARDING CLAIM

- Receipts showing date, price and place of purchase of the articles described on attached sheet and documentary evidence to support the present replacement cost should accompany them where possible.
- In the case of damage, an estimate for repair should be submitted. If the article is not repairable, a letter from repairers to the effect should be sent all saving must be retained.

Signature of the insured: _____