

PROPERTY CLAIM FORM
(For Fire , Theft , Glass , Loss or Damage)

The issue of this form is not admission of liability , it should be completed as fully and accurately as possible and returned immiditely.

Claim No. _____ Policy No. _____	
Insured's name : _____	
P.O. Box : _____ Emirate : _____	
Tel. : _____ Mobile : _____ Fax No. _____	
Occupation/Business : _____	
Nature of Loss or Damage : _____	
Date : _____ Time : _____ Place : _____	
Describe Fully How it occurred : _____	
When and by whom discovered?	
State Name & Address of Person Responsible for the loss or damage :	
At What Place , date and Time was the property last seen by you?	
Is any part of the premises lent , let or sub let ? If so give details.	
Were particulars taken by or reported to the police? If Yes :	
(a) Give name of Police Station	
(b) Give Date and Time	
(c) Attach a copy of the report	
What other steps have been taken to recover the property?	
Are there any steps taken to prevent a recurrence? If yes , give details	
What is the total value of the property at date of occurrence?	
Do you own the property?	
If no give name and address of the Owner.	
Is the property subject to Hire Purchase or loan agreement? If yes give name and address of the finance or lending co.	
Is there any other insurance on the property?	
If yes , give details	
Is there any other insurance on the property?	
If yes , give details.	
Have you had any previous losses arising from risks covered under this policy or similar policies?	
If yes , give brief details.	
If this claim concerns Jewllery , give name and address of jewller who last examined it.	
Additional questions for glass breakage claims :	
(a) Size of broken glass	
(b) Type of glass	
(c) Situation (eg door ,window ,show case etc.)	

Plesae complete the page 2 as well.

Instructions regarding claim

1. Articles actually lost or stolen are to be described first in the detailed list. Articles which have been damaged must be so described and shown at the end of the list.
2. Receipts showing date , price and place of purchase of the articles set out below should accompany this form.
3. The insured must promptly take all possible steps to trace/recover the property lost and in the case of theft to discover and punish the guilty party/ies.
4. In the case of damage , an estimate for repair should be submitted. If the article is not repairable , a letter from repairers to that effect should be sent.
All salvage must be retained.

Basis of assessing value where property is lost stolen or totally destroyed.

The amount claimed should represent a reasonable figure having regard to the replacement costs of an equivalent article at the time of the loss less an appropriate deduction for wear tear and depreciation.

Describe the property lost , destroyed or damaged.	Where and when bought	Price Paid/Estimated Cost of Repair	Replacement Cost	Amount Claimed	Depreciated/ Salvage Value	Amount Payable
Total						

The Declaration

I / We hereby declare that the property claimed for has been lost , stolen , destroyed or damaged , and that these particulars are true to the best of my/our knowledge and belief.

Dated :

Signature of Insured :