

GENERAL CLAIM FORM (NON-MOTOR)

INTRA AFRICA ASSURANCE COMPANY LIMITED

(Incorporated in Kenya)



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This form should be completed and returned within seven days of its receipt by Insured

Agency name: _____

1. INSURED'S DETAILS

Full name claimant _____

Pin number(please attach copy): _____

Certificate of Registration/Incorporation/ID/Passport(Please Attach copy) _____

Mobile: _____ Email: _____

Postal: _____ Code: _____ Town/City: _____

Web: _____ Fax: _____ Tel: _____

Occupation: _____ Age: _____

2. ALL RISK CLAIM

State whether the property was stolen, lost or damaged: _____

If stolen, do your suspicions rest on anyone, and if so, whom? _____

When and where was the property last seen by you? _____

State the circumstances under which the theft, loss or damage took place: _____

On what date and time was the theft, loss or damage discovered and by whom? _____

Are you the sole owner of the property? _____ Yes/No

If not, give name of owner(s): _____

If the claim is in respect of any article not separately mentioned, give the number of the Policy, item and the present value of all the property to which that item applies _____

Have the police been notified? _____ Yes/No

If so, what police station: _____

By whom & when and _____

If not, state reason for omission: _____

Are there other Insurances on the same property? _____ Yes/No

If so, indicate amount and Insurance Co: _____

3. MONEY IN TRANSIT

Date and time of loss: _____

Who was delivering the money at the time of loss: _____

How was the money being carried? e.g. bags etc: _____

What mode of transport was used to convey the persons delivering money: _____

Were armed guards assisting in conveying money, if not, what protection if any was provided? _____

Were the conveyors covered under a Fidelity Guarantee Policy or policies? _____ Yes/No

If so, for what sum and with which company: _____

Describe the circumstances of the loss or damage: _____

What was the amount of money being carried, and how much was lost: _____

Was the police notified, which police station and what was the result: _____

Are there any other Insurances upon the same money: _____

Have similar losses occurred previously, if so give particulars: _____

Money/Cash in Transit policy is a contract of INDEMNITY All Claims must be based upon the actual value of the articles at the time of the theft

4. BURGLARY

Address of premises at which the loss occurred: _____

(State whether private house, sale shop, flat, hotel etc. outbuilding thereof)

Date and time of loss: _____

When discovered, and by whom: _____

How was entry to the premises affected? _____

(Give brief details of how exactly the loss occurred, also specifying overleaf the articles stolen and property, if any, damaged) _____

Have the police been notified? Yes/No _____

If so, by whom & when and at what police station: _____

If not, state reason for omission: _____

Were the premises occupied at the time of the loss? Yes/No _____

If not, on what date and at what hour were they last occupied? _____

For how long have the premises been unoccupied since the policy was effected or last renewed? _____

Is anybody suspected of the theft?(If so please give full details): _____

If there is no evidence of theft or forcible entry of premises, has a thorough search been made for the missing articles? _____

Burglary policy is a contract of INDEMNITY All Claims must be based upon the actual value of the articles at the time of the theft

Are you the sole owner of:

The property lost or damaged? _____

Of the premises? _____

Are you responsible for repairs to premises? _____

Schedule of property

Description of property lost or damaged (state each article/item separately)	When and where purchased	Purchase price	Present cost of replacement	Depreciation for age and condition	Amount claimed
Total amount claimed					

Burglary and Theft, Malicious Damage Claims

Note: Police complaint acknowledgement forms to be attached to all cases theft or loss

DECLARATION

I declare that all statements made on this form are true to the best of my knowledge and belief and that the article and property described belong to the persons named, no other person having any interest therein, whether as owner, mortgagee, trustee or otherwise.

Signature: _____ Date: _____

