# Claim Form

## Section 1 Risk Details

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|---|
| Policy/Certificate Number |
| Name of Insured |
| Address of Insured |
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| Postcode |
| Telephone Number |

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| Risk Address if not as above |
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| |
| Postcode |
| Telephone Number |

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|---|
| Address/Location where loss/damage occurred |
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| |
| Postcode |
| Telephone Number |

Are you the owner of the property? *Insert YES or NO*

If 'NO', are you responsible for repairs? *Insert YES or NO*

*If 'YES', give reason eg. Lessee, Mortgagor etc.*

Type of Premises:

Are the premises unoccupied? *Insert YES or NO*

If 'YES', give date/time last occupied: Date / / Time am/pm

Type of Business:

Are you a registered Trader for VAT purposes? *Insert YES or NO*

If 'YES', can you recover the VAT relating to the property for which you are claiming?

(i) Completely )
(ii) Partially ) *(delete as applicable)*
(iii) Not at all )

*If you can recover only partially, indicate the reason of percentage recovery*

Is the property being claimed for insured under any other policy? *Insert YES or NO*

*If 'YES' give Insurer's details and Policy Number*

*Insurer:*

*Policy:*

## Section 2 Loss/Damage

Date & Time of Loss/Damage Date / / Time am/pm

Date, time and by whom was loss or damage discovered? Date / / Time am/pm

*Full details of circumstances of Loss/Damage:*

*Use separate sheet as necessary*

Was Loss/Damage caused by a Third Party? *Insert YES or NO*

If 'YES', state their name/address

Postcode

Telephone Number

Registration Number, if vehicle was involved:

Have you previously sustained loss or damage by any of the risks insured by this policy, either with this or another insurer? *Insert YES or NO*

If so, please give details:

At these premises Date

Elsewhere Date

## Section 3 Loss / Theft / Crime

Complete this section where Loss/Theft or Malicious Damage is involved

When and at which station were the police notified?

Police Crime Reference Number:

If THEFT, how were premises entered? Was there forcible or violent entry to or exit from the premises? Give detail of damage caused:

Name/Address of any witnesses:

Postcode

Telephone Number

Are the premises protected by an alarm? *Insert YES or NO*

If so, did it operate? *Insert YES or NO*

*If 'NO', why not?*

Is there a maintenance contract in force for the alarm? *Insert YES or NO*

*If 'YES', please state the name of the company that maintain the alarm.*

Were any windows damaged? *Insert YES or NO*

If 'YES', and you are not the owner of the building, are you responsible for glass breakage under the terms of a tenancy/lease agreement? *Insert YES or NO*

Type of glass broken, eg. plain plate, laminated, armoured etc. and whether cracked or broken

What precautions have been taken to prevent occurrence of a similar incident?

## Section 4 Details of Property

NB: Please supply two original estimates for repair or replacement (photocopies not acceptable)

| Destroyed / Lost or Damaged | Date of Purchase | Original Purchase Price | Cost to Replace / Repair | Value at time of loss less allowance for age or wear and tear | Value of Salvage | Amount Claimed (net of VAT / Profit) |
|---|---|---|---|---|---|---|
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What was the total value of the property insured at the time of the loss?

Buildings [ ] Contents [ ]

## Section 5 - Data Protection

Insurers pass information to the Claims and Underwriting Exchange Register, run by Insurance Data Base Services Limited (IDS Ltd). The aim is to help us to check to information provided and also to prevent fraudulent claims. When you tell us about an incident (such as fire, water damage or theft) which may or may not give rise to a claim, we will pass information relating to it to the register.

## Declaration

I/We understand that you may ask IDSL for information they have received from other insurers to check the answers I/we have provided.

I/We declare that the statements made are true to the best of my/our knowledge and belief and I/we claim the amount stated above in respect of the items mentioned.

| | |
|---|---|
| Signature | Print Name |
| Position | Date / / |

**What should I do now?**

- ❑ If your property has been lost, stolen or maliciously damaged, you must report this to the police as soon as possible.
- ❑ If the loss or damage is serious, telephone the Norwich Union Bonus office or your Insurance Adviser for immediate advice.
- ❑ You should carry out emergency repairs which are needed to protect your property or to prevent further damage, as soon as possible. Please bear in mind that if you wish to claim for the damage, we will require invoices for emergency repairs and estimates for any other work which is necessary.
- ❑ If the article you are claiming for is not repairable, please send us the following items along with the attached claim form
  1) The original purchase receipt (if you have it)
  2) Confirmation that the article is damaged beyond repair
  3) Two quotations for replacement of the article.
- ❑ Please do not dispose of any damaged property immediately, as we may wish to inspect it.
- ❑ Complete the form and send it to the Norwich Union Bonus office shown overleaf.