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GENERAL CLAIM FORM

This form is intended for **DAMAGE TO BUILDINGS (EXCLUDING FIRE), ALL RISKS and BURGLARY** type claims.
 The Insurer reserves the right to request completion of their prescribed claim form if deemed necessary.

(TO BE COMPLETED AND SIGNED BY CLAIMANT) The issue of this form is not an acknowledgement of any liability by the Insurance Company			
DETAILS OF THE INSURED ("YOU") & INSURER REFERENCE			
INSURED	_____		
POSTAL ADDRESS	_____	TELEPHONE	OFFICE: _____ FAX: _____
	_____		HOME: _____
	_____		CELL: _____
OCCUPATION	_____	E-MAIL	_____
INSURER	_____	POLICY NO	_____
	_____		_____
PARTICULARS OF CLAIM			
DATE OF EVENT	_____	TIME OF EVENT	_____
FACTUAL DESCRIPTION OF EVENT / LOSS AND CIRCUMSTANCES:			TYPE OF LOSS (tick) STORM GEYSER PIPE(S) ACCIDENTAL DAMAGE THEFT BURGLARY LOST GOODS OTHER
DETAILS OF PERSON(S) WHO CAUSED THE LOSS	SURNAME & INITIAL(S): _____		TRADE NAME (where relevant): _____
	TEL NO (W) _____	FAX: _____	POSTAL ADDRESS: _____
	DETAILS OF THEIR INSURANCE (if any): _____		
ESTIMATED DAMAGE	N\$ _____	QUOTATIONS TO FOLLOW <input type="checkbox"/>	QUOTATIONS ATTACHED <input type="checkbox"/> INVOICES ATTACHED <input type="checkbox"/>
REPORTING TO POLICE			
CASE NUMBER	_____	REPORTING DATE	_____
REPORTING OFFICE	_____	OFFICER NAME	_____
SIGNATURE: Insured / Broker / Sub-agent _____ DATE _____ TIME _____			
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ADDITIONAL INFORMATION PERTAINING TO THE EVENT

(please answer all questions which are relevant to this claim)

PLEASE STATE THE ADDRESS WHERE EVENT TOOK PLACE? _____

IN THE CASE OF A BURGLARY OR THEFT, HOW WAS ACCESS GAINED INTO THE BUILDING / PROPERTY / VEHICLE? _____

DID THE LOSS OCCUR DURING NORMAL BUSINESS HOURS OR AFTER BUSINESS HOURS?

DURING NORMAL BUSINESS HOURS

AFTER NORMAL BUSINESS HOURS

(tick)

WAS THE PREMISES OCCUPIED AT THE TIME OF THE LOSS?

YES

NO

(tick)

IF NO, WHEN LAST OCCUPIED? _____

HOW WAS THE PROPERTY SECURED AT THE TIME OF THE LOSS –

IF THE LOSS OCCURRED AFTER BUSINESS HOURS
OR IF THE PROPERTY WAS NOT OCCUPIED

DID THE ALARM GO OFF?

YES

NO

(tick)

IF NO, PLEASE STATE WHY _____

DID THE AMED RESPONSE UNIT REACT?

YES

NO

(tick)

IF NO, PLEASE STATE WHY _____

WHAT SAFETY PRECAUTIONS / EMERGENCY REPAIRS WERE PERFORMED TO PREVENT FURTHER DAMAGE / LOSS? _____

IS THE PROPERTY SUBJECT TO A BOND, LEASE OR HIRE PURCHASE AGREEMENT? _____

IF YES, PLEASE PROVIDE DETAILS _____

ARE YOU THE SOLE OWNER OF THE LOST/ DAMAGED PROPERTY? _____

IF NO, PLEASE STATE NAME AND ADDRESS OF THE OWNER _____

HAVE YOU SUFFERED ANY PREVIOUS SIMILAR LOSSES? _____

IF YES, PLEASE PROVIDE DETAILS _____

PLEASE PROVIDE THE ADDRESS WHERE THE DAMAGED GOODS / SALVAGE AND CIRCUMSTANCES CAN BE INSPECTED _____

WHO CAN BE CONTACTED FOR AN ASSESSMENT / INTERVIEW? _____

PLEASE PROVIDE THE TELEPHONE NUMBER(S) OF THE ABOVE PERSON _____

DECLARATION

I/WE WARRANT AND DECLARE THAT THE PARTICULARS GIVEN ABOVE ARE TRUE IN EVERY RESPECT AND THAT I/WE HAVE NOT WITHHELD ANY INFORMATION WHATSOEVER IN CONNECTION WITH THE CLAIM

SIGNATURE: Insured / Broker/ Sub-agent

DATE

TIME

IMPORTANT CLAIMS ASPECTS OF WHICH YOU SHOULD TAKE NOTE

ATTACHMENTS

In respect of Motor claims, please enclose a copy of driver's licence and ID/passport of the person who was driving the insured vehicle at the time of the accident/loss. Please attach all relevant documentation, reports and statements supporting the claim.

EXCESS

You are liable for payment of the excess, IRRESPECTIVE WHETHER OR NOT YOU ARE TO BLAME for the event. Make sure what the excess is AND how the claim will affect your premium before you submit a claim. Small losses are often not worth claiming for.

QUOTATIONS

DO NOT supply quotations from repairers or contractors whom you are not willing to deal with. DO NOT take it for granted that your Insurer will make use of the cheapest quotations.

PAPERWORK

Please ensure that you submit your claim with accurate and complete details, which are truthful in all respects. This will contribute towards speedy settlement of your claim and effective recovery procedure against third parties where relevant. Remember that your claim will not be processed until all required documentation have been provided and received!

EMERGENCY REPAIRS

You may prejudice your rights in terms of your policy if repairs, other than emergency repairs, are performed without the consent and approval of the insurance company.

PROOF OF OWNERSHIP AND/OR VALUE

It is common practice for Insurers to insist on proof of ownership and/or value and specifications in respect of valuables, for example electronic equipment, photographic equipment, jewellery, leather garments, etc.