

A Member of the Enterprise Group

Notification of Loss or Damage for Assets All Risk Insurance

Policy No.

Claim No.

The issuing of this form is not to be taken as an admission of liability by the insurer

1.	Insured Name		
	Occupation		
	Email Address		
	Mobile No(s)		
	Tax Identification No (TIN)		
	<i>(Dear Customer, the Ghana Revenue Authority (GRA) pursuant to the Revenue Administration Act, 2016 requires the provision of your TIN to enable us process your claim)</i>		
	Location and address of Property Insured		
2.	When did the loss or damage occur?	Time	Date
	When was notice first given to the Insurer?	To whom?	
		By whom?	
3.	Are there any witnesses?	Yes	No
	If so, please give names, professions and addresses.		
4.	Which item was damaged?		
	Item No. in Specification of Policy Schedule		
	Sum Insured		
	Name of manufacturer, Type of Equipment		



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Year of manufacture, Serial number (Please give full details as on manufacturer's plate)	<hr/> <hr/> <hr/>
Description of damaged Item (capacity, r.p.m Weight, etc)	<hr/> <hr/> <hr/>
<hr/>	
5. Which parts were damaged?	<hr/>
6. How did the Damage occur and what was its probable cause? Please attach sketches, photos; If available indication on amount of rainfall, water levels, rates of flow; police reports and newspaper cuttings	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
7. In the event of losses caused by burglary , theft fire traffic accidents which police station did you notify of the accident?	<hr/> <hr/> <hr/>
8 In the event of damage to radio equipment: serial No. of damaged equipment	<hr/> <hr/>
9. How will the damaged item be repaired, by whom and where? Please indicate estimate repair period.	<hr/> <hr/> <hr/>
10. What are the estimated repair costs?	<hr/>



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If more than one schedule is affected, please complete one form per item

11.	Are the damaged items also insured with another company?		
	If so which?		
	Scope of cover		
12.	Was any third party or surrounding property damaged?		
	If so please give details.		
	What is the estimated indemnity for third party liability claims?	Property damage	
		Bodily injury	
	Were any existing buildings or surrounding property damaged? if so, by what?	yes	no
Estimated claim amount?			
Please enclose copy (ies) of repair estimate(s), which should show breakdown into material costs, labour charges – including man-hours worked and freight charges.			
The undersigned insured declares that he has answered the above questions conscientiously and truthfully,			
Issued at		this	day of
			20

