
CLAIM SUPPORTING DOCUMENTS GUIDE 2012

Motor Vehicle Accident

1. Accident Claim form
2. Original police abstract
3. Copy of the drivers license
4. Copy of the log book
5. Proposal form
6. Valuation report
7. Claim pdf voucher

Motor Vehicle Theft

1. Motor Theft claim form
2. Copy of the log book
3. Original Police abstract
4. Copy of the drivers License
5. Statement by the insured/Driver
6. Copy of the log book
7. Proposal form
8. Valuation report

Motor Cycle Accident

1. Claim form
2. Police abstract
3. Photos of the damaged motor bike
4. Repair Estimate
5. Copy of the driving license
6. Claim pdf voucher

Motor cycle Theft

1. Theft claim form
2. Police abstract
3. Statement by the insured and rider
4. Copy of the log book
5. Purchase receipt
6. Copy of the riders license
7. Claim pdf voucher

Windscreen claim

1. Windscreen claim form
2. Photo of the broken windscreen
3. ETR receipt
4. Valuation report
5. Photo of the replaced windscreen
6. Claim pdf voucher

Burglary Claims/fire/Micro Insurance Claims

1. Property damage claim form
2. Police abstract
3. Pro-forma invoice, quotation, purchase receipt or replacement receipts of the similar items stolen
4. Inventory of the items stolen/damaged
5. Proposal form
6. Written statement by the insured and any witness available
7. Claim pdf voucher

Fidelity guarantee

1. Fidelity guarantee claim form
2. Employment details for the staff involved
3. Internal security report for the company/insured
4. Internal audit report for the company/Insured
5. Claim pdf voucher

Agency model claims

1. Claim form
2. Police Abstract
3. Copy of the proposal form
4. Sales records
5. Comprehensive statement by the insured explaining how the loss occurred
6. An inventory of the items stolen
7. Proforma invoice, quotation and purchase receipt of the similar items stolen
8. Transactions Ledger if its loss of money
9. Employment details of the staff involved in theft in case it is a loss of money claim
10. Bank statement
11. Claim pdf voucher

Personal Accident claims

1. Personal Accident claims form, (Page 4) of the claim form should be stamped by the doctor
2. Police abstract if it is a Road traffic accident
3. Medical bills
4. Statement by the insured and any witness

5. Sick off sheets-In case it is a Temporary Disability claim
6. Pay slips- for 3 months before the accident
7. Claim pdf voucher

Wiba Claims

1. Original Dosh 1 forms
2. Original medical bills
3. Medical report signed by the doctor
4. Sick off sheets
5. Appointment letter of the claimant
6. Copy of I/D of the claimant
7. A report from the insured's Health and safety committee
8. Claim pdf voucher

Livestock claims

1. Claim form
2. Vertinaly certificate of loss
3. Photos of the dead Animal
4. Postmortem report
5. Sale agreement in case the insured has sold a salvage
6. Claim Pdf voucher

Credit life claims

1. Copy of the death certificate/ medical report incase its a claim on disability
2. Copy of the burial permit
3. Loan application form
4. Loan appraisal form
5. Loan statement on bank stationary
6. Offer letter
7. Copy of the I/D
8. Police abstract if the death is as result of road traffic accident, Murder assault or sudden death(All documents must be duly certified)
9. Claim PDF voucher