

**Forte Insurance (Cambodia) Plc.
Phnom Penh**

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• Phnom Penh • Cambodia
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Siem Reap

572 Achar Svar • Krom 20 • Phum Wat Bo
Khum Salakamreuk • Siem Reap • Cambodia
Tel: (+855) 063 963 355 • Fax: (+855) 063 963 610
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BURGLARY INSURANCE CLAIM PROCEDURE

Immediately following such loss damage, you should:

1. Report to the Police Authorities
2. Notify **Forte Insurance (Cambodia) Plc.**, immediately through our 24 hr helplines **(855) 012 911 333 / 012 980 222 / 012 777 515 / 012 333 453** or telephone no. **(855) 023 885 077 / 023 885 066** by giving circumstances nature and extent of loss or damage.

Follow by the written notice by giving circumstances nature and extent of loss or damage and to be submitted as soon as possible by fax no. **(855) 023 982 907** or e-mail: claims@forteinsurance.com or directly to

**"FORTE INSURANCE (CAMBODIA) PLC.
No.325 Street Mao Tse Toung,
Sangkat Depo I, Phnom Penh, Cambodia"**

We may adjust the claim by our Claim Personnel or assign a loss adjuster to investigate into the loss dependant on the circumstance of the claim.

However, if a loss adjuster is appointed we will notify you. In order to have an early settlement of the claim, you are advised to give our claim Personnel or the loss adjuster your full co-operation.

If our claim Personnel is doing the loss adjustment, you are required to supply us the following documents to support your claim.

1. Duly completed claim form in point no. 3, 5, 6, 7, 8, 13, 14 (provided by Forte)
2. Policy report
3. Estimate and/or receipt of repairs or replacement
4. Sales/purchase invoice
5. Stock records
6. Other documents as required by Forte

You must preserve any evidence of loss or damage for investigation purposes.

Conclusion

The foregoing are the basic requirement for you to adhere to in reporting losses with respect to Burglary Insurance. However, should you need further clarification, please feel free to contact us.
