**MOTOR**:

The following documents are needed to initiate a motor claim:

1.       Accident (Partial Damage)

* **Accident motor claim form.**
* **Photographs of the affected parts**
* **Estimate of repairs.**
* \*\*Where accident involved a third party and liability could not be ascertained, a Police report is obtained and submitted.

**MARINE CARGO CLAIMS**

* Completed Claim form
* Certificate of Insurance

**MARINE HULL**

* Completed claim form
* Photographs of affected part/hull

**GROUP PERSONAL ACCIDENT / PERSONAL ACCIDENT**

Death

* Completed claim form
* Medical Report
* Death certificate
* Three months pay slip preceding death

Accident

* Completed claim form
* Medical Bill
* Medical Report
* Three months pay slip preceding accident

**WORKMEN COMPENSATION**

Injury:

* Completed claim form
* Medical Bill
* Medical Report Awarding Degree of Disability
* Three months pay slip preceding accident

Death:

* Completed claim form
* Death certificate
* Three months’ pay slip preceding death
* Medical report

**FIRE**

* Completed claim form
* Photographs of affected items/structures

**HOUSEHOLDER**

* Completed claim form
* Photographs of affected parts
* Purchase receipts / replacement invoice of damaged items

**CONSEQUENTIAL LOSS/BUSINESS INTERRUPTION:**

* Completed claim form
* Audited account of the company
* Stock valuation before and after the loss

**BURGLARY:**

* Completed claim form
* Statement of loss
* Photographs of damaged items
* Police Report
* Repair estimate for damage items

**MONEY:**

* Statement of claim
* Cash book / ledger for the period
* Security report
* Police report

**FIDELITY GUARANTEE:**

* Completed claim form
* Police report
* Statement from employee involved and at least two other witnesses
* Evidence of amount stolen

**GOODS IN TRANSIT:**

* Completed claim form
* Delivery waybill
* Debit note
* Police report (conditional)
* Photographs

**PUBLIC LIABILITY:**

* Completed claim form
* Claim letter from the third party involved

**PLANT ALL RISK:**

* Completed claim form
* Estimate of repairs
* Relevant Photographs.

**CONTRACTOR’S ALL RISK:**

* Completed claim form
* Bill of quantity (BOQ) or Repair estimate
* Photographs

**ALL RISKS:**

* Completed claim form
* Purchase receipts/replacement invoice of stolen or damaged item
* Police report (if stolen)
* Estimate of loss (where other

**MACHINERY BREAKDOWN**

* Completed claim form
* Repair estimate/purchase invoice/replacement invoice
* Photographs

Please note that prompt and full claim documentation is a prerequisite to claim processing.