Please ensure the claim form is completed in full to prevent delays in settlement of your claim

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| **Policyholder Details** |
| Name of insured:        |
| Daytime contact number:       |
| Policy no:       |
| Business or occupation:       |
| Risk/Loss address:        |
| Business address of insured:       |
| VAT registered:  |
| **Details of Claim** |
| Date & time of theft/loss/damage:       |
| Date discovered: Click here to enter a date. |
| Name of person who discovered the incident:       |
| Cause of incident:       |
| Address where incident happened:       |
| Description of incident:      |
| Was the property occupied:  If ‘No’, how long was it unoccupied for:      |
| If theft claim, how was entry gained to premises:      |
| Was there visible violent entry or exit:  What is the damage:      |
| Do you have any photos of the damage:  If ‘Yes’ please send to us. |

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| If water leak, has this been stopped: What was the cause of the leak:       |
| If claim was in respect of theft of money, do you have a safe:  If ‘Yes’ was it locked: Location of the keys:       |
| If vehicle or machinery involved, please provide details of owners:      |
| Have you taken necessary steps to prevent a reoccurrence:  If ‘Yes’, what steps:       |
| Are you the owner of the stolen/lost/damaged property:  |
| Do you have a burglar alarm fitted: If ‘Yes’, was it in operation at the time of the incident:      |
| **Police Details** |
| Have you notified the police:     | Crime ref:       |
| Date & time of report:       |
| Any CCTV footage:    If ‘Yes’, please supply | Anyone arrested:     |
| Name of police officer:       |
| Address of branch reported to:      |
| **Claim settlement can be made either by cheque or BACS** |
| By cheque – please provide payee:       |
| By BACS – please provide your bank account details inc name of account, sort code and account no: Name of account:      Sort code:  -  -   Account no:      |
| **Please provide supporting document for stolen or damaged items to include original purchase receipts, photos of damage and replacement quotes** |

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| **Description of damaged or stolen property** | **Date of purchase** | **Original purchase price** | **Value at time of loss/damage after deduction for wear and tear** | **Replacement costs**  | **Amount claimed** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
| **Total** |       |
| **Net amount claimed** |       |

**Declaration**

Insert name:Position in company:Date:Click here to enter a date.