

 Head Office :
 Units 12 & 13, Block A, Regent Square, Simpang 150, Kampong Kiarong Bandar Seri Begawan BE1318 Negara Brunei Darussalam P. O. Box 1251, Bandar Seri Begawan BS8672, Negara Brunei Darussalam Tel: 242 6888, 245 0800, 222 6222, 223 3999

 Fax: 242 9888 (Administration / Claims) Email: insurance@national.com.bn

Kuala Belait :

 Unit 20, Block C, Lot 8989, Jalan Pandan Tujuh, Kuala Belait KA1931 Negara Brunei Darussalam
 P.O.Box 1336, Kuala Belait KA1189, Negara Brunei Darussalam
 Tel : 333 1222, 333 6468, 333 6469, 333 2038 Fax : 334 2191
 Email: kb@national.com.bn

PROPERTY CLAIM FORM (FIRE, THEFT, PLATE GLASS, GOLFERS AND HOME PROTECTOR)

DOCUMENTS REQUIRED TO BE SUBMITTED:

1) Property Claim Form duly completed	
2) Quotations for replacement of or repair to damage or missing property	
3) Police Report in the event of loss by Burglary and Theft	
4) Fire Brigade Report/ Police Report in the event of Fire	
5) Original Invoices/Receipts	
6) Photographs of damaged items	
7) Confirmation letter from the Club (for Golfers)	
For Damage/Loss to Golf Clubs/Bags/Golfing Equipment	
Original Purchase Bill	
Photographs of damaged club	
Repair bill	
Photographs of damaged club	

This issue of this Form is not an admission of liability. It should be completed as fully and accurately as possible and returned immediately.

1. THE INSURED

Policy No:	Expiry Date :
Name of Insured :	I/C/Passport No.
Address :	Tel. No: E-Mail Address:
Business Address	Tel. No: E-Mail Address :
Occupation/Business	

2. THE LOSS OR DAMAGE

Nature of loss or damage :			
Date :	<i>Time</i> :	Place :	
Describe fully how it occur	red :		

3. DETAILS OF LOSS DAMAGE OR OCCURRENCE

a)	When and by whom discovered ?	
b)	State name and address of person responsible for the loss or damage.	
c)	At what place, date and time was the property last seen by you ?	
d)	Is any part of the premises lent, let or sub-let or are paying guests received ? If yes, give details.	
e)	Are there any steps taken to prevent a recurrence ? If yes, give details.	
f)	Is there any other insurance on the property? If yes, give details.	
g)	What is the total value of the property at date of occurrence.	
h)	Do you own the property ? If no, give the name and address of the owner.	
i)	Is the property subject to a hire purchase or loan agreement? If yes, give the name and address of Finance or Lending company.	

4. ADDITIONAL QUESTIONS FOR GLASS BREAKAGE CLAIMS

<i>a</i>)	Size of broken glass	
b)	Type of glas.	
c)	Location (eg. Door, window, showcase etc)	

5. THE POLICE

Were particulars taken by or reported to the police? If yes,	
a) Give name of station.	
b) Give date and time.	
c) Attach a copy of the report.	

late , price and place of purromptly take all possible stige, an estimate for repair styre. JST BE SURRENDERED 7	Items actually lost or stolen are to be described first in the detailed list. Items which have been damaged must be so described and shown at the end of the list. Receipts showing date , price and place of purchase of the items set out below should accompany this form wherever possible. The Insured must promptly take all possible steps to trace/recover the property lost in the case of theft to discover and punish the guilty party. In the case of damage, an estimate for repair should be submitted. If the item is not repairable, a letter from repairers to that effect should be enclosed. ALL SALVAGE MUST BE SURRENDERED TO NATIONAL INSURANCE.	we been damaged ccompany this for he case of theft to airable, a letter fr	must be so describ m wherever possib discover and punis om repairers to tha	ed and shown at th le. h the guilty party. t effect should be e	end of the list. nclosed.
Description of Property Lost or Damaged Wh	Where and when purchased	Value at time of loss	Purchase price	Estimated cost of repair	Amount claimed
				Sub Total Less: Depreciation Total	

I/WE HEREBY DECLARE THAT THE PROPERTY CLAIMED FOR HAS BEEN LOST, STOLEN, DESTROYED OR DAMAGED AND THAT THESE PARTICULARS ARE TRUE TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF.

IF ANY OF THE STATEMENTS/DECLARATION ARE FOUND TO BE UNTRUE, THE CLAIM WILL BE VOID.

Signature of Insured

Date:_____

TO BE RETAINED BY THE INSURED

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<u>REMINDER</u>	POLICY NO:
Property Claim Form.	
Received at National Insurance Co. Bhd on :	by :
In the event of any occurrence which may give rise payment shall be made by or on behalf of the Insured All correspondence made by the third party must be funanswered.	without the written consent of the Company.