

**PROPERTY LOSS / DAMAGE
CLAIM FORM**

**EIENDOMS VERLIES / SKADE
EISVORM**

	INSURER		VERSEKERAAR	
	BROKER / AGENT		MAKELAAR / AGENT	
Insured	Policy Number		Polisnommer	Versekerde
	Name and Occupation		Naam en Beroep	
	Address and (Day) Phone Number		Adres en (Dag) Telefoonnummer	
Loss / Damage Occurrence	Date and Time of loss/damage		Tyd and Datum van verlies/skade	Verlies / Skade Voorval
	When was loss/damage discovered?		Wanneer was verlies/skade ontdek?	
Loss / Damage Place	Place where loss/damage occurred		Plek waar Verlies/Skade plaasgevind het	Verlies / Skade Plek
	Were premises occupied? By whom?		Was persel bewoon? Deur wie	
	If not occupied, when last occupied?		Indien onbewoon, wanneer is dit laas bewoon?	
	Purpose of occupation		Met watter doel is die perseel gebruik	
Damage	Describe fully how the loss/damage occurred stating how (if applicable) entry was gained to the premises		Beskry volledig hoe die verlies/skade plaasgevind het en meld (indien van toepassing) wyse waarop toegang tot die perseel verkry is	Verlies / Skade
	If loss/damage caused by another party give name and address		Indien verlies/skade deur 'n ander persoon veroorsaak is meld naam en adres	
Previous Damage	Have you previously suffered a loss/damage?		Het u van tevore verlies/skadegeley?	Vorige Verlies / Skade
	If so give details		Indien wel verskaf besonderhede	
	If insured provide name of Insurer		Indien verseker verskaf naam van Versekerde	
Police	Police Reference No., Station and Date reported		Polisie Verwysings Nr., Stasie and Datum gerapporteer	Polisie
Interest	Has any other party an interest in the insured property, eg Credit Agreement?		Het enige ander persoon 'n belang in die versekerde einendm, bv Kredietooreenkoms?	Ander Belang
	If so, give name and interest		Indien wel, meld naam en belang	
Insurance	Is there any other insurance covering this loss/damage?		Is daar enige ander versekering wat hierdie verlies/skade dek?	Ander Versekering
	If so, give name of Insurer		Indien wel, meld naam van Versekerde	
Value	Estimated total value of all the property insured under the policy		Beraamde totale waarde van al die eiendom verseker onder die polis	Waarde
	When last valued?		Wanneer laas dit gewaardeer?	
Payment	It is recommended that any amount payable to you direct be transmitted by Electronic Bank Transfer for speedier settlement and security reasons. If you are agreeable, please provide the following information:		Dit word aanbeveel dat enige bedrag regstreeks aan u betaalbaar, vir spoedige uitbetaling en om veiligheidsredes, deur middle van Elektroniese Bankoordrag na u rekening oorgeplaas word. Indien u hierdie instem, verskaf asseblief die volgende inligting:	
	ASSIGNMENT: I/We acknowledge that the party hereby authorized to effect a credit against my/our account may not cede or assign any of its rights to any third party without my prior written consent and that I/we may not delegate any of my/our obligations in terms of this contract/authority to any third party without prior written consent of the authorized party.		OORDRAG: Ek/Ons erken dat die party hiermee gematig word om 'n krediet teen my/ons rekening te bewerk geen van sy/hulle regte aan 'n derde party mag aftstaan of sodeer sonder my/ons skriftelike toestemming wat vooraf verkry is nie en dat ek/ons geen van my/ons verpligtinge ingevolge hierdie kontrak/magtiging aan 'n derde party mag delegeer sonder die gemagtigde party se skriftelike toestemming wat vooraf die gemagtigde party verkry is nie.	
	NAME OF BANK: NAAM VAN BANK:		BRANCH AND CODE NUMBER: TAK EN KODENOMMER:	
	ACCOUNT NUMBER: REKENINGNOMMER:		YOUR SIGNATURE U HAANDTEKENING	
Declaration	I/We solemnly declare that I/we have suffered loss of damage to the property enumerated on the reverse hereof and that the said property was in my/our possession immediately prior to the said loss/damage which occurred in the circumstances described above.			
	Ek/Ons verklaar plegtig dat ek/ons die verlies of skade aan eiendom, wat agterop beskryf is, gely het en dat genoemde eiendom inmiddekklik voor die verlies/skade in my/ons besit was en dat die verlies/skade plaasgevind het as gevolg van die omstandighede hierbo uiteengesit.			
	Signature of Insured Versekerde se Handtekening	Capacity Hoedanigheid	Date Datum	Verklaring
See Reverse Sien Keersy				

**STATEMENT OF PROPERTY LOST, STOLEN OR
DAMAGED**

**OPGAWE VAN EIENDOM WAT VERLOOR, GESTEEL OF
BESKADIG IS**

N.B. Claims in respect of damage to buildings must be accompanied
by a builder's estimate.

L.W. Eise ten opsigte van skade aan geboue moet van 'n raming van
'n bouer vergesel wees.

Number	Description of Property	Date Acquired	From whom purchased or acquired ?	Value	Deduction for wear and tear or depreciation or value of salvage	Amount Claimed
Getal	Omskrywing van Eiendom	Datum Verkry	Van wie gekoop of verkry ?	Waarde	Aftrekking vir slytasie of waardevermindering of waarde van wrakgoed	Bedrag Geeis

IMPORTANT INFORMATION TO REMEMBER

CLAIM FORM

The Assessor may ask you to complete a Claim Form. Ensure that the fullest detail possible of the items stolen, lost or damaged are completed on the reverse side of the claim form.

BASIS OF SETTLEMENT

Your claim will be settled on a NEW REPLACEMENT VALUE BASIS (i.e. new goods for old). All purchase invoices or quotations must be accepted by the Assessor on this basis.

IS YOUR SUM INSURED ENOUGH

Part of the Assessor's function is to check on the Replacement Value of your property. Allow the Assessor free access to undertake this but make sure that you agree with the assessment.

QUOTATIONS

Submit all copies of purchase invoices or quotations in respect of the items stolen, lost or damaged.

DISCOUNTS AVAILABLE

If it is possible for the Assessor on behalf of Insurers to obtain a discount to replace stolen items, this is quite in order. You should request that the item be replaced rather than accept cash in lieu of payment.

EXCESS

Your excess in this regard is a voluntary amount.

THEFT LOSSES

It is a requirement of all Insurance Policies that thefts or losses of any kind be reported to the Police Station nearest to the scene of occurrence. A Case Number must be obtained and included, together with the details of the Police Station, in the claim forms in the appropriate section.

WAITING PERIOD

There is a waiting period of a number of days before Insurers are able to settle claims. This period is designed to give the Police an opportunity in which to recover your property.