



## CLAIM FORM BURGLARY & THEFT INSURANCE

(In case space is not sufficient in any column, please give details on a separate sheet)

The issue of this form does not imply admission of liability on the part of the Company.  
Kindly answer all questions completely in order to help us to serve you better

<b>Policy Details</b>	
Policy Number /	
Insured Name	
Address:	
Contact Number:	
Email Address:	
Period of Insurance	From _____ To _____
<b>Loss Details</b>	
Date of Loss / Time of Loss	
Place of Loss	
Nature of Loss (Burglary/Theft):	
Brief Description of Incident:	
<b>Property Stolen or Damaged</b>	
<ul style="list-style-type: none"><li>• Item Description</li><li>• Make/Model</li><li>• Serial No</li><li>• Value (PGK)</li><li>• Damage to Safe (details / PGK)</li><li>• Damage to property (details / PGK)</li></ul>	



<b>Police Details</b>	
Was the incident reported to Police?	Yes / No
Police Station	
Police Report Number	
Date Reported	
<b>Security Details</b>	
Were premises locked at time of loss?	Yes / No
Type of security (locks, alarm etc.)	
Was there guards present at the site?	Yes / No
If yes, were they able to:	
a. apprehend any of the culprits?	
b. Identify any of the culprits?	
c. Were the security guards injured in the course of action, while the incident was taking place?	
d. Are any of the security guards suspected of being complicit in the incident? If yes, please provide details	
e. Are any of your employees suspected of being involved in the incident? If yes, please provide complete details.	

### **Declaration**

I/We declare that the information provided is true and complete to the best of my/our knowledge.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Claimant Name:** \_\_\_\_\_



## **Checklist of Supporting Documents**

- Completed and signed Burglary Insurance Claim Form
- Copy of valid Insurance Policy Schedule
- Police Report / Occurrence Book (OB) Extract
- List of stolen items
- Detailed written statement explaining circumstances of loss
- CCTV footage (if available)
- Security / incident / alarm activation report
- Proof of ownership of stock (bank reports, GST reports, vouchers, purchase invoices & receipts etc.)
- Stock records / Inventory / Asset Register
- Stock reconciliation statement as at date of loss
- Estimate of repairs for safe / premises / property damaged by intruders
- Photographs of the damaged premises / property
- Any other documents reasonably required by Insurers

### **Note:**

- The loss must involve forcible and violent entry or exit as defined in the policy.
- Claims should be notified immediately and police report lodged within 24 hours where possible.