

STANDARD FIRE AND SPECIAL PERIL POLICY - RETAIL CLAIM FORM

Toll Free 1800 12000

1. All fields in the form are mandatory
2. If any detail or information is not readily available, please do not delay the dispatch of this form. Such information can be sent later
3. Issuance of this form does not imply acceptance of liability
4. If there is any other information to be provided, please write the same in a separate sheet, sign the sheet and attach it to this Claim Form

Policy Number: _____ Claim Number: _____

DETAILS OF THE INSURED

- a) Name of the Insured: _____
- b) Address of the Insured: _____
- c) City: _____ d) State: _____ e) Pin Code:
- f) Contact Number: g) Email ID: _____

LOSS DETAILS

- a) Date & Time of Loss/Occurrence: | | | | : : b) Place: _____
- Contact Details of Person/s at Loss Location
- c) Name: _____ d) Relationship with Insured: _____
- e) Contact Details: f) Email ID: _____
- g) Description of Cause & Extent of Loss: _____

LOSS ESTIMATE

Sr.no.	Description of the Property claimed for	Sum Insured (in ₹)	Amount Claimed (in ₹)

GENERAL INFORMATION

1. Has the loss or damage been reported to the Police/Fire Brigade: Yes No
If yes, please attach a legible copy of FIR/Fire Brigade report.
2. Has the loss/damage been caused due to AOG perils like flood, cyclone, earthquake etc.: Yes No
If yes, please attach a copy of report from the meteorological department/newspaper clipping.
3. Is there any other insurance covering the present loss: Yes No
If yes, please provide name of Insurer(s), Policy number(s) and Policy copy(s) _____
4. Have you ever suffered a loss or damage in the past : Yes No
If yes, please provide date, Amount of Loss & Name of Insurer _____
5. Is the premises protected by a Fire Protection/Detection system: Yes No
Was the same activated during the incident? _____
6. Have you taken any measures to minimize the loss? Yes No
If yes please provide details _____

7. Was there another person, in your opinion, responsible for loss or damage? Yes No

If yes please provide details _____

8. Is the property subject to hire purchase or hypothecation agreement? Yes No

If yes please provide details _____

9. Has there been any alteration in the occupation or use of the premises since the Policy was taken up? Yes No

If yes, please provide details of changes/alterations in occupations _____

10. Are you the sole owner of the premises/property? Yes No

If not, please provide details of other interested parties: _____

11. At the time of loss, what was the total value of all the property in the premises? _____

BANK DETAILS FOR NEFT PAYMENT (PLEASE ATTACH A CANCELLED CHEQUE)

a) Bank Name: _____ b) Branch Name: _____

c) IFSC: _____ d) Account No.: _____

DECLARATION

I/We declare that I/We have not withheld any material information and that all statements made in this form are true to the best of my/our knowledge and belief and that the articles/property described above belongs to me/us, and that no other person has any interest thereon whether as Owner, Mortgagee, Trustee or otherwise, except as mentioned in the Policy. I/We agree to provide additional information to the company, if required. I/We understand that any statement/part of statement found false/fraudulent or if suppression of facts is observed, the Policy shall be rendered void and all the rights to recover there under in respect of past or future claim(s)/accident(s) shall be forfeited.

Date:

Place: _____

Signature of Insured
(Stamp, where Insured is a juristic person)

LIST OF DOCUMENTS

General documents - All Claims	Specific documents in addition to general documents	
1. Policy copy	Fire/Explosion	AOG Perils
2. Duly filled & signed claim form by Insured	1. FIR	1. Metrological report
3. Estimate of Loss	2. Fire Brigade report	2. Newspaper Cuttings
4. Inventory details both sound & damaged	3. Lab test reports, if any	Strike/Riots/Malicious/Terrorism
5. Incident report with witness details	4. Report from inspector of factories	1. Police report
6. Repair bills with payments receipts	5. Newspaper Cuttings	2. Newspaper Cuttings
7. Salvage Quote		Deterioration of stocks due to power failure
		1. Stock register
		2. Certificate from Electricity board