Loss or damage report form - Commercial
(For Theft claims use Theft claim form)
Please complete and return this form. Each question should be answered as fully as possible.

Policyholder
Name
Address
Policy no.
Date premium paid
Telephone no: Home
Business
Occupation
Postcode
V.A.T. Registration no.
(If not registered, state "none")

Loss or Damage
Date of loss or damage
Where did the loss or damage occur?
Describe fully the circumstances in which the loss or damage occurred

General Information
For what purpose were the premises occupied at the time of loss?
Are you the sole owner of the property? Yes No
If 'No', give the names of other interested parties
In the case of damage to the buildings, or permanent fixtures or fittings, are you the owner, mortgagor or tenant?

Is there any other insurance(s) covering the property? Yes No
If 'Yes', give the name and address of the insurers

Contribution
Some of the information which you give us about this claim may be passed to other insurance companies you tell us about. They will give us information about your policy with them, and we may ask them to pay a contribution to this claim. A contribution payment is normal practice where two or more policies cover the same thing. If another company contributed to your claim with us, it should not affect any no claim discounts you may have with them.

Have you ever before suffered damage to these or other premises? Yes No
If 'Yes', please give details

Please state below the full value of all the property insured immediately prior to the loss
Buildings £ Contents £

Other Parties
Is any other party thought to be responsible for the loss?
Name and address of police authority to whom the incident was reported
Date and time of report

Please turn over
The amounts claimed should exclude any V.A.T. recoverable from H.M. Customs & Excise

Statement of Claim

Please list below items damaged

1) If your claim is in respect of damage to buildings or other repairable items a tradesman’s estimate will be required for the repairs. The estimate should be forwarded later if not immediately available.

2) If your claim is for irreparable loss or damage complete all columns below. If policy cover is on a replacement cost or reinstatement basis it will not be necessary to make a deduction for age, wear and tear. Supporting estimates for replacements may be helpful.

3) Basis of assessing all claims:

Indemnity basis -
The amount claimed will be the current cost price, less any deduction for age, wear and tear and salvage.

Replacement cost or reinstatement basis -
The amount claimed will be the current cost price, less the value of the salvage.

<table>
<thead>
<tr>
<th>Description of article(s)</th>
<th>Where and when acquired</th>
<th>Original cost</th>
<th>Current cost price</th>
<th>Deduction for age, wear and tear</th>
<th>Value of Salvage</th>
<th>Amount Claimed</th>
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Total £ £ £ £ £ £

I/We the undersigned, declare that to the best of my/our knowledge and belief the information given in this claim form, which I/we have read over and checked, is true and complete.

Signature of Policyholder ___________________________ Date ___________________________