



# STATE INSURANCE

COMPANY LIMITED

Live in a better State of mind

Redcliffe Street, P.O. Box 290, St. John's, Antigua. W.I.  
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## GENERAL CLAIM FORM

CLAIM NUMBER.....

POLICY No.....PERIOD OF INSURANCE..... TO.....

INSURED .....OCCUPATION.....

PRIVATE ADDRESS ..... TEL NO.....

BUSINESS /ADDRESS..... TEL NO.....

SUM INSURED.....

1. Date and time when loss occurred.....
2. Address of premises where loss occurred.....  
.....
3. By whom discovered.....
4. Full particulars of how loss or damage occurred and what caused the loss .....  
.....  
.....
5. For what purpose was the premises used at the date of damage .....
6. If any alterations in risk and take place since the policy was effected or last endorsed please give details .....  
.....
7. Were the premises occupied at the time.....
8. If not at what date and time were they last occupied.....
9. For how long have the premises been occupied since the policy was effected or last renewed.....  
.....
10. Are you the owner of the premises or responsible for repairs.....
11. Is there evidence of forcible entry on the premises.....
12. Were the police notified ? at what station?.....
13. Are there any other insurances on the property whether effected by you or any other party .....  
.....
14. If so, please state name of company Policy No. and amount.....  
.....
15. Have you ever before sustained a loss of this nature? If so please give details .....  
.....  
.....
16. Is there any other person financially interested in the property as owner, mortgage, trustee or otherwise .....  
.....
17. Total amount claimed from company.....

I / We do hereby declare that the above is a true and accurate statement and I/ We further declare that the property mentioned in the attached sheets which belongs to me/ us and which is insured under the above named Policy or Policies, was destroyed or damaged as aforesaid according to the extent and values stated; whereof I/ We claim the sum of the amount thereof.

DATE:

.....  
Signature of Insured

## INSTRUCTIONS REGARDING THE PREPARATION OF CLAIMS

### BUILDING CLAIMS:-

An estimate, obtained by the insured must be furnished giving measurement and prices of the work required to place the building in the same state of repair as before the loss. No improvements in construction are covered by insurance, and if any are contemplated they should be specified and the cost of them stated separately.

The value of each of the buildings issues immediately before the loss ( exclusive of land) to be stated having regard to its condition and dilapidation.

The Insured will please state whether he holds the property as Lessor, lessee, Mortgager or Mortgagee.

### RETAIL STOCK CLAIMS:-

The following particulars are required:-

- (1) List of Articles
- (2) Invoice price of each and discount allowed
- (3) Value of salvage

### FURNITURE CLAIMS:-

The following particulars are required:-

- (1) List of Articles
- (2) Cost price for each when bought
- (3) Value of each at the time of loss, after deduction for past wear and tear
- (4) Value of salvage ( if any)

**IMPORTANT:-**

The policy being a contract of indemnity, all claims must be based on actual value of article at the time of loss or damage subject to the sums insured under the policy, due allowance being made for depreciation and wear and tear.

### PARTICULARS OF THE CLAIM TO BE GIVEN IN DETAIL

[illegible]