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POLICY NO \_\_\_\_\_

**FIRE AND / OR SPECIAL PERILS CLAIM FORM**

I/We \_\_\_\_\_

of \_\_\_\_\_

being insured under the above-mentioned policy, do hereby declare and set forth that at

or about \_\_\_\_\_ o'clock, on \_\_\_\_\_ the \_\_\_\_\_

day of \_\_\_\_\_ 20\_\_\_\_ a fire occurred in \_\_\_\_\_

occasioned, to the best of my/our knowledge and belief, by \_\_\_\_\_

\_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS FULLY**

1. (a) Are you the sole owner of the property destroyed or damaged? \_\_\_\_\_  
(b) Are there any hire purchase contracts in force? \_\_\_\_\_  
(c) Give details of other interested parties? \_\_\_\_\_
2. Were there at the time of the occurrence any other insurance in force on the property, whether effected by you or by any other person? If so, give full particulars. If not, Please write "NO" \_\_\_\_\_
3. What was the total value of the property insured by the policy at the time of loss?  
Building ₦ \_\_\_\_\_ Content ₦ \_\_\_\_\_
4. Full Description of the loss \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. State the Estimate of Loss/Repairs ₦ \_\_\_\_\_
6. Are there any other insurance upon the same property? If so, please state the name of the insurers and policy numbers if known \_\_\_\_\_
7. Have you previously claimed against any insurer in respect of risks covered by this policy? If so, please state the name of the insurers and policy numbers and details of the claims  
\_\_\_\_\_  
\_\_\_\_\_
8. Date of Payment of Last Renewal Premium \_\_\_\_\_  
Amount Paid ₦ \_\_\_\_\_

I/We declare that the above is a full and accurate statement and that the sum claimed, viz further declare that no other person except \_\_\_\_\_ has any interest in the said property.

Date \_\_\_\_\_ Signature of Insured \_\_\_\_\_

### **PLEASE NOTE THE FOLLOWING**

**Advice of Fire:-** Information of any loss should at once be given to the Company, and pending their instructions, the salvage should be protected by the insured from deterioration: but the debris and the traces of the fire should not be removed till the Company's representative has an opportunity of inspecting them.

**Cause of Fire:-** Should be stated as explicitly as possible, and where the cause is undiscovered any suspicious incendiarism should be mentioned.

**Building Claims:-** The following particulars are required:-

- (1) A builder's or Architect's estimate (obtained at the expense of the insured), giving dimensions and prices of the work required to place the building in the same state of repair as before the fire. If any improvements in construction are required they should be specified separately.
- (2) The value of each building before the fire.

**Furniture Claim:-** The following particulars are required:-

- (1) A complete list of the articles damaged or destroyed.
- (2) The cost price of each, and when bought.
- (3) The value of each at the time of fire, after deduction for wear and tear.
- (4) The value of the salvage.

**Goods and Merchandise Claims:-** The following particulars are required:-

- (1) A list of the articles damaged or destroyed.
- (2) The price of each, according to the market value of the goods immediately before the fire.
- (3) The value of the salvage.

**N.B:-** The claimant must in every case state the total value of the property covered by the policy or policies, or by the item or items of the policies under which the claim is made.