



Claims Procedure - General Claims

- All Theft or Burglary Claims must be reported to the police within 24 hours. The Police Case number is extremely important for your claim.
- Proof of ownership of the items, that have been damaged or stolen (Invoices, Serial numbers, Valuation certificates, Photos), must be provided together with a quotation for repairs or replacement.
- A written report (of the cause of the damage), by a qualified repairer will be needed.
- Complete the claim form and send to info@bensure.com accompanied by the Police Case Number (if applicable), Quotations for repair or replacement of items, proof of ownership and damage report (if applicable). Also send us a small description of how the item was damaged or stolen.
- After your signed claim form has been received, our claims department will contact you within 24 hours regarding further procedures.

Feel free to contact us at (012) 663 2056 or email info@bensure.com for any assistance you might need regarding your General Claim.



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General Claim Form

Insurer:		
Broker / Agent:		
Policy No:		
Insured	Name & Occupation:	
	Adres & Tel:	
Occurrence	Date & time of loss:	
	When was loss / damage discovered:	
Loss / Damage Place	Place where Loss damage occurred:	
	Were premises occupied (if so by whom):	
	If not occupied, when last was premises occupied:	
	Purpose of occupation:	
Cause of loss / damage	Describe fully how the loss or damage occurred, stating how (if applicable) entry was gained to premises:	
	If Loss/Damage caused by another party, give name and address:	
Previous claims	Have you previously suffered a Loss/Damage? If so, give details:	
	If Insured, provide name of insurer:	
Police	Police Ref. No., Station and date reported:	
Other Interest	Has any other party an interest in the insured property, e.g. Credit Agreement? If so, give name and interest:	
Other Insurance	Is there any other insurance covering this Loss/Damage? If so, give name of Insurer:	
Value	Estimated total of all the property insured under the policy:	
	When last valued?:	
Authority of Payment	It is recommended that any amount payable to you direct, be transmitted by Electronic Bank Transfer for speedier settlement and security reasons. If you are agreeable to this, please provide the following information:	
	Bank Name:	Branch Code: Acc No:
	Name of Acc Holder:	Signature:
Declaration	I/We solemnly declare that I/we have suffered loss of or damage to the property enumerated on the reverse hereof and that the said property was in my/our possession immediately prior to the said loss/damage which occurred in the circumstances described above.	
	Signature:	Capacity: Date:



STATEMENT OF PROPERTY LOST, STOLEN OR DAMAGED

Number	Description of property	Date Acquired	From whom purchased or Acquired	Value	Deduction for wear and tear or depreciation or value of salvage	AMOUNT CLAIMED
Insured's Signature:					Total Amount Claimed	