



city

CLAIM NOTIFICATION FORM

in case of burglary, armed robbery, vandalism/ malicious acts
TO INSURANCE POLICY NO. _____ / _____

Insured: _____

(write down the exact title of the company or the full name of the Insured)

Address:
district: _____ City (village) _____ postal code:
street, No _____

home phone _____ work phone _____ fax _____

Information about the damage:

The event occurred on the date: at hour

Event: _____

Damage is discovered on the date: at hour

By whom: _____

Method for entering into the premise: _____

When, by what means and by whom are been informed:

the Police: _____

the Insurer: _____

If there were witnesses, please specify their names and addresses: _____

Names and addresses of other persons who have been in the premise at the time of the event: _____

Were there unlocked doors, opened windows or other circumstances for entering into the premise immediately before and during the event? yes no

Method for guarding the premise at the time of the event: _____

Has the alarm system activated? yes no

if not, specify the reason why: _____

How many persons have guarded the premise and what was their location at the time of the event? _____

Presence of visible traces, property, etc., left by the perpetrators: _____

Please, turn the page! ---->

This field is filled in by an employee of the Insurer and is given to the Insured

The Claim Notification Form is lodged on:

The case is entered as claim No.

- The Insured is obliged to:
1. Provide access of representatives of the Insurer to the damaged property.
 2. Present in time the requested information and documents: by authorities proving the occurrence of the insurance event, ownership, etc., for proving the basis and amount of the claim.
 3. Immediately perform all necessary steps to limit the extend of damages.
 4. Keep the condition of the damaged property unchanged.
 5. Deny access to outside persons.

Employee of the Insured: _____
signature, seal

Information concerning the claim can be obtained
on the following phone number:.....

Damages to the immovable property resulting from the forceful entry: _____

