

PROPERTY INSURANCE EMERGENCY CLAIM FORM

Registered Office

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PLEASE ANSWER EACH OF THESE QUESTIONS COMPLETELY						
POLICY NO:CLAIM NO:						
Section A: personal details						
1.	Insured:					
2.	Address:					
3.	Occupation/business:					
4.	Telephone no:E-mail:					
5.	Risk location:					
Section B: circumstances of the occurrence						
6.	What was the nature of the occurrence? Hurricane/storm Earthquake Flood					
7.	For what purposes were the premises being used at the time of the occurence?					
8.	(a) Is the insured the sole owner of the property lost or damaged? Yes No					
	(b) If No , please give name and address of owner and any other interest:					
9.	(a) At the time of the occurrence, were there any other existing insurances on the said property, with any other company or insurer, whether effected by the insured or by any other person? Yes No					
	(b) If Yes , please give full particulars:					

Declaration

information material to the claim has been withheld. I/we her	eby declare that no other person has an in	iterest in the said
property and that it is not otherwise insured.		
Signature of insured/claimant:	Date:	(mm/dd/yy)

I/we the undersigned hereby declare that the particulars supplied in this form are true in every respect, and that no

Instructions to be observed in completing this form

- If the claim is in respect of **buildings**, it must be accompanied by **two** builders' estimates obtained at the insured's expense, indicating the cost of returning the building to the same state it was in immediately before the occurrence. No contemplated improvements may be included in these estimates.
- If the claim is for **contents**, please give a full list of the articles destroyed or damaged, and supply he following information in respect of each item:
 - 1. Original cost price
 - 2. Value immediately before the occurrence (after making due allowance for wear and tear)
 - 3. Value (if any) after the occurrence, or "value of salvage"
 - 4. The difference between 2 and 3, which will be the net amount of loss sustained.
- If the claim is for **stock-in-trade**, only cost prices (after deduction of all discounts and trade allowances for cash payments) are recognised in estimating sound values.

No	Description	Date of purchase	Cost price	Estimated value at time of loss or damage	Net amount claimed

Please attach additional sheets if required