

**COMMERCIAL PROPERTY CLAIM FORM - CIB Ref :**
**Section 1 - Policyholder:**
**Address:**
**Business / Occupation:**
**Policy Number:**

Are you VAT Registered:                      Yes /No              If partially exempt:                      %

**Section 2 - General Questions:**

Date and time of accident:

	/		/			AM / PM
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Address at which loss or damage occurred:

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State exactly how the loss or damage occurred:

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Please give details of others with knowledge of the circumstances:

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Name and address of person(s) responsible for loss or damage (if applicable)

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Address of Police station where you reported the incident

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Date &amp; time reported

	/		/			AM / PM
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Crime Reference Number:

**Section 3 Burglary / Theft – only complete this section if you are claiming for a burglary or theft:**

How was entry gained:

Were there any visible signs? If yes details:

Was an intruder alarm in operation?

Yes / No	Was it activated:	Yes / No
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**Section 4 Particulars of Claim:**

Description of property lost, stolen or damaged	Date of purchase	Original purchase price (£)	Cost of repair estimate £	Replacement Cost (£)	Amount Claimed (£)

Have you instructed repairs

Yes / No	Is it owned by you:	Yes / No
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If no who?

Do you hold any other insurance policies which may also cover this occurrence

Yes / No	Insurer: Policy No.:
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**Section 5 Additional Information Questions or clarifications:**

**Section 6 Declaration:**

I / We declare that the above statements are true and correct to the best of my / our knowledge and belief. I / We have not withheld from the insurer any information within my / our knowledge connected with this claim. I / We Agree to provide the insurers with any further information or documentation as may be reasonably be required. I / We understand that insurers do not admit liability by the issue of this form.



Name of person completing form		Date:	
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No signature attaches as sent electronically

**Fraud warning: The submission of a bogus or exaggerated claim, either in whole or in part, or of any false documentation or statement in support of a claim, may invalidate the whole claim and lead to your policy being declared void.**