



Star Assurance

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CLAIMS FOR LOSS UNDER BURGLARY POLICY

NAME: **POLICY NO.:**.....

ADDRESS..... **TELEPHONE NO.**.....

1. Address of premises in which theft was committed	
2. State date and time	
3. State how theft was committed..	
4. If the premises were unoccupied state for how long they were so left	
5. State from which rooms the articles were taken	
6. Date and hour loss was discovered	
7. Do you employ watchman? If so, where was he at the time of the theft?..	
8. Date Police advised of the loss.. At what station..	
9. At what figure would you value the total contents of your premises at the time of the theft?	
10. Have you ever sustained loss by theft? (If so, please state particulars)..	
11. Are there any other insurances against theft upon the same property?..	

PARTICULARS OF CLAIMS

ITEM NO.	FULL DESCRIPTION	NAME & ADDRESS OF PURCHASING COMPANY	COST PRICE	CLAIM AMOUNT

GH¢

N.B – In case of Loss upon Stocks-in-Trade, COST PRICES (after Deduction of all Discounts and Trade Allowance for Cash Payments) are alone recognized in estimating Values.

I hereby declare that all statements made on this form are true to the best of my knowledge and belief and that the within-mentioned property belonging to me/us and insured under the said policy was stolen and that in consequence of such theft claim is hereby made for the sums severally stated within; and I further declare that no other person except.....has any interest in the said property.

Witness my hand this day of200..

Witness..... Signature.....

Instructions regarding claims



N.B – This Statement of Claim should be completed and forwarded to the Company immediately



1. - **Discovery of Loss –**

This Insured MUST at once take every practicable step that may lead to the discovery and punishment of the guilty party or parties, also for tracing and recovering the property stolen, and should communicate to the Company any suspicious he may have as to parties implicated.

2. - **Private Residence –** The following particulars are necessary: -

List of articles stolen.

Cost Price of each, and when and where bought

Value of each at time of theft, after allowing for depreciation

3. - **Business Premises:** - The following particulars are necessary: -

List of articles

Net wholesale cost price of each, and when and where bought;

Manufacturer's name

Value of articles at time of theft.



Special Notice-

By the conditions the policy is rendered void if any claim be fraudulent or intention intentionally exaggerated, or if any false statement or declaration be made in support of it. It is therefore important that the annexed schedule should be filled up with great care.