

PUBLIC LIABILITY CLAIM FORM

1. Complete this form in detail and return it to the Company without delay.
2. The Insurance Company are committed to resolving valid claims within the shortest possible time; in order to assist in expediting this process kindly ensure that this form is completed in detail.
3. A person making a claim against you must not be advised that you are insured or as to the terms and extent of your insurance.
4. All claims made against you must be advised to the Company immediately on receipt and all communications forwarded unanswered to the Company.
5. The Company will, subject to the terms and conditions of the Policy, undertake your defence in any legal action and all notices or advice of such action must be forwarded to the Company forthwith.
6. The issue of this form must not be considered as an admission of liability on the part of the Company, but is in accordance with the terms and condition of the Policy.

Broker/Agent _____ Policy Number _____

Insured

Name of Company _____
 Is the company insured as a VAT vendor Yes No Company VAT/ Reg no. _____
 Occupation _____
 Address/Business address _____
 Telephone no. (Work) _____ Cell phone no. _____ E-mail _____

Details of loss/damage

Date of accident _____ Time (e.g. 17:00) _____
 Place where accident occurred _____
 Detail and comprehensive statement setting out circumstances surrounding the loss _____

Do you believe you were negligent, and if so, why? Yes No _____
 What measures were taken to prevent loss or damage? _____

Third Party

Name of person injured or owner of property damaged _____ Age of injured Person _____
 Address _____
 Business or occupation _____
 Is the letter from the third party attached Yes No If not, please request.
 Has the third party appointed attorneys Yes No
 Please provide details of the attorneys or any correspondence received _____

Please give full details of

i) Details of injury or loss

Telephone no. (Work) _____ Cell phone no. _____ E-mail _____
 Provide as much detail as possible (Attach drawings/maps/statements, etc.)

ii) Damage to property of Third Parties

iii) If damage caused to motor vehicle, please complete:

Manufacturer _____ Model _____
 Year model _____ Vehicle registration number _____
 Location of damages on vehicle _____

Witness

Please give name and address of any witness(es). (If none were obtained, please state whether any were available and reason for not providing particulars.)

Relationship to insured _____ Contact details _____

Police

Police station and reference number _____ Date reported _____

Other Insurances

Have you any other insurance in force in respect of this occurrence? Yes ☐ No ☐
 If so, give particulars _____

Property Owners

(To be completed only if claim is under Property Owners' Policy)

Name and address of your tenant _____

Sketch Plan

(To be completed whenever applicable)
 Attach drawings/maps/statements, etc.

Declaration

I/We warrant that the answers given are true and correct. All details provided on this form are done so honestly and in good faith. This means that The Insurer have been made aware of all important information and that any incorrect information may mean that the claim may be rejected and the policy cancelled.

Insured's signature

Insured's full name

Capacity

Date