

Commercial property claim form

This form is for completion by the insured. Please read instructions carefully prior to completing form

- Please complete in BLOCK CAPITALS using a black pen and return this form promptly to the address at the end of this form
- If you wish to discuss any aspect of this claim please telephone 0845 603 8381
- Where there is damage to a building or where items have been lost, damaged or stolen please provide two estimates of the cost of repair/replacement, unless otherwise instructed

Your details

1 Name

2 Address

Postcode

Telephone

3 Policy number

4 Address of property insured

Postcode

5 Full description of the business

6 Are you registered for VAT?

Yes

No

7 If you are partially exempt please state % recoverable

%

Incident details

1 Date of incident

2 Time of incident (if known)

3 Address where loss occurred (if different to the above)

 Postcode

4 Date property was last seen prior to the incident

5 Time property was last seen prior to the incident

6 Were the premises occupied at the time of the incident? Yes No
If 'No' please state date and time last occupied
 Date Time

7 Explain fully how the incident occurred

8 When was the incident discovered?

9 By whom was the incident discovered?

Police details

Complete in cases of theft, loss or acts of malicious damage or impact

1 Were the police notified? Yes No
If 'Yes' please give police reference (if known)

2 Date reported

3 Address of police station

 Postcode

Complete for theft

4 Was there forcible and violent entry to/from the premises?

Yes No

If 'Yes' how was entry gained?

5 From what part of the premises did the loss occur?

6 How were security devices overcome?

7 Are the premises fitted with an intruder alarm?

Yes No

8 Did this operate?

Yes No

If 'No' please explain why

Full details of loss or damage

1 Description of items

(including make and model number where appropriate) please also advise who owns each item

| Description of property and owner's name | Purchase date | Purchase price | Replacement cost |
|--|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please attach original purchase receipts where possible and forward at least two estimates for replacement. *In the case of damage we require estimates for repair or a professional report confirming the items are damaged beyond repair. If any photographs are available please attach.*

2 Is there any other insurance in force?

Yes No

Money

1 Description of money (eg cash, cheques etc.)

Amount £

Please provide supporting documentation

Please provide exact details of where the money was stolen from (if stolen from a safe please advise make and model number):

2 Is the money owned by the insured? Yes No

If 'No' please give full details of ownership

Payment details

If settlement is to be paid to any other party than the policyholder please indicate whom

Declaration

I/We declare to the best of my/our knowledge and belief that the information within is true and correct

| | | | |
|-------------------------------|----------------------|---------------------|----------------------|
| Signature | <input type="text"/> | Date | <input type="text"/> |
| Please print name in capitals | <input type="text"/> | Position in company | <input type="text"/> |
| Signature | <input type="text"/> | Date | <input type="text"/> |
| Please print name in capitals | <input type="text"/> | Position in company | <input type="text"/> |



Beaufort House, Brunswick Road,
Gloucester GL1 1JZ

Ecclesiastical Insurance Office plc. (EIO) Reg. No. 24869. Ecclesiastical Insurance Group plc. (EIG) Reg. No. 1718196. Ecclesiastical Life Ltd. (ELL) Reg. No. 243111. Ecclesiastical Group Asset Management Ltd. (EGAM) Reg. No. 2170213. Allchurches Investment Management Services Ltd. (AIMS) Reg. No. 2170173. Allchurches Mortgage Company Ltd. (AMC) Reg. No. 1974218. All companies are registered in England at Beaufort House, Brunswick Road, Gloucester GL1 1JZ UK. Tel: 01452 528533. EIO, ELL, EGAM & AIMS are authorised and regulated by the Financial Services Authority and are members of the Financial Ombudsman Service. EIO & ELL are members of the Association of British Insurers and AIMS is a member of the Investment Management Association.