



Company Reg. No: 2008/005015/07 Vat Reg. No: 4350242386  
Compliance Officer: Moonstone Compliance  
Authorised Financial Service Provider – FSP No. 40752

Old Mutual Insure Limited,  
Registration Number 1970/006619/06.  
A licensed FSP and non-life insurer. (FSP12)

INSURED						
Policy Number:						
Name:						
Occupation:						
Address:					Code:	
Tel. Number:	(H)	Tel. Number:		(W)		
Cell Number:			Fax Number:			
E-mail:						
Identity Number:						
DETAILS OF LOSS / DAMAGE						
Date of Loss / Damage:				Time of Loss/Damage:		
When was Loss / Damage <b>discovered</b> ?						
Place where Loss / Damage occurred:						
Were premises occupied?	YES	NO	If YES, by whom?			
If NO, when last occupied?			Purpose of occupation:			
CAUSE OF LOSS / DAMAGE						
Describe fully how Loss / Damage occurred and entry gained into premises:						
If Loss / Damage caused by another party, provide:	Name:					
	Address:					
	Tel. Number:					
	Vehicle Details (if applicable):					
PREVIOUS LOSS / DAMAGE						
Have you previously suffered a Loss / Damage?				YES	NO	
If YES, give details						
If Insured at the time, provide name of Insurer:						
POLICE						
Station:			Police Ref. Number	Date reported:		
OTHER INTEREST						
Does any other party have an interest in the insured property, e.g. Credit Agreement?				YES	NO	
If YES, give name and details of interest:						



**STATEMENT OF PROPERTY LOST, STOLEN OR DAMAGED AND/OR NARRATIVE IN CASE OF A BUSINESS INTERRUPTION CLAIM**

(Describe fully how Loss occurred including description of damage):

**FINANCIAL INFORMATION:**

Once requested by the Insurance Company, it will be necessary to provide copies of financial statements (Balance Sheet, Profit & Loss, Tax Returns, etc....). Also, historical sales data, leases and other contracts to support the loss of income related to the Business Interruption Claim.

**FOR RECORD PURPOSES, PLEASE COMPLETE THE BELOW INFORMATION, SHOULD THE CLAIM BE APPROVED**

**VAT VENDOR:**

Yes	No
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If Yes, provide your VAT no #: \_\_\_\_\_

- |    |
|----|
| 1. |
|----|

 I/we confirm, that should the claim be approved in terms of the policy, the Nett amount is to be paid into the same bank account details as per the current monthly premium collection via debit order, as confirmed below:
  
- |    |
|----|
| 2. |
|----|

 I/we confirm, that should the claim be approved in terms of the policy, the Nett amount is to be paid into different bank account details, current dated proof of bank details attached and reason for not utilising existing details, as confirmed below:

<b>CONFIRMATION OF BANK DETAILS AS INDICATED ABOVE (1 OR 2)</b>	
<b>BANK NAME:</b>	
<b>BRANCH CODE:</b>	
<b>ACCOUNT HOLDER:</b>	
<b>ACCOUNT NO:</b>	
<b>ACCOUNT TYPE:</b>	
<b>If option 2 selected the Co Insured name &amp; signature is required:</b>	
<b>If option 2 selected, a Valid reason for different bank details:</b>	
<b>The Insured name and signature always required:</b>	

The above has been implemented to minimise financial risk to the Insured and Insurer.

Thank you for complying.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Insured Signature  
Designation: \_\_\_\_\_

\_\_\_\_\_  
Witness

## DECLARATION

**PLEASE READ THE FOLLOWING DECLARATION VERY CAREFULLY AND READ AGAIN THE QUESTIONS AND ANSWERS, BEFORE SIGNING THE FORM**

I/We declare that the statement and particulars in this claim form are true to the best of my/our knowledge and belief and that I/we have not misstated, suppressed or omitted any material facts.

\_\_\_\_\_  
**SIGNATURE OF INSURED**

**DESIGNATION:** \_\_\_\_\_

**NAME IN PRINT:** \_\_\_\_\_

\_\_\_\_\_  
**DATE**

### **PRIVACY NOTICE – PROTECTION OF PERSONAL INFORMATION ACT (“POPIA”)**

We understand that your personal information is important to you and that you may be apprehensive about disclosing it. Your privacy is just as important to us and we are committed to safeguarding and processing your information in a lawful manner.

**We may use your information or obtain information about you for the following purposes:**

- Underwriting
- Assessment and processing of claims
- Credit searches and/or verification of personal information
- Claims checks (ASISA Life & Claims Register)
- Tracing beneficiaries
- Fraud prevention and detection
- Market research and statistical analysis
- Audit & record keeping purposes
- Compliance with legal & regulatory requirements
- Verifying your identity
- Sharing information with service providers we engage to process such information on our behalf or who render services to us. These service providers may be abroad, but we will not share your information with them unless we are satisfied that they have adequate security measures in place to protect your personal information.

### **YOUR rights**

You may access your personal information that we hold and may also request us to correct any errors or to delete this information. In certain cases you have the right to object to the processing of your personal information. You also have the right to complain to the Information Regulator.

**To view our full privacy notice with contact details for the Information Regulator, please visit our website on:**

<https://frontlineinsurance.co.za/popi/>