



UNI CITY NETWORK SDN BHD (508632-M)

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## **CLAIM GUIDELINE AND DOCUMENTATION - BURGLARY INSURANCE**

### INSURED TO DO

On the happening of any event likely to give rise to a claim under this policy the insured shall:

- 1) This immediate notice to the company / agent
- 2) Notify the police forthwith and take all practical steps to recover the property lost.
- 3) Deliver to the company as soon as reasonably practicable a written statement of claim.
- 4) Take all steps to prevent a similar occurrence i.e. to remedy and reinforce the “break-in” once permission has been obtained from the insurer or adjuster.
- 5) Co-operate with the adjusters when called upon.

### **DOCUMENT REQUIRED / CHECKLIST**

- 1) Completed claim form ( )
- 2) Police report ( )
- 3) Photographs ( if necessary ) of damages and point of entry. ( )
- 4) Purchase invoices / receipts / valuation reports of the stolen articles ( )
- 5) Original repair bills ( )
- 6) Furnish all information and documentary evidence as the insurer or adjuster may require other than the above. ( )

IF U NEED MORE INFORMATION PLEASE CALL US AT 03-33422660

NOTE: ALL THE ABOVE ALL FOR REFERENCE ONLY. IT MAY CHANGE FROM TIME TO TIME AND THE INSURANCE COMPANY MAY NEED MORE DUCUMENTS THAN THE ABOVE STATED.