



UNI CITY NETWORK SDN BHD (508632-M)

HQ Address: 26-A, Jalan Pudu Ulu, Batu 3 Cheras, 56100 Kuala Lumpur.

Tel: 03-92003083 (Hunting Line), Fax: 03-92001768, 03-92008982

KLANG Address: No 12, 2nd Floor, New Business Center, Jalan Pulau Pinang 3, Jalan Meru, 41050 Klang, Selangor

Tel: 03-33422660 Fax: 03-33428221

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**CLAIM GUIDELINE AND DOCUMENTATION - CONTRACTOR'S ALL RISKS /
ERECTION ALL RISKS INSURANCE**

INSURED TO DO

In the event of any occurrence which may give rise to a claim under this policy, the insured shall:

- 1) Immediately notify the insurance company / agent by telephone as well as in writing, giving an indication as to the nature and extent of loss or damage
- 2) Take all steps within power to minimize the extent of the loss or damage
- 3) Inform police authorities in case of loss or damage due to theft or burglary
- 4) Co-operate with the adjusters when called upon

DOCUMENT REQUIRED / CHECKLIST

- 1) Completed claim form ()
- 2) Police report, if lodged ()
- 3) Furnish all information and documentary evidence as the insurer or adjusters 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.