



UNI CITY NETWORK SDN BHD (508632-M)

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CLAIM GUIDELINE AND DOCUMENTATION - FIRE INSURANCE

INSURED TO DO

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

- 1) Immediately notify the insurance company / agent by telephone
- 2) Notify the police immediately (for exception, please contact the claims personnel)
- 3) Take all steps within power to minimize the extent of the loss or damage.
- 4) A written claims for the loss or damage should be delivered to the company within 15 days after the loss or damage.
- 5) Co-operate with the adjusters when called upon.

DOCUMENTATION REQUIRED/ CHECKLIST

- 1) Completed claim form ()
- 2) Police report ()
- 3) Purchase invoices / receipts / valuation report in respect of the damaged articles ()
- 4) Estimate of the cost or repair to the building and or properties insured ()
- 5) Fire brigade report ()
- 6) 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.