



UNI CITY NETWORK SDN BHD (508632-M)

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

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CLAIM GUIDELINE AND DOCUMENTATION - HOUSEOWNER AND HOUSEHOLDER INSURANCE

INSURED TO DO

- 1) Immediate notify the insurance company / agent by telephone in the event of a theft or fire
- 2) Notify the police immediately (for exception, please refer to the claims personnel)
- 3) Co-operate with the adjusters when called upon
- 4) In event of claim under section B (liability to Public) give immediate notice in writing to the insurance company and as soon as possible supply particulars in writing to the company.

DOCUMENT REQUIRED / CHECKLIST

- 1) Completed claim form ()
- 2) Police report in the event of a theft and fire ()
- 3) Estimate of the cost of repairs / original purchase invoices / receipts / valuation reports of the stolen articles on damaged building. ()
- 4) Photographs depicting the damaged items or locations of loss (waived if surveyor is appointed) ()
- 5) For section 11B claims supply a copy if summons / legal process as well as photographs or description of cause of damage / injury to third party. ()

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.