

# FORMAL CLAIM

TO: .....

Date .....

This is to serve formal notice of loss under your Policy No. .... the particulars of which loss are as follows:

1. Date and hour of loss	
2. Location of property damaged or destroyed.	
3. How were premises occupied at date of loss?	
4. What was the cause of loss and under what circumstances did it occur?	
5. Does Policy give a correct description of the property in all respect as it existed immediately before the time of loss?	
6. Has any elements of risk been introduced which was not allowed by the Policy?	
7. Have conditions of the Policy been complied with in every respect?	
8. Is Claimant the sole Owner of the Property damaged or destroyed? (If not, state full particular of any other interest.)	
9. Value of the insured Property at time of loss per attached inventory and/or estimate.	
10. Did you remove or save any property immediately before or during occurrence? If so, how much and where it is located now?	
11. Do you have similar property at any other location? If so; where is it located and how much insurance carried thereon, if any?	
12. Has there been a previous loss in these Premises or in any other Premises in which the Insured was interested? If so, state full particulars including the cause of such loss	

13. Statement of other insurance in force upon the property destroyed or damaged:		
<u>Name of Company</u>	<u>Policy No.</u>	<u>Amount</u>

I/We ..... of ..... do hereby declared that the above is a full, true and accurate statement, and I/We further declare that my/our property worth P ..... according to the extent and value annexed and insured under your Policy No. .... was accidentally destroyed and/or damaged as stated above without any design or procurement on my/our part: Wherefore, I/We claim from my/our insurer(s) the sum of P .....

I/We further declare that the attached documents and/or records are being submitted with this claim in proof of my/our loss. I/We further agree that anything done or to be done by my/our insurers or their representatives in connection with the above-described loss or other matters relative thereto shall not waive, invalidate, forfeit or modify any of their rights under the terms and conditions of the insurance policy and that this agreement on my part is for aid and convenience of my/our insurer's representatives to permit investigation of the claim and ascertainment of appropriate values of and loss or damage to the property involved to be made without any delay and without prejudice to any of their rights.

REPUBLIC OF THE PHILIPPINES .....  
S.S. Insured

By: .....

SUBSCRIBED AND SWORN to before me this ..... day of ....., 20 .....; Affiant with Residence Certificate No. A ..... issued at ..... 00 .....

Notary Public  
 Until Dec. 31, 20 .....