



Tokio Marine Insurance Singapore Ltd.

Company Reg. No. : 192300014M

20 McCallum Street

#09-01 Tokio Marine Centre

Singapore 069046

Tel : (65) 6221 6111 Fax : (65) 6225 9887

Email : tmis@tokiomarine.com.sg

Website : www.tokiomarine.com.sg

Fire - Property Claim Form

Fire and GA Claims Department - Fax: 6225 9887

The issue of this form is not to be taken as an admission of liability by the Insurers. It is important that a complete answer be given to every question. If insufficient space is provided for your answers, please attach a separate sheet.

Name of Policyholder : _____	
Policy No : _____	Tel No : _____
Residential Address: _____	Email : _____
_____	Contact Person : _____
Business Address : _____	Tel No : _____
_____	Occupation/Business : _____

State fully what happened : _____	Date : _____ Time: _____
_____	Place of occurrence : _____
_____	_____
_____	Nature of loss or damage : _____
_____	_____
_____	_____
Who discover this loss/damage? _____	Date discovered: _____
Do you know who cause this damage: ☐ Yes ☐ No. If Yes please state name and address of this person : _____	

The Police must be informed immediately if the property has been lost, stolen or maliciously damaged. Please attach a copy of police report if applicable. Name of police station report was lodged: _____	

Were the premises occupied at the time of the loss? ☐ Yes ☐ No If Yes, by whom: _____
If No, give date and time they were last occupied and by whom : _____

If entry was illegal, how and between what hours it happened? _____

State if rooms were ransacked. ☐ Yes ☐ No If Yes, give details _____

Have you ever before sustained loss of this nature? ☐Yes ☐No If Yes, give details: _____

Have you ever made a claim of this nature on us or on any other insurer or underwriter? ☐Yes ☐No If Yes, give details: _____

Declaration: I/We hereby declare that these particulars are true to the best of my/our knowledge and belief and I/we have in no manner caused the loss nor by any fraud or misrepresentation sought to benefit thereby. I/We accept that insurers would be at liberty to deny liability in part or in full if the above written answers are false or inaccurate in any aspect

Notice for Personal Data Protection Policy

By signing this form:

- i) I/We acknowledge and consent to TMiS collecting, using, processing and disclosing to third party service providers and/or intermediaries, within or outside Singapore, my/our personal data for the purpose of processing and servicing my/our policies/claims;
- ii) I/We declare and confirm that I/we have obtained the consent of the person(s) and/or nominee(s) named herein, where applicable, and that he/she/they has/have authorized me/us to disclose their personal data and to give consent on their behalf for the above collection, use, process and disclosure; and
- iii) I/We acknowledge the detailed Privacy Policy Statement, governing the above, posted at www.tokiomarine.com.sg.

Signature & Company Stamp of Insured

Date

Name : _____

Designation: _____

NRIC NO: _____

NOTES

1. Wherever possible, claims should be accompanied by Builders', Architects' or Repairers' estimates.
2. A Fire Policy being a contract of Indemnity only, no profit or any kind should be included in the amount claimed.
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 - a) Claims in respect of Building should be based upon the cost of restoring them to the condition they were in at the time of the loss. Contemplated improvements must not be included.
 - b) Claims for Furniture, Fittings, Machinery, Tools, Electrical Appliances, etc., must not exceed their value at the time of the loss; that is, after due allowance has been made for age, wear and tear and depreciation during the time they have been in use. Where appropriate, the claim will be based on the cost of repairs or of restoration.
 - c) Claims for Stock-in-Trade should be based on values at the time of the loss after deduction of all discounts or allowances. Due allowance must be made for out of date and unsaleable stock.

Please mail duly completed claim form to:

Tokio Marine Insurance Singapore Ltd, 20 McCallum Street, #09-01, Tokio Marine Centre, Singapore 069046
Fire and GA Claims Department, Fax: 6225 9887