



**Tokio Marine Insurance Singapore Ltd.**

Company Reg. No. : 192300014M  
20 McCallum Street  
#09-01 Tokio Marine Centre  
Singapore 069046  
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**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 : _____
Business Address : _____ _____	Contact Person : _____
	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: <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give details _____ _____ _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Quantity	Description	Date Acquired	Cost Price	Value at the time of loss (Replacement Cost, if Building)	Amount of damage sustained	Value of salvage	Net amount of claim ie difference between amounts in (6) & (7)

TOTAL :

What is the total value at the time of the loss of all the property insured by this policy ? \_\_\_\_\_

Do you own the property? Yes No If No, give name and address of the owner: \_\_\_\_\_

\_\_\_\_\_

Is the property subject to a hire purchase or loan agreement? Yes No. If Yes, give name of the finance or lending company, their address and agreement number: \_\_\_\_\_

\_\_\_\_\_

Was the property on loan or hire to another party? Yes No. If Yes, give name and address of party? \_\_\_\_\_

\_\_\_\_\_

Is any other party interested in the property? Yes No. If Yes, give name of party and extent of interest : \_\_\_\_\_

\_\_\_\_\_

Is there any other insurance on the property? Yes No If Yes, provide details as follows:

<u>Company</u>	<u>Policy No</u>	<u>Sum Insured</u>	<u>If interest covered is different from that covered by our policy, give details</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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](http://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.
- 3 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