

Schedule of property

Description of property lost or damaged (state each article/item separately)	When and where purchased	Purchase price \$	Present cost of replacement	Depreciation for age and condition	Amount claimed
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
Total amount claimed					\$

Special Risks, Burglary and Theft, Malicious Damage Claims.

Note: Police complaint acknowledgement forms to be attached to all cases of theft or loss.

Have police been informed of the incident? Yes No

Police Station reported to _____ Report Number _____

If 'No', please give reason

Has the loss been advertised in the newspaper? Yes (please attach newspaper cutting) No

Details of any other steps taken to recover the article

Describe the method of entry and the damage caused to the building

When were the premises last occupied?

Who was on the premises at the time of loss?

For Glass, Wash Basin and Lavatory Pan Breakage Claims Only

Was the glass, basin, etc., cracked prior to the incident? Yes No If so, state date / /

For fire or impact by vehicle claims only

If a dividing fence or party wall was damaged, give name and address of joint owner

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If damage was caused by a vehicle, give details of owner/driver and vehicle registration number

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For storm and tempest and water damage claims only

Note: Do not delay in taking necessary action, such as emergency repairs, to prevent further damage

What steps have been taken to minimize damage?

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Has the building been physically damaged? Yes No

If 'Yes', give details (e.g. roof sheeting and/or tiles damaged)

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If there has been no physical damage to the building, give details of how water entered the premises

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Evidence of ownership and value

Please attach your receipts or other documents to establish evidence of ownership and the value of each item. In cases of equipment or property e.g. bicycles, television receivers, supply evidence of serial numbers for our confirmation to manufacturers and the police. Damaged property must not be disposed of until authorized by Zurich Insurance Company Ltd (Singapore Branch).

WARNING: Wilful or reckless exaggeration or inflation of the amount claimed may forfeit the claim.

Declaration

I/We declare that all the particulars stated above and statements made in support thereof are true and correct, that no information relevant to this claim has been withheld, that no other person(s) have an interest of any kind in the said property and that all conditions and stipulations of the policy have been complied with.

I/We hereby claim from the Company in respect of the said loss, damage or accident and declare that the amount claimed above is based on a true value at time of the loss.

I / We hereby acknowledge, consent and agree that –

- i. the Company may collect, use and disclose all personal data provided or as may be provided by me / us and through other sources as the Company deem relevant from time to time for the purposes as contemplated in this form including but not limited to policy servicing, processing, investigating, handling, administering and/or settling my / our claim with the Company or other insurers;
- ii. the Company may disclose the personal data to the third parties (whether in or outside Singapore) in carrying out the above purposes;
- iii. the personal data protection clauses herein (“DPC”) are not exhaustive. By signing this form, I / we declare that I / we have read, understood and agreed to be bound by the prevailing Personal Data Protection Policy available at <http://www.zurich.com.sg/pdpa> (“Data Protection Policy”) as supplement to the DPC. If any inconsistencies between the DPC and the Data Protection Policy, the latter shall prevail;
- iv. if I / we provide third parties’ personal data (e.g. information of the life assureds, insured persons, beneficiaries, beneficial owners, dependents, spouse, children, parents, siblings, customers, prospects, payees and/or employees) to the Company, I / we represent and warrant to the Company that prior consents have been obtained from each of the third parties for the collection, usage, disclosure and processing of their personal data in the manner as set out above and the Data Protection Policy; and
- v. I / We shall indemnify the Company for all losses and damages which may be suffered by the Company arising out of the breach of the declaration, representations and/or warranties herein.

Signature	Date
X	/ /

