



INSURANCE BROKERS

PERSONAL AND COMMERCIAL CLAIM PROCEDURE

Incident Report Form to be completed and sent to RMS immediately when the claim occurs

All claim forms and documents to be sent to RMS as soon as practicable

DOCUMENTATION REQUIRED:

Property Loss Claim Form:

- Quotations / invoices for the damaged / stolen goods.
- In the event of a cell phone being stolen, a blacklisting is required from your cell provider.
- In the event of an article being damaged due to lightning etc. a full damage report is required from the provider.

Money:

- Cash up Summary / Proof of Money stolen. Please also supply the Police Case number.

Motor:

- Fully completed claim form
- Copy of driver licence & I.D & Prdp (if applicable)
- Copy of motor vehicle licence and Registration Certificates
- Quotations on repairs
- Police case reference number/details & copy of report
- All of third party details i.e. Name, telephone number, address and I.D number.
- Towing Invoice - if applicable