

Documents Required for Fire Insurance Claim Settlement

1. Original written claim intimation stating the full facts of the incident.
2. Original Copy of the G.D. Entry duly authenticated by the concerned Police Station.
3. Copy of F.I.R duly authenticated by the concerned Police Station (**Applicable in case of R&SD, Theft**)
4. Final Police Investigation Report duly certified by the Hon'ble Court (**Applicable in case of R&SD, Theft**)
5. **Claim Form** duly completed in all respects, with signatures and seal by yourselves and the concerned Bank.
6. Copy of your own Investigation report regarding the fire incident.
7. Written statements of the Project Manager regarding the incident duly counter signed by yourselves.
8. Statement of the Person(s) who first witnessed the incident stating the full facts of the incident duly attested by yourselves.
9. Statement of the Security Guard(s) of the Project regarding the incident duly counter signed by yourselves.
10. Certificate from the local Ward Commissioner/U.P Chairman regarding the incident.
11. Original Fire Brigade Report along with the Treasury Chalan.
12. Copies of the Auditor's Reports.
13. Copy of valid Trade License.
14. Copy of the Fire License of your project issued by the Fire Service and Civil Defense Authority.
15. Copy of Daily Production Register for the last 03 (Three) month as on date of incident duly attested by yourselves.
16. Stock Register/Tally Book related to the Stocks in your Factory (Work-in-Process and Finished Goods) for the last 03 month as on date of fire duly attested by yourselves.
17. Copy of Purchase documents Local or Import documents (L/C, B/L, Invoice, Packing List and B/E) of the affected item(s) along with the mode of Payment and Relevant Vouchers.
18. Copy of present Replacement value of the affected Machinery with supporting Proforma Invoice/Quotation/Bill.
19. List of damaged items showing Brand Name, Quantity and Price along with supporting documents duly attested by yourselves.
20. Periodic Test Report of the Electric Line, Circuit Board and other Electrical appliance of the Premises from the competent authority.
21. Documents regarding proper security/safety measures taken in respect of Preventing Electric Short Circuit.
22. Valid Paper/documents regarding Electrical Connection/Installation of the Project.
23. Copy of Electric Bill of the Project last 03 month.
24. Final Claim Bill in details with supporting documents.
25. News Paper Cutting about the incident.
26. Technical expert report as to the actual reason(s) behind damage of affected Machinery with comments as to whether it's repairable or not.
27. If repairable, please provide us the estimate for the cost of repairing of the affected Machinery.
28. If not repairable, please provide us the copy of Purchase documents (locally)/import documents (L/C, B/L, Invoice, & B/E) of the affected item(s) with the mode of Payment and Voucher.
29. Copy of the Insurance Policy taken with any other Insurance Company.
30. Any other documents in connection with the above may be requested, if deemed necessary.