



Dear Third Party Claimant

In order for us to process your claim as quickly as possible the following are required:

- **A letter from your Insurance Company informing us of your coverage**
- **An estimate for your repairs.**
- **A Value Added Tax (VAT) letter or copy of Value Added Tax (VAT) Certificate.**
- **A recent Certified Copy of Ownership.**

In addition to the above, your vehicle must be inspected by an authorized employee of the Company or an Adjuster duly authorized by this Company.

Motor
Insured

Request for Documents

In order for us to process your claim as quickly as possible, the following are required: -

1. A letter from your Insurance Company informing us of your coverage
2. Original estimate of repairs as stated on the repairer's letterhead.
3. A written statement from the driver of the vehicle.
4. A copy of the driver's permit. The original must be verified by a representative of the Company
5. Value Added Tax (VAT) certificate
6. Recent Certified Copy of ownership of the Vehicle
7. Keys to the Vehicle
8. Sworn Affidavits
9. Certificate of Insurance

In addition to the above, an authorized employee must inspect your vehicle or an Adjuster duly authorized by this Company.

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HOMEOWNERS COMPREHENSIVE CLAIM -:

1. Completed Claim Form
2. Estimate of Repairs
3. Utility Bills & or Deed (Ownership)
4. Copy of I.D. or D.P

FIRE (Commercial) -:

1. Completed Claim Form
2. Estimate of Repairs/ Replacements
3. Drawings and Architects Plans (Latter Stages of Claim)