

Head Office:

Plot 1 Bombo Road | P.O.Box 9393, Kampala, Uganda
 ☎ +256 414 345996 | +256 752 262 119 📞 +256 767 695 190
 ✉ Swico@swico.co.ug 🌐 www.swico.co.ug
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THEFT / LOSS OF MONEY CLAIM FORM

INSURED DETAILS

Insured details and circumstances of loss

Agency

Claim No.

Name

Physical Address

P.O. Box

Tel

Fax

Email

Policy No.

CIRCUMSTANCES

When and where was the money last kept and seen?

Date

Time

When was the loss discovered? - Date

Time

Address where loss occurred

When did the loss/theft occur?

Who was/were responsible for the safety of the money at the time of the loss?

How long have/has they/he/she been employed by you?

Do you have any suspicions of persons likely to be implicated in the loss?

If so please give particulars

How often do you make your cash balances?

When did you make your last cash balance prior to this loss/theft?

Who are your bankers?

Does any other party have an interest in the stolen money?

Have you ever sustained a theft/loss of money? If so please give particulars?

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Premises and transit details

A. THEFT / LOSS FROM PREMISES

Were the premises forcibly entered?

If so how was entrance effected?

From what part of the premises was the money removed?

How much money had been kept in premises at the time of loss?

What security precautions had you taken?

How much money was stolen?

If premises were not forcibly entered how was the money accessed to?

Who were/was present at the time of loss/theft?

Is there any damage to the premises?

THEFT / LOSS WHILST IN TRANSIT

Where was the money being transported to?

Where was it being transported from?

What was the purpose of transportation?

Who was/were accompanying the money?

Do they/does he usually accompany the money while in transit?

What relationship does/do he/they have with you?

If employed by you how long has/have been employed by you?

How much was being transported at the time of theft?

How much do you usually transport?

How much money was stolen?

What is the evidence that money was actually stolen?

What Security precautions were taken?

Please give statements of circumstances under which this theft/loss occurred and attach all supporting documents.

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Statement(s) and declaration

STATEMENT(S)

Please give a statement of the circumstances under which this theft/loss occurred. Attach supporting documents and supplementary pages if necessary.

DECLARATION

I/We hereby declare that the above statements and information given are true to the best of my/our knowledge. Accordingly I/We claim the sum of Shs.

Claim amount (Shs.)

Date

Sign

Witness

Date