

## **GLASS CLAIM FORM**

INSURED	Name & occupation	
	Address & phone number	
	Email Address	
OCCURRENCE	Date & time of breakage	
	Cause of breakage	
	Name & address of person responsible for breakage	
	Name & address of witness	
FOR BUILDINGS ONLY	Address of premises/building where breakage occurred	
	Who occupies the premises?	
	Purpose for which occupied	
	Any sign writing on the broken glass?	
FOR VEHICLES ONLY	Vehicle make, model & year	
	Registration no.	
	Is windscreen tinted or clear?	
	Is the glass cracked or shattered?	
	Full description of broken glass	
	Vehicle chassis number	
SKETCH		
OTHER INSURANCE	Is there any other insurance covering the broken glass?	
MOONANGE	If so, give name of insurer	
DECLARATION	I / We solemnly declare that the above particulars	are true in every aspect
	Insured's Signature	Capacity Date