

Ref: Team /claims

Date:

The Member In Charge

Dear Sir,

CLAIM No

Would you be kind enough to return this form completed where appropriate. Please pass back to correct branch if wrongly directed.

Information submitted to us

Please advise

Name of person who advised police	If reported to you	YES/NO
Physical Address of Above	Lost Property Book	
Name and address of Company or individual owning or in lawful custody of items	Crime Register Ref.	
Date reported to Police	Station	
Police Station	Value of Property advised to you	
Date of Loss/Accident	In Case of theft or house burglary method of entry	
Location of Loss/Accident	If property advised as stolen does not agree with the list opposite/attached, state differences	
Brief Details of loss/Accident (including list of items stolen if applicable)	Has any property been recovered, if so give details	