



KEY INSURANCE COMPANY LIMITED

6C Half Way Tree Road, Kingston 5, Jamaica WI

Telephone: 876-926-6278, 876-929-7940-3

Web: www.keyinsurancejm.com | Email: info@keyinsuranceja.com

Motor Catastrophe Claim Form

Claim No.		
Policy No	Type of Loss	Date of Loss
Insured: Tel: Postal Address: Email Address: Where exactly did the incident occur: Vehicle: Date Reported:		
		Mode of Notification:

NOTE that your Policy Conditions require that your statement of claim together with all other supporting documents MUST be delivered to us within a reasonable time of the date of loss unless stated otherwise. The company has the right to appoint an adjuster to inspect the damaged vehicle.

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS. DO NOT LEAVE ANY BLANK.

- 1) Location where risk can be inspected?
Contact Name: _____ Tel: _____
- 2) a) Is the vehicle registered in your name? Yes No
If no, whose name? _____
- b) Is there a financial interest in the vehicle e.g. bank.? Yes No
If so, name entity. _____

PLEASE APPEND ADDITIONAL SHEETS IF NECESSARY

I hereby claim from Key Insurance Company Limited the total sum of \$..... which I declare to the best of my knowledge is the true and accurate cost of repair/ replacement of my property which was lost or damage as a direct result of the above-noted occurrence.

Signature of Insured: **Date:**

Contact us at E-mail : info_live@keyinsuranceja.com
Or log in to your account at <https://portal.keyinsurancejm.com>.

YOUR DUTIES AFTER A HURRICANE LOSS

- Give prompt notice to Key Insurance Company Limited or your agent of the loss. Note your policy conditions require that your statement of claim together with all supporting documents MUST be delivered to Key Insurance Company Limited within a stipulated timeframe.
- Protect your vehicle from further damage. If your vehicle is not in a safe environment after the loss, you may secure the vehicle with the use of a wrecker service up to the Wrecker and Storage limit under your policy.



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- If temporary repairs to the vehicle are required, you must:
 1. Make reasonable and necessary repairs to protect the vehicle.
 2. Keep an accurate record of repair expenses.
 3. Take photograph of damages if possible.
- Prepare an inventory of damaged personal effects/contents showing the quantity, description, value and amount of loss.

NEXT STEPS / IMPORTANT ADDITIONAL INFORMATION

- Complete, sign and submit Motor Catastrophe Claim Form (above) along with all supporting documents
- Obtain a detailed estimate of repairs from a reputable garage.
- It is important that you provide a phone number(s), preferably mobile numbers, where we can contact you, as well as an email address to facilitate timely communication with us.
- Include pictures and/or video of the damages before you do any clean up with your submission as well as provide same to your adjuster so that we can see the extent of the original damage.
- Do whatever you can to protect your vehicle from further damage.