

Approved Document Formats for Loss Report Filing

List of Accepted Formats

Format	File Extension	Description
Portable Document Format	.pdf	Widely used for official reports, maintains original formatting.
JPEG Image	.jpg, .jpeg	For scanned documents or photographic evidence.
PNG Image	.png	Lossless image format, suitable for scanned pages or digital signatures.
Microsoft Word Document	.doc, .docx	Editable document for loss reports.
Text File	.txt	Plain text loss report or supporting information.

Sample Loss Report Filing Document Structure

Report Title	Loss Report
Date of Loss	YYYY-MM-DD
Report Number	[Auto-generated or User Provided]
Policy/Reference No.	[Policy/Reference Number]
Description of Loss	[Brief Description]
Supporting Documents	[List of Attached Files]
Reporting Person	[Name, Contact Details]
Signature	[Digital or Scanned Signature]

Important Notes:

- All files must not exceed the maximum allowed file size (check system requirements).
- Ensure all information is accurate and clearly visible in the uploaded documents.
- Handwritten documents should be scanned in high resolution to maintain legibility.
- Do not include password-protected or encrypted files unless requested.
- Keep copies of all submitted documents for your own records.