

Loss Register Format for Insurance Claims

Policy & Claim Details

Sr. No.	Date of Loss	Policy Number	Name of Insured	Type of Loss	Claim Number	Claim Amount (INR)	Date of Intimation	Date of Settlement	Status	Remarks
1	2024-05-14	PL12345678	ABC Enterprises	Fire	CLM20240514	1,75,000	2024-05-15	2024-06-10	Settled	Paid in full
2	2024-05-22	PL87654321	XYZ Traders	Theft	CLM20240522	90,000	2024-05-23	-	Under Process	Documents pending

Summary

Total Number of Claims	2
Total Claim Amount (INR)	2,65,000

Important Notes:

- Ensure all claim intimation and settlement dates are accurately entered as per official records.
- Maintain up-to-date status for each claim to track progress and follow up as required.
- Remarks column should include key observations, deficiencies, or pending actions.
- Loss Register should be kept secure and confidential, accessible only to authorized personnel.
- Regular updates to the register help in timely claim management and audit compliance.