

# Claim Form for Lost Personal Items

## 1. Personal Information

Full Name

Address

Contact Number

Email Address

## 2. Details of Lost Item(s)

Description of Item(s)

Serial Number (if applicable)

Date Lost

Place Lost

Estimated Value

## 3. Circumstances of Loss

Please describe how the loss occurred

#### 4. Police Report (if applicable)

Police Report Number

Police Station/Department

#### 5. Declaration

I declare that the information provided above is true and accurate to the best of my knowledge.

Signature

Date

#### **Important Notes:**

- Submit accurate and complete information to avoid delays in claim processing.
- Attach any relevant supporting documents (e.g., purchase receipts, photographs, police report copy).
- Submission of this form does not guarantee approval or compensation.
- False or misleading statements may result in denial of claim and possible legal action.
- Keep a copy of this form and all submitted documents for your records.