GEMINIA INSURANCE COMPANY LIMITED
Head office: Le'Mac, 5th Floor
P.O. Box 61316-00200, Nairobi
Tel: 2782000 Fax: 2782100
Email: info@geminia.co.ke
www.geminia.co.ke

NOTIFICATION OF LOSS OR DAMAGE FOR **MACHINERY BREAKDOWN INSURANCE**

INSTRUCTIONS:

- Please read carefully and fill out the entire form.
- All questions must be answered in full, in BLOCK letters in the applicants own handwriting or dictation.

The issuing of this form is not to be taken as an admission of liability by the Insurer.

1. Claim No. _____ Name of the Insured _____

   Address of the Insured _____

   Name of chief engineer or the plant manager _____

   Nearest railway station/ airport _____

2. When did the loss or damage occur?

   Date: _____ Time _____

   When was notice first given to the Insurer?

   To whom: _____ By whom _____

3. Are there any witnesses? Yes ☐ No ☐

   If so, please give names, professions and addresses. _____

4. Which item was damaged? item no. in specification of policy schedule _____

   Sum Insured _____

   Name of manufacturer, type of machinery year of manufacture, serial number. (Please give full details as on manufacturer's plate)

   _____

   Had the manufacturer's guarantee period for the damaged item expired? Yes ☐ No ☐

5. Which parts were damaged? _____

6. How did the damage occur and What was its probable cause? _____
   Please attach sketches, photos etc.

7. Do the fractures show any sign of faulty casting, faulty material or previous repair? Yes ☐ No ☐

   If so, give details _____

8. Are any alterations to improvements of design, construction or material being or affected whilst repairs are being made? Yes ☐ No ☐

   If so, give details. _____

9. How will the damaged items be repaired, by whom and where?_____

Please indicate estimated repair period_____

10. What are the estimated repair costs?_____

11. Is any third party or surrounding property damaged? Yes ☐ No ☐

If so, give details._____

12. Remarks_____

Please enclose copy(ies) of repair estimate(s) which should show a breakdown into material costs, labour charges - including man-hours worked - and freight charges

The undersigned insured declaresthat he has answered the above questions conscientiously and truthfully.

Issued at_____this_____day of_____ 20_____

Signature_____