



RFG INSURANCE
RFG INSURANCE COMPANY LTD
6 Fort Street, P.O. Box 661, Belize City Belize, C.A.
Phone (501) 227-7493 Fax: (501) 227-8617
Email: info@rfginsurancebelize.com

YOUR DUTIES AFTER LOSS

- Give prompt notice to us or our agent.
- Protect your property from further damages. If repairs to the property are required, you must
 1. Make reasonable and necessary repairs to protect the property.
 2. Keep an accurate record of repair expenses.
- Prepare an inventory of damaged personal effects/ contents showing the quantity, description, value and amount of loss.

When you can safely report your claim, complete the Notice of Loss and forward via:

Email to info@rfginsurancebelize.com

Fax to 227-8617

Or to your nearest open RFG Insurance Office.

HOW TO FILL-IN NOTICE OF LOSS

1. "Name of Insured" – name of policy holders as appears on your Insurance Policy Schedule.
2. "Address" – the address as appears on your insurance Policy Schedule.
3. "Date of Loss" – the date when the hurricane struck.
4. "Location of Loss" – complete if the location of loss is other than that your address above. If similar insert "same as above".
5. "Policy Number" as located on your policy – e.g.0104A0000M1.
6. "Contact Numbers" – provide us with your cellular, land line number, email, etc. so we could reach you.
7. "Agent" – if you had purchased your insurance through one of our agents, please provide name of agent. If policy was bought from our main office, leave blank.
8. Insert the name of hurricane.
9. Provide us with your preliminary estimate for repair whilst you obtain a repair quotation from local contractor/repairman.



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NOTICE OF LOSS

1. NAME OF INSURED: _____

2. ADDRESS: _____

3. DATE OF LOSS: _____

4. LOCATION OF LOSS: *(If different from address)* _____

5. POLICY NUMBERS: _____

6. CONTACT NUMBERS: _____

7. AGENT: _____

8. Please be advised that I /we have sustained damages as a result of hurricane _____

9. Your preliminary estimate: _____

Signature: _____

Date: _____