



RF&G INSURANCE COMPANY LTD.

Gordon House

One Coney Drive, P.O. Box 661, Belize City, Belize
Ph#: 501-223-5734 · Fax#: 501-223-6734 · www.rfginsurancebelize.com

 *A member of the Roe Group of Companies*

NOTICE OF LOSS

1. Name of Insured: _____

2. Address: _____

3. Date of Loss: _____ Time of Loss _____

4. Location of Loss: *(if different from address)* _____

5. Policy Number: _____

6. Contact Numbers: _____

7. Agent: _____

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

9. My preliminary estimate is _____

10. Brief description of Incident: _____

Signature: _____

Date: _____

YOUR DUTIES AFTER LOSS:

- Give prompt notice to us or our agent.
- Protect your property from further damage. 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.
 3. Take photograph(s) of damages if possible
- Prepare an inventory of damaged personal effects/contents showing the quantity, description, value and amount being claimed.

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

- E-mail to info@rfginsurancebelize.com
- Fax to 223-6734
- Telephone #: 223-5734
- Or to your nearest open RFG Insurance Office.

HOW TO FILL-IN NOTICE OF LOSS:

1. "Name of Insured"- name of policyholder as appears on your insurance Policy Schedule.
2. "Address"- the address as appears on you insurance Policy Schedule.
3. "Date of Loss"- the date on when the hurricane struck.
4. "Location of Loss" – complete if the location of loss is other than your address above. If same 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, e-mail, 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.

**** A copy of this form can also be downloaded from www.rfginsurancebelize.com ****

