



## Material Damage Claim Form

Policy No:  Claim No.:

Intermediary:

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### Insured's Details

Name of Insured:  I.D. Card No.:

Postal Address:

Tel/Mobile No(s):  E-mail:

Situation of Premises or place where loss or damage occurred:

Date of loss or damage:  Time:

Explain fully how the loss or damage occurred:

When was the loss or damage discovered?

Date:  Time:

By whom was the discovery made?

When was the property last seen?

Date:  Time:

By whom was it last seen?

When were the Police notified?

Address of Police Station:

Have any other steps been taken to recover the property?

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**Please Answer the following Questions if the Claim is in Respect of a Theft at Your Own Premises**

Total value of contents of premises at the time of theft:

Are the premises, or any part, let or sublet?

☐ Yes ☐ No

How many nights have the premises been unoccupied during the past year?

Was anyone in the premises at the time of the theft?

☐ Yes ☐ No

If so, please give name and address:

Have you ever sustained a loss or claimed against any insurer for any of the risks included in the policy under which this claim is made?

☐ Yes ☐ No

If so, give particulars:

Are you the sole owner of the lost, damaged, or destroyed property?

☐ Yes ☐ No

If not, state the name(s) of any other interested parties and the nature of their interest:

In respect of damage to buildings or landlord's fixtures, (including internal decorations), are you responsible for the repairs of such damage under the terms of a tenancy agreement?

☐ Yes ☐ No

Was there at the time of the occurrence any other existing insurance, effected by you or any other persons, on the property for which this claim is made?

☐ Yes ☐ No

If so, please give details:

### Particulars of the Claim to be Given in Detail

In respect of building claims, tradesmen's estimates should be furnished before instructions are given for the work to be put in hand. If decorations are involved, please indicate when they were last renewed. Any damaged property should not be disposed of until permission is given by the Company.

Please tick in the box alongside to show whether the Insured is registered (or liable to register) for V.A.T. and therefore eligible to recover from Customs and Excise V.A.T. on the cost of repair or replacement in respect of this claim.

☐ Yes ☐ No

The amount claimed should be net of recoverable V.A.T.

(1) Particulars of each building or article in respect of which this claim is made	(2) Date purchased or received	(3) Name and address of person from whom article was purchased or by whom presented	(4) Original cost price		(5) Value at the time of the loss after allowing for age and wear		(6) Amount claimed after allowing the value of the salvage	
Total amount claimed								

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#### Note:

Correspondence and claims. All communications and claims received by you concerning the incident are to be forwarded immediately to Atlas without acknowledgement to the sender.

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I/We declare that to the best of my/our knowledge and belief the statements made on this form are true and complete. If the answers to all or any of the above questions have been written by others at my/our dictation or instruction I/We have read those answers and that they are correct and that such person completing this form on my/our dictation or instruction for this purpose will be regarded as my/our agent.

## Data and Privacy Protection

Atlas Insurance PCC Limited and/or any other subsidiaries of Atlas Holdings Limited or any of its daughter companies (hereinafter 'Atlas') are the data controllers, as defined by relevant data protection laws and regulations, of personal data held about the Insured or relating to the Insured and/or to any other person/s whom the Insured insures with Atlas (hereinafter 'Others').

In completing all the forms related to the Insured's policies or claims, the Insured confirms to have understood and accepted the terms in Atlas's Data Protection and Privacy Statement. The Insured hereby warrants that the Insured has informed Others why Atlas asked for this information and what Atlas will use it for and have obtained the necessary explicit verbal consent.

Atlas collects and processes information about the Insured and Others for purposes which include, carrying out its contractual obligations including handling and settling of claims, and preventing or detecting crime (including fraud). Atlas may monitor calls to and from customers for training, quality and regulatory purposes.

Atlas may collect and disclose the Insured and Others' information from/to other entities in order to conduct Atlas' business including

- managing claims, which may require obtaining data including medical information from healthcare providers (including any public or private hospital or clinic) and/or employers (for company schemes) and which the Insured and Others hereby authorise;
- administering policies with insurance brokers or other intermediaries appointed by the policyholder;
- helping Atlas prevent or detect crime by sharing the Insured and Others' information with regulatory and public bodies in Malta or, if applicable, overseas, including the Police, as well as with other insurance companies (directly or via shared databases such as the Malta Insurance Fraud Platform), or other agencies or appointed experts to undertake credit reference or fraud searches or investigations; and/or
- Atlas's third party suppliers or service providers to whom Atlas outsource certain business operations.

Atlas will retain data for the period necessary to fulfil the above-mentioned purposes unless a longer retention period is required or permitted by law.

The Insured has the right to access their personal data and ask Atlas to update or correct the information held or delete such personal data from Atlas's records if it is no longer needed for the purposes indicated above. The Insured may exercise these and other rights held in Atlas's Data Protection and Privacy Statement, by contacting Atlas's Data Protection Officer at The Data Protection Officer, Atlas Insurance PCC Limited, 419 Ta' Xbiex Seafront, Ta' Xbiex XBX 1021 Malta or email [dpo@atlas.com.mt](mailto:dpo@atlas.com.mt). Please note, however, that certain personal information may be exempt from such access, correction or erasure requests pursuant to applicable data protection laws or other laws and regulations.

If the Insured and Others consider that the processing of personal data by Atlas is not in compliance with data protection laws and regulations, the Insured and Others may lodge a complaint with Atlas and/or the Office of the Information and Data Protection Commissioner by following this link <https://idpc.org.mt/en/Pages/contact/complaints.aspx>

If the Insured wishes to view the full Atlas's Data Protection and Privacy Statement, for a better understanding of how Atlas uses this data please visit <https://www.atlas.com.mt/legal/data-protection/>.

I confirm my understanding and acceptance of the above.

Signature of Insured: \_\_\_\_\_ Date: \_\_\_\_\_

Name (in BLOCK Letters): \_\_\_\_\_

(If a Limited Company give status of signatory): \_\_\_\_\_

Registered Office: 419 Ta' Xbiex Seafront, Ta' Xbiex XBX 1021, Malta Company Registration Number: C5601

Tel: (356) 2343 5375 [insure@atlas.com.mt](mailto:insure@atlas.com.mt) [www.atlas.com.mt](http://www.atlas.com.mt)

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