# CLAIM REPORT
## Renewable Energy

| Policy # |
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| INSURED'S INFORMATION | | | | | |
|---|---|---|---|---|---|
| Full name / Corporate name | | ID number / Tax ID No. | | | |
| Street Address: | | Foor / Suite | | Apt. / Unit. | |
| City/Town: | | Province / State | | | |
| Phone number: | | E-Mail: | | | |
| Contact person (full name): | | | | | |

| CLAIM DETAILS | | | | | | |
|---|---|---|---|---|---|---|
| Date of loss: | | Loss location: | | | | |
| **Type of loss:** *(mark with an X)* | Fire | | Glass (Damage) | | Casualty | |
| | Robbery | | Larceny | | Property damage | |
| | Contractors' plant and equipment | | Machinery breakdown | | Erection all risks | |
| | Electronic equipment | | Others: | | | |

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| **Description of Incident** (circumstances of the event, including details of property damage and personal injuries) |
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| **Estimated Loss Amount:** |
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| Have you had any similar prior claims? (If so, please provide: approximate date, description of the event, and total amount of loss): |
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| Is there any other insurance in force covering the affected property? (if yes, please specify): |
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## Standard Operating Procedure: Claim Notification

**Basic procedure to be followed in the event of a Loss/Claim:**

- Upon the occurrence of a loss, you have three (3) consecutive days (as from the date you become aware of the event) to notify Hanseatica.
- You must state the Policy Number and attach a copy of this completed Claim Form. For your convenience, a scanned copy may be sent by email to: siniestros@hanseatica.com.
- Upon receipt of the claim notification, the Company will proceed with the claim and forward the corresponding request for additional documentation.

**Obligations of the Insured**

- Take all necessary measures to protect the insured property in order to mitigate the loss.
- In the event of robbery or larceny, file the corresponding police report or statement of facts with the competent authority.
- Prepare a valued claim for the property affected by the loss, detailing their respective ages.
- Obtain repair and/or replacement estimates for the affected property.
- Submit photographs of the damaged property.

**Note: Non-compliance with any of the instructions set forth herein may prejudice your rights to indemnity under the terms and conditions of the contracted policy. The insured, consignee, customs broker, or any third party acting on behalf of the party holding insurable interest is required to adhere to the above-stated provisions. –**