











BRANCH OFFICES

-  Lot R 1 Vreed-en-Hoop, West Bank Demerara
-  Giftland Mall, Turkeyen, East Coast Demerara
-  Lot 22 Republic Avenue, Mackenzie, Linden
-  Lot 51 'A' South Public Road, Rose Hall Town, Corentyne, Berbice
-  Lot 3 South Half, Anna Regina, Essequibo Coast
-  Lot 312 Highway Parika, East Bank Essequibo
-  Amazonia Mall Providence, East Bank Demerara
-  Lot 38 Springlands, Corriverton, Berbice
-  Lot 24 D'Edward, Village West Bank Berbice
-  West Central Mall, Leonora, West Coast Demerara

CLAIM PROCESSING

In order for us to expedite your claim promptly and efficiently, the following information/documents must be presented as indicated below:

Requirements	Received By	Date
A Completed Assuria Claim Form		
Driver's Licence		
National Identification Card or Passport		
Inspection of vehicle to the satisfaction of Assuria and claimant		
A detailed statement from the driver of the vehicle concerning the accident occurred.		
Certificate of Registration/Agreement of Sale for Third Party Vehicles		
Updated Power of Attorney		
Detailed Estimate to Repairs		
Marriage Certificate/Deed Poll		
Birth Certificate (for minors)		
Business Registration / Articles of Incorporation		
Pre and post-accident valuation of vehicle in event of total loss		
Bills, Receipts and Medical report from Doctor for Bodily Injuries		
Death Certificate, Letters of administration for Fatal Accidents		
Police, Fire, Theft Report		
Case Results		
Reinspection		
Police Report Extract		

NOTE

Numbers 2 to 8 applies to property damage claim.

- 2) Assuria General (GY) Inc. will pay the reasonable market cost to replace/repair damaged part(s) and will **NOT** be held responsible for any cost incurred by independent action(s) of the Insured and/or third party.
- 3) All salvage part(s) agreed to be paid for by Assuria General (GY) Inc., **MUST** be delivered to the Assuria Office at your cost before any claim payment is made. Failure to deliver parts as requested by Assuria, will result in the reduction/delay to your claim settlement.
- 4) In event of a total loss, the salvage **MUST** be delivered and registration transferred to Assuria at your cost before any settlement is made. Failure to deliver salvage and registration will result in the reduction/delay to your claim settlement.
- 5) After submission of parts (number 3) or registration and vehicle (number 4) payment will be available within two to three work days thereafter.
- 6) If an offer is rejected, we will issue a letter outlining the breakdown and request a written response giving reason for refusal. A reviewal takes 3-5 working days.
- 7) An Inspection of my vehicle **MUST** be done by the company upon completion of the repairs. Failure to adhere to this instruction may result in denial of liability for any future claims.
- 8) Five (5) working days is allowed to review and provide a response to any offer made by the company. Assuria General Gy Inc. will not be held responsible for any price difference thereafter.

Please note that additional information/documents maybe be requested in order to process your claim in a timely manner.

Thank you for your corporation.

I hereby acknowledge receipt

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Authorized Signature

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Claimant