

General List of Required Documents for Non-Motor Claim

After loss intimation, the claims team will verify the loss details. Based on the nature or type of the loss, claims team will raise list of required documents to insured. The list below contains general documents applicable for all Line of Business and case to case basis applicability will get changed. And as per requirements issued by claims team or the appointed surveyor you need to submit the relevant documents immediately.

Please note that additional documents may be required on a case-by-case basis depending on the scenario and the complexity of the case or cases under verification or investigations.

○ My Home Insurance Claims

- Claim Form
- Cancelled CHQ / NEFT Doc
- KYC Documents
- Damage Photograph
- Sales / Purchase Documents
- Claim Bills
- Estimate of Repairer
- Repaired Bills
- After Repaired Photograph
- F.I.R / Police Report
- Any other – case to case basis.

○ Marine Cargo Claims

- Claim Form
- Cancelled CHQ / NEFT Doc
- KYC Documents
- Claim bill
- Commercial Invoice
- Copy of Packing list
- Copy of Lorry Receipt/Rail Receipt/Bill of lading / Airway bill
- Copy of Bill of entry for import claims
- Customs report – for Import /export claims
- Damage Photograph
- Weighments slips, in case liquid cargo.
- FIR / Final police report – in case of theft/hijack cases
- Fire Brigade report – in case fire loss in transit
- Monetary Claim lodged on carrier with acknowledgment – RPAD Slip
- Original Damage / Non-delivery certificate from carrier
- Letter of subrogation

- Any other – case to case basis.

○ Fire / Property Insurance Claims

- Claim Form
- Basis of Sum Insured
- Books of Accounts
- Cancelled CHQ / NEFT Doc
- Claim Bills
- Contract Agreement
- Damage Photographs
- Estimate of Repairer
- F.I.R / Police Report
- Fire Brigade Report
- Fixed Asset Register
- GST Records
- Incident Report
- Insurance Policy Document
- Inventory Records
- KYC Documents
- OEM / Service Engineers Report
- Ownership Proof/Document confirming Insurable Interest
- Repaired Photographs
- Repaired/Replacement Bill/Invoice and Payment proof(s)
- Sales / Purchases Documents
- Salvage Quotations
- Statements
- Stock Declaration
- Valuation Report

○ Employees Compensation Claims

- Claim Form
- Cancelled CHQ / NEFT Doc
- KYC Documents
- Attendance and Wage Register.
- Treatments/Hospital Documents.
- Disability Certificate.
- PM Report
- Death Certificate
- Legal Heir Certificate
- Police Papers (FIR/Statements recorded).

- Age Proof deceased/injured.
- WC Commissioner Order.
- Payment Proof (if paid to court)

○ Cattle Claims

- Claim Form
- Valuation Certificate
- Treatments Documents
- Sales / Purchases Documents
- PM Report
- Ownership Proof
- KYC Documents
- F.I.R / Police Report
- Death Certificate
- Cattel Photographs
- Cancelled CHQ / NEFT Doc

○ Pet Dog and Pet Cat Insurance Claims

- Claim Form
- Advertisement in News Paper Theft/Lost/Straying Cover)
- Post Treatment Photographs of Pet
- Pre-Treatment Photographs of Pet
- Cancelled Cheque/NEFT Details
- Address Proof
- KYC Documents
- F.I.R / Police Report
- General Diary Entry lodged by Police
- Death Certificate with Photographs
- PAN/Form 60 and KYC documents
- Discharge sheet/summary (only in hospitalisation)
- Operation Theatre note (only in surgery)
- Diagnostic Reports & Lab test reports (if any)
- Vet Medical Papers and Bill (Hospital bill)
- Vets Prescription
- Vaccination Certificates/Card

○ Other Commercial Line of Business Claims

- Attendance Register
- Books of Accounts
- Cancelled CHQ / NEFT Doc

Bajaj Allianz General Insurance Company Limited

- Cattel Photographs
- Claim Bills
- Claim Form
- Contract Agreement
- Damage Photograph
- Death Certificate
- Estimate of Repairer
- F.I.R / Police Report
- Fire Brigade Report
- Fixed Asset Register
- GST Records
- Incident Report
- Insurance Policy Document
- KYC Documents
- OEM / Service Engineers Report
- Ownership Proof/Document confirming Insurable Interest
- PM Report
- Repaired Photograph
- Repaired/Replacement Bill/Invoice and Payment proof (S)
- Sales / Purchases Documents
- Salvage Quotations
- Statements
- Stock Declaration
- Treatments Documents
- Valuation Report

Case to case basis documents and verification required where claim is under investigation.