

# Premier Home Comprehensive Insurance

## **PROCEDURE & NOTES FOR CLAIMING**

1. The insured should give written notice to BOCG Insurance as soon as possible in case of any claims.
2. In case of any burglary / theft / robbery or any similar attempt, please report to the police immediately.
3. The insured and/or his/her family members and/or his/her domestic helper(s) must provide BOCG Insurance with the following information in writing, at his/her own expense, as soon as possible within 30 days after occurrence of the event: description of the event with full particulars, list of damaged/loss items, repair or replacement quote and other relevant documents.
4. Any writ, summons or other legal proceedings issued or commenced against the insured and/or his/her family members and/or his/her domestic helper(s) must be immediately sent to BOCG Insurance for processing.
5. The insured and/or his/her family members and/or his/her domestic helper(s) must not commit or pay any claim to a third party without the written consent from BOCG Insurance.
6. The insured and/or his/her family members and/or his/her domestic helper must not dispose or change any damaged insured items without the written consent from BOCG Insurance.