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# Claim Procedure - Fire Insurance

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## Basic Documents Required

- Claim Form duly filled in & signed.
- F.I.R, if filed.
- Fire Brigade Report (internal or external or both as the case may be).
- Forensic Departments report, if applicable.
- Laboratory test report together with the mandate given, if applicable.
- Record of Labour involved in activities related to claim.
- Original Repair/ Replacement Bills with receipt.
- Photographs if arranged.
- Departmental Note on the incident.

## Fire Loss Of Profits Insurance

### Basic Documents Required:

- Claim Form duly filled in & signed.
- F.I.R, if filed.
- Books of accounts.
- Activities carried out at other premises.
- Details of Savings in Standing Charges.
- Details of Increased Cost of Working.
- Details of trends in business.