



Alexander Forbes

RISK SERVICES

Alexander Forbes Risk Services

P.O. Box 414, Stellenbosch. 7599
Republic of South Africa.

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Facsimile Number: +27 (21) 809-2979
E-Mail Address: AFClaims@aforbes.co.za
Website: www.alexanderforbes.com

*FOR YOUR CONVENIENCE A CALL CENTRE IS LINKED TO
+27 (21) 809-5520 FOR CALLS RECEIVED OUTSIDE OUR BUSINESS HOURS*

IMPORTANT INSURANCE INFORMATION

*YOUR INSURANCE TERMS AND CONDITIONS ARE SUMMARISED ON THE
BACK OF YOUR CERTIFICATE OF INSURANCE AND APPLICATION FORM*

- **Help and Assistance**

If you are in any doubt on how to complete any of the enclosed documentation please do not hesitate to contact us.

- **Your Certificate of Insurance**

Please check this document carefully, any discrepancies in the insured value or any other area should immediately be referred to the movers office who arranged the shipment of your goods.

- **Extending Storage Period**

You have storage insurance coverage for up to 30 days at origin and 60 days at destination in the Destination Agent's warehouse included without additional premium. Should this period be insufficient, please refer to the "Storage Insurance Extension Request Form" attached.

It is important that where a storage insurance extension is required that the attached "Storage Insurance Extension Request Form" is submitted to us without delay and we will contact you to confirm receipt and advise where to submit your payment. Your payment will be required prior to the expiry of the storage periods as mentioned above. Please note that for premium calculation purposes, part months are declared as full months. (e.g. 1 month and 10 days is declared as 2 months).

- **How to lodge a Claim**

In the event of loss or damage to your goods, it is important that you refer to the "Claims Guidance Notes" attached herewith. This will provide you with full details on how to lodge a claim.

STORAGE INSURANCE EXTENSION REQUEST FORM

To: **ALEXANDER FORBES RISK SERVICES**

DATE: _____ INSURED'S NAME: _____ CERTIFICATE NO: _____

The free storage period under the above numbered Certificate expires on _____ or
30 days after packing
on _____
60 days after delivery to warehouse

I require additional storage for _____ months, until _____

ADDITIONAL PREMIUM CALCULATION (Please note, part months are calculated as whole months)

Insured value = £/US\$ _____ x 0.35% = £/US\$ _____
additional premium per month

Number of months _____ £/US\$ _____
amount due

My remittance will be £/US\$ _____

Please forward confirmation of this extension to:

Name: _____

Address: _____

Country: _____

Telephone No: (Area code) _____ Fax No: _____

E-Mail: _____

Signature: _____

PLEASE NOTE INSURERS ARE UNABLE TO GRANT STORAGE INSURANCE EXTENSION UNTIL THE ADDITIONAL PREMIUM IS RECEIVED BY AF

Your shipment is insured for the normal course of transit from the time your shipment was packed until it reaches the destination you specified on your application form. Included in this cover is storage insurance for a period of up to 30 days at origin and up to 60 days at destination provided the goods are kept in an enclosed warehouse designated by the removal company.

If you require your storage insurance to be extended beyond the periods stated above, please complete this form and submit it to Alexander Forbes Risk Services at the address shown below. Alexander Forbes will contact you to confirm receipt and where to submit your payment. Your payment will be required prior to the expiry of the storage periods included within your cover as explained on the front page.

Submit to: **Alexander Forbes Risk Services**
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REPUBLIC OF SOUTH AFRICA
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