

SUPPORTING DOCUMENTATION REQUIRED

CLAIM FORM		DOCUMENT UPLOAD	REQUIRED	CONDITIONAL
PERSONAL				
	PROPERTY			
	GEYSER			
		Photos	YES	
		Quotes	NO	
		Damage Report (if Applicable)	NO	
	BUILDING			
		Photos	YES	
		Quotes	YES	
		Damage Report (if Applicable)	NO	
	ALL RISK			
		Photos	YES	If incident was for damages
		Quotes	YES	
		Damage Report (if Applicable)	NO	
	HOME CONTENTS			
		Photos	YES	
		Quotes	YES	
		Damage Report (if Applicable)	NO	



DIRECTOR: Rochelle De Lucia

• T: 011 100 1999 • W: www.rodelsa.co.za • A: Glen Eagle Office Park, Owl Forum, Bldg No 4, Corner of Koorsboom Ave & Braambos Street, Glen Marais, Ext 22, Kempton Park
 • Rodel Administration Services (Pty) Ltd is an authorised financial services provider - FSP 5431 • A proud member of the Financial Intermediaries Association of Southern Africa (FIA)
 • VAT Nr. 4420210264 • Reg Nr. 1997/013419/07

SUPPORTING DOCUMENTATION REQUIRED

CLAIM FORM		DOCUMENT UPLOAD	REQUIRED	CONDITIONAL
PERSONAL				
	MOTOR			
	ACCIDENT			
		Damage photos	YES	
		Driver's license	YES	
		Settlement Letter	NO	
		Copy of Registratopm Certificate	NO	
		Original Registration Certificate	NO	
		Copy of the Quoted Damages	NO	
	THEFT/HIJACKING			
		Copy of Vehicle Registration Certificate	YES	
		Copy of ID/Passport	NO	
		Copy of De-Registration Certificate	NO	
		Statement Letter	NO	
	WINDSCREEN			
		Image of Vehcile Licence Disk	YES	
		Photos of Damage	YES	
	HAIL/STORM DAMAGES			
		Photos	YES	
		Image of Vehicle Licence Disk	YES	



DIRECTOR: Rochelle De Lucia

• T: 011 100 1999 • W: www.rodelsa.co.za • A: Glen Eagle Office Park, Owl Forum, Bldg No 4, Corner of Koorsboom Ave & Braambos Street, Glen Marais, Ext 22, Kempton Park
 • Rodel Administration Services (Pty) Ltd is an authorised financial services provider - FSP 5431 • A proud member of the Financial Intermediaries Association of Southern Africa (FIA)
 • VAT Nr. 4420210264 • Reg Nr. 1997/013419/07

SUPPORTING DOCUMENTATION REQUIRED

CLAIM FORM		DOCUMENT UPLOAD	REQUIRED	CONDITIONAL
BUSINESS				
	PROPERTY			
	GEYSER			
		Photos	YES	
		Quotes	NO	
		Damage Report (if applicable)	NO	
	GOODS IN TRANSIT			
		Photos	YES	
		Quotes	YES	
	BUILDING			
		Photos	YES	
		Quotes	YES	
		Damage Report (if applicable)	NO	
	BUSINESS ALL RISK			
		Photos	YES	If incident was for damage
		Quotes	YES	
		Damage Report (if applicable)	NO	
	OFFICE CONTENTS			
		Photos	YES	
		Quotes	YES	
		Damage Report (if applicable)	NO	



DIRECTOR: Rochelle De Lucia

• T: 011 100 1999 • W: www.rodelsa.co.za • A: Glen Eagle Office Park, Owl Forum, Bldg No 4, Corner of Koorsboom Ave & Braambos Street, Glen Marais, Ext 22, Kempton Park
 • Rodel Administration Services (Pty) Ltd is an authorised financial services provider - FSP 5431 • A proud member of the Financial Intermediaries Association of Southern Africa (FIA)
 • VAT Nr. 4420210264 • Reg Nr. 1997/013419/07

SUPPORTING DOCUMENTATION REQUIRED

CLAIM FORM		DOCUMENT UPLOAD	REQUIRED	CONDITIONAL
BUSINESS				
	MOTOR			
	ACCIDENT			
		Photos	YES	
		Driver's Licence	YES	
		Settlement Letter	YES	
		Copy of Registratopm Certificate	YES	
		Original Registration Certificate	YES	
		Copy of the Quoted Damages	YES	
	THEFT/HIJACKING			
		Copy of Vehicle Registration Certificate	YES	
		Copy of ID/Passport	NO	
		Copy of De-Registration Certificate	NO	
		Statement Letter	NO	
	WINDSCREEN			
		Image of Vehcile Licence Disk	YES	
		Photos of Damage	YES	
	HAIL/STORM DAMAGE			
		Photos	YES	
		Image of Vehicle Licence Disk	YES	



DIRECTOR: Rochelle De Lucia

• T: 011 100 1999 • W: www.rodelsa.co.za • A: Glen Eagle Office Park, Owl Forum, Bldg No 4, Corner of Koorsboom Ave & Braambos Street, Glen Marais, Ext 22, Kempton Park
 • Rodel Administration Services (Pty) Ltd is an authorised financial services provider - FSP 5431 • A proud member of the Financial Intermediaries Association of Southern Africa (FIA)
 • VAT Nr. 4420210264 • Reg Nr. 1997/013419/07

SUPPORTING DOCUMENTATION REQUIRED

CLAIM FORM		DOCUMENT UPLOAD	REQUIRED	CONDITIONAL
BUSINESS				
	CORPORATE			
	CASUALTY			
		Employee Statements	YES	
		Witness Statements	NO	
		Insured Comments on Allegations	YES	
		Contracts Between Insured and Claimant	NO	
		Photos of Damage	YES	
		Proof Quantum of the Claim	NO	
		Lie Detector Tests	NO	
	FINANCIAL			
		Witness Statements	YES	
		Insured Comments on Allegations	YES	
		Correspondance between Insured and Claimant	YES	
		Proof Quantum of the Claim	YES	
		CCMA Notice 7/11	NO	
		Copy of Disciplinary Hearing Ruling/Outcome	NO	
	AVIATION			
		Supporting Documentation	YES	



DIRECTOR: Rochelle De Lucia

• T: 011 100 1999 • W: www.rodelsa.co.za • A: Glen Eagle Office Park, Owl Forum, Bldg No 4, Corner of Koorsboom Ave & Braambos Street, Glen Marais, Ext 22, Kempton Park
 • Rodel Administration Services (Pty) Ltd is an authorised financial services provider - FSP 5431 • A proud member of the Financial Intermediaries Association of Southern Africa (FIA)
 • VAT Nr. 4420210264 • Reg Nr. 1997/013419/07

SUPPORTING DOCUMENTATION REQUIRED

CLAIM FORM		DOCUMENT UPLOAD	REQUIRED	CONDITIONAL
BUSINESS				
	MARINE			
	EXPORT			
		Priced Claim	YES	
		Insurance Declaration/Insurance Certificate	YES	
		Suppliers Invoice	YES	
		Packing List	YES	
		Bill of Lading/Waybill/Consignment Note	YES	
		Clearing/Forwarding Agents Account	YES	
		Certificate of Origin	YES	
		Delivery Note/Goods Received Note	YES	
		Copy of Claim Against 3rd Party	YES	
		Response from 3rd Party	YES	
	IMPORT			
		Priced Claim	YES	
		Insurance Declaration/Insurance Certificate	YES	
		Suppliers Invoice	YES	
		Packing List	YES	
		Bill of Lading/Waybill/Consignment Note	YES	
		Clearing/Forwarding Agents Account	YES	
		Bill of Entry/SAD 500 & 507	YES	



DIRECTOR: Rochelle De Lucia

• T: 011 100 1999 • W: www.rodelsa.co.za • A: Glen Eagle Office Park, Owl Forum, Bldg No 4, Corner of Koorsboom Ave & Braambos Street, Glen Marais, Ext 22, Kempton Park
 • Rodel Administration Services (Pty) Ltd is an authorised financial services provider - FSP 5431 • A proud member of the Financial Intermediaries Association of Southern Africa (FIA)
 • VAT Nr. 4420210264 • Reg Nr. 1997/013419/07

SUPPORTING DOCUMENTATION REQUIRED

CLAIM FORM		DOCUMENT UPLOAD	REQUIRED	CONDITIONAL
BUSINESS				
	MARINE			
	IMPORT			
		Delivery Note/Goods Received Note	YES	
		SARS Customs Release	YES	
		Copy of Claim Against 3rd Party	YES	
		Response from 3rd Party	YES	
	INLAND TRANSIT			
		Priced Claim	YES	
		Insurance Declaration/Insurance Certificate	YES	
		Suppliers Invoice	YES	
		Packing List	YES	
		Bill of Lading/Waybill/Consignment Note	YES	
		Delivery Note/Goods Received Note	YES	
		Copy of Claim Against 3rd Party	YES	
		Response from 3rd Party	YES	
	GENERAL AVERAGE			
		Bill of Lading - Front and Reverse	YES	
		Commercial Invoice	YES	
		Completed Average Bond	YES	
		Packing List	YES	



DIRECTOR: Rochelle De Lucia

• T: 011 100 1999 • W: www.rodelsa.co.za • A: Glen Eagle Office Park, Owl Forum, Bldg No 4, Corner of Koorsboom Ave & Braambos Street, Glen Marais, Ext 22, Kempton Park
 • Rodel Administration Services (Pty) Ltd is an authorised financial services provider - FSP 5431 • A proud member of the Financial Intermediaries Association of Southern Africa (FIA)
 • VAT Nr. 4420210264 • Reg Nr. 1997/013419/07