

**Details Which We Need To Know For Any Lost Or Damaged PC/  
Notebook For Which Replacement is Sought**

**Make and Model of PC/Notebook:**

**Year & Month Purchased:**

**Serial Number:**

**CONFIGURATION**

	Make	Size /Speed
<b><u>RAM</u></b>		<b>Mb</b>
<b><u>Hard Disk Drive</u></b>		<b>Mb / Gb</b>
<b><u>CPU</u></b>		<b>Mhz</b>
<b><u>CDROM</u></b>		<b>X</b>
<b><u>Display Type *</u></b>	Active (TFT) / Passive (DSTN)	<b>inches</b>
<b><u>Special features</u></b>		

\* only if the Unit is a Notebook

**EXTERNAL PERIPHERALS**

**Please indicate in the first column whether the itme was lost stolen or Damaged in the Incident**



Y / N	Description	Make	Model	Size /Speed
	<b>Modem</b>			
	<b>Monitor</b>			
	<b>Keyboard</b>			
	<b>Mouse</b>			

**Date of Loss or damage:    /    /**

**Unimutual Claim No:**

**Benficiary No:**

.....  
Signature of Dept. Head

.....  
Signature of Insurance Manager

Date .....

Date .....

**Form to be completed necessary with claim form & forwarded to manager insurances, Bldg Y6A**