



P. O. Box 310  
McAllen, TX 78505

Ph: (956) 682-1353  
1-800-284-9783  
Fax: (956) 686-0732

intclaim@quik.com

## DECLARATION

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #'s: \_\_\_\_\_ Policy#: \_\_\_\_\_ Agent: \_\_\_\_\_

Declares that vehicle, Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plates #: \_\_\_\_\_

VIN#: \_\_\_\_\_ suffered a loss caused by theft \_\_\_\_\_

On: \_\_\_\_\_, 20\_\_\_\_\_ about \_\_\_\_\_ a.m./ p.m., in the city of \_\_\_\_\_

Making a formal statement as to the details of this accident/ claim, which he/ she hereby submits. The above-mentioned policy was in force at the time of the accident and will expire on \_\_\_\_\_, 20\_\_\_\_\_.

Place of loss/accident: \_\_\_\_\_

Who was driving the vehicle? \_\_\_\_\_

Name, address and phone #'s for passengers: \_\_\_\_\_

Witness name, address and phone #'s: \_\_\_\_\_

How did the accident occur? \_\_\_\_\_

Which police dept. took report? \_\_\_\_\_ Was anyone cited for this loss? \_\_\_\_\_

Did you receive any settlement amount for damages? \_\_\_\_\_

What damage did the vehicle sustain as a direct result of the accident? \_\_\_\_\_

Is the vehicle drivable? \_\_\_\_\_ If not, where is the vehicle at this time? \_\_\_\_\_



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Was GE/ AIG Seguros notified of loss while in Mexico? \_\_\_\_\_ If "yes", report # given: \_\_\_\_\_

Name of GE /AIG Seguros' adjuster who assisted you: \_\_\_\_\_

If you did **not** notify GE Seguros / AIG Mexico prior to exiting Mexico, as specified on your "Conditions Booklet"; please explain briefly and **attach a signed, explanatory letter** with this loss.

What damage did the vehicle cause to "Property of Others"? \_\_\_\_\_

Year, Make, Model & Type: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Third Party's name, address and phone #'s: \_\_\_\_\_

Were any pedestrians injured? \_\_\_\_\_ Name, address and phone #'s: \_\_\_\_\_

Have you filed a claim for damage or injuries? \_\_\_\_\_ For what reason? \_\_\_\_\_  
Amount? \_\_\_\_\_

Injuries To Occupant:	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Age</u>	<u>Injuries</u>
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

Where were they treated? \_\_\_\_\_

**I declare that I have faithfully stated all the details relative to the accident and my claim, and am willing to furnish all information, which, GE / AIG Seguros may require. I declare that neither I, nor anyone else, have violated the terms, conditions and provisions of this policy. I declare that I will not accept any responsibility without the written consent of the company, and will immediately notify GE /AIG Seguros of any change or discretion on the above-mentioned loss/ claim.**

To Whom It May Concern:



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Please be advised International Claims Service is a Claims Administrator for GE Seguros of Leon, Guanajuato, Mexico.

We respectfully request you submit **all** documents marked off on the attached checklist. These documents are essential in presenting a claim with GE Seguros / AIG Mexico. Should additional information be needed, we will advise you accordingly. To expedite your claim, you may fax documents to my office and originals must be mailed.

GE Seguros / AIG Mexico will review all claims presented and they will initiate their own investigation.

***\*\*\*Please note that if the claim being presented is for towing expense reimbursement only and GE Seguros / AIG Mexico was not properly notified prior to your exiting Mexico, a written letter of explanation along with original receipts will be required for processing. These documents will be forwarded to the Mexico insurance company and undergo an approval process of (8) weeks or more.\*\*\****

Should you have further questions regarding the above-mentioned, please do not hesitate in contacting me directly at (800) 284-9783 between the hours of 8:30 a.m. to 4:30 p.m. CST.

Sincerely,

Rose Marie Garza  
Claims Manager  
Email Address: [RMGarza@internationalclaimservice.com](mailto:RMGarza@internationalclaimservice.com)



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Theft Claim Checklist:

- This will serve as an acknowledgement of your claim that occurred in Mexico. In order to initiate and process your claim, we must receive the following: **NO PAYMENT WILL BE AUTHORIZED IF DOCUMENTATION IS MISSING!!!**

Tourist Policy  
(copy)

Title –Signed  
(original- if paid off)

Permit of Importation  
(copy- if vehicle required)

Driver’s License  
(clear copy)

Photos  
(if available)

U.S. Police Report  
(copy)

Declaration Form  
(Loss Report Attached)

Volante de Admision \*  
(Mexico Adjuster’s Report)

Bill of Sale  
(if available)

Registration  
(clear copy)

Social Security #  
(clear copy)

Police Reports (3) \* **I need all 3 of these original reports**  
(Agente de Ministerio Publico, Procuraduria General de Justicia, Policia Federal Preventiva)

Explanatory Letter  
(If no Police Report or if GE Seguros / AIG Mexico was not notified of theft as specified on your policy prior to your exiting Mexico)

Lien holder/ Bank/ Finance Inst./Co. \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Account No. \_\_\_\_\_

Pay Off/ Balance \_\_\_\_\_

DUN’s # \_\_\_\_\_ Tax I.D. # \_\_\_\_\_

U.S./ Canadian Insurance Co. Name \_\_\_\_\_  
(**NOT** GE Seguros / AIG Mexico/ Sanborn’s)

Policy No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Upon receipt of the above-mentioned information and documents, we will open a file and present your claim to our Mexico based principal, GE Seguros / AIG Mexico, for consideration and review. **MAIL THE ORIGINALS** marked with an (\*).



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Estimado(a) Asegurado(a):

Somos Administradores de Siniestros para GE Seguros de Leon, Gto., Mexico y AIG Seguros de Monterrey, N.L., Mexico.

Respetuosamente le pedimos que nos envíe los documentos listados en la hoja anexada. Estos documentos son esencial e importante en continuar con su reclamo con GE Seguros / AIG Mexico. Si documentación adicional es necesaria, le avisaremos a su tiempo. Para procesar su reclamación más rápido, por favor envíe lo pedido vía fax al número listado arriba y abrir un expediente a su nombre.

GE Seguros / AIG Mexico repasará todos los siniestros presentados y harán su propia investigación del caso.

***\*\*\* Por favor haga nota si su reclamo es para reembolso de gruas solamente y no se reporte a GE Seguros / AIG Mexico antes de salir de Mexico, una carta explicatoria tendrá que someterse junto con la factura original para poder procesar. Estos documentos serán enviados a nuestra asegurado de Mexico y serán investigados. Tenga por seguro que este proceso puede tardar (8) semanas o mas.***

Si tiene preguntas o dudas de lo arriba mencionado, por favor comuníquese directamente a el abajo firmado al (800) 284-9783 entre las 8:30 a.m. to 4:30 p.m. tiempo central.

Atentamente,

Rose Marie Garza  
Gerente de Siniestros/ Ajustadora



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- **Para procesar su reclamo de Robo que ocurrio en Mexico, por favor envíe lo siguiente. NO se hará ningún pago sin esta información.**

Copia de Poliza                       Titulo y Registro (copia legible)                       Permiso de Importacion (Copia)

Licencia de Conducir (copia)  
(copia legible)                       Fotos  
(si disponible)                       llaves  
(originales y copias)

Volante de Admision \*  
(Reporte del Ajustador Mexicano)                       Declaracion  
(formas anexadas)                       Factura de Venta de Vehiculo  
(copia legible)

Aseguro de E.U.  
(copia)                       Reporte de Policia en E.U.  
(original)

3 Reportes de Policia (originales)\* **Se necesitan los 3 para procesar este reclamo**  
(Procuraduria General de Justicia, Agente del Ministerio Publico y Policia Federal Preventiva)

Carta Explicatoria  
(Si **no** se reporto el accidente a GE Seguros antes de salir de Mexico como indican sus condiciones)

Nombre de Banco o Instituto Financiero \_\_\_\_\_  
Direccion \_\_\_\_\_  
Telefono \_\_\_\_\_  
Numero de Cuenta \_\_\_\_\_  
Balance \_\_\_\_\_  
DUN'S # \_\_\_\_\_ Numero de Identificacion de Impuestos \_\_\_\_\_

Nombre de Aseguradora E.U. \_\_\_\_\_  
(**NO** GE Seguros / AIG Mexico / Sanborn's)

Numero de Poliza \_\_\_\_\_

Telefono \_\_\_\_\_

***Sobre recibimiento de la informacion y documentos arriba-mencionado, abriremos un expediente y presentaremos el reclamo a nuestra compania asegurado GE Seguros / AIG Mexico en Mexico para consideracion de pago e investigacion. Envie todos los documentos por correspondencia.***