

ACCOUNTING & BOOK KEEPING

Insurance Audit

Document Checklist for Accounting & Book Keeping

Professional assistance for Insurance Audit, covering eligibility review, document checklist, application preparation, filing coordination and follow-up support.

Documents Required

- Business registration/incorporation proof
- Existing insurance policies held (fire, marine, liability, etc.)
- Premium payment records and policy renewal history
- Details of insured assets/risks covered
- Claims history, if any, with settlement details
- Risk assessment/valuation reports of insured assets
- Financial statements relevant to insured business operations

Note: The above list indicates commonly required documents. Additional documents may be requested depending on the specific scope of engagement. Expert Registration confirms the exact requirement after a brief consultation.