

## Document checklist for Motor Windscreen Claim

### Instructions

- (a) This checklist provides the complete reference list for your claim type;
- (b) Please note the documents are requested on without prejudice basis;
- (c) Check below for the required documentation to support your claim;
- (d) Include only those documents that are appropriate for your claim;
- (e) The required documents must be fully submitted for speedy processing;
- (f) Please note further documents may be requested where necessary

1. Duly Completed Claim Form
2. Photograph depicting the Damaged Glass
3. Photograph after Repairs / Replacement Glass
4. If the insured vehicle was fitted with tinted film at time of loss, to provide the warranty card or replacement receipt or photograph showing the tinted film being peeled off from the damaged glass.
5. Original Repairs/Replacement Bills
6. Copy of Vehicle Registration Card / Vehicle Ownership Certificate
7. Copy of Business Registration Form (Company Owned vehicle)
8. Copy of NRIC of the Insured (passport if foreigner)
9. Copy of NRIC of the Driver (passport if foreigner)
10. Copy of Driver's Valid Driving License
11. Copy of Driver's GDL/PSV License, if Commercial Vehicle
12. Copy of Policy Schedule
13. Duly Signed and Completed E-payment Form with Copy of Bank Statement.
14. For Private Limited/ Sendirian Berhad or Public Limited/ Berhad, please refer below on additional documents.
15. For Sole Proprietorship / Partnership, please refer below on additional documents.
16. For Society/ Club/ Association/ Charity, please refer below on additional documents.

**With effective of 1<sup>st</sup> October 2021, the following documents are to be provided together with the claim submission if you are: -**

#### **Private Limited/ Sendirian Berhad or Public Limited/ Berhad**

1. Copy of Complete Form 24 - Return of Allotment of Shares and Form 49 - Return of Particulars of Directors; **or**
2. Copy of Section 14 - Application for Registration of a Company ("SuperForm"), Section 78 - Return of Allotment of Shares (if available) and Section 58 - Notification of change in the Register of Directors (if available); **or**
3. Latest Annual Return.
4. Copy of NRIC of the Authorised Signatory (passport if they are foreigners).

#### **Sole Proprietorship / Partnership**

1. Form A - Registration of Business and Form B - Registration of changes in Business Particulars (*for change of owner, if available*).
2. Copy of NRIC of the Authorised Signatory (passport if they are foreigners).

**Society/ Club/ Association/ Charity**

1. Relevant official document that indicate the names of the chairman, president/CEO and/or director (e.g. meeting minutes of management committee, etc); and
2. Copy of NRIC of the chairman, president/CEO and/or director (passport if they are foreigners).
3. Copy of NRIC of the Authorised Signatory (passport if they are foreigners).