

Miscellaneous document checklist

- 1. All Risk**
- 2. Burglary**
- 3. Equipment**
- 4. Fidelity Guarantee**
- 5. Golfer Equipment and Personal Effects**
- 6. Money**
- 7. Plate Glass**
- 8. Safe Deposit**

All Risk

Document checklist

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. Written Statement of Claim detailing the property lost or damaged;
3. Police Report;
4. Purchase invoices of the stolen/damaged property or equipment;
5. Repair/replacement invoice(s);
6. Photographs depicting the damaged property or equipment;
7. Any additional information and documentary evidence as may be required by Insurers or Adjusters other than the above.

Effective 1st October 2021, the following documents are required 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 Section 78 Return of Allotment of Shares (if available) and Section 58 Notification of change in the Register of Directors (if available); or
3. Copy of Latest Annual Return;
4. Copy of NRIC of the Authorised Signatory (Passport if foreigners)

Sole Proprietorship/ Partnership

1. Copy of 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 foreigners)

Others i.e. Non-Profit Organisation (NPO), Society, Club, Association or Charity (e.g. temple, school, trade union association, charity association, JMB, Beneficial Owner is meant for individuals having executive authority such as Chairman, CEO and/or Directors

1. Relevant official document that indicates the names of the Chairman/ President/ CEO and/ or Director eg. meeting minutes of Management Committee etc.;
2. Copy of NRIC of the Chairman/ President/ CEO and/ or Director (Passport if foreigners);
3. Copy of NRIC of the Authorised Signatory (Passport if foreigners)

Burglary

Document checklist

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1. Duly Completed Claim Form;
2. Written Statement of Claim detailing the property lost or damaged;
3. Police Report;
4. Photographs depicting the damages and point of entry;
5. Purchase invoices/ delivery orders/stock records to quantify the loss or damage;
6. Original repair bills (for damages to premises and/or property insured);
7. Any additional information and documentary evidence as may be required by Insurers or Adjusters other than above.

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Private Limited/ Sendirian Berhad or Public Limited/ Berhad

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2. Copy of Section 14 Section 78 Return of Allotment of Shares (if available) and Section 58 Notification of change in the Register of Directors (if available); or
3. Copy of Latest Annual Return;
4. Copy of NRIC of the Authorised Signatory (Passport if foreigners)

Sole Proprietorship/ Partnership

1. Copy of 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 foreigners)

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1. Relevant official document that indicates the names of the Chairman/ President/ CEO and/ or Director eg. meeting minutes of Management Committee etc.;
2. Copy of NRIC of the Chairman/ President/ CEO and/ or Director (Passport if foreigners);
3. Copy of NRIC of the Authorised Signatory (Passport if foreigners)

Equipment

Document checklist

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1. Duly Completed Claim Form;
2. Written Statement of Claim detailing the equipment lost/damaged;
3. Police Report (if any);
4. Registration Card (both sides) (if any);
5. Copy of driver's driving License and identity card;
6. Quotation/ Estimate of repairs;
7. Final Repair Bill;
8. Any additional information and documentary evidence as may be required by Insurers or Adjusters other than above

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3. Copy of Latest Annual Return;
4. Copy of NRIC of the Authorised Signatory (Passport if foreigners)

Sole Proprietorship/ Partnership

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1. Relevant official document that indicates the names of the Chairman/ President/ CEO and/ or Director eg. meeting minutes of Management Committee etc.;
2. Copy of NRIC of the Chairman/ President/ CEO and/ or Director (Passport if foreigners);
3. Copy of NRIC of the Authorised Signatory (Passport if foreigners)

Fidelity Guarantee

Document checklist

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1. Duly Completed Claim Form;
2. Written Statement of Claim on the defalcated amount, date of discovery, etc
3. Documents substantiating the defalcated amount;
4. Police Report;
5. Internal Inquiry/investigation Report on the defalcation (if any);
6. Employment and termination letter(s) of the defalcator(s);
7. Last drawn salary slip and a statement of the balance amount due/amount of claim;
8. Any additional documents and information that may be required during investigations by Insurers or Adjusters.

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Golfer Equipment and Personal Effects

Document checklist

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Golfer Equipment and Personal Effects

1. Duly Completed Claim Form
2. Golf Club's incident report or letter certifying the incident
3. Historical Purchase Invoice for the golf club/equipment
4. Quotation or final invoice for the repair/replacement of the golf club or equipment
5. Any additional information and documentary evidence as may be required by Insurers or Adjusters other than above

Hole-in-one

1. Duly Completed Claim Form
2. Hole- in-one Score Card
3. Certificate of Achievement from the Golf Club
4. Invoice/bill for hospitality provided to participants of the organized games or tournament (e.g., catering, refreshments, gifts)
5. Any additional information and documentary evidence as may be required by Insurers or Adjusters other than above

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3. Copy of Latest Annual Return;
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Money

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1. Duly Completed Claim Form;
2. Written Statement of Claim on the amount lost;
3. Police Report;
4. Photographs of the damaged drawer/cabinet/safe and point of entry (applicable to premises);
5. Copies of accounting records or other documentation to establish the exact amount of loss. (Example: copies of receipts, payment vouchers, pay-in-slips, cheques, bank statements etc);
6. Any additional information and documentary evidence as may be required by Insurers or Adjusters other than the above.

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Plate Glass

Document checklist

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1. Duly completed Claim Form;
2. Incident Report;
3. Police report (if any);
4. Photographs depicting the damaged glass;
5. Original repair or replacement bill;
6. Any additional documents and information that may be required during investigations by Insurers or Adjusters.

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Safe Deposit

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1. Duly completed Claim Form;
2. Incident Report;
3. Inventory list of items stored in the safe deposit box;
4. Police report (for theft/burglary);
5. Statement or report from the bank or institution managing the safe deposit facility;
6. Photographs or evidence of damage to the vault or deposit box area;
7. Historical purchase receipts or valuation certificates for high-value items (e.g., jewellery, documents, collectibles);
8. Identity documents of the claimant (e.g. NRIC, passport);
9. Safe deposit box rental agreement or proof of ownership;
10. Any additional documents and information that may be required during investigations by Insurers or Adjusters.

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