

WINDSCREEN CLAIM FORM

Please submit the duly completed Claim Form with the documents required to expedite claim processing.
 The furnishing and/ or acceptance of this form shall not be regarded as a waiver by the Company of its rights and the Company makes no admission of liability on the part of the Company.

GENERAL INFORMATION

Name of Policyholder:	Policy Number:
Policyholder NRIC Number:	Vehicle Number:
Telephone Number:	Incident Date :
Correspondence Address:	
Email address:	
Brief of Circumstances:	

DATA PROTECTION NOTICE

For information on how we process your personal data and your rights over your personal data, kindly refer to our Personal Data Protection Notice posted at greasterngeneral.com.
 If you have any inquiry or complaint (such as limiting the processing of certain information, including the withdrawal of consent to receive marketing information), you may contact our **Customer Service Careline** at 1300-1300 88 or Privacy Officer at +603 2786 1162, or write to the Company.

DECLARATION

I/We hereby declare that the particulars stated above are true and correct in every detail and I/we agree that if I/we have made or in any further declaration in respect of the same claim shall make any false or fraudulent statements or suppress conceal or falsely state any material fact whatsoever the relevant insurance policies shall be void and all rights to recover thereunder in respect of past or future claims shall be forfeited.
 I/We, _____ (name of policyholder) confirm that I/we have been fully indemnified of the above claim and hereby discharge GEGM of all claims/liability arising out of this claim. I/We, hereby agree(s) that the payment of this claim is to be made payable directly to M/S _____ upon replacement/repairs of my/our damaged windscreen.

 Signature of Policyholder
 (Please affix company rubber stamp, if applicable)

Name :

NRIC/Passport No. :

Date :

NOTE : We wish to advise that your windscreen coverage is deemed to be deleted upon settlement of this claim and will be only reinstated upon payment of additional premium. However, if the damaged windscreen is being made good by repair, then your sum insured value for windscreen coverage shall automatically be reduced by the payment of this claim.

DOCUMENT REQUIRED

a) If the repairs/replacement done by GEGM Panel Workshop (cashless)

- (1) Duly Completed Windscreen Claim Form
- (2) Photographs Depicting the Damaged Glass
- (3) Photographs of 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

b) If the repairs/replacement done by non Panel Workshop (reimbursement claim)

- (1) Duly Completed Windscreen Claim Form
- (2) Photographs Depicting the Damaged Glass
- (3) Photographs of 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 Updated Registration Card / Vehicle Ownership Certificate
- (7) Copy of Business Registration Form (Company Owned Vehicle)
- (8) Copy of Insured's NRIC (passport if foreigner)
- (9) Copy of Driver's NRIC (passport if foreigner)
- (10) Copy of Driver's Driving License (GDL/PSV License if Commercial Vehicle)
- (11) Duly Signed and Completed Direct Credit Facility Form with Copy of Bank Statement.
- (12) For Private Limited/Sendirian Berhad or Public Limited/Berhad, please refer below on additional documents
- (13) For Sole Proprietorship / Partnership, please refer below on additional documents
- (14) For Society / Club / Association / Charity, please refer below on additional documents

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)