

**AUTHORISATION LETTER**

**For Claimant's completion :**

I would like the claim cheque (if claim is approved) to be :

- posted to me via my correspondence address.
- collected by my Servicing Life Planner, \_\_\_\_\_ (NRIC No.: \_\_\_\_\_)

Signature of Claimant : \_\_\_\_\_ Policy No. : \_\_\_\_\_

Name of Claimant. : \_\_\_\_\_ NRIC of Claimant : \_\_\_\_\_

Handphone/ Contact No. of Claimant. : \_\_\_\_\_ Date: \_\_\_\_\_

**For Servicing Life Planner's completion (if Claimant has authorised you to collect the cheque)**

I would like the claim cheque to be: -

- Collected at Customer Service Reception Counter at Ground Floor, Great Eastern Centre.  
(Please note that the cheque will be posted to the Claimant if it is not collected by the next working day after the collection date.)
- Dropped into my GSM Box No. \_\_\_\_\_ at GE@Changi.\*
- Dropped into my GSM Box No. \_\_\_\_\_ at GE House.\*
- Dropped into my GSM Box No. \_\_\_\_\_ at Nankin Row.\*

\* Notes:-

- Option is available only if there are no outstanding documents to be submitted. Cheque will be delivered to your GSM Box the next working day after 12pm.
- For Life Planners who have opted for collection of cheques at Customer Service Reception Counter at Great Eastern Centre, Claims Department will contact you when the cheque is ready.

Signature of Servicing Life Planner : \_\_\_\_\_ Agent No. : \_\_\_\_\_

Name of Servicing Life Planner : \_\_\_\_\_ Contact No. : \_\_\_\_\_

**For Official Use :**

Claim Officer : \_\_\_\_\_ Extension No. : \_\_\_\_\_

Pending documents / comments :

---



---



---

Cheque / Letter released by:-

Cheque / Letter received by:-

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

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

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

Date : \_\_\_\_\_

Date : \_\_\_\_\_