

Document checklist for Motor Third Party Property Damage (TPPD) 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. Official Claim's Letter with itemized breakdown
2. Copy of Third Party Motor Policy Schedule
3. Copy of Updated Vehicle Registration Card (Front & Back) / MYEG confirmation receipt
4. Copy of Third Party Driver's Identity Card
5. Original / Certified True Copy of Third Party Police Report
6. Original / Certified True Copy of Insured's Police Report
7. Original / Certified True Copy of others' Party's Police Report involved in the accident (If more than 2 Vehicle Involved)
8. Statutory Declaration declaring the accidents circumstances (If Insured's Police Report is not available)
9. Original / Certified true copy of Police Sketch Plan & Keys
10. Original Police Investigation Outcome
11. Original Adjuster Fees Receipt Paid / Invoice
12. Original Adjuster Report and Color Photographs
13. Warrant to act (If Lawyer Involved)
14. Police Photographs
15. Color Photographs of Accident Scene
16. Repairer estimate
17. For Private Limited/ Sendirian Berhad or Public Limited/ Berhad, please refer below on additional documents.
18. For Sole Proprietorship / Partnership, please refer below on additional documents.
19. For Society/ Club/ Association/ Charity, please refer below on additional documents.

With effective of 1st 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).

Document checklist for Motor Third Party Uninsured Losses (TPUL) 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. Official Claim's Letter with itemized breakdown
2. Copy of TP Motor Policy Schedule
3. Copy of Updated Vehicle Registration Card (Front & Back) / MYEG confirmation receipt
4. Copy of TP Driver's Identity Card
5. Original / Certified True Copy of Third Party Police Report
6. Original / Certified True Copy of Insured's Police Report
7. Original / Certified True Copy of others' Party's Police Report Involved in the accident (If more than 2 Vehicle Involved)
8. Statutory Declaration declaring the accidents circumstances (If Insured's Police Report is not available)
9. Original / Certified true copy of Police Sketch Plan & Keys
10. Original Police Investigation Outcome
11. Warrant to act (If Lawyer Involved)
12. Original receipt of Excess and bills (for uninsured losses)
13. Original of Car Rental Agreement / Receipts Paid (for uninsured losses)
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 1st 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).

Document checklist for Motor Third Party Bodily Injury (TPBI) 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. Official Claim's Letter with itemized breakdown
2. Copy of Third Party Police Report
3. Copy of Insured's Police Report
4. Copy of others' Party's Police Report involved in the accident (If more than 2 Vehicle Involved)
5. Copy of Police Sketch Plan & Keys
6. Copy of Police Investigation Outcome
7. Copy of Third Party's Medical bill
8. Copy of Third Party's Medical report
9. Copy of Third Party's Payslips (if claiming for Loss of Earnings)
10. Copy of Third Party's Medical leave (if claiming for Loss of Earnings)