

Claims Check List

Disability - Group Life Scheme

1) Intimation

Any accident occurred should be intimated to us within 30 days from the date of event for registering the claim. While intimating we need the following information:-

- 1) Employee Name
- 2) Employee Number
- 3) Date & Time of Accident
- 4) Place of Accident
- 5) Details of Accident

2) Processing of Disability Claims

For processing the disability claims, the following documents shall be submitted:-

1. Claim Form (Group Disability Insurance Claim Form)
2. Attending physicians form (not mandatory)
3. Unfit Certificate (in original)
4. Medical Expenses Invoices (in original)
5. Prescriptions
6. Laboratory Reports (Copy)
7. Medical Reports with percentage of disability in case of permanen partial disability.

Death - Group Life Scheme

1) Intimation

Any death occurred should be intimated to us within 30 days from the date of event for registering the claim. While intimating we need the following information:

- a) Employee Name
- b) Employee Number
- c) Date of Death
- d) Place of Death
- e) Cause of Death

2) Processing of Death Claims

For processing the death claims, the following documents shall be submitted:-

- a) Beneficiary's Claim Form
- b) Proof of Death – Physician's Statement (Not mandatory)
- c) Photocopy of the deceased's passport showing valid UAE residence visa and date of birth.
- d) Police Report In case of Accidental Death
- e) Death Certificate duly attested by the U.A.E. Consulate/Embassy (if death outside UAE, death certificate should be attested by UAE consulate / Embassy from the country of death)

Credit Life

Death - Group Life Credit Scheme

1) Intimation

Any death occurred should be intimated to us immediately. The Time limit varies for each policy. While intimating we need the following information:

- a) Employee Name
- b) Account No.
- c) Date of Death
- d) Cause of Death
- e) Place of Death

2) Processing of Death Claims

For processing the death claims, the following documents shall be submitted:-

- a) Beneficiary's Claim Form
- b) Photocopy of the deceased's passport showing valid UAE residence visa at the time of loan disbursement and date of birth.
- c) Police Report In case of Accidental Death
- d) Amortization Table
- e) Loan Statement from inception
- f) Death Certificate duly attested by the U.A.E. Consulate/Embassy (if death outside UAE, death certificate should be attested by UAE consulate / Embassy from the country of death)