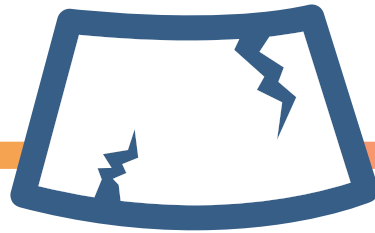


MOTOR INSURANCE CLAIM PROCEDURE



Windscreen Claim

Panel Workshop

STEP 1

Submit Claim form to workshop

STEP 2

Submit Copy of policy schedule to workshop

STEP 3

Submit a Copy of vehicle registration card (front & back)

STEP 4

Submit a Copy of Insured's and Driver's NRIC and Driving license (Front & Back)

STEP 5

Submit a Color photos of the damaged windscreen (Workshop will take the photo)

Non-Panel Workshop

STEP 1

Submit Claim form to your agent

STEP 4

Submit a Copy of policy schedule

STEP 5

Submit a Copy of vehicle registration card (Front & Back)

STEP 8

Submit a General view of the vehicle with the damaged windscreen (four angle views with visible number plate)

STEP 9

Submit a Close-up of the damaged windscreen

STEP 12

Please provide document any proof of tinted film if there is a claim for the tinted film

STEP 2

Submit Police report to your agent

STEP 3

Submit Original replacement receipts

STEP 6

Submit a Copy of Insured's and Driver's NRIC and Driving license (Front & Back)

STEP 7

Submit a Color photos of the damaged windscreen

STEP 10

The damaged windscreen must be placed in front of the vehicle number plate

STEP 11

Before and after replacement of the logo / manufacturer of the glass