Claims Procedure for School Program 2014/15

What to do in reporting a claim

- If the Insured Person suffers from serious or fatal injury, call JLT immediately.
- Complete and return the claim form to JLT (if only out-patient medical expense incurred, no need to fill in the second page of claim form).
- Collect all the relevant documents (please refer to the Document Checklist) and pass to JLT for handling

Document Checklist

Non-fatal case

a. Claim form
b. All original medical receipts (with diagnosis)
c. Copies of all medical report, if any
d. Copies of birth certificate of each student who is under the age of 18

The above completed documents must be sent to JLT within 30 days from the date of accident

Fatal case

<table>
<thead>
<tr>
<th>Document</th>
<th>Submit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Claim form</td>
<td>Within 7 days from the date of occurrence</td>
</tr>
<tr>
<td>b. Copy of the deceased’s ID card or passport / Birth certificate if under the age of 18</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>c. Copy of the beneficiary’s ID card or passport</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>d. Copy of Autopsy report</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>e. Copy of police report, if any</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>f. Copy of Death Certificate issued by the relevant Authority</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>g. Copy of statement(s) from any concerned party (ies), if any</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

Notes:
The claims form should be completed and chopped by each respective school. Please advise the contact person of each school including his/her phone number.
JLT Contact Person

Ms. Joey Chan (Primary contact)

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