



GROUP LIFE CLAIM FORM

Important information – please read carefully

To help us to process your claim in a timely manner, please follow the guidelines below:

- Ensure that all the sections of this claim form are fully completed.
- The following documents must be submitted upon submission of the claim from:
 - Original death certificate
 - Letter of surrender of national identity card
 - Doctor's case summary report
 - Proof of identity of beneficiary of estate of deceased
 - Last Pay slip before death
 - Police Abstract in case of Accidental Death

The undersigned hereby undertakes to present the death certificate; if for any reason it is not ready at the time of this claim, please ensure we receive it within one month from the date of this form.

- Please note that this claim form must be completed in English.
- The 'Golden Rule' to follow in the event of an occurrence which may give rise to a claim is :
NOTIFY US IMMEDIATELY AND ACT AS IF YOU ARE UNINSURED AND ON THIS BASIS MINIMISE THE LOSS - DO NOT ADMIT LIABILITY

Full name of member _____

Member number _____

Company name _____

Occupation at time of death _____

Date membership Commenced _____

Date membership stopped _____

Name and designation of the authorized officer _____

Death Claim

Cause of Death _____

Date of Death _____

Place of Death _____

Date of notification _____

Permanent Total Disability

Cause of Disability _____

Date of Disability _____

Which part of the body is affected _____

Has the employee been under the care of a Doctor _____

Please give the name of the Doctor or Hospital where treatment was offered _____

How long has the employee been out of work _____

Was he/she on full or half pay _____

When, was the member declared Permanent and Totally Disabled _____

Declaration:

I hereby declare that the claim being lodged is not a pre existing claim or is related any other form of disability to which I have suffered before I became a member of this scheme.

Witnessed by Employer _____ Date _____

We understand that any form of concealment will lead to outright dismissal of claim.
