

DOCUMENTS REQUIRED IN CASE OF ACCIDENT

All documents must be attested by the Company with Seal in case the Insured is employed.

1. Intimation Form duly completed
2. Claim Form duly filled with details of Accident (As per attached Format) with company signature & seal
3. Hospital records like OPD treatment /Hospitalisation records, Discharge summary, Lab Reports, X-Ray Reports, Prescriptions and Bills (Original) etc.
4. FIR / Chargesheet attested by Police (in case complaint has been lodged with police by the insured)
5. Details of the Employee – Employee No, Designation, Employee ID card Card copy
6. Salary Slips for 3 Months prior to Accident
7. Company sanctioned leave along with duty report date / Attendance sheet details
8. Doctor advised rest period along with fitness date with Doctor signature and seal / Medical certificate
9. Bank Details – Cancelled cheque leaf or if cheque book does not contain the name of the insured then Pass Book top Sheet containing details of Claimant Name, A/c. No, Bank Name and Branch, IFSC Code.
10. Telephone No or email ID for claims correspondences

DOCUMENTS REQUIRED FOR DEATH CASES

1. Claim Form duly filled with details of Accident (As per attached Format)
2. Hospital records -Original i.e. Case Sheet - Death Summary / Discharge summary (if died in Hospital) attested by Hospital Doctor with seal (Original)
3. Complaint letter - attested by police with seal
4. First Information Report (FIR), Panchnama, Inquest Report – attested by police with seal (Originals)
5. Post -Mortem Report – attested by Doctor / police with seal police with seal (Originals)
6. New Paper cutting - Xerox Colour, spot photo of the accident (if available)
7. Death Certificate by Panchayat/Municipality/Corporation/Hospital if died in Hospital (Originals)
8. Final Investigation Report / Charge Sheet – Attested by S I (Originals)
9. Driving Licence / RC (if the deceased is driving)
10. Details of the Employee – Employee No, Designation, ID Card copy and Service Details of ID Card of employee (if employed) attested by the company officials with seal on Company letter Head
11. Attendance just before the death (in case employee) attested by company officials with seal
12. Salary Slips for 3 Months prior to Accident – if employed attested by company officials and with seal.
13. Family Members Certificates – Original / No Objection from other family members other than the Nominee
14. Legal Heir/Succession Certificate/Survivor Certificate, Successor Certificate by City Civil Court, Details of Names of Persons to whom the PF Payment made
15. Aadhar card and PAN Card /Voter ID/Ration Card of Deceased person and Nominee with self-attestation
16. Cancelled Cheque / Pass Book Top sheet (if the cheque leaf is not reflecting the name of the account holder)
with details of A/c No of Claimant, IFSC Code, Bank Name & Branch.