


Supporting Documents For Travel Claim

Checklist 	Tick here
Compulsory Submission	
1. Original completed claim form (Note: those who have submitted their claim notification online do not need to submit this)	<input type="checkbox"/>
2. Travelling itinerary, airline ticket, boarding pass or copy of passport with stamp showing the date of departure and return to Singapore.	<input type="checkbox"/>
3. Credit card statement showing the SGD equivalent charged to your card if your claim contains foreign currency payment.	<input type="checkbox"/>
Personal Accident, Medical Expenses, Emergency Medical Evacuation & Repatriation	
1. Original medical bills/receipts	<input type="checkbox"/>
2. Medical Report/Discharge Summary/Doctor's Memo	<input type="checkbox"/>
Personal Baggage, Baggage Delay, Loss of Personal Money/Documents/Passport	
1. Police Report lodged at the place of loss	<input type="checkbox"/>
2. Property Loss/Damage Irregularity Report	<input type="checkbox"/>
3. Photographs of damaged items	<input type="checkbox"/>
4. Purchase invoices/warranty cards for the items claimed, if applicable	<input type="checkbox"/>
5. Written confirmation from Carrier/Airline on period of delay/Baggage return acknowledgement slip (for delayed baggage)	<input type="checkbox"/>
Travel Delay, Overbooking/Missed Connection of Flight, Flight Diversion, Travel Disruption	
1. Written confirmation from Carrier/Airline on period of disruption/interruption to the trip	<input type="checkbox"/>
2. Written confirmation from Tour Agent/Carrier/Hotel on amount refunded and additional charges (if applicable)	<input type="checkbox"/>
Travel Cancellation, Curtailment	
1. Written confirmation from Tour Agent/Carrier/Hotel on Amount Refunded/Cancellation /Postponement Charges	<input type="checkbox"/>
2. Hotel accommodation confirmation advice/Travel deposit receipt	<input type="checkbox"/>
3. Proof of relationship (if applicable)	<input type="checkbox"/>
4. Medical Report/Medical notes certifying the diagnosis and not fit to travel (if applicable)	<input type="checkbox"/>
Rental Vehicle Excess Cover, Additional Costs of Rental Car Return	
1. Rental Vehicle Agreement/Contract	<input type="checkbox"/>
2. Police Report/Evidence of the motor accident (eg. Photographs)	<input type="checkbox"/>
3. Original Excess Payment Receipt	<input type="checkbox"/>
4. Repair Bill	<input type="checkbox"/>
Personal Liability	
(Note: please do not discuss liability, negotiate or make any admission offer promise or payment in connection with any occurrence or claim but forward any third party correspondence to us for our handling.)	
1. Any letter of claim or documents received from the third party in relation to the claim	<input type="checkbox"/>
2. Photographs of damaged third party property	<input type="checkbox"/>

We will contact you for any additional documents that may be required.