

## Document Checklist for Plate Glass Claim

### **Instructions**

- (a) This checklist provides the complete reference list for your claim type;
- (b) Please note the documents are requested on without prejudice basis;
- (c) Check below for the required documentation to support your claim;
- (d) Include only those documents that are appropriate for your claim;
- (e) The required documents must be fully submitted for speedy processing;
- (f) Please note further documents may be requested where necessary.

### **Document Checklist**

1. Duly Completed Claim Form;
2. Incident Report;
3. Police Report (if any);
4. Photographs depicting the damaged glass;
5. Original Repair or Replacement Bill
6. Fully Completed Direct Credit Facility Form;
7. Copy of front page of savings account book or bank statement indicating account holder name and account number

**Effective 1 October 2021, the following documents are required if you are:-**

### **Private Limited/ Sendirian Berhad or Public Limited/ Berhad**

1. Copy of Complete Form 24 (Return of Allotment of Shares and Form 49 – Return of Particulars of Directors); **or**
2. Copy of Section 14 – Application for Registration of a Company (“Super Form”), Section 78 – Return of Allotment of Shares (if available) and Section 58 – Notification of change in the Register of Directors (if available); **or**
3. Copy of Latest Annual Return;
4. Copy of NRIC of the Authorised Signatory (Passport if foreigners)

### **Sole Proprietorship/ Partnership**

1. Copy of Form A – Registration of Business and Form B – Registration of changes in Business Particulars (for change of owner, if available);
2. Copy of NRIC of the Authorised Signatory (Passport if foreigners)

### **Others i.e. Non-Profit Organisation (NPO), Society, Club, Association or Charity (e.g. temple, school, trade union association, charity association, JMB, Beneficial Owner is meant for individuals having executive authority such as Chairman, CEO and/ or**

### **Directors**

1. Relevant official document that indicates the names of the Chairman/ President/ CEO and/ or Director eg. meeting minutes of Management Committee etc.;
2. Copy of NRIC of the Chairman/ President/ CEO and/ or Director (Passport if foreigners);
3. Copy of NRIC of the Authorised Signatory (Passport if foreigners)