



UNI CITY NETWORK SDN BHD (508632-M)

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CLAIM GUIDELINE AND DOCUMENTATION – MOTOR INSURANCE

WHAT TO DO IN THE EVENT OF AN CAR ACCIDENT

1. DON'T BE PANIC AND DO NOT FIGHT WITH ANY PARTIES
2. Write down other party car / motorcycle number plate.
3. If you have a camera, take down the picture as many as possible from all angle (CAR & ENVIRONMENT)
4. Find out the location of accident (PLACE AND ROAD'S NAME)
5. Call our authorized workshop for immediate assistance
6. Do not allow any tow truck operator to tow your vehicle other than one of our authorized workshop
7. Do not sign any authorization to tow your vehicle other than one of our authorized workshop
8. Do not admit liability or offer payment to any party involved, by doing so it is a breach of your policy conditions. You may advise the party concerned to contact your insurance company to lodge his / her claim.
9. Lodge a police report on the accident within 24 hour after the accident.
10. Inform the insurance company / agent immediately.

DOCUMENT REQUIRED / CHECKLIST

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|---|-----|
| a) Duly completed and signed motor accident claim form | () |
| b) Original or certified copy of the police report (Including the Original receipt) | () |
| c) Photocopies of your/driver identity card and driving license | () |
| d) Photocopy of the updated vehicle registration card. | () |
| e) Photocopy of the policy schedule or cover note. | () |
| f) Photocopy of police summons / compound (if any) | () |
| g) Photocopy of roadtax (If your roadtax renewal through MYEG) | () |
| h) Copy of company registration (For company own vehicle) | () |
| i) Copy of Puspakom Disc(Commercial Vehicle only) | () |
| j) Copy of Commercial Transport Permit License (Commercial Vehicle only) | () |
| k) Statutory declaration from insured (For KFK claim only) | () |
| l) JPJ's extract on Third Party's vehicle (For KFK claim only) | () |
| m) Police Investigation Outcome Report (For KFK claim only) | () |

IF U NEED MORE INFORMATION PLEASE CALL US AT 03-33422660