



UNI CITY NETWORK SDN BHD (508632-M)

HQ Address: 26-A, Jalan Pudu Ulu, Batu 3 Cheras, 56100 Kuala Lumpur.

Tel: 03-92003083 (Hunting Line), Fax: 03-92001768, 03-92008982

KLANG Address: No 12, 2nd Floor, New Business Center, Jalan Pulau Pinang 3, Jalan Meru, 41050 Klang, Selangor

Tel: 03-33422660 Fax: 03-33428221

Website: www.ucn.com.my

Email:ucnunicity@yahoo.com

CLAIM GUIDELINE AND DOCUMENTATION - MOTOR INSURANCE

THEFT CLAIM

INSURED TO DO

- 1) Lodge a police report immediately.
- 2) Notified immediately to insurance company.
- 3) CALL Agent for more information and to get the claim form.
- 4) Inform your bank and obtain a letter from them.

DOCUMENT REQUIRED / CHECKLIST

- 1) Completed claim form ()
- 2) Original or certified copy of the police report (Including the Original receipt) ()
- 3) Original registration card ()
- 4) Photocopy of roadtax (If your roadtax renewal through MYEG) ()
- 5) Photocopies of insured's identity card and driving license(for individuals, sole-proprietorship and partnership) OR certified copy of memorandum & article of association, form 24 & 49 (for limited company) ()
- 6) Copy policy and certificate of insurance ()
- 7) Original Hire Purchased agreement ()
- 8) Full set of keys to vehicle ()
- 9) Letter from bank ()
- 10) Letter of release from bank (For loan have fully settled) ()
- 11) JP JK3 FORM duly signed (and rubber stamp if under business company name (2 sets) ()
- 12) Copy of company registration (For company own vehicle) ()
- 13) Copy of Puspakom Disc(Commercial Vehicle only) ()
- 14) Copy of Commercial Transport Permit License (Commercial Vehicle only)()

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

NOTE: ALL THE ABOVE ALL FOR REFERENCE ONLY. IT MAY CHANGE FROM TIME TO TIME AND THE INSURANCE COMPANY MAY NEED MORE DUCUMENTS THAN THE ABOVE STATED.