



UNI CITY NETWORK SDN BHD (508632-M)

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## **CLAIM GUIDELINE AND DOCUMENTATION - MOTOR INSURANCE**

### **WINDSCREEN DAMAGE CLAIM**

#### **INSURED TO DO**

- 1) NOTIFY your agent immediately before repair.
- 2) Please check with your policy or agent about your windscreen coverage.
- 3) Find out our authorized workshop for a quotation. ( only authorized workshop are allow to repair and claim)
- 4) Make sure the authorized workshop to take the windscreen damage's photograph "BEFORE" repair. (The photograph must be able to see the windscreen damage and the car number's plate and also the date. Otherwise, without the number plate, it cannot prove it was your car. The insurance company reserves the right to decline the claim.)

#### **DOCUMENT REQUIRED / CHECKLIST**

- 1) Completed claim form ( )
- 2) Photographs of damage windscreen with number plate and date "BEFORE" repair ( )
- 3) Photographs of damage windscreen with number plate and date "AFTER" repair ( )
- 4) Original Replacement's invoice ( )
- 5) Original Receipt ( )
- 6) Photocopy of registration card ( )
- 7) Photocopies of insured's identity card and driving license ( )
- 8) Photocopy of roadtax (If your roadtax renewal through MYEG) ( )

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.