



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 - PUBLIC LIABILITY INSURANCE

INSURED TO DO

In the event of any occurrence which may give rise to a claim under this policy, the insured shall:

- 1) Give notice thereof to the insurance company with full particulars immediately
- 2) Where appropriate, notify police
- 3) Take all steps within power to minimize the extent of the loss or damage
- 4) The insured shall not without the consent in writing of the company repudiate liability negotiate or make any admission offer promise or payment in connection with any accident or claim
- 5) Co-operate with adjusters when called upon

DOCUMENT REQUIRED / CHECKLIST

- 1) Completed claim form ()
- 2) Where appropriate, police report ()
- 3) In the event of injuries sustained, medical report & bills ()
- 4) In the event death, death certificate, post mortem report & burial permit. ()
- 5) Furnish all information and documentary evidence as the insurer or adjuster may require other than the above. ()

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.