DHIVEHI
INSURANCE

Claim Form
Travel Insurance

FOR OFFICE USE ONLY

Claim No.:

IMPORTANT NOTE

You are to disclose to us, fully and faithfully all the facts which you know or ought to know, otherwise the claim submitted hereunder may be declined.

A. INSURED DETAILS

Policy No.	
Policyholder/Insured's Full Name	
Email	Mobile No.
Correspondence Address	Postcode:

B. CIRCUMSTANCES OF LOSS

Travel Period (DD MM YY)	From :	Date and Time of Loss / Accident	Date(dd/mm/yy) :
	To :		Time :
Location			
Type of Loss Accident	☐ Personal Accident ☐ Medical and Emergency Expenses ☐ Hospital Benefits ☐ Loss of Checked Baggage ☐ Delay of Checked Baggage ☐ Loss of Passport ☐ Personal Liability ☐ Others _____		
Description of Loss / Accident / Nature of illness		Total Amount Claimed	
Do you have other insurance covering this loss? If yes, please provide details		Insurance Company	
		Policy No.	

C. DECLARATION

I/We declare that the particulars given on this form are true and complete, copies of documents are identical with the original one, and that I/We have not withheld from the Company, any information within my/our knowledge connected with the accident.

Signature of Insured: Date:

(If a Limited Company, give status of signatory and affix company's rubber stamp)

DOCUMENTS TO BE KEPT READY AT THE TIME OF REGISTRATION

Below is a list of minimum documents required to proceed your claim. In certain circumstances, more information may be required to substantiate the claim.

Type of Loss/ Accident	Documents Required (Please tick against the documents you have submitted.)
Basic for all types	☐ Copy of Insurance Policy ☐ Proof of travel (e.g. Original boarding pass and Air tickets)
If applicable below:	
Personal Accident	☐ Medical report from the attending doctor abroad ☐ Death Certificate ☐ Police Report
Medical and Other Expenses	☐ Medical report from the attending doctor abroad ☐ All original medical invoices and receipts ☐ Admission/Discharge Report ☐ Original receipts for additional expenses claimed for additional travel and accommodation ☐ Regular doctor's report on medical history
Loss / Damage to Baggage	☐ Property Irregularity Report from Airline or damaged report issued by airlines, carrier, hotel manager, stated detail of loss or damage and their expense – if any ☐ Documentation of carrier's settlement/rejection of claim for loss of property ☐ Police report lodged at place of incident within 24 hours and detailing the circumstances and list of items stolen. ☐ Purchase receipts for all items claimed. If not available, provide description of items and the date, place and price of purchase ☐ Photographs to show extent of damage and original repair invoices
Baggage Delay	☐ Delayed Baggage report from the Airline ☐ A written confirmation/ delivery note from the Airline on the date and time of baggage delivery
Loss of Passport	☐ Police Report ☐ A written confirmation from the concerning Authority

* If your type of claim doesn't belong to any of the above, please refer to Policy Wording and check the list of documents required for claims assessment.