# **KIB Insurance Brokers (S) Pte Ltd**

Company Reg. No.: 198703762M

# PSA MARINE (PTE) LTD BLANKET INSURANCE FOR CONTRACTS - CLAIM PROCEDURES

These notes are meant to be a summary of procedures commonly adopted and they do not purport to cover every situation

## IN THE EVENT OF CLAIM, PLEASE NOTIFY THE FOLLOWING:

## **KIB Insurance Brokers (S) Pte Ltd**

Ms Winnie Loh / Ms Oh Li Ting DID: 6377 9051 / 6377 9050 HP: 9776 0943

Email: wloh@kib.com.sg / ltoh@kib.com.sg

#### **PSA Corporation Limited – Insurance Section**

Ms Serene Wee / Mr Norman Loo DID: 6279 5106 / 6279 5847

Email: wserene@psa.com.sg / normanl@psa.com.sg

### PLEASE INDICATE THE FOLLOWING WHEN REPORTING A CLAIM:

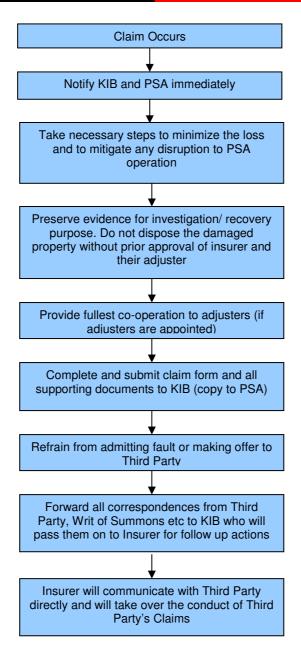
- 1. CONTRACT TENDER NUMBER
- 2. CONTRACT AWARD DATE

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### CLAIMS PROCEDURES FOR PUBLIC LIABILITY INSURANCE



## **KIB Insurance Brokers (S) Pte Ltd** Company Reg. No.: 198703762M **PSA MARINE (PTE) LTD BLANKET INSURANCE FOR CONTRACTS - CLAIM PROCEDURES** CLAIMS PROCEDURES FOR WORK INJURY COMPENSATION INSURANCE Claim occurs Notify KIB and PSA immediately KIB will inform insurer with preliminary advice on nature and severity of claim Yes No Accident results in either Death of an employee or Employee unfit for work for more than 3 consecutive days or hospitalized for at least 24 hours or 3) Employee contracts an occupational diseases To report to MOM within 10 days from the date of Not required to notify MOM accident Please submit the following documents to KIB (copy PSA): Completed Claim Form 2) Copy of report submitted to MOM (If applicable) 3) Copy of the salary vouchers for the last 12 months preceding the accident 4) Original Medical bills and receipts 5) Original Medical leave certificates 6) Copy of NRIC/ Work permit (For foreign workers) Copy of Death Certificate (if applicable) No Claim Insurer will notify KIB and KIB Payable? will inform you (copy PSA) Yes Injured employee accepts Injured employee withdraw Injured employee rejects Notice of assessment by Notice of assessment by MOM Work Injury Claim under the MOM and institute Act and institute proceedings in civil court onset proceedings in civil court Insurer settles the claim as per Act. Medical and Wages settlement payable to your company. PI settlement payable to injured employee. Death settlement payable to MOM Refer to next page

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### CLAIMS PROCEDURES FOR WORK INJURY COMPENSATION INSURANCE (CONT'D)

#### Work Injury Claim under Common Law

Injured employee rejects notice of assessment by MOM and withdraw from claiming under ACT
 Injured employee withdraw Work Injury Claim under Act onset

