

# Tenet Insurance Company Ltd

(A wholly owned company of Hwa Hong Corporation Limited)

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Company Registration No. 195700067Z <http://www.tenetinsurance.com>



## WORKMEN COMPENSATION CLAIM FORM

### Important Notice :

- 1 This form is issued without admission of liability.
- 2 All **original bills**, certificates, supporting documents including **Medical Report, Inpatient Discharge Summary, Referral for Continuation of Treatment Form, payslips for past twelve (12) months** should be provided to substantiate your claim.
- 3 A copy of the Notice of Accident report **Form A** submitted by the employer to the Commissioner of Labour must be sent to the Insurance Company together with this Claim Form.
- 4 As per Workmen's Compensation Act, every accident involving your employee(s) must be reported to the Commissioner of Labour within **ten (10) days** of the accident otherwise you may be punished with a fine. You must also submit your claim form to the Insurer as soon as possible so as not to prejudice your claim.
- 5 If the accident is the subject of a claim under Common Law, you are to forward to the Company all letters that you have or may receive from the lawyers for the workman and you must not admit liability in any manner.

Agency: \_\_\_\_\_ Policy / Certificate No: \_\_\_\_\_

### 1. INSURED DETAILS

a. Name of Insured

\_\_\_\_\_

b. Address

\_\_\_\_\_

c. Business

\_\_\_\_\_

d. Name of Contact Person / Contact No.

Contact Person: \_\_\_\_\_ Contact No: \_\_\_\_\_

e. Company Details

Total No. of Employees: \_\_\_\_\_ Total Earnings for the twelve (12) month period prior to the accident: \_\_\_\_\_

### 2. INJURED PERSON DETAILS

a. Name

\_\_\_\_\_

b. Residential Address

\_\_\_\_\_

c. Contact No.

\_\_\_\_\_ (Res) \_\_\_\_\_ (O) \_\_\_\_\_ (HP)

d. Sex / Age:  Female  Male / Age: \_\_\_\_\_

e. Marital Status:  Single  Married  Others: \_\_\_\_\_ State number of dependants if any \_\_\_\_\_

f. Nationality / Identity Card or Passport Number (Please provide copy of work permit)

\_\_\_\_\_

g. Date of Employment

\_\_\_\_\_

h. State injured person's occupation

\_\_\_\_\_

i. Average Monthly or Daily Wage

\$ \_\_\_\_\_ per month / day

j. On what work was the injured person engaged in at the time of the accident?

k. Is the injured person in your direct employ?  Yes  No

If no, state name, address and contact no. of direct employer.

Contact No. of Direct Employer: \_\_\_\_\_ Annual WC Insurer of Direct Employer: \_\_\_\_\_

l. Name of hospital taken to

m. Admission Details

Out-patient  In-patient  Day Surgery  Admit on \_\_\_\_\_ Discharged on \_\_\_\_\_ No. of Days \_\_\_\_\_

n. Has injured person returned to work?  Yes  No

If yes, state date return to work, if no, state when medical leave ends

o. Is the injured person still in your employ?  Yes  No

p. Is the injured person able to do partial work?  Yes  No

q. What is the probable period of disablement (approximate)?

r. Was the injured person employed on a 5-day week basis at the time of accident?  Yes  No

**3. DETAILS OF THE ACCIDENT**

a. Date and time of accident

Date: \_\_\_\_\_ Time: \_\_\_\_\_

b. Location where accident occurred

c. On what date did you receive notice of accident and from whom?

d. Was anyone superintending the work the injured person was engaged in?  Yes  No

If yes, state name, occupation and contact number

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Contact No: \_\_\_\_\_

e. Did the accident involve machinery or gearing?  Yes  No

If yes, was it fenced or guarded  Yes  No

was it being cleaned whilst in motion  Yes  No

f. Describe exactly how the accident happened? If insufficient space please use Section E on last page.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. What was the general nature of the contract or work going on?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

h. State nature of injury in detail

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

i. If the accident is a fatal one, state whether an enquiry was conducted

\_\_\_\_\_  
\_\_\_\_\_

j. Was the injured person under the influence of alcohol or drugs at the time of the accident?  Yes  No

k. Was he guilty of any misconduct or disobedience to orders or rules?  Yes  No

If so, please give full particulars.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

l. State through whose neglect the accident occurred, if any.

\_\_\_\_\_

m. Was a third party involved?  Yes  No

If yes, please provide name, company and contact no.

Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Company: \_\_\_\_\_

n. State the names, occupation and contact numbers of any persons who witnessed the accident

Name	Occupation	Contact Numbers

o. Has the accident been reported to MOM?  Yes  No

If yes, please provide us with a copy of the completed MOM claim form

**4. MONTHLY EARNINGS DETAIL**

a. The object of this Section is to ascertain the exact Monthly Earnings of the injured person. It is essential that it should be carefully and correctly filled in. If the injured person has been absent from work at any time during the period of employment, please state the period and the cause.

b. If the workman has been employed for more than a period of ONE (1) year, the Employer MUST SHOW the whole of the previous years wages paid to the employee including payment for overtime, bonus and other allowances.

