

AIG INSURANCE CLAIM PROCEDURE

1. Any claims other than Liability to the Public:

- a. Obtain a written acknowledgement from the Club;
- b. Fill up a Claim Form. The form can be obtained from AIG website at www.aig.com.sg. Go to Claim Service and then download the General Claim Form.
- c. Submit receipt / medical bill / doctor report whichever available together with the completed General Claim Form.
- d. Mail or submit the aforesaid documents to AIG.

2. Claims related to Public Liability:

- a. You need not require to submit any claim form. Only the injured party is required to submit the Claim Form. Simply provide the injured party your insurance policy number will do.

Things to note:

- a. Retain any damaged items and take a photograph of the damaged items as a source of evidence until the approval of AIG has been sought; and
- b. Do not make any admission of guilt without obtaining a written consent from AIG. Refer all 3rd party communication to AIG for following-up actions. You may contact AIG at (65) 6419-1891 after an accident, if necessary.

NOTE: Do read the exclusion clauses stated in your insurance policy. Any claim that fall within the exclusion clauses are not covered and hence not claimable.