



DOCUMENTS REQUIRED UPON CONFIRMATION

For Individual & Family Plans

- Duly filled Medical Application form (only for New policies)
- Continuity of Cover in case insured before
- Passport & visa page for all family members to be insured
- Emirates ID copy for all family members to be insured
- Colored photos in jpg format
- In case of any of the family member is already insured, valid insurance card copy is must.

For Group Policies

5-14/19 Employees:

- Detailed census* - Name, Gender, Date of Birth, Nationality, Marital Status, Relationship Status - specified as Employee, Spouse or Child, visa issuing Emirate, Salary details for Dubai visa holding employees (census format will be provided)

Any variation in census from the proposal confirmed should be communicated to us on a compulsory basis

- Passport and visa copy
- Medical Application Form (MAF)
- Photograph (Optional)
- Trade License copy & Establishment card copy/VAT Certificate

15/20 Employees and above:

- Detailed census* - Name, Gender, Date of Birth, Nationality, Marital Status, Relationship Status - specified as Employee, Spouse or Child, visa issuing Emirate, Salary details for Dubai visa holding employees (census format will be provided)

Any variation in census from the proposal confirmed should be communicated to us on a compulsory basis

- Major Medical Declaration form (*in case if the group need to be administered by Nextcare*)
- Medical Application Form if without claims experience (*in case if the group need to be administered by Mednet*)
- Photographs in jpeg format

Apart from the above the following documents also to be submitted.

- Trade License copy & Establishment card copy/VAT Certificate
- Quotation approved by the client
- Ministry of Labor (MOL) list-(Mandatory that all members are insured with Mednet)
- Payment Terms as mutually agreed
- Affirmation letter (Declaration for Abu Dhabi /Al Ain members) **format available*
- Salary declaration letter ** format available*
- COC for groups with Abu Dhabi trade license