



THE DOCUMENTS REQUIRED

For **Medical Policy**

Group Medical Policy

For New Business

10 and below members:

- Detailed census* - Name, Gender, Date of Birth, Nationality, Marital Status, Relationship Status - specified as Employee, Spouse or Child

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)

11 – 100 members

- Detailed census* - Name, Gender, Date of Birth, Nationality, Marital Status, Relationship Status - specified as Employee, Spouse or Child

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

- Critical Illness Form (CI)/Major Medical Declaration Form

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

- Trade License copy
- Establishment card copy
- MOL (Ministry of Labour list)
- Quotation approved by the client
- Premium (Rates) sheet (XL) confirmed by the client
- Payment Terms as mutually agreed

For Renewal:

- ❖ Trade License copy
- ❖ Establishment card copy
- ❖ MOL (Ministry of Labour list)
- ❖ Update members list (with markings in Red, Green and Blue on the XL provided by us)
- ❖ New inclusion during renewal – MAF / CI forms/ Major Medical Declaration form respectively to be filled. Labour card, PP and Visa copy to be attached.
- ❖ Renewal Rates confirmed by the client
- ❖ Payment Terms as mutually agreed.

INDIVIDUAL POLICY

For New Policy

- Duly completed Medical Application Form.
- Passport and visa copy for all the members
- Photograph
- Plan Selected

For Renewal:

- ❖ Updated passport and visa copy for all the members
- ❖ New inclusion during renewal – MAF to be filled.