

SINGAPORE POLYTECHNIC

Work Injury Compensation Act (WICA) – Compliant Insurance Policy for Students on Internship

ECICS Limited Policy No. WCC17B00005301

Claim Cover Sheet & Procedure

Important! Claims should be submitted **within 30 days** of treatment.

STEP 1 Written notification to the insurance broker must be made **within 24 hours** of the event via email, to claims_brokers@ava-ins.com.

The email subject title should contain the policy number, **WCC17B00005301**.

STEP 2 Prepare/obtain the following documents:

Documents Required*#	Inpatient Claim	Outpatient Claim
Completed Claim Form**	✓	✓
Original Final Hospital Bill (hospital will send the bill to patient within 2 to 3 weeks after discharge)	✓	
Original Pre and Post Hospitalization / Surgery Bills	✓	
Inpatient Discharge Summary	✓	
Original Medical Bills		✓
Copy of NRIC	✓	✓
Copy of Test Reports, if any	✓	✓
Copy of Police Report, where relevant	✓	✓

* List of documents may not be exhaustive. Other documents may be requested if necessary.

For students on Overseas Internship, the original documents can be submitted within 5 working days after returning to Singapore.

** Form can be downloaded from <https://industry.sp.edu.sg/internship>.

STEP 3 Please keep a copy of the documents for your records.

STEP 4 Please submit the documents in STEP 1 by post to:

AVA Insurance Brokers Pte Ltd
91 Bencoolen Street
#08-03 Sunshine Plaza
Singapore 189652

Generally, claims will be processed within 30 days after receipt of completed documents and information.

The claimant will be notified of the result of claim by email. Payment by the insurer will be disbursed directly to the claimant by cheque.

For all enquiries, please contact

AVA Insurance Brokers Pte Ltd

Co. Reg. No. 200706523M

Email : claims_brokers@ava-ins.com
Web : www.ava-ins.com
Phone : +65 6535 1828 (O)
Fax : +65 6535 6898
Address : 91 Bencoolen Street, #08-03 Sunshine Plaza, Singapore 179803

During Office Hours

Claims Manager : Josephine Khong
Email : josephinekhong@ava-ins.com

Claims Executive : Ice Wong
Email : icewong@ava-ins.com

After Office Hours

Claims Manager : Josephine Khong
Phone : +65 9688 4864 (HP)

Manager, Business Development : Chang Foong Hon
Phone : +65 9239 1615 (HP)

The Policy is underwritten by ECICS Limited.

WORK INJURY COMPENSATION (WIC) CLAIM FORM

Agency/Broker: AVA Insurance Brokers Pte Ltd
WIC Policy No.: WCC17B00005301

IMPORTANT

1. This form is issued and/or accepted without admission of liability.
2. The insured must complete this form fully and accurately.
3. The list of documents required is not exhaustive and we reserve the right to request from you any additional information/documentation, as necessary.

1. Particulars of Insured

Name of Insured (Company) Singapore Polytechnic		GST Registered : <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide GST No.:	
Company Address 500 Dover Road, Singapore 139651		Date of Enrolment/Cover: 01 Sept 2017	
Contact Person Department of Industry & Partnerships (Hotline)		Nature of Business Tertiary Educational Institution	
Contact No. (HP) -	(O) 6870 6020	Email isupport@sp.edu.sg	
Name of Main Contractor (if applicable) N.A.		Name of Sub-Contractor (i.e. direct employer) (if applicable) N.A.	
Name of Person who lodged report (As in NRIC/Passport)		NRIC/Passport/WP/FIN No.	
Contact No. (HP)	(O)	Total No. of Employees N.A.	Occupation - Full-Time Students on Internship - Workplace Attachment - Industry Project

2. Details of Injured Person

Name (As in NRIC/Passport)		NRIC/Passport/WP/FIN No.	
(a) Local Residential Address		Date of Birth (DD/MM/YY)	
(b) Residential Address in your Home Country		Marital Status	
Nationality		Occupation	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Employment		Occupation
Contact No. (H)	(O)	(HP)	Email
What were the duties of the injured employee?			
No. of days worked per week by injured employee		Gross Monthly Earnings for 12 months preceding date of accident	
Is the injured employee in your direct employment? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please provide:</i> Name and Address of Employer: _____ Name of Insurance Company and Policy Schedule: _____			

B) ACCIDENT DETAILS

Date/Time of Accident	Place of Accident
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Describe how it happened?	
Was the injured employee under the influence of drinks or drugs at the time of the accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you satisfied the injured employee has met with a bonafide accident of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the accident reported to Ministry of Manpower (MOM)? <i>If yes, when did you report? (To enclose form A / I – Report)</i> <i>If no, please provide reason for non-reporting</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the injured employee comply with safety regulations? <i>If no, please provide details</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the injured employee attended any safety precaution briefing prior to accident? <i>If yes, please provide last date of briefing</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any witness(es) to this accident? <i>If yes, please provide name and address of the witnesses</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was there any investigation conducted by the police or related authorities after the accident? <i>If yes, please provide a copy of the investigation report</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the injured employee guilty of any misconduct or disobedience to orders or rules? <i>(i.e. was the injured employee wearing safety boots or safety harness etc?)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
C) INJURY DETAILS	
Please advise whether the injured employee had any previous injury under your employment? <i>If yes, please provide details</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any pre-existing conditions when he/she was employed? <i>If yes, please provide details</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would such infirmity have contributed towards this accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe the type and extent of injuries (i.e. fracture of hand, amputation of toe, sprain to back etc)	
Where was the injured employee medically examined / treated?	Date of Discharge
Was the injured employee hospitalized? <i>If yes, please provide name of hospital</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

What is the doctor's diagnosis?			
What is the estimated Period of Incapacity?			
Did the injured employee attend any outpatient treatment after the accident? <i>If yes, please provide name of hospital or clinic</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
How many days of Medical Leave was given from time of accident? (a) Hospitalization Leave: (b) Outpatient Leave:			
Has the injured employee returned to work? <i>If yes, please advise date of return</i>			
Is the injured employee able to do partial work?			<input type="checkbox"/> Yes <input type="checkbox"/> No
D) ADDITIONAL PARTICULARS FOR FATAL CASES ONLY <i>(Please furnish a copy of Post Mortem Report, Death Certificate and Police Report)</i>			
Does the deceased have any dependants? <i>If yes, please state names, addresses, relationship, gender, age and occupation (if any) on a separate piece of paper.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Date / Place of Death Inquiry			
E) DECLARATION OF EARNINGS			
Statement of earnings of the injured employee earned in the present employment for the twelve months immediately prior to the date of this accident, or earning earned during such shorter period as he may have been in the employer's service. "Earnings" include allowances, wages, bonuses, annual wage supplement and overtime payments but does not include travelling allowances, employer's CPF contributions or pensions or monies paid to cover any special expenses incurred by the employee by nature of his employment. Note: If the injured employee has been absent from work at any time during the period of his employment, please state the period and cause.			
Year	Month	Gross Monthly Earnings S\$)	Bonus, Overtime, Allowances (S\$)
TOTAL			
Average			
Indicate the number of working days per week: 5-day / 5.5-day / 6-day		Others, please state	

F) OTHER INSURANCE OR COMPENSATION	
Do you have any other Work Injury Compensation Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes, please provide information below:</i>	
Name of Insurance Company:	
Policy No.:	
REMARKS:	
SUPPORTING DOCUMENTS	
<ol style="list-style-type: none"> 1. Copy of iReport to MOM 2. Copy of Work Permit / Employment Pass if the worker is foreign national 3. Original Medical Bills and Original Medical Certificates 4. Copy of Discharge Summary, if applicable 5. Copy of wage vouchers for the period of 12 months preceding the accident 6. Medical Report (if any) 7. Police Report (if any) 8. Investigation Report 	
DECLARATION	
<ol style="list-style-type: none"> i. I declare that the above statements and answers are true and complete to the best of my knowledge and belief. ii. I hereby authorize any hospital, physician, person or organization to disclose when requested to do so by ECICS Limited, all information with respect to any illness, injury, medical history, consultations, prescription or treatments and copies of all hospital or medical records. iii. A photocopy of this authorization shall be considered as effective and valid as the original. 	
NOTICE: Personal Data Protection Policy	
We/I understand, acknowledge, agree and consent that:	
<p>a) ECICS Limited (the "Insurer") is permitted to collect, use, disclose and/or process my personal data/personal information set out in this Claim Form and any other personal information provided by me or possessed by ECICS Limited (collectively the "Personal Information") and disclose and transfer such Personal Information to the Insurers' lawyers/law firms, Insurers' doctors, the Monetary Authority of Singapore and any relevant government agency/authority (such as the police), for the purpose(s) of:</p> <ol style="list-style-type: none"> (i) processing, handling and/or dealing with my claims including the settlement of the claims and any necessary (ii) investigations relating to the claims; (iii) investigating my claims (iv) carrying out and/or dealing with my instructions or responding to any enquiries by me; (v) administering my claims (including the mailing of correspondence, statements, invoices, reports or notices to me, which could involve disclosure of certain personal data about me to bring about delivery of the same as well as on the external cover of envelopes/mail packages); and/or (vi) complying with applicable law in administering, processing, handling and/or dealing with my claims. <p>(collectively the "Purposes")</p> <p>b) the Insurers' lawyers/law firms, insurer's doctors, adjuster may/are permitted to collect, use, disclose and/or process my Personal Information for one or more of the above Purposes; and</p> <p>c) my Personal Information may/can be disclosed by any of the Insurers and/or GIA to their third party service providers or agents (including their lawyers/law firms), which may be sited outside Singapore, for one or more of the above Purposes.</p>	
Note: ECICS Limited Privacy Policy can be found at http://www.ecics.com.sg/pers.htm	
Signature of Insured Person/Employee	Signature of Employer/Company's Stamp
Date:	Date: