



**CLAIMS PROCEDURE**  
**[For Personal Accident Claims]**

**Document check list:**

<b><u>Weekly Benefit Claims</u></b>
<ol style="list-style-type: none"><li>1. Claim form</li><li>2. Fitness Certificate from the Doctor, Investigation/Lab reports (x-rays &amp; reports etc.)</li><li>3. Original bills/receipt,</li><li>4. Employers Leave Certificate, Latest Salary Certificate with grade/designation, Employment date of joining</li></ol>

<b><u>Death Claims</u></b>	<b><u>Dismemberment/ Disablement Claims</u></b>
<ol style="list-style-type: none"><li>1. Claim form</li><li>2. Original Death Certificate</li><li>3. Original/ Attested copy of Post Mortem, FIR, Panchanama, Police Inquest report.</li><li>4. Newspaper cutting about incident if, any</li></ol>	<ol style="list-style-type: none"><li>1. Claim form</li><li>2. Original Disability Certificate from the Doctor along with investigation/ Lab reports (x-ray etc.) Admission/ discharge card, if hospitalized</li><li>3. FIR, Police Inquest report, where applicable</li></ol>

- ✓ Please submit all documents to the Corporate Office at the address given below.
- ✓ The above list is only indicative. We may call for additional documents/ information and/or carry out investigation where felt necessary.

**CLAIMS DEPARTMENT**  
**TATA-AIG General Insurance Company Limited**  
A-501, 5<sup>th</sup> Floor, Bldg No -4, Infinity Park,  
Dindoshi, Malad East –Mumbai – 400 097  
**022-66844444**