

Claim Form

Outpatient-Medical

Please complete all sections to facilitate the processing of your application. This form is issued without admission of liability and it must be completed and returned to us immediately, whether or not a claim is made. Any documentary proof or report required by Liberty shall be furnished at the expense of Policyholder or Claimant.

1. Please complete and submit this claim form with all original bills/invoices/receipts to us within 30 days from date of consultation.
2. Please use one (1) claim form for each claimant.

For Outpatient Specialist/Diagnostic X-rays & Labs Tests claims

A. Visit at Government/Restructured Hospital

- For 1st time visit, referral letter from Registered Medical Practitioner is required
- Subsequent visit for the same medical condition, no referral letter is required
- Copy of existing referral letter is required if Claimant is claiming for existing medical condition from Liberty Insurance for the 1st time

B. Visit at Private Hospitals/Specialist Clinics

- For 1st time visit, referral letter from Registered Medical Practitioner is required
- Referral letter is valid for **one (1) year** from date of referral. Thereafter, Claimant has to submit new referral letter for specialist visit

Information of Policyholder (Employer)

Name of Policyholder (Employer):		Policy No.:	
_____		_____	
Mailing Address:			Postal Code ()
_____			_____
Email:		Contact No.:	
_____		_____	

Information of Insured Member (Employee)

Name of Insured Member (Employee):		Gender:	
_____		<input type="checkbox"/> Female <input type="checkbox"/> Male	
Date of Employment:	NRIC/FIN No.:	Date of Birth:	
_____	_____	_____	
Occupation:			

Information of Claimant (Dependant)

Name of Claimant (Dependant):		Gender:	
_____		<input type="checkbox"/> Female <input type="checkbox"/> Male	
Relationship:	NRIC/FIN No.:	Date of Birth:	
<input type="checkbox"/> Child <input type="checkbox"/> Spouse	_____	_____	

Details of Claims

Nature of Illness/Diagnosis/Injury	Date of Treatment	Amount Incurred	Amount Payable	Claim No./Type of Product

Claims Payment Details

Claim amount to be made payable to:	<input type="checkbox"/> Employer	<input type="checkbox"/> Employee
Claim amount in:	<input type="checkbox"/> Check	<input type="checkbox"/> Credit to the following bank account via GIRO

Bank Account Information for Electronic Transfer

Name of Bank:	Bank Code:	Branch Code:
Bank Account No.:	Name of Account Holder:	

I agree to hold Liberty Insurance Pte Ltd harmless and that it is fully and finally discharged of its obligations once it has made payment to the bank and bank account number given above.

PERSONAL DATA PROTECTION

Liberty Insurance Pte Ltd (“**Liberty**”) takes the responsibilities under Singapore’s Personal Data Protection Act 2012 (the “**PDPA**”) seriously. We also recognize the importance of the personal data you have entrusted to us and believe it is our responsibility to properly manage, protect and process your personal data.

The personal data which Liberty collect from you in this claims form, that previously collected and/or collect in the future, may be collected, used, disclosed and/or processed for one or more of the following purposes:

- a) processing and/or dealing with any claims including the settlement of claims and any necessary investigations relating to the claims
- b) investigating the accident and/or your claims
- c) carrying out and/or dealing with your instructions or responding to any enquiries by you
- d) conducting research, in-house training, analysis and development activities (including but not limited to data analytics, surveys (such as insurance survey, customer service survey, branding survey), branding campaign, quality assurance, product and service development and/or profiling) to improve Liberty’s services or products and/or to enhance the product or service for your benefit
- e) administering your 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)
- f) investigating fraud, misconduct, any unlawful action or omission, whether relating to your claims or any other matter relating to your claim(s), storing, hosting, backing up (whether for disaster recovery or otherwise) of your personal data, whether within or outside Singapore
- g) recover debt owed to us
- h) complying with applicable laws in administering, processing, handling and/or dealing with your claims
- i) reinsurance administration/transactions
- j) Any other purposes which we notify you of at the time of obtaining your consent

(collectively the “**Purposes**”)

Liberty may/will also be collecting from sources other than yourself, personal data about you, for one or more of the above Purposes, and thereafter using, disclosing and/or processing such personal data for one or more of the above Purposes.

PERSONAL DATA PROTECTION

You also consent that any other Insurer may/can collect from Liberty (and that Liberty may disclose to them), use, disclose (including disclose to Liberty) and/or process your personal data for one or more of the above Purposes.

Your personal data may/will be disclosed by Liberty and/or any of the other Insurers to third parties, whether located within or outside Singapore, for one or more of the above Purposes, as such third parties, would be processing your personal data for one or more of the above Purposes. In this regard, you hereby acknowledge, agree and consent that Liberty may/are permitted to disclose your personal data to such third parties (whether located within or outside Singapore) for one or more of the above Purposes and for the said third parties to subsequently collect, use, disclose and/or process your personal data for or more of the above Purposes including engaging and disclosing to their third party service providers or agents (whether sited in or outside of Singapore) to do so, and the aforementioned collection, use, disclosure and processing activities and permissions in this sub-clause apply to these third party service providers or agents and any third party service providers or agents they in turn engage and so on. Without limiting the generality of the foregoing, such third parties include:

- a) Liberty’s associated or affiliated organizations or related corporations
- b) any of Liberty’s agents, contractors or third party service providers who process your personal data on Liberty’s behalf including but not limited to those which provide administrative or other services to Liberty such as mailing houses, telecommunication companies, information technology companies, data storage or hosting companies, data centres, disaster recovery service providers, banks, medical professional, reinsurers, workshops
- c) lawyers/law firms, legal process participants and their advisors
- d) General Insurance Association Singapore (“GIA”)
- e) Monetary Authority of Singapore (“MAS”)
- f) any third party in connection with any proposed or actual reorganization, merger, sale, joint venture, assignment, transfer or other disposition or all or any portion of Liberty’s business, assets or stock (including in connection with any bankruptcy or similar proceedings); and/or
- g) third parties to whom disclosure by Liberty is for one or more of the Purposes and such third parties would in turn be collecting and processing your personal data for one or more of the Purposes

I/We have read and I/we accept the terms of Liberty’s Data Protection Policy at www.libertyinsurance.com.sg/data-protection-policy/.

DECLARATION

- 1) I declare that I have complied with the conditions and warranties (if any) of the Policy and in no manner deliberately caused the said loss or damage or exaggerated the claim or sought unjustly to benefit by any fraud or willful misrepresentation and that the information shown on this Form is true and that I have not concealed any information relating to this claim. I understand Liberty Insurance reserves the right to repudiate the claim if it is later proven false or intentionally omitted by me.

I authorize the release of any medical information necessary to process this claim.

- 1) The personal data of the individuals (the “**3rd Party Individuals**”) which I/we am/are providing to you in this form are accurate and complete. I/we warrant that I/we have obtained consent from the 3rd Party Individuals (or if lacking in legal capacity, his/her legal representatives, guardians or parents as the case may be) for Liberty to collect, use and disclose his/her personal data for the above purposes and on the terms in this document, and as if the said data are about me/us. I/We will inform Liberty of any changes to the data as soon as practicable.
- 2) I/We have read and agree to the above, including as to how my personal data may/will be collected, used, disclosed and processed by Liberty and others as stated above.

Date

Signature of Employee

Date

Signature of Policyholder & Company Stamp