

MANDATORY DOCUMENTS CHECKLIST FOR PERSONAL ACCIDENT - Group

Sr.No	Name of Documents
Common Documents for Personal Accident	
1	Duly filled and signed Bajaj Allianz Group Personal Accident Insurance Claim Form.
2	Completely filled NEFT Form stating Branch MICR Code, Branch IFSC Code, Account type, Complete Account Number duly signed by insured/nominee (in case of death) with original cancel cheque (Name & Account number pre-printed) if pre-printed cheque is not available Kindly provide 1st Page of Bank Pass Book/ Bank statement Attested by the Bank which clearly indicates Beneficiary Name & Complete Account no as well IFSC code.(All Fields in the form are mandatory to process).
3	In case claim amount is INR 1 lac and above then KYC(Know your customer) form will require with photo dully completed filled and signed by nominee (in case of death)/insured along with AML documents: Pan card/passport/Voter identity card (For identity proof), Bank account statement/electricity bill/Telephone bill (For the residential proof).
4	In case of Death if Nominee is not defined on the policy copy then we will require the below documents
	a) Legal heir certificate containing affidavit and indemnity bond (As per attached format).The same should be duly signed by all legal heirs, notarized.
	b) If Nominee is minor then we will require Decree Certificate from Court stating the guardian of the insured.
5	In case of claim amount above 10 lacs Kindly provide income tax return for last 3 years.
6	In Case of Death and PTD, Kindly provide birth certificate of child for processing of Child Education Benefit. CEB is payable upto 2 living children.
7	In case of Unnamed Policy we will require Salary Slip at the time of issuance of the policy.
8	For unnamed policies - Kindly provide the attendance record/Roll from the Employer duly signed and sealed by the employer (For Confirmation of Total Number Of Employees On Roll At The Time Of Accident.
9	Beneficiary Name against the Policy and NEFT Details of Beneficiary
Death	
1	Attested copy of Death certificate
2	Attested copy of Post Mortem Report
3	Attested copy of Post Mortem Report
4	Attested copy of FIR / Panchanama / Inquest Panchanama
Permanent Partial Disability and Permanent Temporary Disability	
1	Kindly provide certificate from treating doctor stating diagnosis and details of treatment.
2	Kindly provide certificate from treating doctor stating date and circumstances of Injury.
3	Kindly provide X-ray films /Investigation reports supporting the diagnosis.
4	Kindly provide Permanent disability certificate from civil surgeon certifying the disability of the insured.
5	Kindly provide Photograph of the patient before and after the accident to support the disability.

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Temporary Total Disability	
1	Certificate from treating doctor stating date and circumstances of Injury.
2	Certificate from treating doctor stating diagnosis and details of treatment.
3	Leave certificate from employer stating the exact leave period, duly signed and sealed by the employer. In case of self employed, final fitness certificate would suffice.
4	X-ray films /Investigation reports supporting the diagnosis.
5	All the consultation papers with details of treatment during TTD period.
6	Final medical fitness certificate from treating doctor stating the type of disability, disability period and declaration that patient is fit to resume his duty on given date.

Health Administration Team reserves right to raise deficiencies for any other document depending upon case to case basis to ascertain admissibility of claim.

If beneficiary is corporate, NEFT details of employee/nominee are not required.