ONE

CLAIM FORM

TEMPORARY & PERMANENT DISABILITY

Please write in black ink and use block capital letters.
- Please return the completed claim form together with any enclosures to your insurance broker
- The completion and/or submission of this claim form to us does not constitute an admission of your claim by ONE SURE

PLEASE ENSURE THAT THE FOLLOWING DOCUMENTATION ACCOMPANIES THE CLAIM FORM

Confirmation of earning on company letterhead, signed by authorised representative of Company First Medical Report Final Medical Report stating the date on which the employee returned to work

If the injury occurred on duty, then the claim is subject to the receipt of the COID act awards. Please supply details to ONE SURE.

PLEASE ENSURE

You fully complete every question before your doctor completes his statement
Your attending doctor fully completes the statement

PERSONAL DETAILS
To be completed by the policy holder

Name of Policy		Certificate/Policy Number:	
Title		Full Name of Insured Person	
Date of Birth		ID No	
Physical Address			
Tel. No (Business)		Tel. No (Home)	
Cell Phone No		Fax No	
Email Address			

DETAILS OF THE ACCIDENT

Please give exact date and time of the accident			AM		PM
Date		Time			
Title		Full Name of Injured Person:			
ID No					
Where did the accident occur?					
How did the accident occur?					

ONE Insurance Underwriting Managers (Pty) Ltd Reg No. 1996/008987/07
Authorised Financial Services Provider FSP8783 VAT No. 4370160501

Underwritten by:
MUTUAL & FEDERAL | risk financing
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Full details of injuries sustained:					
Have you previously claimed under this or a similar policy		Yes		No	
If Yes, please give details:					
If injured on duty has the claim been submitted to COID?		Yes		No	
What was the injured person's occupation at the time of the accident?					

EMPLOYMENT DETAILS
Please note this must be completed by the employer:

Is the claimant weekly/monthly remunerated?					
What is the average weekly/monthly earnings?					
What is the claimant's occupation?					
Has the claimant been booked off work?		Yes		No	
If Yes, please provide dates:	From		Returned		
Employer – it is important that you ensure you sign hereunder.					
Signed					
Company designation		Date			
Company Stamp					

MEDICAL EXPENSES

Is the claimant a member of a Medical Aid/Scheme?		Yes		No	
Name and contact details of Medical Aid/Scheme:	Scheme Name:				
Email Address		Tel Number			
Membership Number					

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PROCESSING NOTICE

This Notice is a summary of our Privacy Policy which describes how ONE, as responsible party, process your personal information as data subject, in terms of the Protection of Personal Information Act, 4 of 2013, (POPIA). For the full version please click here or contact us for a copy.

Your personal information will be collected and processed to enable ONE to give effect to your insurance policy in the processing of your claim. The processing of your personal information is mandatory to enable ONE to investigate the validity of your claim, eliminate any duplication of the claim and to quantify a valid claim. Should you choose to not provide us with your personal information we will not be able to process your claim.

Your personal information may be shared internally with employees required to process the claim and externally with ONE's affiliated companies, companies who supply services to ONE such as legal, administrative, and investigative services and other insurers. All third parties will only be provided with the personal information required for the purpose the information is being processed.

ONE has high levels of security in place to protect your personal information and require all third parties to comply with the standards as set out in POPIA.

You are entitled to ask ONE as responsible party for the particulars of personal information held as well as identity of any person who had access to such personal information. You may also request ONE to correct any incorrect information and to delete personal information under certain circumstances.

DECLARATION

I declare that the answers given, whether in my handwriting or not, are true and complete to the best of my knowledge and belief and will form the basis of the claim.

I understand that any misrepresentation or non-disclosure of material facts shall render the claim null and void. Note: a material fact is one which may influence the assessment or acceptance of your claim. If you are in doubt as to the relevance of any information, please give details.

I understand that by signing this form, I consent to the processing of personal information for its designated purpose in terms of the POPI Act.

I confirm that I will assist ONE or their representatives in any way relevant to assess, validate and finalise this claim. I confirm that this document was completed freely and without intimidation or coercion by any party.

I confirm that the affixed signature is mine or that of my/our appointed authorised representative and that the signature binds the insured in all material respects.

Signed at: _____ Date: _____

Full Name: _____ ID Number: _____

_____ _____

Signature Designation

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DOCTOR'S STATEMENT

This section must be fully completed by the patient's usual medical attendant – any fee for completion of this section is the responsibility of the insured person.

Title		Full Name of Patient			
Height		Weight		Patient Occupation	
Full details of the illness/injury					
Final diagnosis					
When did the patient first recieve medical attention for injury/illness:					
Has the patient ever suffered with this or any similar condition before the present episode			Yes		No
If Yes, please give details including dates of treatments and consultations					
Can this be attributed to any other underlying condition?			Yes		No
Are you the patient's usual family doctor?			Yes		No
If No, please give name and address of usual doctor:					

DISABILITY

On what date did incapacity commence?					
Is the patient still incapacitated?			Yes		No
If Yes, when will the patient be able to return to work?					
If No, when did incapacity cease?					
Is the patient able to follow his/her usual occupation?					
Will the inujury in question avoid the claimant from following his/her usual occupation?			Yes		No
To what extent can permanent disability (if any) be ascribed to this injury alone?					
Full Name of Doctor		Practice Number			
Doctor Signature		Date			
Contact Number					
Full Address					

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