

GUIDELINES FOR THE SUBMISSION OF FOREIGN WORKERS INSURANCE CLAIMS

1. Make sure that the claim is covered by your Policy. The Policy includes details about the cover, Exceptions and settlement of claims.

To check whether your claim is valid:

- I. Read the relevant Section of the Policy, eg Inpatient Care or Employer's Liability Insurance
 - II. Determine the cause of the claim and read the relevant section of the Policy to confirm that the cause is covered.
 - III. Make sure that the bodily harm is not excluded.
 - IV. Check that you have complied with all the terms relating to your claim.
2. Inform the Company immediately about the event and complete the attached Claim Form no later than 14 days from the date you became aware of the event or within any further period which the Company has granted in writing.
 3. Inform the Company immediately and always before discharge of the Insured person from hospital.

Please e-mail the claim form to claimshelp@cnpkyprus.com.