

Intimation Letter Format & Claim Form

COLLEGE DOCUMENTS :

- Intimation Letter ([Click Here for Sample Format](#))
- Claim form fully filled & principal Signature with seal ([Format](#))
- Admission form Xerox
- Bonafide Certificate
- Fee Receipt Xerox
- Policy Copy Xerox
- Student Name List Page Xerox
- College or Trust Pancard
- College Light Bill Or Telephone Bill Xerox
- Attendance Registrar only for Death Claim
- GR Registrar Entry only for Death Claim
- College Cancelled cheque For ECS
- All document attested by college **Dean /** principal

IN THE EVENT OF ACCIDENTAL INJURIES

- **Immediate written notice should be given to the Insurance Company within seven days with all particulars.**

E.Mail: neeta.dixit@orientalinsurance.co.in;

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131400@orientalinsurance.co.in

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- Claim from duly completed by the institution along with the following **All Original** documents should be submitted ;
- Medical Certificate about the nature and extent of accident resulting injuries.
- Medical Examiner's Report. Disablement certificate issued by civil surgeon
- Details of treatment rendered by the attending Doctor/Hospital/Nursing home.
- Original discharge card
- Hospital Bill & Payment receipt
- Medical Bill With Proper Prescription,
- Test Report with Bill **with referral note** .
- X-Ray Report alongwith films & bills **with referral note** .
- Fitness certificate
- CT scan report alongwith films & bill **with referral note** .
- MRI ,Sonography report alongwith films & bills **with referral note** .
- Attested Copy Valid Hospital Registration Certificate Xerox

- Attested Copy of Hospital Indoor Case paper Xerox
- Police report / FIR (wherever applicable)
- MLC - Medical Legal Certificate from Hospital
- Valid Driving License of the Students if accident occurred while driving Vehicle.
- Any other document /information if found necessary

Assuring the best services at all times

Thanks & Regards

Rohan Ghodgekar

The Oriental Insurance Company Limited

Thane Divisional Office

Maharashtra

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