



### Particulars of Insured

Insured Name (as shown in NRIC, FIN or BC)	NRIC, FIN or BC number	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality
Date of birth (dd/mm/yyyy)	Level <input type="checkbox"/> Kindergarten <span style="margin-left: 150px;"><input type="checkbox"/> Primary</span> <span style="margin-left: 150px;"><input type="checkbox"/> Secondary</span> <input type="checkbox"/> Junior College/Centralised Institute <span style="margin-left: 100px;"><input type="checkbox"/> Mixed Level (Secondary &amp; Junior College)</span> <input type="checkbox"/> Mixed Level (Primary & Secondary) <span style="margin-left: 50px;">Name of school/centre: _____</span> <span style="margin-left: 300px;">Class: _____</span>		
Residential address	Contact details (Mobile) <span style="float: right;">(Home)</span> (Email)*  * It is important to provide email address. All correspondences will be sent via this email address.		

If your contact particulars (i.e. address, contact number and email) indicated in this claim form are different from your existing records with us, we will not update all your existing policies with the new contact particulars.

### Details of accident

Date of accident:	Time of accident:	Place of accident:
Activity type <input type="checkbox"/> Accidental <span style="margin-left: 100px;"><input type="checkbox"/> Physical Education (PE)</span> <span style="margin-left: 100px;"><input type="checkbox"/> School Events</span> <input type="checkbox"/> Sick (incl. food poisoning) <span style="margin-left: 100px;"><input type="checkbox"/> Student misbehaviour (incl. fight/bully)</span> <span style="margin-left: 100px;"><input type="checkbox"/> To and from school</span> <input type="checkbox"/> CCA/Sports (Please tick the type of CCA/Sports and indicate the name of the CCA/Sports) <input type="checkbox"/> Clubs & Societies (e.g. Chess/Debate/Library/Photography) _____ <input type="checkbox"/> Physical Sports (e.g. Basketball/Floorball/Football) _____ <input type="checkbox"/> Uniformed Groups (e.g. NCC/NPCC/Red Cross) _____ <input type="checkbox"/> Visual and Performing Arts (e.g. Band/Choir/Dance) _____		
Injury type <input type="checkbox"/> Burns (incl. contact with chemical) <span style="margin-left: 100px;"><input type="checkbox"/> Cuts/Laceration/Abrasions</span> <span style="margin-left: 100px;"><input type="checkbox"/> Dental-related injuries</span> <span style="margin-left: 100px;"><input type="checkbox"/> Food poisoning</span> <input type="checkbox"/> Fracture <span style="margin-left: 100px;"><input type="checkbox"/> Infectious Diseases (e.g. Dengue Fever, HFMD)</span> <span style="margin-left: 100px;"><input type="checkbox"/> Insect Bites</span> <input type="checkbox"/> Sprain/Twist/Tear/Swelling/Dislocation <span style="margin-left: 100px;"><input type="checkbox"/> Swallowing foreign object</span>		
Describe how the accident happened.		
Describe the injuries sustained and the part(s) of the body injured.		

### Other information

Have you claimed or do you intend to claim from any insurer, other employer or any other parties for reimbursement of your medical bills? If 'yes', please state the party that you are claiming from and submit a copy of the settlement letter or payment voucher from the other party.

Yes       No

Remarks: \_\_\_\_\_

Note:

It is important that you inform us if you are claiming from another insurer, other employer or any other parties for the same bill. You can only claim or be reimbursed once for the amount that you have incurred, regardless of the number of medical insurance policies you may have. We reserve the right to recover if there is any excess amount paid to you.

**Payment mode:**       Cheque       Direct credit to bank account<sup>1</sup>

Name of payee (as shown in the NRIC/FIN)	NRIC, FIN or Passport number	Relationship to the insured
(Payee has to be student's parent/legal guardian and be above 21 years old)		

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality	Date of birth (dd/mm/yyyy)	Contact details (Mobile) _____ (Home) _____ (Email) _____
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<sup>1</sup> For Direct Credit: Name of Bank \_\_\_\_\_ Branch \_\_\_\_\_

Account number \_\_\_\_\_

Please ensure the bank account number indicated in this section is correct. If you have provided any inaccurate bank account number for the payment of this claim, we shall discharge from all liability under this claim and not be liable for any losses incurred by you.

### Personal data collection statement

NTUC Income Insurance Co-operative Limited recognises its obligations under the Personal Data Protection Act 2012 (PDPA) which include the collection, use and disclosure of personal data for the purpose for which an individual has given consent to.

The personal data collected by NTUC Income Insurance Co-operative Limited includes all personal data provided in this form, or in any document provided, or to be provided to us by you or your insured persons or from other sources, for the purpose of this insurance transaction. It includes all personal data for us to evaluate or administer this transaction.

You may not alter any of the wording in this 'Personal data collection statement'. Any attempt to do so will be of no effect.

**1. Purpose of collection**

We may collect and use the personal data to:

- (a) carry out identity checks;
- (b) carry out information checks;
- (c) communicate with you for the purposes of this transaction;
- (d) provide ongoing services and respond to your inquiries or instructions;
- (e) make or obtain payments;
- (f) investigate and settle claims;
- (g) detect and prevent fraud, unlawful or improper activities;
- (h) conduct research and statistical analysis;
- (i) coach employees and monitor for quality assurance;
- (j) reinsure risks and for reinsurance administration; and
- (k) comply with all applicable laws, including reporting to regulatory and industry entities.

**2. Disclosure of personal data**

We may disclose personal data belonging to you and your insured persons for the purposes set out in Section 1 above to these parties:

- (a) Ministry of Education (MOE) or its appointed financial advisers, insurance broker (if applicable);
- (b) medical professionals and institutions;
- (c) insurers and reinsurers;
- (d) local or overseas service providers to provide us with services such as printing, mail distribution, data storage, data entry, marketing and research, disaster recovery or emergency assistance services;
- (e) dispute resolution parties;
- (f) parties that assist us to investigate, administer and adjudicate claims;
- (g) financial institutions; and
- (h) regulators, law enforcement and government agencies.

**3. Consequence of withdrawing consent to the collection, use and disclosure of personal data**

You may refuse or withdraw your consent for us to collect, use or disclose your personal data and your insured persons' personal data by giving us reasonable notice so long as there are no legal or contractual restrictions preventing you from doing so. For example, you may withdraw your consent for your personal data to be used for marketing purposes, and this withdrawal will not affect our ability to provide you with the said products and services. But if you withdraw your consent for us to use your personal data for your insurance matters, this will affect our ability to provide you with the said products and services, including preventing us from properly assessing and processing your claim.

**4. Access and correction rights**

You can request access to any personal data of yours that we have, and request to know how it is being used and disclosed for the last 12 months to the extent your right is allowed by law. If we allow you access, we may charge you a reasonable fee. You also have the right to request correction of your personal data.

You may make your request to access or correct your personal data by writing to:

The Data Protection Officer, Income Centre, 75 Bras Basah Road, Singapore 189557. Alternatively, you can email to: DPO@income.com.sg.

For any request to withdraw your consent, please contact Income Contact Centre at 6788 1777 or email to consentwithdrawal@income.com.sg.

**Declaration and authorisation by Insured/parent/legal guardian**

I certify that the information in this form is true and complete and I have not withheld any material information.

I confirm that I understand and agree to the 'Personal data collection statement'.

For the purposes of policy administration including processing and investigating this claim.

- a. I authorise any person or organisation who has relevant information pertaining to this claim, including any medical practitioner, health care provider or institution, insurance company, and investigative agencies, to release and exchange such information (including personal health information) requested by NTUC Income Insurance Co-operative Limited and/or its claims service providers.
- b. I authorise NTUC Income Insurance Co-operative Limited and its claims service providers to collect, use, disclose and to exchange with the persons or organisations listed above any information (including personal health information).
- c. I am authorised to disclose information (including personal health information) about the insured person if this claim is made on behalf of them.
- d. I agree that a photocopy or electronic version of this authorisation shall be as valid as the original.

\_\_\_\_\_  
Name of Insured

\_\_\_\_\_  
Signature of Insured  
(If Insured is age 21 years and above)

\_\_\_\_\_  
Date (dd/mm/yyyy)

If Insured is below 21 years old, the following is to be completed by the parent or legal guardian of the Insured.

\_\_\_\_\_  
Name (as shown in NRIC or FIN)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NRIC or FIN number

\_\_\_\_\_  
Relationship to the Insured

\_\_\_\_\_  
Date (dd/mm/yyyy)