

INJURY/ILLNESS CLAIM FORM (TEMPORARY & PERMANENT DISABILITY)

POLICYHOLDER DETAILS

Policyholder			
Policy Number		Cell Number	
Email		Tel Number (W)	
Business Address			
		Code	

DETAILS OF INJURED / ILL PERSON

Full Name		ID Number	
Business / Occupation			

DETAILS OF THE INCIDENT

Please give exact date and time of the incident			AM		PM	
Date		Time				
Where did the incident occur?						
How did the incident occur?						
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 a claim been submitted in terms of COIDA?		Yes		No		
What was the injured person's occupation at the time of the incident?						



EMPLOYMENT DETAILS (To be completed by 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 <input type="checkbox"/>
If Yes, please provide dates: From			Returned <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
Name and contact details of Medical Aid/Scheme:		Scheme Name:		
Email Address		Tel Number		
Membership Number				

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.

Name

Signature

Documents required:

- **Completed medical certificate**
- **Letter of confirmation of earnings and date of resumption of work on company letterhead, signed by authorised representative**
- **First and Final Medical Reports to the Compensation Commissioner in terms of COIDA as well as the award received from the Compensation Commissioner, if the incident was an injury of duty.**



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 receive 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 injury 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				