



Thursday, November 4 2021

Mr. Muhammad Arshad  
Manager Finance

Chip Training And Consulting (Pvt) Ltd.  
CHIP HOUSE, PLOT NO. 1,,  
FAYYAZ MARKET, STREET NO. 9, G-8/2, ,  
ISLAMABAD.

Claim No : CL202162931  
Cert ID : GL201900742195B-1250  
Employee No :

Re: Group Term Takaful Medical Expense (Accidental) - Riaz Hussain

Dear Mr. Muhammad Arshad

We feel sorry to hear about the disability of your employee Riaz Hussain. We acknowledge receipt of some injury claim documents on the above employee. To further process the claim we require the following documents / particulars.

- 1 Attendance Record (June 2021 to Oct 2021)
- 2 Copies of Complete Hospitalization / OPD Record
- 3 Copy of Driving License
- 4 Copy of FIR (mandatory for Accidental events)
- 5 Proof of Salary/Income (June 2021 to Oct 2021)
- 6 AML 9 Questionnaire (Enclosed)
- 7 Copy of Hospital Discharge Summary/Report

We will be processing the claim on receipt of the above. Should you have any comments, questions or queries please feel free to contact us at 021-34311747-56 (Ext-162)

Looking forward to strengthen existing business relationship between the two organizations, we remain

Thanks and regards.

  
Head of Claims

Cc : Syed Muhammad Zeeshan Afzal