

CASUALTY // WORKPLACE PROTECT // CLAIMS GUIDELINES // SINGAPORE

## Work Injury Compensation claims guidelines

### Claims reporting guide

What to do when an employee has an accident at the workplace?

1. Report the accident to Ministry of Manpower (MOM) within 10 days from date of accident via this link.
2. Complete the Liberty WI Claim Form available for download via this link.

### What to do next?

Submit the completed Workplace Protect Claim Form with a copy of MOM I-report to:

1. SWICclaims@libertyglobalgroup.com
2. Liberty Specialty Markets  
One Raffles Quay  
#40-01 North Tower  
Singapore 048583

You can also submit additional documents\* or legal documents via email or mail.

#### **\*Additional documents (if available at time of reporting)**

- ▶ Original medical bills
- ▶ Original medical certificates
- ▶ Copy of the medical report/doctor's memo/inpatient discharge summary/after visit summary
- ▶ Internal incident/investigation report
- ▶ Copy of the police report if the employee met with a road traffic accident
- ▶ Payslips for the past 12 months prior to the accident date and during the medical leave period
- ▶ Copy of employee's work permit (non-Singaporean)

**If any legal action has been threatened or commenced, please provide us with any relevant Letter of Demand/Originating Claim or similar documents upon receipt of same.**



### Important note:

This document does not purport to be a full statement of your legal obligations in the event of a workplace injury and the list of suggested actions does not constitute advice as to the fulfilment of such obligations. You should seek professional guidance on such obligations if required. The questions we may ask are not confined to those referred to in the documents herein. We may request further information/documents depending on the nature of any claim. Nothing herein derogates from or affects the operation of any policy issued by Liberty and to the extent of any inconsistency, the applicable policy shall prevail over this guide.

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