

WHAT IS THE MOTOR CLAIMS GUIDE?

Motor Claims Guide is a comprehensive guide developed by the Malaysian insurance and takaful industry containing key information regarding motor insurance/ takaful.

The Motor Claims Guide aims to help the public better understand the overall claims settlement process by making transparent key information.

How Does A Motor Policy Protect You?

A motor insurance policy / takaful certificate (collectively referred to as "motor policy") provides financial protection to you in the event your vehicle is involved in a road accident or is stolen. However, there are **limits** to the extent of financial protection provided, so it is

important that you understand the scope of protection under each type of motor policy.

Illustrated below are the types of motor policies available in Malaysia and scope of financial protection provided by an insurance company / takaful operator (collectively referred to as "insurer"):

EXTENT OF COVER

Comprehensive policy

Third Party, Fire and Theft policy

Third Party policy

Provides financial protection for:

Responsibility for death or injury to all parties **outside of your vehicle (third party)** in an accident



Third Party Bodily Injury or Death claim

Responsibility for damage to **other person's (third party) vehicle or property**



Third Party Property Damage claim

Loss/Damage to **your vehicle** due to accidental fire or theft



Fire claim OR Theft claim

Loss/Damage to **your vehicle** due to accident



No Fault Own Damage claim OR Own Damage claim

You have a right to appoint a lawyer to advise you on your legal rights

ADD-ON COVERS

To widen the scope of protection of a motor policy, vehicle owners may purchase add-on covers at additional premium/ contribution. Below are some examples of these add-on covers:

Type of add-on covers	Protects against...
Flood	Damages to your vehicle in event of a flood
Windscreen	Sudden breakage of windscreen not resulting from a road accident
Legal liability to passenger	Your passenger(s) suing you for injury caused to them (except your own family members)
Legal liability of passenger	People outside of your vehicle suing you for injuries caused by your passenger(s)
Compensation for Assessed Repair Time	Inability to use your vehicle while it is being repaired
Personal Accident (separate policy)	Any injury to you or your passenger (including family members)

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WHAT CAN YOU CLAIM FOR?

The types of compensation which may be claimed under a motor policy depends on the type of motor policy applicable and prevailing laws:

Types of compensation which may be claimed (depending on the policy applicable and prevailing laws)		If you are a vehicle owner and have a:			If you are a pedestrian / owner of non-vehicular property that was involved in an accident
		Comprehensive policy	Third Party, Fire and Theft policy	Third party policy	
Property damage	Theft of your vehicle	Make a Theft claim against your own insurer/ takaful operator	Make a Theft or Fire claim against your own insurer	Not eligible to claim	
	Damage to your vehicle/ property due to road accident	If other person caused the accident: Make a Third Party Property Damage claim (TPPD) against the other person's insurer/ takaful operator; or If you caused the accident: Make an Own Damage claim against your own insurer/ takaful operator	Make a Third Party Property Damage claim (TPPD) against the other person's insurer/ takaful operator	Make a Third Party Property Damage claim (TPPD) against the other person's insurer/ takaful operator	Make a Third Party Property Damage claim (TPPD) against the other person's insurer/ takaful operator
	Compensation for Assessed Repair Time (CART) (Compensation awarded only to drivers found not responsible for accident)	Make loss of use claim against the other person's insurer/ takaful operator; OR Make a claim with your own insurer if you have purchased CART add-on cover			
Bodily injury / Death (list is not exhaustive)	Pain, suffering and loss of amenities from injury sustained	Make a Third Party Bodily Injury or Death (TPBID) claim against the other person's insurer/ takaful operator			
	Medical expenses / nursing costs				
	Loss of earnings / Loss of future earnings / earning capacity. Loss of dependency				
	Funeral expenses				
	Bereavement				

IMPORTANT NOTICE

You must ensure that the insured value of your vehicle is adequate. If the sum insured of your vehicle is lower than its market value at the point of purchasing insurance, your vehicle is deemed to be underinsured. If your vehicle is underinsured, compensation for damages to your vehicle will be proportionately lower.

A Passenger Liability cover only provides protection to the passengers in your vehicle who are not your family members. You are advised to purchase a Personal Accident policy for yourself as well as for your family members so that you and your family members are protected should you be the party at fault in a road accident.

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WHAT YOU SHOULD DO IF YOU MEET WITH A ROAD ACCIDENT

1. Be calm, polite and courteous. DO NOT admit liability or offer any settlement or payment.
2. Note down as much of the following in the **Accident Notification Form (Form A)** provided in this claims guide:-
 - the personal particulars of the driver(s) involved in the road accident - name(s), IC number(s), address(es), driving licence number(s) and telephone contact(s) (if possible)
 - the name of the insurer of the other vehicle(s)
 - make/model and registration number(s) of the other vehicle(s) involved in the road accident
 - registration number of tow truck(s) (if any)
3. Make a simple diagram of the accident scene in Form A. This will help you when making a police report later on, as you will also be required to do so.
4. Snap photos and note down the extent of the damage(s) to the vehicles/property involved (if the situation permits)
5. Immediately call either your insurer's roadside assistance service (if provided) **or** Accident Assist for assistance. Accident Assist will ask you some simple questions about the accident and if necessary, will assist in arranging for a panel tow truck to assist you and to tow your vehicle to the nearest panel workshop. Accident Assist will be able to also advise you on the nearest panel workshop which you may go to in order to repair your vehicle.

As an alternative to calling your insurer or Accident Assist to inform about the road accident, you may also fill in Form A and submit it to either your own insurer and/or Persatuan Insurans Am Malaysia (PIAM) or Malaysian Takaful Association (MTA) within **7 days** of the date of the road accident. PIAM and MTA may be contacted at:

Persatuan Insurans Am Malaysia
3rd Floor, Wisma PIAM
150, Jalan Tun Sambanthan
50470 Kuala Lumpur
Tel No.: 03-22747395
Fax No.: 03-22745910
Email: piam_sec@piam.org.my

Malaysian Takaful Association
21st, Menara Takaful Malaysia,
No. 4, Jalan Sultan Sulaiman,
50000 Kuala Lumpur
Tel No.: 03-20318160
Fax No.: 03-20318170
Email: mtasecretariat@malaysiantakaful.com.my

6. Make a Police Report of the road accident. You are required **by law** to lodge a police report as soon as practicable, and in any case **within 24 hours** of a road accident / theft of your vehicle
7. Cooperate with the investigator/loss adjuster appointed by the insurer to undertake an independent:
 - a. assessment of the repairs recommended by the panel workshop; or
 - b. investigation of the theft of your vehicle.

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HOW TO MAKE A MOTOR CLAIM?

In order to make a claim, compile as much of the following documents as possible and submit them to the insurer (refer to the table below) within the stipulated timeframe:

- Own Damage, No-Fault Own Damage¹ and Theft claims:
 - **Within 7 days of the date of accident/loss** if you are not physically disabled or hospitalized following the event.
 - **Within 30 days or as soon as practicable** if you are physically disabled or hospitalized as a result of the event.
- Other claims:
 - **As soon as practicable**

However, claimants may subsequently be requested by the insurer to furnish additional documentation

No.	Documents to be submitted	Type of Claim			
		Submit to OWN insurer		Submit to OTHER party's insurer	
		Own Damage and No-Fault Own Damage	Theft claim	Third Party Property Damage (TPPD) claim	Third Party Bodily Injury or Death (TPBID) claim
1.	Claim Form (provided by insurers)	✓	✓	-	-
2.	Motor Bodily Injury/Death claims cover letter (refer to Letter B)	-	-	-	✓
3.	Original copy of police reports <ul style="list-style-type: none"> • Made by you directly after accident • Police letter informing which party is compounded for road traffic offence 	✓ ✓	✓ -	✓ ✓	✓ ✓
4.	Copy of NRIC of driver	✓	✓	✓	✓
5.	Copy of driving licence of: <ul style="list-style-type: none"> • driver • policyholder 	✓ ✓	✓ -	- ✓	- -
6.	Vehicle registration card	✓	✓	✓	-
7.	Bill of repair costs of your own vehicle or property	✓	-	✓	-
8.	Any document in evidence of your income	-	-	-	✓

¹ A No-Fault Own Damage claim is a benefit for private cars with Comprehensive policy and is only applicable if you are in an accident with another private car with Comprehensive policy. It is an alternative to filing a Third Party Property Damage claim. Under a No-Fault Own Damage claim, you can seek compensation against your insurer instead of the other person's insurer for the damages the other person has caused to your vehicle in event of a road accident. This is a benefit to you as it saves you the hassle of dealing with the other person's insurer.

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No.	Documents to be submitted	Type of Claim			
		Submit to OWN insurer		Submit to OTHER party's insurer	
		Own Damage and No-Fault Own Damage	Theft claim	Third Party Property Damage (TPPD) claim	Third Party Bodily Injury or Death (TPBID) claim
9.	Photos of (if possible): <ul style="list-style-type: none"> • accident scene • damages to vehicle at accident scene • injuries suffered 	✓ ✓ -	✓ - -	- ✓ -	- - ✓
If injured (TPBI claim):					
10.	Initial medical report (specialist reports may be submitted later)*	-	-	-	✓
11.	Bill of initial medical treatment received	-	-	-	✓
If death (fatal claim):					
12.	A copy of death certificate	-	-	-	✓
13.	Bill of funeral expenses	-	-	-	✓
14.	Copy of NRIC of dependents	-	-	-	✓

Note: If you have not obtained your initial medical report, you may consent for such report to be made available. Your consent for this report to be made available may be provided in the medical report application form which is available at hospitals, a sample of which may be seen at the following address: http://hbtu.moh.gov.my/cms/wp-content/uploads/2011/09/MedicalReport_Consent-Form.pdf

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CONSUMER ADVISORY

1. In making a motor claim involving third party bodily injury and death or third party property damage, you may pursue your claim directly with the other vehicle's insurer or appoint a lawyer to act on your behalf at any time.
2. Should you choose to pursue your claim directly with the other vehicle's insurer, you should ensure that the compensation that you are to receive from the insurer is adequate. Please exercise care and where necessary seek expert advice in reaching any settlement for compensation with the other vehicle's insurer as such settlement is likely to be final.
3. If you are of the view that the compensation being offered to you is inadequate, you may further negotiate with the other vehicle's insurer or may wish to consult a lawyer.

IMPORTANT MATTERS YOU SHOULD KNOW WHEN MAKING A CLAIM

[If you are making an Own Damage claim:](#)

When you make an Own Damage claim under your **Comprehensive** policy, your insurer **may** also include additional charges, including:

- **Betterment** – Portion of repair charges to be borne by owners of vehicles aged 5 years and above if new franchise parts are used in repairs instead of parts of the same age as the vehicle.
- **Excess** – A proportion of the total repair cost that you are to bear yourself as per the terms & conditions of the motor insurance policy.
- **Endorsement 2(f) (private cars only)** – You will bear RM400.00 of **each claim** made by you, if at the time of the accident your vehicle was driven by a person:
 - who is **under the Age of 21 years**; or
 - who is the holder of a **Provisional Driving Licence (L-Licence)**; or
 - who is the holder of a **Probationary Driving Licence (P-Licence)**; or
 - who is not named in the motor policy; or
 - named in the motor policy who is less than the age of 21 years and/or the holder of a Provisional Driving Licence (L-Licence) and/ or the holder of a Probationary Driving Licence (P-Licence).

You will lose your No Claim Discount (NCD) entitlement at the next renewal of your motor policy.

[If you are making a No-Fault Own Damage claim:](#)

You will **not** lose your NCD entitlement. However, you will be subject to the same charges under an Own Damage claim (Betterment, Excess and Endorsement 2(f)).

You may then write to the other party's insurer seeking reimbursement for all of the above charges except betterment.

However, if the accident is found to be **caused by you, your No-Fault Own Damage claim will be converted into an Own Damage claim**. In this case, you will lose your NCD entitlement at the next renewal of your motor policy.

[If you are making a theft claim:](#)

- To ensure that the investigation is thorough and to allow possible recovery by police authorities, your insurer may require a reasonable process time of the following time frame
 - 6 months from the date of notification of theft; and/or
 - when official police investigations have been completed, **whichever is earlier**.
- After notifying your insurer of the theft of your vehicle, if you are informed that your vehicle is recovered:
 - do **NOT** take possession of your vehicle from any authority/party unless authorised by the police; or
 - immediately notify your insurer/agent so that your insurer may make proper arrangements to recover your vehicle and conduct an independent survey of your vehicle.
- Under a normal Comprehensive motor policy, insurers will pay you compensation equal to the present market value of your vehicle at the point of theft or the sum insured/ sum covered of the vehicle (whichever is less). If you wish to be compensated on sum insured/ sum covered basis, please ask your insurer about the possibility of converting your Comprehensive policy to an Agreed Value Comprehensive policy.

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If you are making a **Third Party Bodily Injury claim** or a **Dependency claim**:

- If you and/or passengers in your vehicle are injured in an accident, you and/or passengers in your vehicle may claim compensation for injuries sustained from the insurer of the other vehicle. Compensation will only be paid by the insurer of the other vehicle's driver in the event the insured/ covered driver is found to have caused the accident.
- If you and/or passengers in your vehicle were to succumb to injuries in a road accident, your and/or your passengers' dependents (spouse, children and parents) may make a dependency claim against the insurer of the other vehicle. Compensation will only be paid by the insurer of the other vehicle's driver in the event the insured/ covered driver is found to have caused the accident.
- A dependency claim may be made provided the deceased was gainfully employed prior to the accident. Such a claim is by the deceased's dependents for loss of financial support minus certain deduction as the dependents would now be deprived of the deceased's earnings or income on which they

had depended prior to the accident which caused his demise.

- If you are found to be **responsible for the accident, you and your passengers will not be able to receive any compensation from the insurer of the other vehicle.**

If you are found to be partially responsible, you and/or your passengers may receive only partial compensation.

If you are making a **Third Party Property Damage claim**:

- If your property (including vehicle) is damaged in a road accident caused by the other party, you may claim for compensation from the other party's insurer.
- The insurer may provide compensation for the following items:
 - Cost of repairs to your property to return it to its previous state
 - Cost of replacing your property with another that is alike in terms of age, value and/or condition
 - Cost of loss of use of your vehicle i.e. charges for rental car (up to a specified limit)

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Contact numbers of general insurers and takaful operators in Malaysia (as at March 2013)

No. Name of insurer	Tel. No.	Fax. No.
1. ACE Jerneh Insurance Berhad	03- 2058 3000	03-2058 3333
2. AIG Malaysia Insurance Berhad	03-2118 0188	03-2118 0288
3. Allianz General Insurance Company (Malaysia) Berhad	03-2264 1188	03-2264 1199
4. American International Assurance Bhd	03-2056 1111	03-2056 2992
5. AmG Insurance Berhad	03-4047 8000	03-4043 8680
6. AXA Affin General Insurance Berhad	03-2170 8282	03-2031 7282
7. Berjaya Sampo Insurance Berhad	03-2117 2118	03-2144 7297
8. Etiqa Insurance Berhad	1300-13-8888	03-2296 1799
9. ING Insurance Berhad	1800-88-0303	03-2711 0175
10. Kurnia Insurans (Malaysia) Berhad	03-7875 3333	03-7875 9933
11. Lonpac Insurance Bhd	03-2262 8688	03-2715 1332
12. Zurich Insurance Malaysia Berhad	03-2146 8000	03-2142 5863
13. Multi-Purpose Insurans Bhd	03-2034 9888	03-2694 5758
14. MSIG Insurance (Malaysia) Bhd	03-2050 8228	03-2060 8086
15. Tune Insurance Malaysia Berhad	03-2070 2828	03-2072 4150
16. Overseas Assurance Corp. (Malaysia) Berhad	03-4259 7888	03-4813 2737
17. Pacific & Orient Insurance Co. Berhad	03-2698 5033	03-2693 8145
18. Progressive Insurance Bhd	03-2118 8000	03-2118 8101
19. Prudential Assurance Malaysia Berhad	03-2116 0228	03-2032 3939
20. QBE Insurance (Malaysia) Berhad	03-7861 8400	03-7873 7430
21. RHB Insurance Berhad	03-2180 3000	03-9281 2729
22. The Pacific Insurance Berhad.	03-2176 1188	03-2078 4928
23. Tokio Marine Insurans (Malaysia) Berhad	03-2783 8383	03-2026 9708
24. Uni.Asia General Insurance Berhad	03-2693 8111	03-2693 2893
No. Name of takaful operators	Tel. No.	Fax. No.
1. Etiqa Takaful Berhad	1300-13-8888	03-2296 1799
2. Hong Leong MSIG Takaful Malaysia Berhad	03-7650 1800	03-7620 6730
3. MAA Takaful Berhad	03-6287 6666	03-6259 0088
4. Syarikat Takaful Malaysia Berhad	1300-88-252-385	03-2274 0237
5. Takaful Ikhlas Sdn. Bhd.	03-2723 9696	03-2723 9998
6. CIMB Aviva Takaful Bhd.	1300-88-5055	03-2614 3550
7. HSBC Amanah Takaful (Malaysia) Sdn Bhd	1800-88-9659	03-2031 0833
8. Prudential BSN Takaful Berhad	03-2053 7188	03-2026 7688

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Strictly without prejudice

It is not compulsory to fill in this form. Any information that you do give in this form will not amount to any admission of blame or liability but is to provide the first details of the accident for purposes of notifying your insurer that an accident has occurred. You have the right to appoint a lawyer of your own choice to advise you on your rights and any claim that you may make. You may wish to consult a lawyer before you fill in this form. If you do choose to fill in this form, you will not be deemed to have waived any of your legal rights, including making any claim for compensation as a result of the accident.

FORM A - ACCIDENT NOTIFICATION FORM

If you have not already contacted Accident Assist to notify of the accident, vehicle owners / drivers may submit this form to either your own insurer and / or Persatuan Insurans Am Malaysia or the Malaysian Takaful Association within 7 days from the date of the accident. This form may also be submitted by a person on behalf of the vehicle owner / driver. Pedestrian / cyclist involved in an accident are encouraged to fill in this form and submit to Persatuan Insurans Am Malaysia or the Malaysian Takaful Association.

YOUR PERSONAL DETAILS

- | | |
|--|---|
| <p>1. Are you?</p> <p><input type="checkbox"/> Vehicle owner</p> <p><input type="checkbox"/> Vehicle driver</p> <p><input type="checkbox"/> Vehicle passenger</p> <p><input type="checkbox"/> Pedestrian / Cyclist</p> <p><input type="checkbox"/> Others (Pls. specify) : _____</p> | <p>2. Name (as in NRIC) : _____</p> <p>3. NRIC No. : _____</p> <p>4. Contact. No. : _____</p> <p>5. Email address (if Any) : _____</p> <p>6. Latest residential address (only if different from NRIC) : _____</p> |
|--|---|

7. Registration no. of vehicle involved in an accident : _____
8. Registration no. of tow truck operator : _____

(If notification is filed by other than persons involved in accident, please indicate the following)

9. Relationship to person named in no. 2 : Spouse Parent Other (pls. specify)
- Child Sibling _____
10. Name (as in NRIC) : _____
11. NIRC No. : _____
12. Contact. No. : _____
13. Email address (if any) : _____
14. Latest residential address (only if different from NRIC) : _____

15. DETAIL OF YOUR PASSENGER (if known) :

- | | | |
|---|---|---|
| Name : _____ | Name : _____ | Name : _____ |
| NRIC No. : _____ | NRIC No. : _____ | NRIC No. : _____ |
| Contact No. : _____ | Contact No. : _____ | Contact No. : _____ |
| Condition : <input type="checkbox"/> No apparent injury | Condition : <input type="checkbox"/> No apparent injury | Condition : <input type="checkbox"/> No apparent injury |
| <input type="checkbox"/> Visible injury | <input type="checkbox"/> Visible injury | <input type="checkbox"/> Visible injury |
| <input type="checkbox"/> Deceased | <input type="checkbox"/> Deceased | <input type="checkbox"/> Deceased |

16. DETAIL OF OTHER VEHICLE DRIVER / PEDESTRIAN / CYCLIST INVOLVED IN ACCIDENT (if known) :

- | | | |
|---|---|---|
| Vehicle Registration No : _____ | Vehicle Registration No : _____ | Vehicle Registration No : _____ |
| Name : _____ | Name : _____ | Name : _____ |
| NRIC No. : _____ | NRIC No. : _____ | NRIC No. : _____ |
| Contact No. : _____ | Contact No. : _____ | Contact No. : _____ |
| Condition : <input type="checkbox"/> No apparent injury | Condition : <input type="checkbox"/> No apparent injury | Condition : <input type="checkbox"/> No apparent injury |
| (at point of <input type="checkbox"/> Visible injury | (at point of <input type="checkbox"/> Visible injury | (at point of <input type="checkbox"/> Visible injury |
| accident) <input type="checkbox"/> Deceased | accident) <input type="checkbox"/> Deceased | accident) <input type="checkbox"/> Deceased |

GENERAL ENQUIRIES

17. Were you injured in the accident? Yes No
18. Did you go to a clinic / hospital after the road accident?
 Yes (pls specify the name of the clinic / hospital) _____
 No
19. Have you made a police report?
 Yes (pls specify branch) _____
 No

20. SKETCH OF THE ACCIDENT

Date of Accident : _____	Location of Accident : _____	Light Conditions : <input type="checkbox"/> Daylight <input type="checkbox"/> Dawn or dusk <input type="checkbox"/> Dark (lighted) <input type="checkbox"/> Dark (Unlighted)	Weather Condition : <input type="checkbox"/> Sunny / Clear <input type="checkbox"/> Raining <input type="checkbox"/> Drizzling <input type="checkbox"/> Foggy / Hazy
Time of Accident : _____	Road Condition : <input type="checkbox"/> Dry <input type="checkbox"/> Wet		

Please sketch in the boxes below, a simple diagram of the accident scene before and after the accident.

BEFORE ACCIDENT (OPTIONAL)

AFTER ACCIDENT (OPTIONAL)

21. I, _____ (name) state that the particulars stated in this form are, to the best of my knowledge and that this form shall not be used in a court of law.

Signature : _____

NRIC No. : _____

Date : _____

It is not compulsory to fill in this form. Any information that you do give in this form will not amount to any admission of blame / liability but is to provide the first details of the accident for purposes of notifying your insurer that an accident has occurred. You have the right to appoint a lawyer of your own choice to advise you on your rights and any claim that you may make. You may wish to consult lawyer before you fill in this form. If you do choose to fill in this form, you will not be deemed to have waived any of your legal right, including making any claim for compensation as a result of the accident.



Letter B

← Your name & address

← The other driver's insurance company's name & address

↑ Date of letter

Att : Claims Manager

Dear Sir / Madam,

Re : Accident on ___(date)___ involving Vehicle No. ___(other driver's registration number)___ and Vehicle No. ___(your driver's registration number)___

Reference is made to the above matter.

We / I would like to institute a bodily injury and death claim against your vehicle no. ___(other driver's registration number)___

Enclosed herewith are the relevant documents for your further action :

- Report to the police on accident
- Police sketch plan and / or photos (if any)
- Police's reports on its findings
- Photocopy of identification card of injured / deceased
- Medical reports
- Medical bills / receipts
- Post mortem reports (if any)
- Death certificate
- Documentary proof of relationship (if dependents' claiming)
i.e. birth certificate, marriage certificate
- Latest salary slip
- Other : _____

Injury claim	Fatal claim

Thank you.

Yours faithfully,

Name :

Identification card number :

