**International Insurance Claim Document checklist**

1. Please submit the completed forms and documents to Financial Advisory over the SIC Counters.
2. Documents checklist:

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| --- | --- |
|  | MSIG Claim Form |
|  | **Original** receipt(s), itemized billing & medical  report |
|  | Discharge Summary from the doctor |
|  | Giro Fund Transfer Form |
|  | Photocopy of your passport info page. |
|  | Photocopy of your local bank account details,  which shows your bank name, account name and account number. |

1. Please note it takes about 2 months for our Insurance Brokers to process your claim.
2. All claims submitted is not a guaranteed approval and is subjected to the terms and conditions of your insurance policy.
3. For any enquiries, please email [fasw@swinburne.edu.my](mailto:fasw@swinburne.edu.my)
4. **Financial Advisory have the right to reject any incomplete application**