

### International Insurance Claim Document checklist for MSIG

1. Please submit the completed forms and documents to Welfare over the SIR Counters.
2. Documents checklist:

	<b>Original</b> receipt(s), itemized billing & medical report
	Discharge Summary from the doctor
	Giro Fund Transfer/RENTAS Form
	Photocopy of your passport info page.
	Photocopy of your local bank account details, which shows your bank name, account name and account number.

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