

## STANDARD OPERATING PROCEDURE FOR CLAIMS

### CLAIM INTIMATION:

The customer has to call the assistance center on **0091-124-6261205 & 0091-124-6261206** and intimate the claim.

The assistance centre will share the check list of claim and the link address for uploading the documents.

### Check list consists of documents listed below:

1. Copy of cancelled ticket with PNR number and ticket charges.
2. Details of refund received from airlines.
3. Copy of insured's cheque leaf.

The assistance centre will also share the link which is given below where the insured can upload claim document.

<https://www.libertyinsurance.in/products/claim-intimation/claimintimation>

The insured will have to fill the details as required in the screen shot given below.

### Travel Claim Intimation

Please enter following details for Claim Intimation (Fields marked with \* are mandatory)

Certificate No*	<input type="text"/>
	<input type="button" value="OK"/>
Policy Holder Name	<input type="text"/>
Claimant Name*	--Select--
Place of Residence	<input type="text"/>
Pincode*	<input type="text"/>
Travel Start Date*	<input type="text"/>
Claimed Amount(in Rs.)*	<input type="text"/>
Trip*	--Select--
	<input type="button" value="Submit"/>