

WIC Claim Documents Checklist:

- Duly-completed Claim Form/ I-Report
- Accident / Occurrence Report (if any) including all statements recorded from Witness(es) of the accident
- Who was the direct supervisor / supervisor in charge at the time of the accident?
- A copy of the worker's work permit/ NRIC
- Copies of the wage payment vouchers/ payslips for 12 months prior to date of accident
- All original medical certificates (including for light duty)
- All original medical invoices
- A copy of inpatient discharge summary (if there is hospitalisation)
- A copy of A&E discharge summary (if there is A&E visit)
- Copies of MRI report, x-ray report or laboratory test report (if any)
- A copy of the traffic police report lodged by the injured worker (if it is a road accident)
- Whether injured worker is claiming against third party?
If yes, please provide:
 - a) Name of third party's insurer
 - b) Details of law firm engaged (if any)
- Whether the accident happened at project site?
If yes, please provide:
 - a) A copy of the contractual agreement signed between insured and all main /sub-contractors concerned stating the terms and conditions (particularly insurance coverage) of the contract (if applicable)
 - b) Project insurer details
 - c) Proof of reporting to main contractor if the accident happened at the project site.
 - d) Time and tool box records

