

保险使用方法 How to apply for claim

Firstly, you should prepare the following documents as required. Then, please send the documents you have prepared to us.

| Documents for Claim Insurance Liabilities | Copy of passport and visa page | Original of receipt | Medical record(the date in every medical record should be corresponding to the date in every receipt) | Original of detailed expenditure sheet | Course and certificate of accident | Copy of hospital discharge summary or medical record of hospitalization | Copy of passbook or information sheet of bank card customer |
|---|--------------------------------|---------------------|---|--|------------------------------------|---|---|
| Outpatient (because of accident) | Needful | Needful | Needful | | Needful | | Needful |
| Outpatient (because of disease) | Needful | Needful | Needful | | | | Needful |
| Hospitalization(because of accident) | Needful | Needful | | Needful | Needful | Needful | Needful |
| Hospitalization(because of disease) | Needful | Needful | | Needful | | Needful | Needful |

Please pay attention to the following matters:

1. Before seeing a doctor, please call 4008105119 and press NO.1 key for medical consultation.
2. Certificate of accident, in case of a traffic accident, please submit a liability conformation of traffic accident issued by the traffic unit. And if other accidents happen, please also submit relative certification materials.
- 3.The information about bank account has to include account number, account name and name of the deposit bank.

Materials for claims of settlement sent to: 北京市朝阳区东三环中路 55 号双子座 B 座 303 室 (邮编 100022)

Addressee: 来华项目理赔部

Please Dial 4008105119 转 1