

## DOCUMENTS REQUIRED UPON CONFIRMATION

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### For Individual & Family Plans

- Duly filled Medical Application form (only for New policies)
- Continuity of Cover in case insured before
- Passport & visa page for all family members to be insured
- Emirates ID copy for all family members to be insured
- Colored photos in jpg format
- In case any of the family members is already insured, valid insurance card copy is a must.

### For Group Policies

#### **5-14/19 Employees:**

- Detailed census\* - Name, Gender, Date of Birth, Nationality, Marital Status,
- Relationship Status - specified as Employee, Spouse or Child, visa issuing Emirate
- Salary details for Dubai visa holding employees (census format will be provided)

***\*Any variation in census from the proposal confirmed should be communicated to us on a compulsory basis\****

- Passport and visa copy
- Medical Application Form (MAF)
- Photograph (Optional)
- Trade License copy & Establishment card copy/VAT Certificate

#### **15/20 Employees and above:**

- Detailed census\* - Name, Gender, Date of Birth, Nationality, Marital Status,
- Relationship Status - specified as Employee, Spouse or Child, visa issuing Emirate
- Salary details for Dubai visa holding employees (census format will be provided)

***\*Any variation in census from the proposal confirmed should be communicated to us on a compulsory basis\****

- Major Medical Declaration form (in case if the group need to be administered by Nextcare)
- Medical Application Form if without claims experience (in case if the group need to be administered by Mednet)
- Photographs in jpeg format

***Apart from the above the following documents are also to be submitted.***

- Trade License copy & Establishment card copy/VAT Certificate
- Quotation approved by the client
- Ministry of Labor (MOL) list-(Mandatory that all members are insured with Mednet)
- Payment Terms as mutually agreed
- Affirmation letter (Declaration for Abu Dhabi /Al Ain members) \*format available
- Salary declaration letter \* format available
- COC for groups with Abu Dhabi trade license