

Documentation Checklist Group Healthcare Insurance

Administrative Requirements (all Emirates)

	Complete form as requested, sign and stamp. Confirm 'quotation number' and 'policy commencement date'.
<input type="checkbox"/> Group Application Form	Confirm Reimbursement Claim Settlement Method OIC' system is configured to settle reimbursement claims under the 'principal member name'. You need to declare if claims are to be reimbursed under Company name.
<input type="checkbox"/> Valid Trade / Commercial License Copy	Provide a valid copy of your company Trade License. When more than one company is involved, a declaration letter from Master Policy Holder is required listing all the subsidiaries along with copies of their respective trade licenses. Renewed Trade License copies are required at the time of renewal.
<input type="checkbox"/> Credit Questionnaire	Complete the Form if you need to apply for credit terms.

Employees List (all Emirates)

<input type="checkbox"/> Census List	Use the 'Census' document to provide the employees list details respecting the Excel sheet requirements and formats. Please fill all the fields highlighted as mandatory to comply with legal requirements and OIC standards.
<input type="checkbox"/> Photographs	Provide photos for each member respecting the following: <ul style="list-style-type: none"> • One passport size picture per member • Picture should be in JPEG format • File name should be unique and as per the following format: "Employee Number-First name" • Save all pictures in one folder called "Pictures" • Name of each picture must match the 'Photo File Name' column in the Census List <p>Note: If the above is not strictly respected, the process to issue medical card will take longer.</p>

Extra Requirements for Groups Below 9 Employees and/or below 50 members and/or members above 65 years

<input type="checkbox"/> Passport & Visa Copy	Provide Passport copy and valid Visa page copy for each member.
<input type="checkbox"/> Individual Enrollment Form	Completed, signed and stamped by each proposed members.

Extra Requirements for Abu Dhabi. For DHA Essential Basic Plan only Workers List required.

<input type="checkbox"/> Workers List	As per the Ministry of Labor records.
<input type="checkbox"/> Insurance Continuity Certificate	From the previous insurers. Please specify the certificate expiry date.