

WORK INJURY COMPENSATION CLAIM PROCEDURE AND DOCUMENTATION

1) Online reporting to Ministry of Manpower

Employers are required to report work-related accidents to MOM within the time stipulated below:

What to report	Reporting Timeline
Where the accident results in death of an employee	Within 10 days of occurrence
Where the accident results in any incapacity that renders the employee unfit for work for more than 3 consecutive days or hospitalised for at least 24 hours	
Where Employee contracts an occupational disease	

Employers can submit the accident report using the iReport system on the MOM website at <http://www.mom.gov.sg/iReport>

Documents for submission of claim to Liberty

- 1. Copy of the iReport submitted to Ministry of Manpower**
 - 2. Copy of Medical Report/Inpatient Discharge Summary if available**
 - 3. Copy of death certificate if applicable**
 - 4. Original Medical Bills and Medical Leave Certificates**
 - 5. Copy of Work Permit / Employment Pass (for foreign employees)**
 - 6. Copies of Wage Payment Vouchers of the injured person for 12 months prior to the accident and during Medical Leave period**
 - 7. Number of working days per week**
- If injured person is a sub-contractor's employee / engaged in a project work, please submit:**
- 8. Contract agreement between insured and sub-contractor and/or main contractor**
 - 9. Copy of sub-contractor's and/or main contractor's Work Injury Compensation Insurance Policy**

2) Accident that results in not more than 3 days medical leave does not require report to MOM

Although there will be no MOM i-Report, Liberty requires the details of the accident in order to process the claim. Please submit the documents as enumerated in item 4 to 9 above together with WC Claim Form (can be downloaded from Liberty's website).

3) Serious accident such as those involving fire, explosion, collapse of building etc, must continue to be reported to the Police

Liberty seeks the cooperation of all Insureds to report to the company all accidents as soon as reasonably possible. This is to enable the company to act on the accident since the liability covered by the company is for both the Act and the Common Law.