

### Instructions for filling-up Application form:

1. The Application to the National Insurance Trust Fund should be submitted within 90 days of Leaving Hospital.
2. In all correspondence you have with us, it is necessary that the NIC No. should be stated legibly and correctly.
3. When copies of documents are sent they should be certified by the Head of the Institution.

#### **4. If both Husband and Wife are insured,**

- (a). The claim should be submitted by the patient with Insurance Cover.
- (b). As regards children of member claim to be made only by one Parent.

#### **5. When claiming for dependants –**

Certified copies of Photostat of following documents should be sent:

- (a). For Spouse – Photostat of Marriage Certificate.
- (b). For Children – Photostats of Birth Certificates.  
(The child should be unmarried and less than 21 years of Age)

#### **If the Insured Person is an unmarried person –**

For Mother/Father of Insured person – should be less than 70 years.

- Certified Photostat of birth certificate of the Insured person.
- A Photostats of birth certificate or NIC of Mother/Father.
- A letter from Head of Institution certifying the unmarried state.
- A certificate from Grama Sewa Niladari counter signed by the Divisional Secretary to the effect that Mother/Father depend on the Insured person and he/she has no means of income.

6. If for the reason Insurance benefit is sought, Insurance benefit has been received from some other Institution, along with a letter stating such amount received should be sent Photostats of all Invoices/Bills/Receipts received.

#### **7. Following documents should be forwarded together with the duly perfected Application: (a). In connection with any instance of hospitalization or performance of surgery, Heart Operation/Treatment for ailment such as cancer.**

- The original Diagnosis Card or a certified copy of it. (If should contain the name of patient, date of admission and date of discharge, the signature of the doctor who treated with the Official Stamps)
- In case of private hospital, the Deposit Receipts, final bill of payment (Amount receipt), Detailed Bill (Final Bill) originals of other receipts and Invoices (Originals with alteration of name, date etc., will not be accepted.)
- Where treatment is obtained from private hospitals all expenses should be stated in detail.  
Payments to specialist  
Doctors and other doctors should be given separately.
- Where treatment is obtained from private hospitals, certificate of the Doctor relating to question no. (11) is essential.
- In case of a heart operation, the letter of recommendation of Doctor for such operation.

**Please note that by providing all required documents at once with the duly perfected entitlement application, speedy benefits could be obtained under the Agrahara Benefit Re-imbusement Scheme.**