



WHEN TO NOTIFY OLD MUTUAL OF A POTENTIAL CLAIM:

- Employee has been absent from work for a consecutive period of four weeks.
- Employee's job description has changed to allow him/her to have reduced duties due to a medical condition.
- Employee had an injury on duty which has led to absenteeism from work for a long period.
- Employee is regularly off work for one or two days per week for a period of two months.



EMPLOYEE'S DETAILS

Full name

Date of birth

ID/Passport number

Telephone number Code No.

Email address

Employee number

Occupation

Duties

Last day actively at work

Medical condition/s being claim for



EMPLOYER'S DETAILS

Scheme name

Employer name

Contact person

Designation

Contact number

Email address

Signature

Date

IMPORTANT:

This notification is not a claim submission. To avoid having a claim rejected, a full claim pack must be submitted within 12 months of the date on which an employee was first absent from work. For details on what a full claims pack is, visit our website.



SEND THE COMPLETED FORM TO US:

Our website oldmutual.co.za/corporate/forms-and-downloads contains our claim requirements, as well as useful information and guides to assist you through the claims process. You may also call our HR 911 helpline on 021 509 3911 for any assistance with the claims process.

Email GAPDisabilityAssessments@oldmutual.com
Fax 021 509 6855

Post Old Mutual Group Assurance Claims
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