



**NEWSTATE
STENHOUSE (SIMCO) PTE LTD**
(Incorporated in Singapore) Company No. 199004179K
108 Robinson Road, #09-00 GMG Building, Singapore 068900.
Tel: 6222 9188 Fax: 6227 9286 e-mail: simco@simco.com.sg



APPENDIX B

CLAIMS PROCEDURES & DOCUMENTS REQUIRED:

1. Damage to clubs

- a. Report to the Club (place of incident) immediately.
- b. A photograph of the damaged club.
- c. A confirmation letter from the Club concerned.
- d. If the damaged club is beyond repair, please send it to Newstate to be forwarded to the Insurance company * .
- e. Submit the replacement bill / original receipt to Newstate.

2. Loss of Club *

- a. Report to the Club (place of incident) immediately.
 - b. A confirmation letter from the Club concerned.
 - c. Submit the original purchase bill / receipt (if available) to Newstate .
 - d. Submit replacement bill / original receipt to Newstate.
- * Golfing equipment is subject to depreciation value

3. Hole-In-One

- a. Report to the Club (place of incident) immediately.
- b. Submit Certificate of Hole-In-One to Newstate.
- c. Submit scorecard. To be witnessed by players in the flight and signed by marker to Newstate.
- d. Obtain original receipt for hosting of "Hole-In-One" drinks to Newstate.

4. Public Liability

- a. Report to police for third party death or injury
- b. Notify Newstate and submit claim form with supporting documents
- c. Preserve evidence for investigation purpose
- d. If adjuster is appointed, provide fullest co-operation to adjuster
- e. Forward third party correspondence or writ of summon, etc to Newstate
- f. Refrain from admitting faults or making offers to third party
- g. Insurer will correspond directly with third party on your behalf
- h.

Important Notes

- Please note all claims must be reported to insurer within 30 days from the event.