

i-Get In Touch: CLAIM FORM SUBMISSION GUIDE





Important Notes:



Claimants are advised to read and understand the following guidelines before using the claim submission facility.

- a) Please ensure the documents uploaded are properly scanned and the image is well-defined for viewing & processing.
- b) Submission of claims via i-Get In Touch (i-GIT) is still subjected to terms & condition of the certificate. Claims has the right to issue requirement for clarification or additional documents, request for re-submission or request to view the original document as and when required.
- c) For reimbursement claims in regards to expenses incurred above MYR500, we required original documents before payment approval, thus please submit to HQ for our processing.
- d) Kindly keep your original physical documents at all times (if not submitted to HQ for claim amounting below RM 500) and to be presented upon request even after the claim has been approved. Failure to provide the documents may result in withdrawal of approved claim decision and claimant to return of the monies paid back to GETB.
- e) Claims submitted before 6pm will be registered and send for processing on the same working day. Otherwise, in the next working day upon completion of i-GIT daily batch run.

For enquiries, please do not hesitate to contact our Careline at 1300-13-8338 or email to i-greatcare@greateasterntakaful.com

i-Get In Touch – Claim Form Submission Guide



MAIN MENU



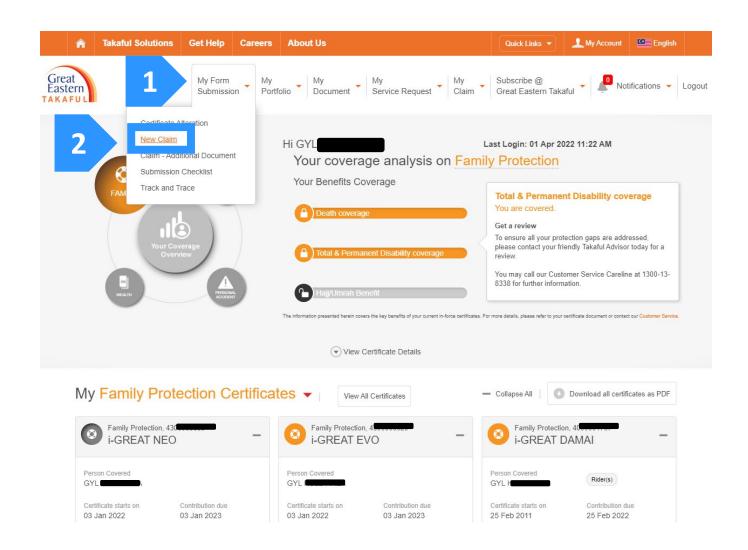


1. New Claim





Step 1: Go to 'My Form Submission' then click 'New Claim'.



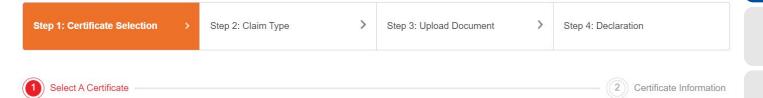






Step 2: Select a Certificate then click 'Continue, Step 1.2: Certificate Information'.

New Claim



Select A Certificate

Update	Plan Name	Person Covered	Status
0	i-GREAT NEO (43	G/	LAPSED
0	i-GREAT EVO (43	G)	INFORCE
•	i-GREAT DAMAI (400	G)	INFORCE

Submission Checklist

Continue, Step 1.2: Certificate Information

TIPS:

Click 'Submission Checklist' to check on Form/Document that needs to be submitted according to Claim Type and to download Form required there.

Step 1

- Click 'My Form Submission'
- Click 'New Claim'

Step 2

- Select a Certificate Number
- Click 'Continue, Step 1.2: Certificate Information'

Step 3

- Ensure all data are up to date.
- Click 'Continue, Step 2: Claim Type'

Step 4

- Choose 'Claim Type'
- Click 'Continue, Step 3: Upload Document'

Step 5

- Select Form/Document from dropdown list and browse file to upload documents
- Click 'Continue, Step 4: Declaration'

Step 6

- Read & Accept 'Terms & Conditions'
- Then, update Witness details

Step 7

 Key in the six-digit pin number sent to your registered mobile number, then click 'Next'

Step 8

 Key in the six-digit pin number sent to Witness mobile number, then click 'Submit'

Step 9

- 'Successful' page
- 'Track and Trace' page

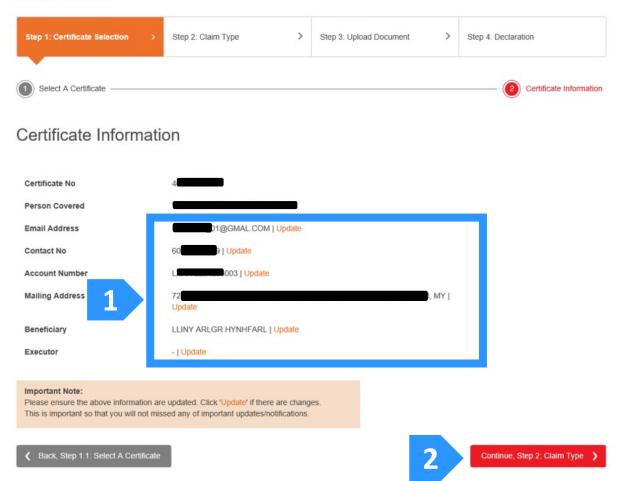






Step 3: Ensure all data are up to date then click 'Continue, Step 2: Claim Type'.

New Claim



TIPS:

- 1. Please double-check that your **Account Number** is correct.
- 2. If there is <u>no record on Account Number</u>, you will be <u>unable to proceed to the next step</u>. Please update your bank account details to proceed with claim submission.

Click 'My Form Submission'Click 'New Claim'

Select a Certificate Number
 Click 'Continue Step 1.2: Ce

 Click 'Continue, Step 1.2: Certificate Information'

Step 3

• Ensure all data are up to date.

• Click 'Continue, Step 2: Claim Type'

Step

• Choose 'Claim Type'

• Click 'Continue, Step 3: Upload Document'

Step 5

 Select Form/Document from dropdown list and browse file to upload documents

Click 'Continue, Step 4: Declaration'

Step 6

• Read & Accept 'Terms & Conditions'

• Then, update Witness details

Step 7

 Key in the six-digit pin number sent to your registered mobile number, then click 'Next'

Step 8

 Key in the six-digit pin number sent to Witness mobile number, then click 'Submit'

Step 9

• 'Successful' page

• 'Track and Trace' page





Step 4: Select 'Claim Type' then click 'Continue, Step 3: Upload Documents'.

New Claim

Step 1: Certificate Selection > Step 2: Claim Type > Step 3: Upload Document > Step 4: Declaration

Select Claim Type



← Back, Step 1.2: Certificate Information

Continue, Step 3 : Upload Documents

• Click 'My Form Submission' • Click 'New Claim' • Select a Certificate Number • Click 'Continue, Step 1.2: Certificate Information' • Ensure all data are up to date. • Click 'Continue, Step 2: Claim Type' • Choose 'Claim Type' Step 4 • Click 'Continue, Step 3: Upload Document' • Select Form/Document from dropdown list and browse file to upload documents • Click 'Continue, Step 4: Declaration' • Read & Accept 'Terms & Conditions' • Then, update Witness details • Key in the six-digit pin number sent to your registered mobile number, then click 'Next' • Key in the six-digit pin number sent to Witness mobile number, then click 'Submit' 'Successful' page

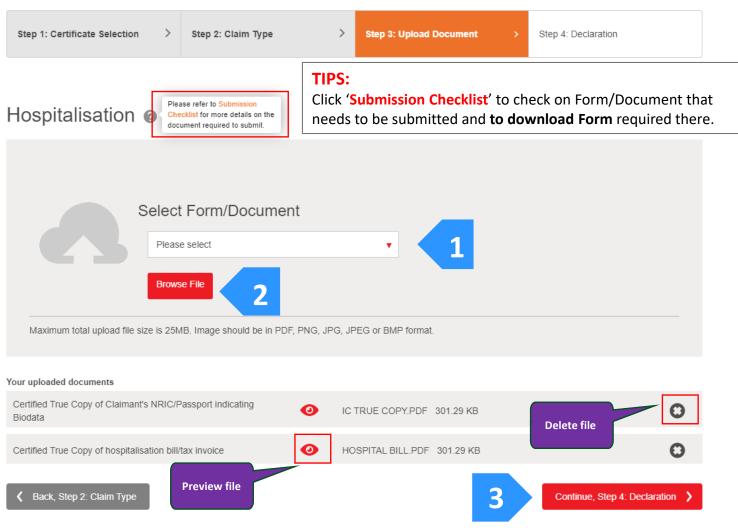
• 'Track and Trace' page





Step 5: Select Form/Document from dropdown list. Click 'Browse File' to upload document.

New Claim



• Click 'My Form Submission' • Click 'New Claim' • Select a Certificate Number • Click 'Continue, Step 1.2: Certificate Information' • Ensure all data are up to date. • Click 'Continue, Step 2: Claim Type' • Choose 'Claim Type' Click 'Continue, Step 3: Upload Document' Select Form/Document from dropdown list Step 5 and browse file to upload documents • Click 'Continue, Step 4: Declaration' • Read & Accept 'Terms & Conditions' • Then, update Witness details • Key in the six-digit pin number sent to your registered mobile number, then click 'Next' • Key in the six-digit pin number sent to Witness mobile number, then click 'Submit' 'Successful' page • 'Track and Trace' page



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Step 6: Read & Accept 'Terms & Conditions'.

New Claim

Step 1: Certificate Selection > Step 2: Claim Type > Step 3: Upload Document > Step 4: Declaration

Declaration

PERSONAL DATA PROTECTION NOTICE

By interacting with Great Eastern Takaful Berhad ("the Takaful Operator"), submitting information to the Takaful Operator, enrolling or signing up for any products or services offered by the Takaful Operator, you are providing personal information to the Takaful Operator. You hereby consent (and where required, explicitly consent) to the use of your personal information including sensitive personal information, in the manner set out in this notice.

"Personal information" means any information which relates to you and which has been or will be provided by you to the Takaful Operator, including but not limited to your name, National Registration Identity Card number, passport number, address, telephone number, email address, images, your personal preferences, particulars of any third party person covered or beneficiary, financial and banking account information and any information which may identify you, any person covered, executor or beneficiary, that has been or may be collected, stored, used and processed by the Takaful Operator from time to time. The term "personal information" also includes sensitive personal data which means any personal data consisting of information as to physical or mental health or condition, political opinions, religious beliefs or other beliefs of a similar nature and the commission or alleged commission of any offence.

If you provide us with any personal information relating to a third party, including where you have named them as a person covered, executor, or beneficiary, or where you refer an individual to us for the purposes of us offering our products and/or services to that individual, by submitting such information to us, you represent to us that you have obtained the consent of the third party to provide us with their personal information for the purpose related to you as set out in this notice.

Your personal information may be used, recorded, stored, archived, disclosed or otherwise processed by or on behalf of the Takaful Operator (and its successors in title) for the following purposes:

	Click 'My Form Submission'Click 'New Claim'
	 Select a Certificate Number Click 'Continue, Step 1.2: Certificate Information'
	Ensure all data are up to date.Click 'Continue, Step 2: Claim Type'
	Choose 'Claim Type'Click 'Continue, Step 3: Upload Document'
	 Select Form/Document from dropdown list and browse file to upload documents Click 'Continue, Step 4: Declaration'
Step 6	Read & Accept 'Terms & Conditions'Then, update Witness details
	 Key in the six-digit pin number sent to your registered mobile number, then click 'Next'
	Key in the six-digit pin number sent to Witness mobile number, then click 'Submit'
	 'Successful' page 'Track and Trace' page

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Step 6: Accept 'Terms & Conditions'. Update Witness details then 'Submit'.

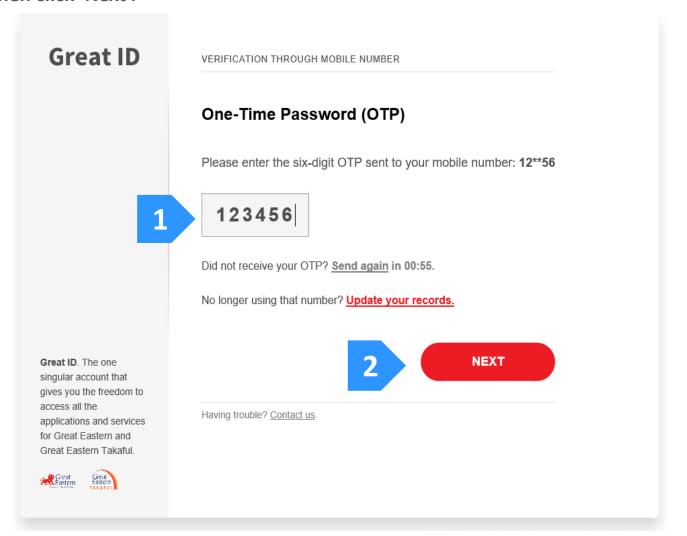
Consent Verifi	ation Detail					
Name of Witne shown on NRI						
ID Type *	NEW MALAYSIAN	IC			•	
ID Number *	95					
Mobile Numbe		e.g. 88062713602	23, Singapore	Passport No. e.g. S123456	7A	
Mobile Numbe	MALAYSIA	*	+60	12 lumber is 012-6917693, ple	ase enter 126917693	

	Click 'My Form Submission'Click 'New Claim'
	 Select a Certificate Number Click 'Continue, Step 1.2: Certificate Information'
	Ensure all data are up to date.Click 'Continue, Step 2: Claim Type'
	Choose 'Claim Type'Click 'Continue, Step 3: Upload Document'
	 Select Form/Document from dropdown list and browse file to upload documents Click 'Continue, Step 4: Declaration'
Step 6	Read & Accept 'Terms & Conditions'Then, update Witness details
	Key in the six-digit pin number sent to your registered mobile number, then click 'Next'
	• Key in the six-digit pin number sent to Witness mobile number, then click 'Submit'
	 'Successful' page 'Track and Trace' page





Step 7: Key in the six-digit pin number sent to YOUR registered mobile number, then click 'Next'.

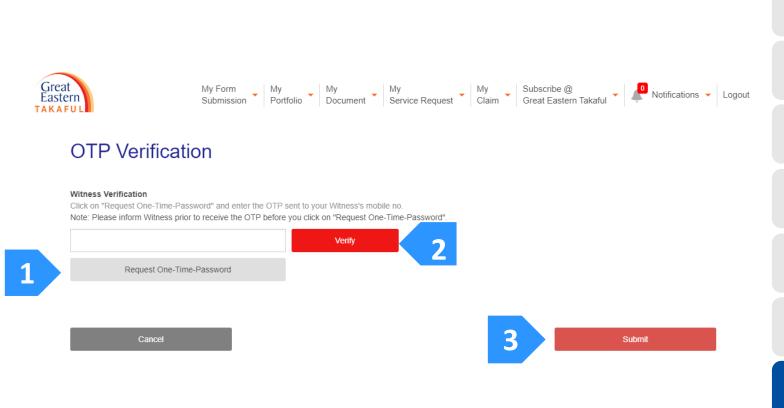


	Click 'My Form Submission'Click 'New Claim'
	 Select a Certificate Number Click 'Continue, Step 1.2: Certificate Information'
	Ensure all data are up to date.Click 'Continue, Step 2: Claim Type'
	Choose 'Claim Type'Click 'Continue, Step 3: Upload Document'
	 Select Form/Document from dropdown list and browse file to upload documents Click 'Continue, Step 4: Declaration'
	Read & Accept 'Terms & Conditions'Then, update Witness details
Step 7	 Key in the six-digit pin number sent to your registered mobile number, then click 'Next'
	 Key in the six-digit pin number sent to Witness mobile number, then click 'Submit'
	 'Successful' page 'Track and Trace' page





Step 8: Key in the six-digit pin number sent to Witness mobile number, then click 'Submit'.

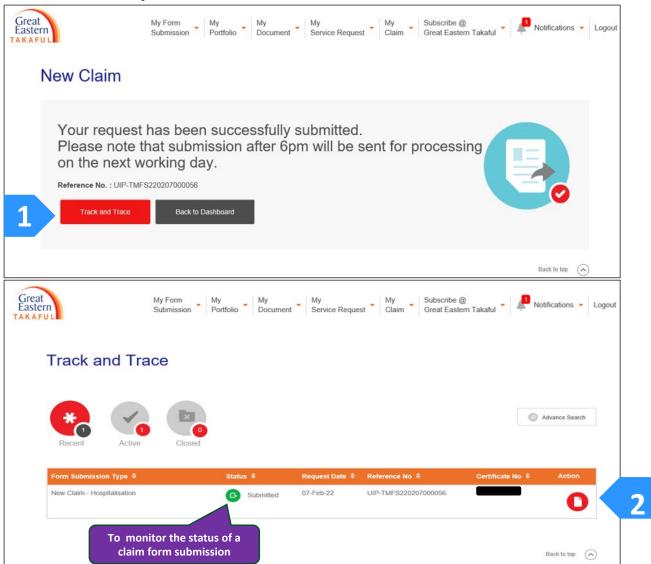


	Click 'My Form Submission'Click 'New Claim'
	 Select a Certificate Number Click 'Continue, Step 1.2: Certificate Information'
	Ensure all data are up to date.Click 'Continue, Step 2: Claim Type'
	Choose 'Claim Type'Click 'Continue, Step 3: Upload Document'
	 Select Form/Document from dropdown list and browse file to upload documents Click 'Continue, Step 4: Declaration'
	Read & Accept 'Terms & Conditions'Then, update Witness details
	 Key in the six-digit pin number sent to your registered mobile number, then click 'Next'
Step 8	 Key in the six-digit pin number sent to Witness mobile number, then click 'Submit'
	 'Successful' page 'Track and Trace' page



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Step 9: Click 'Track and Trace'. Then, click on 'Action' to view PDF copy of the summary form/document that was submitted.



• Click 'My Form Submission' • Click 'New Claim' • Select a Certificate Number • Click 'Continue, Step 1.2: Certificate Information' • Ensure all data are up to date. • Click 'Continue, Step 2: Claim Type' • Choose 'Claim Type' • Click 'Continue, Step 3: Upload Document' • Select Form/Document from dropdown list and browse file to upload documents • Click 'Continue, Step 4: Declaration' • Read & Accept 'Terms & Conditions' • Then, update Witness details • Key in the six-digit pin number sent to your registered mobile number, then click 'Next' • Key in the six-digit pin number sent to Witness mobile number, then click 'Submit' • 'Successful' page Step 9 • 'Track and Trace' page

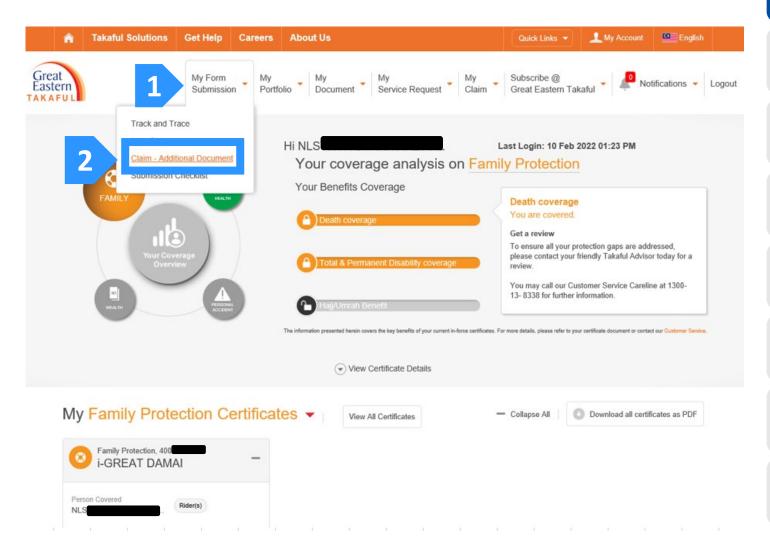




2. Claim – Additional Document

Great Eastern

Step 1: Go to 'My Form Submission' then click 'Claim – Additional Document'.



• Click 'My Form Submission' Step 1 Click 'Claim – Additional Document' • Select a 'Claim Reference No.' • Click 'Continue, Step 1.2: Certificate Information' •Ensure all data are up to date. •Click 'Continue, Step 2: Claim Type' Click 'Continue, Step 3: Upload Document' • Select Form/Document from dropdown list and browse file to upload documents • Click 'Continue, Step 4: Declaration' • Read & Accept 'Terms & Conditions' • Click 'Submit' button • Key in the six-digit pin number sent to your registered mobile number, then click 'Next' 'Successful' page • 'Track and Trace' page

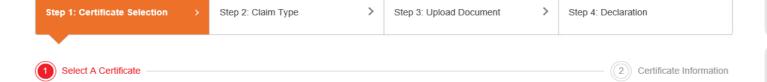




Step 2: Select a 'Claim Reference No.'

Then click 'Continue, Step 1.2: Certificate Information'.

Claim - Additional Document



Select A Certificate

Update	Claim Reference No	Plan Name	Person Covered	Status
•	LAB2	i-GREAT DAMAI (400	NLS	INFORCE



Continue, Step 1.2: Certificate Information

TIPS:

Click 'Submission Checklist' to check on Form/Document that needs to be submitted according to Claim Type and to download Form required there.

Step 1

- Click 'My Form Submission'
- Click 'Claim Additional Document'

Step 2

- Select a 'Claim Reference No.'
- Click 'Continue, Step 1.2: Certificate Information'

Step 3

• Click 'Continue, Step 2: Claim Type' button

Step 4

• Click 'Continue, Step 3: Upload Document'

Step 5

- Select Form/Document from dropdown list and browse file to upload documents
- Click 'Continue, Step 4: Declaration'

Step 6

- Read & Accept 'Terms & Conditions'
- Click 'Submit' button

Step 7

 Key in the six-digit pin number sent to your registered mobile number, then click 'Next'

Step 8

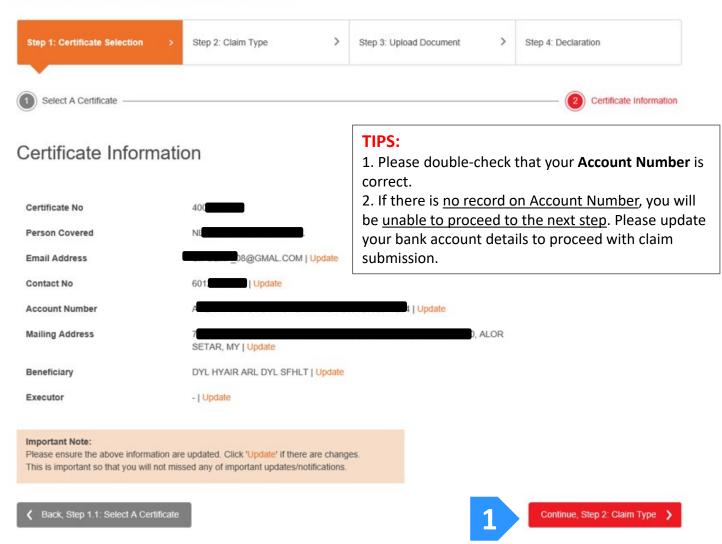
- 'Successful' page
- 'Track and Trace' page





Step 3: Ensure all data are up to date then click 'Continue, Step 2: Claim Type'.

Claim - Additional Document



• Click 'My Form Submission' Click 'Claim – Additional Document' • Select a 'Claim Reference No.' • Click 'Continue, Step 1.2: Certificate Information' • Ensure all data are up to date. Step 3 • Click 'Continue, Step 2: Claim Type' Click 'Continue, Step 3: Upload Document' • Select Form/Document from dropdown list and browse file to upload documents • Click 'Continue, Step 4: Declaration' • Read & Accept 'Terms & Conditions' • Click 'Submit' button • Key in the six-digit pin number sent to your registered mobile number, then click 'Next' 'Successful' page • 'Track and Trace' page

Step 4: The 'Claim Type' field will be selected automatically.

Click 'Continue, Step 3: Upload Documents'.

Claim - Additional Document



Claim Type



• Click 'My Form Submission' • Click 'Claim - Additional Document' • Select a 'Claim Reference No.' • Click 'Continue, Step 1.2: Certificate Information' • Click 'Continue, Step 2: Claim Type' button Step 4 • Click 'Continue, Step 3: Upload Document' • Select Form/Document from dropdown list and browse file to upload documents • Click 'Continue, Step 4: Declaration'

• Key in the six-digit pin number sent to your registered mobile number, then click 'Next'

• Read & Accept 'Terms & Conditions'

- 'Successful' page
- 'Track and Trace' page

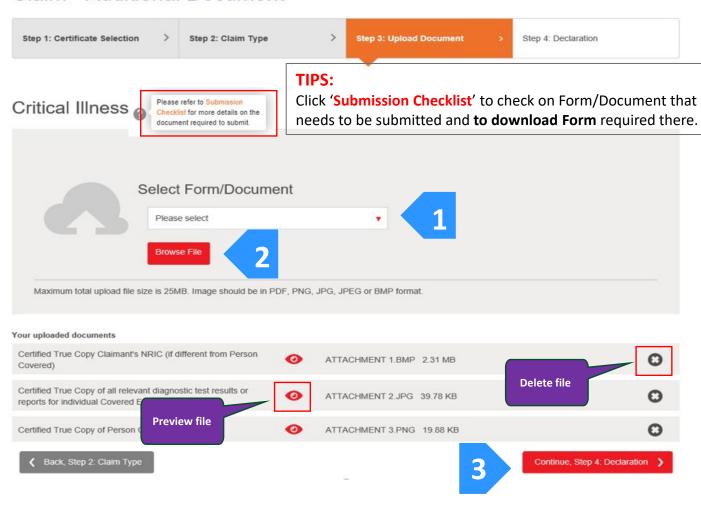
• Click 'Submit' button





Step 5: Select Form/Document from dropdown list. Click 'Browse File' to upload documents.

Claim - Additional Document



• Click 'My Form Submission' Click 'Claim – Additional Document' • Select a 'Claim Reference No.' • Click 'Continue, Step 1.2: Certificate Information' • Click 'Continue, Step 2: Claim Type' button Click 'Continue, Step 3: Upload Document' Select Form/Document from dropdown list Step 5 and browse file to upload documents • Click 'Continue, Step 4: Declaration' • Read & Accept 'Terms & Conditions' • Click 'Submit' button • Key in the six-digit pin number sent to your registered mobile number, then click 'Next' 'Successful' page • 'Track and Trace' page



Step 6: Read & Accept 'Terms & Conditions'. Click 'Submit'.

Claim - Additional Document

Declaration



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"Personal information" means any information which relates to you and which has been or will be provided by you to the Takaful Operator, including but not limited to your name, National Registration Identity Card number, passport number, address, telephone number, email address, images, your personal preferences, particulars of any third party person covered or beneficiary, financial and banking account information and any information which may identify you, any person covered, executor or beneficiary, that has been or may be collected, stored, used and processed by the Takaful Operator from time to time. The term "personal information" also includes sensitive personal data which means any personal data consisting of information as to physical or mental health or condition, political opinions, religious beliefs or other beliefs of a similar nature and the commission or alleged commission of any offence.

If you provide us with any personal information relating to a third party, including where you have named them as a person covered, executor, or beneficiary, or where you refer an individual to us for the purposes of us offering our products and/or services to that individual, by submitting such information to us, you represent to us that you have obtained the consent of the third party to provide us with their personal information for the purpose related to you as set out in this

Your personal information may be used, recorded, stored, archived, disclosed or otherwise processed by or on behalf of the Takaful Operator (and its successors in title) for the following purposes:

- I hereby declare I have read and agree the above Term and Condition.
- 📝 I hereby acknowledge that the One Time Password received by me through my mobile number which I provided to Great Eastern Takaful Berhad is valid proof that I am the certificate owner and/or person covered (whichever applicable) of this certificate. I also acknowledge the document(s)
- uploaded in this i-Get In Touch ("iGIT") was submitted by me as the registered user of this iGIT account.

Click 'My Form Submission'

Click 'Claim – Additional Document'

• Select a 'Claim Reference No.'

• Click 'Continue, Step 1.2: Certificate Information'

• Click 'Continue, Step 2: Claim Type' button

Click 'Continue, Step 3: Upload Document'

• Select Form/Document from dropdown list and browse file to upload documents

• Click 'Continue, Step 4: Declaration'

Step 6

• Read & Accept 'Terms & Conditions'

Click 'Submit' button

 Key in the six-digit pin number sent to your registered mobile number, then click 'Next'

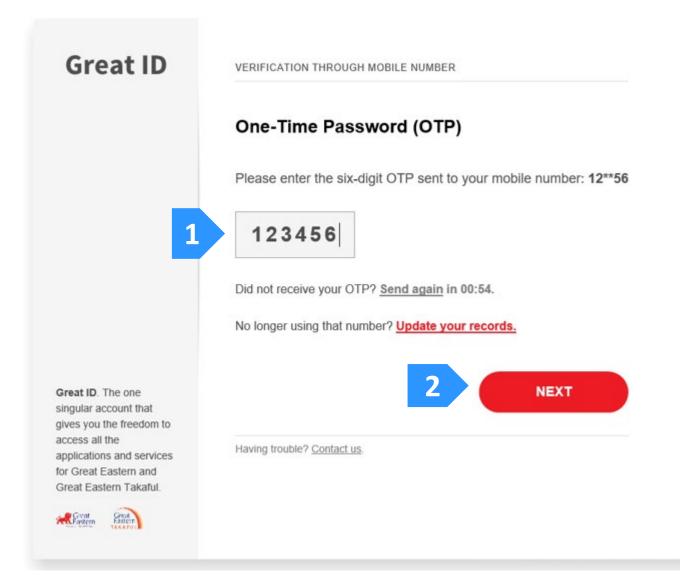
- 'Successful' page
- 'Track and Trace' page





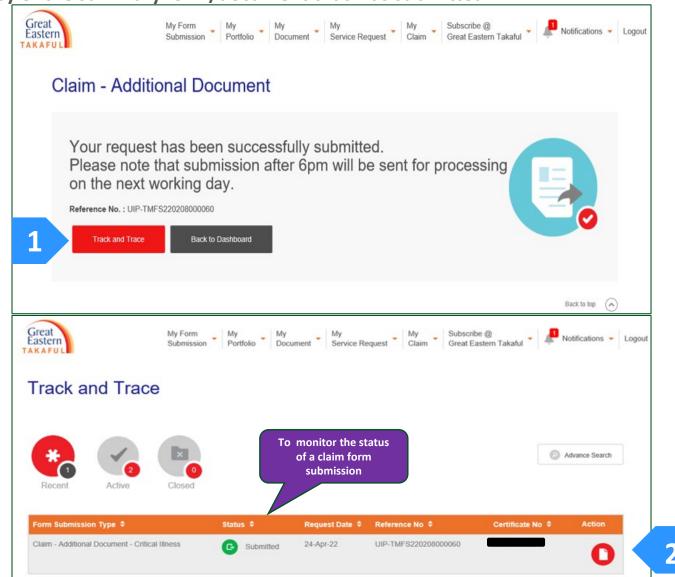
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Step 7: Key in the six-digit pin number sent to YOUR registered mobile number, then click 'Next'.



	Click 'My Form Submission'Click 'Claim – Additional Document'
	 Select a 'Claim Reference No.' Click 'Continue, Step 1.2: Certificate Information'
	• Click 'Continue, Step 2: Claim Type' button
	• Click 'Continue, Step 3: Upload Document'
	 Select Form/Document from dropdown list and browse file to upload documents Click 'Continue, Step 4: Declaration'
	Read & Accept 'Terms & Conditions'Click 'Submit' button
Step 7	• Key in the six-digit pin number sent to your registered mobile number, then click 'Next'
	 'Successful' page 'Track and Trace' page

Step 8: Click 'Track and Trace'. Then, click on 'Action' to view PDF copy of the summary form/document that was submitted.





• Select a 'Claim Reference No.'	
• Click 'Continue, Step 1.2: Certificate Information'	
Step 3 • Click 'Continue, Step 2: Claim Type' button	
• Click 'Continue, Step 3: Upload Document'	
 Select Form/Document from dropdown list and browse file to upload documents Click 'Continue, Step 4: Declaration' 	
• Read & Accept 'Terms & Conditions' • Click 'Submit' button	
• Key in the six-digit pin number sent to your registered mobile number, then click 'Next'	
Step 8 • 'Successful' page • 'Track and Trace' page	





Need help? Please contact us



1 300 13 8338 (Customer Careline)



i-greatcare@greateasterntakaful.com



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