**Master Trust**

 Group Life Assurance Claim Form

**MASTER TRUST**

 **GROUP LIFE ASSURANCE: CLAIM FORM**

**INSTRUCTIONS FOR COMPLETION**

**1.** Please ensure that this claim form is completed in full and that ALL required documentation is attached. Failure to do so may result in delays.

**2.** Please attach all original documents to this claim form.

**Document Checklist (please tick as appropriate)**

Original Death Certificate [ ]  Personal Circumstances Questionnaire [ ]

or original Coroner’s Certificate

A copy of the Member’s [ ]  Payslip(s) evidencing salary (if applicable) [ ]

Expression of Wishes Form

A copy of the Member’s Will (if available) [ ]

NB: Where the benefit being claimed is based on Salary and the Salary is different to that shown on the recent inception/anniversary data, please provide copies of payslips/P60 to validate the claim.

Please be aware that on receipt of this claim Risk Assurance Management Limited may need to request additional details from a third party (or parties) in order to validate this claim.

We will not meet any claims submitted to us two years after the earlier of the date on which the Trustees first knew of the Member’s death, or the date on which the Trustees could reasonably be expected to have known of the Member’s death.

**The issue of this form is not an admission of liability.**

**SECTION 1 - Policy Details**

|  |
| --- |
| Principal Employer’s Name: Click or tap here to enter text. |

|  |
| --- |
| Employer’s Name (if different from Principal Employer): Click or tap here to enter text. |

|  |
| --- |
| Policy Number: Click or tap here to enter text. |
| Scheme Name: Click or tap here to enter text.  |

**SECTION 2 - Deceased Member’s Details**

|  |
| --- |
| Title: (Mr/Mrs/Miss/Ms/Other)Click or tap here to enter text. |
| First Name(s): Click or tap here to enter text. | Surname: Click or tap here to enter text. |
| Date of Birth: Click or tap here to enter text. | Date of Death: Click or tap here to enter text. |

|  |  |
| --- | --- |
| Date Employment Commenced: Click or tap here to enter text. | Date First Eligible To Join Scheme:Click or tap here to enter text. |

|  |  |
| --- | --- |
| Date Joined Scheme: Click or tap here to enter text. | Date of Last Day Actively at Work:Click or tap here to enter text. |

**SECTION 3 - Basis of Benefit Calculation**

**To Be Completed By The Client**

|  |
| --- |
| Death Benefit Basis (please tick (a) or (b) below as appropriate) |
| 1. Flat Benefit [ ]  b) Salary Related [ ]

Click or tap here to enter text. |
| Flat Benefit Member’s Click or tap here to enter text.Claimed Salary Click or tap here to enter text. |
|  Multiple  of Salary   |
|  Sum AssuredClick or tap here to enter text. Claimed |
| Calculation of Sum Assured: Click or tap here to enter text. |

**SECTION 4 – Principal Employer Declaration**

**We hereby apply to Risk Assurance Management Limited for payment of the Sum Assured claimed. We declare that the deceased was a Member of the Scheme on the date of death and the particulars provided are correct to our knowledge and belief. We confirm that payment of this claim will be in full and final settlement and will discharge all liability in respect of this Member under this Contract.**

|  |
| --- |
| Authorised Signature:Position:Click or tap here to enter text.**This form must be signed by an individual who is authorised to sign for and on behalf of the Principal Employer.** **NB: As part of our Claim process we must be able to verify the signature against specimen signatures held on file. If in doubt, please contact us or complete an Authorised Signatory Form (available from our website (**[**www.ram-ltd.co.uk**](http://www.ram-ltd.co.uk)**) and forward with this Claim.** |
| Print Full Name**:** Click or tap here to enter text.  |
| On Behalf of The Principal Employer: Click or tap here to enter text.  |
| Date:Click or tap here to enter text. |

**Please return this form to:**

**The Claims Department, Risk Assurance Management Limited**

**Chancery House, Leas Road, Guildford, Surrey, GU1 4QW**

**Tel: 0370 7200 780 Email: group.risk@ram-ltd.co.uk**



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