

Requesting a Temporary Cover Note / Motor Comprehensive Insurance policy

Once the quotation evaluation process is done from the bank branch end, send an e mail confirmation by requesting the cover note by following the bellow instructions.

e mail Subject - Requesting a cover note /Quotation No

Example - Requesting a quotation / SEC9641/M115

To - bancagipb@srilankainsurance.com

Cc - chathikaa@srilankainsurance.com,

ruweenn@srilankainsurance.com,

In the e mail scanned document to be attached as bellow

- Copy of the vehicle registration
- Invoice, valuation or the proforma invoice (with in 14 working days) - **one of each will be enough**
- Showroom condition letter if available (with in 14 working days) - this can waive of the vehicle inspection process
- NIC, driving license or passport copy of the customer - **one of each will be enough**
- If the policy is to be underwrite under a company name, please do send a copy of the BR (Business Registration)
- Duly fill proposal form with customer signature (scanned copy will do) if you have the original proposal form please send it to SLIC Bancassurance - GI Unit via BOC internal courier service by addressing the document envelop as bellow.

To - **The Manager**
SLIC Bancassurance (GI) unit - SLIC Head Office

C/O - **The Manager**
Peoples Bank Union Place Branch,
Peoples Bank Service Centre at SLIC Head Office.

Special notes -

once the temporary cover note / motor insurance policy is issued from SLIC we will be sharing a scanned soft copy of the cover not by replying the bank e mail.

- If the policy is in cover note stage in the cover note itself pending requirement will be mentioned under the pending column
- In the cover note, if the vehicle inspection is pending it will mention as "Inspection" in the pending column. In this case please advise the customer immediately to show the vehicle for an inspection to a nearest SLIC branch to activate the comprehensive insurance cover.