

PEME Claim form - Reimbursement

To ensure GDPR compliance and avoid unnecessary delay in paying your claim, please do not include person-sensitive information on this form. Supporting vouchers/invoices to be submitted as a separate attachment, and not as part of the Claim Form.

# Member Name

Number of Clinic invoices

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| Period of Billing (Months) Clinics Used |
| Date of Claim  Member Ref |
| Gard Ref. |

# Details of expenditure

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| Clinic Invoice Period | Supporting Voucher Number | Invoice Currency | Invoice Amounts | Policy  Currency Claim Amount |
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| **unt Claimed**  **% of medical nation costs** |  |  |  |  |
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|  |  |  |
| **settlement** |

*Billing Statements*

*Please include 100% of*

*Clinic Amounts*

**Gross Amo**

**Less** **- 50**

**exami**

**Total claim**

**Remittance Details:**

**Notes to the Members :**

Members enrolled in the program to combine and collate invoices from the three appointed clinics over a quarterly period and submit the claim using the PEME claim form once medical examination costs exceeds USD 3,000.

Claim to be submitted by the 15th of next month following quarter end. For example- Feb-Apr submission by 15th May, May-July submission [by 15th August.](https://www.xe.com/currencyconverter/) Claim submissions are to be submitted at [claimssupport@gard.no](mailto:claimssupport@gard.no)

Member to use the **XE exchange rate** on the date of clinic invoice for PHP-USD conversions .

Members should also attach all the supporting documents from the clinics with their invoices while submission. The club shall reimburse 50% of the examination fee claimed.

If the beneficiary and the bank are in different countries, the [KYC form](https://gard.no/web/content/know-your-customer-request-for-information) needs to be completed and sent to Gard together with this form, as well as a dated Statement from the beneficiary bank confirming that the Beneficiary is the sole holder of the bank account.

Beneficiary Name Beneficiary Address (full)

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| Beneficiary Company’s Organization Number. |
| Account Number |
| Bank Name |
| Bank Address (full) |
| Bank’s SWIFT CODE |
| Receiver of Payment  Confirmation (E-mail address) |