

To : PACIFIC & ORIENT INSURANCE CO. BHD.
 85 Jalan, 1A, 1st & 2nd Floor
 Pusat Perniagaan Pekan Lama
 08000 Sungai Petani
 Kedah Darul Aman
 Tel : 04-4231426
 Fax : 04-4231260

From :

Date:

Tel :

RE : Motor Policy No :
 Vehicle Registration No :
 Period of Insurance :

With reference to the above matter, I would be most grateful if you could effect the followings:

- () Issue NCB confirmation letter.
- () Cancel the above-mentioned policy. **Reason: (Sold / Requested by owner / Others:)
 with effect from

For your attention, I am enclosing herewith the

- () Original Policy () Photocopy of IC
- () Original Certificate Of Insurance () Declaration Of Loss Of Certificate
- () Transfer the rights and benefits of my policy to
- () Withdraw NCB entitlement from the above policy with effect from
- () I have also agreed that the NCB letter is to be collected by
 Whom I authorized to do so

Thank you.

Yours faithfully,

.....
 (Signature of Insured)

DECLARATION OF LOSS OF CERTIFICATE OF INSURANCE

I, VC No: Do solemnly and sincerely declare
 that the Certificate of insurance / Policy issued to me under Policy No:
 has been lost or mislaid.
 I / We further assume responsibility for any claim or dispute arising out of the loss of Motor
 Certificate / Policy and undertake to indemnify the Company in this respect.

.....
 (Signature of Insured)

.....
 Duty Witnessed by Commissioner for Oaths