

myHub Motor Insurance Cancellation Guide

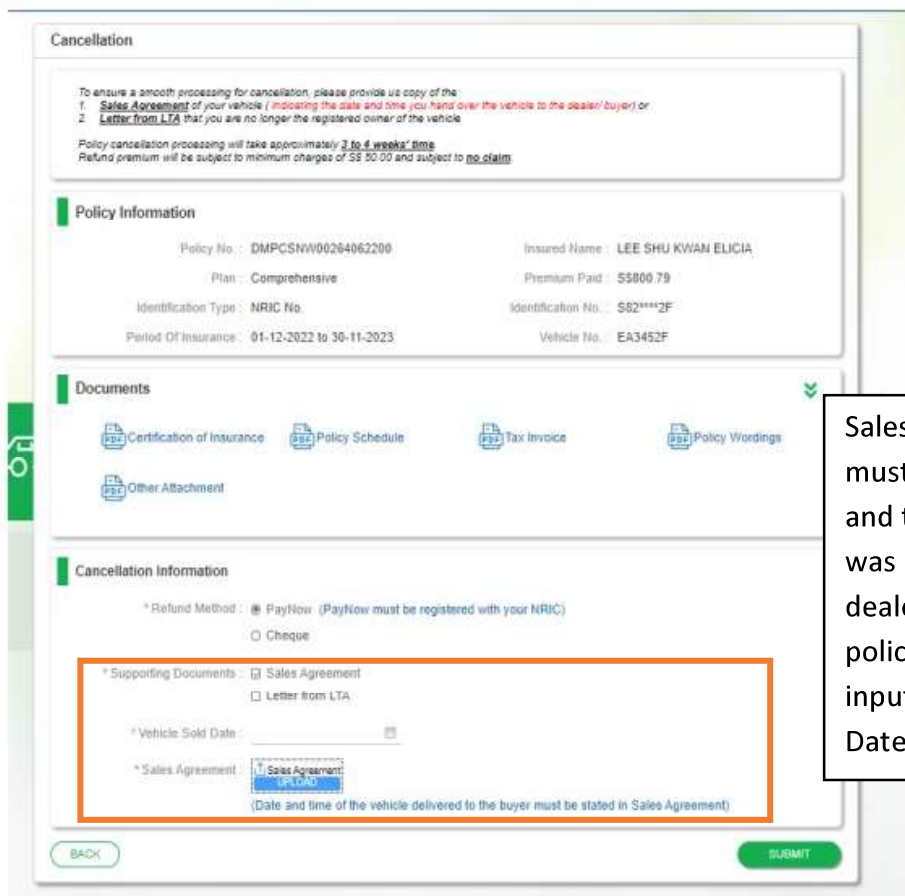
- To submit Motor Insurance Cancellation, login to your myHub account and you will see the CANCELLATION button under Policies Overview.
- ❑ Click on CANCELLATION button.



- Upload either the Sales Agreement Letter or the Letter from LTA. System will auto select the earlier date if both sets of documents were provided.

EITHER

- ❑ Upload the supporting document – Sales Agreement Letter.
- ❑ Input the Vehicle Sold Date.



Cancellation

To ensure a smooth processing for cancellation, please provide us copy of the:
1. **Sales Agreement** of your vehicle (indicating the date and time you hand over the vehicle to the dealer/buyer) or
2. **Letter from LTA** that you are no longer the registered owner of the vehicle

Policy cancellation processing will take approximately **3 to 4 weeks' time**
Refund premium will be subject to minimum charges of S\$ 50.00 and subject to **no claim**

Policy Information

Policy No. : DMPCSNW00264062200 Insured Name : LEE SHU KWAN ELICIA
Plan : Comprehensive Premium Paid : S\$800.79
Identification Type : NRIC No. Identification No. : S82****2F
Period Of Insurance : 01-12-2022 to 30-11-2023 Vehicle No. : EA3452F

Documents

Certification of Insurance Policy Schedule Tax Invoice Policy Wordings
 Other Attachment

Cancellation Information

* Refund Method : PayNow (PayNow must be registered with your NRIC)
 Cheque

* Supporting Documents : Sales Agreement
 Letter from LTA

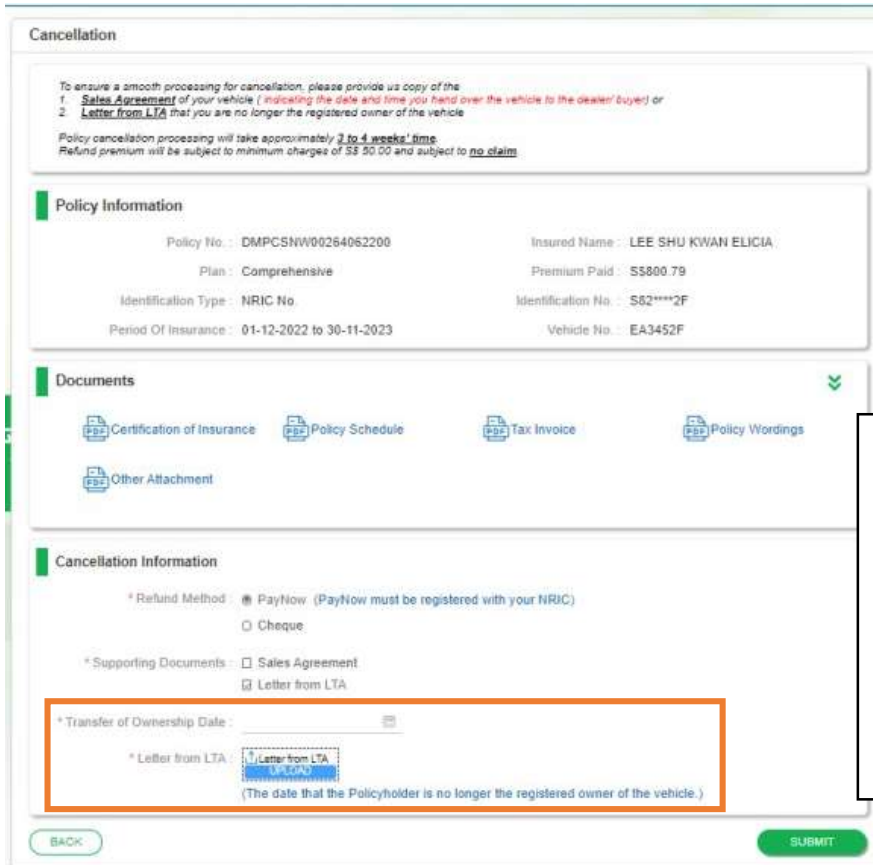
* Vehicle Sold Date :

* Sales Agreement : **UPLOAD**
(Date and time of the vehicle delivered to the buyer must be stated in Sales Agreement)

Sales Agreement Letter must indicate the date and time the vehicle was handed over to the dealer/buyer and policyholder need to input the Vehicle Sold Date.

OR

- Upload the supporting document – Letter from LTA.
- Input the Transfer of Ownership Date.



Cancellation

To ensure a smooth processing for cancellation, please provide us copy of the
 1. **Sales Agreement** of your vehicle (indicating the date and time you hand over the vehicle to the dealer/buyer) or
 2. **Letter from LTA** that you are no longer the registered owner of the vehicle

Policy cancellation processing will take approximately **2 to 4 weeks' time**
 Refund premium will be subject to minimum charges of S\$ 50.00 and subject to **no claim**.

Policy Information

Policy No.: DMPCSNW00264062200 Insured Name: LEE SHU KWAN ELICIA
 Plan: Comprehensive Premium Paid: S\$800.79
 Identification Type: NRIC No Identification No.: S62****2F
 Period Of Insurance: 01-12-2022 to 30-11-2023 Vehicle No.: EA3452F

Documents

[Certification of Insurance](#) [Policy Schedule](#) [Tax Invoice](#) [Policy Wordings](#)
[Other Attachment](#)

Cancellation Information

* Refund Method: PayNow (PayNow must be registered with your NRIC)
 Cheque

* Supporting Documents: Sales Agreement
 Letter from LTA

* Transfer of Ownership Date:

* Letter from LTA:
 (The date that the Policyholder is no longer the registered owner of the vehicle.)

Letter from LTA must indicate that Policyholder is no longer the registered owner of the vehicle and Policyholder need to input the Transfer of Ownership Date.

- Select preferred Refund Method.

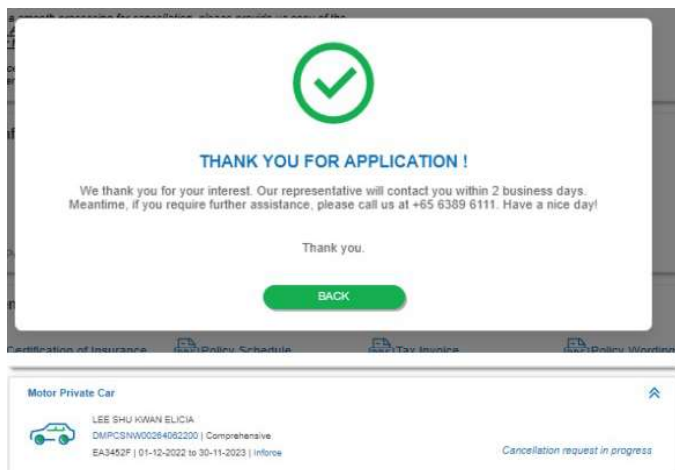



Cancellation Information

* Refund Method: PayNow (PayNow must be registered with your NRIC)
 Cheque

Click on either PayNow or Cheque.

- The system will update once supporting document(s) are uploaded successfully.





THANK YOU FOR APPLICATION !

We thank you for your interest. Our representative will contact you within 2 business days. Meantime, if you require further assistance, please call us at +65 6389 6111. Have a nice day!

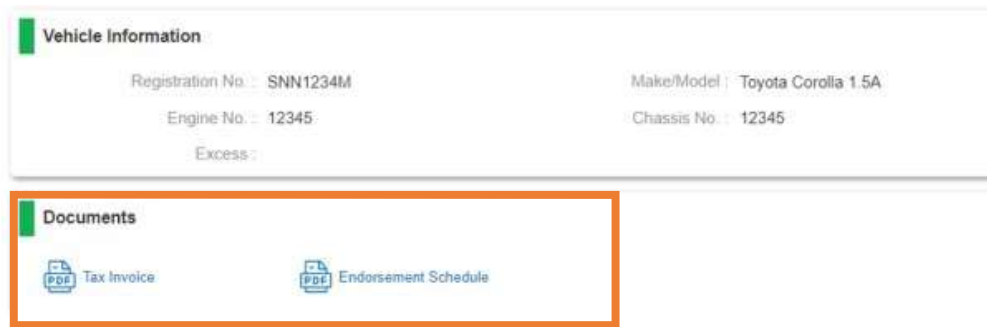
Thank you.

Motor Private Car

LEE SHU KWAN ELICIA
 DMPCSNW00264062200 | Comprehensive
 EA3452F | 01-12-2022 to 30-11-2023 | info@

Cancellation request in progress



- Endorsement documents will be uploaded to MyHub upon successful processing.



Vehicle Information

Registration No. : SNN1234M Make/Model : Toyota Corolla 1.5A
Engine No. : 12345 Chassis No. : 12345
Excess :

Documents

 Tax Invoice  Endorsement Schedule

- Points to note for Cancellation Requests
 - ✓ Takes approximately 3 to 4 weeks to process the request.
 - ✓ Premium refund is subjected to a minimum charge of S\$50.00 and provided there is no outstanding claim.
 - ✓ Insured is required to provide Sales Agreement Letter (indicating the date and time the vehicle was handed over) or the Letter from LTA (indicating the Insured is no longer the registered owner of the vehicle. The system will auto select the earlier date if both sets of documents were provided.
 - ✓ Insured can choose to receive refund via either PayNow or Cheque.