

## Guide to upload documents using WicSubmit

1. Click on 'WicSubmit'.

# WSH Incident Reporting

⊕ Create report

 You can [file incident report](#), [check work injury claim status](#) and upload documents related to claims **WicSubmit** within this dashboard.

## Draft incident reports

Check out [what and when to report](#). Draft application will be discarded after 14 days from the creation date.

⊕ Draft record(s)

## Submitted incident reports

You can edit accident reports within 30 days from the date you submitted it. You can amend the medical leave days within one year from the date you submitted it.

⊕ Submitted record(s)

2. You can use search filters to search for the case.
3. Click 'Select action' and click 'Upload documents'.

### Check work injury claim status/WicSubmit

You can view the case status related to you/your organisation. You can use 'Select action' to access WicSubmit to upload your document. If the case you are searching is not listed below, please click [here](#).

#### Work injury compensation record(s)

Use search filters for faster results
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Search
Clear filter

14 items | Page 1 2 3 >

WIC CLAIM REFERENCE NO	ACCIDENT DATE	INJURED PERSONS	CASE TYPE	CASE STATUS	ACTION
W-20171100126	30/10/2017	MARZURA BINTI JAMIL	NON-FATAL	The employee is not eligible to claim compensation under the Work Injury Compensation Act as the employee was not injured in a work-related accident. This assessment is final.	Select action Upload Documents Download NOA
W-20171100081	07/11/2017	MARZURA BINTI JAMIL	NON-FATAL	We have been informed of the work accident. The employer is required to pay medical leave wages and medical expenses for the work injury first and, where there has been insurance purchased, seek reimbursements from the insurer later. The employer should notify us of further medical or hospitalisation leave by amending the incident report online.	Select action
W-20171100079	16/10/2017	MARZURA BINTI JAMIL	NON-FATAL	We are currently looking into the validity of the work injury claim. We will get in touch with the relevant parties on our findings.	Select action
				We have been informed of the work accident. The employer is required to pay medical leave wages and medical expenses for the work injury	

- Click 'Add supporting document'.  
Select the document you wish to upload from your computer.  
Select the document type e.g 'Doctor's memo' and key in description.  
Click 'Upload'.

## Document submission for Work Injury Compensation Claim

### Personal particulars

Name of login user: **DAENG ARIFFIN BIN NOORDIN**

I am submitting as: **Employer**

Contact no.: \_\_\_\_\_

Email: \_\_\_\_\_

I declare that the information given is accurate to the best of my knowledge. I am aware that the legal action may be taken against me for knowingly providing false information.

### Case details

WIC reference no.: **W-20171100126**

Name of employer: **CKE MANUFACTURING PTE LTD**

Name of injured person: **MARZURA BINTI JAMIL**

Accident date: **30/10/2017**

Case status: **The employee is not eligible to claim compensation under the Work Injury Compensation Act as the employee was not injured in a work-related accident. This assessment is final.**

### Document for claim processing

Note: The uploaded file must be in PDF and under 5MB in size. You can only view documents which you have previously submitted.

DOCUMENT	STATUS	UPLOAD INFO	ACTION
Claim Withdrawal Form (to be submitted if you do not wish to claim) <sup>?</sup>	Waiting for submission	-	Upload
Form A(Objection Form to be submitted if you are not agreeable with the Notice of Assessment) <sup>?</sup>	Waiting for submission	-	Upload

### Supporting document

Note: The uploaded file must be in PDF and under 5MB in size. You can only view documents which you have previously submitted.

**Add supporting document**

DOCUMENT	DESCRIPTION	STATUS	UPLOAD INFO	ACTION
Please select an option		Waiting for submission		Upload
Doctor's Memo and Discharge Summary				
Employer's Letter				
Employer's Reasons For Late Claim				
Injured Employee's Letter				
Injured Worker's Reason For Late Claim				

[X Cancel](#)