

At a Glance: Middle East Requirements

<u>Employer</u> Requirements	Dubai	Abu Dhabi	KSA	When is it required?	How do I submit?
Policy Issuance Form	<u>X</u>	<u>X</u>	<u>X</u>	Required at Enrollment; Required at Renewal if changes are made	Click "X" for corresponding country
ID Card Contact Form	X	X	X	Required at Enrollment; Required at Renewal if changes are made	Click Here
KYC Form	X	X		Required at Enrollment; Required at Renewal if changes are made	Click Here
Trade License Copy	X	X	X	Required at Enrollment; Required at Renewal if license is expired	SAICODocuments@Cigna.com
MOL Listing		X		Enrollment; Renewal if changes exist	SAICODocuments@Cigna.com
Certificate of Coverage		X		If a member in region is not covered by SAICO	SAICODocuments@Cigna.com
Certificate of Continuity		X		If a company is moving from another insurer	SAICODocuments@Cigna.com
Signed Policy Contract			X	Required at Enrollment of a new policy	SAICO will email Authorized Contact

<u>Employee</u> Requirements	Dubai	Abu Dhabi	KSA	When is this required?	How do I submit?
Data Collection Form	<u>X</u>	<u>X</u>	<u>X</u>	Required at Enrollment	Click "X" for corresponding country
Passport Copy		X		Required at Enrollment	CGHBSAICOEligibility@Cigna.com
Visa Copy		X	X	Required at Enrollment [AUH: Work and Entry; KSA: Entry Only]	CGHBSAICOEligibility@Cigna.com
Certificate of Continuity		X		Required if previously covered under another insurer in region	CGHBSAICOEligibility@Cigna.com
Birth Certificate		X	X	Required at Enrollment for members born in country	CGHBSAICOEligibility@Cigna.com
SAICO Photo ID Card	X			Optional, only if desired. See Dubai Cheat Sheet for more info.	Certificates@Cigna-saicohealth.com

<u>Termination</u> Requirements	Dubai	Abu Dhabi	KSA	When is this required?	How do I submit?
Final Exit Documents		X	X	Required when member is leaving the country and will not return.	CGHBSAICOEligibility@Cigna.com
Proof of Continuity		X	X	Required when member transfers to a different employer in country	CGHBSAICOEligibility@Cigna.com

FOR MORE INFORMATION – Please refer to the Cheat Sheet for the corresponding country using the following links: [Dubai Cheat Sheet](#); [Abu Dhabi Cheat Sheet](#); [KSA Cheat Sheet](#).