আকিজ তাকাফুল লাইফ ইন্স্যুরেন্স পিএলসি
Akij Takaful Life Insurance PLC
—————— অমরা একটি পরিবার

My Akij Takaful App
User Guide

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Introduction

This section explains in general terms the My Akij Takaful application overview and the sections of the user manual.

Application Overview

My Akij Takaful application is a product of Akij Takaful Life Insurance PLC. It is developed by the IT team of Akij Takaful Life Insurance PLC.

This app is for the users of Akij Takaful Life Insurance PLC. Each user will be able to:

- View all the products of the company
- Calculate premium
- Pay online using any mobile pay company i.e., BKash, UPay, Nagad etc.
- Search for policy statement and download the statement
- Download tax rebate certificate
- View business report of current month, previous year, org wise
- Enlist proposal
- View proposal list
- View policy list
- View top 10 list categorically
- View premium notice
- Search and view hospitals
- Download forms

System Summary

The System Summary section explains about the hardware and software requirements for accessing My Akij Takaful application and user access levels.

Hardware and Software Requirements

Requires a smart phone with Android operating system (OS) The minimum Android version should be 8.0.0 and up to avail all the features in the application. To download and use the functionalities of accessing My Akij Takaful mobile app, you require an Internet connection in your mobile.

User Access Levels

There are 4 types of user roles in My Akij Takaful:

1. Guest
2. Admin
3. Policy Holder
4. Producer

Guest

A guest user is one who accesses and uses the My Akij Takaful application without registering in the application.

Admin

An admin user is one who accesses and uses all the features of the My Akij Takaful Life Insurance PLC.

Policy Holder

A policy holder is one who accesses and uses the selective features regarding policy holders of the My Akij Takaful Life Insurance PLC.
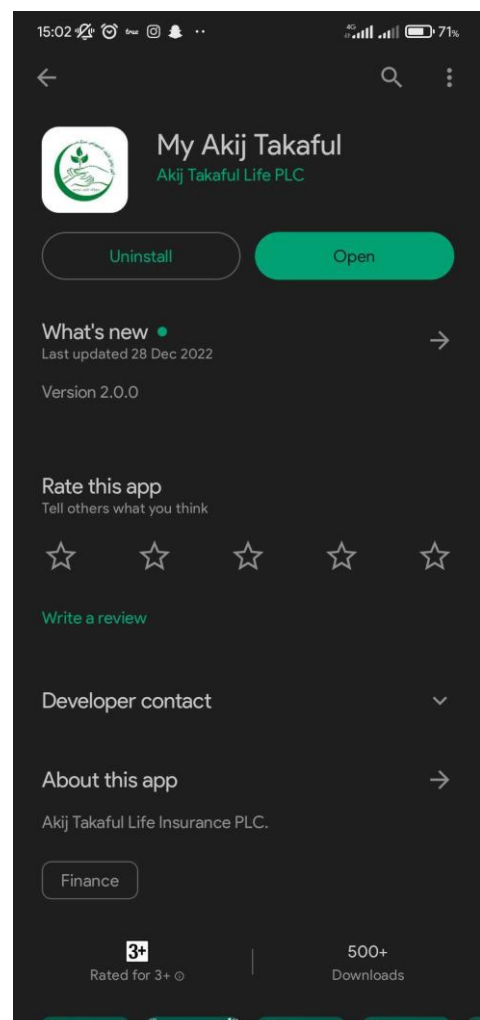
Producer

A producer is one who accesses and uses the selective feature regarding producers of the My Akij Takaful Life Insurance PLC.

How to Download

My Akij Takaful app can be downloaded from Google Play Store

Google Play Store

Head over to the Google Play Store app and search for My Akij Takaful app. Click on My Akij Takaful from the search result. Then click on the INSTALL button to install the application on your android phone.

Application Features

Following features can be availed by users:

- Authentication
  - Log In
  - Sign Up
  - Log Out
- Products
  - Our Products
  - Premium Calculator
  - Online Payment
  - Policy Statement
- Services
  - Tax Certificate
  - Business Report
  - Proposal Enlist
  - Proposal List
  - Policy List
  - Top 10
  - Premium Notice
  - Chain Setup
  - E-Receipt
- Others
  - Hospitals
  - Job Circular
  - Download Form
  - Apps
  - Gallery
  - Website
- Branch Offices
- Contact Us

Authentication

This section includes logging in, forgot password, signing up.
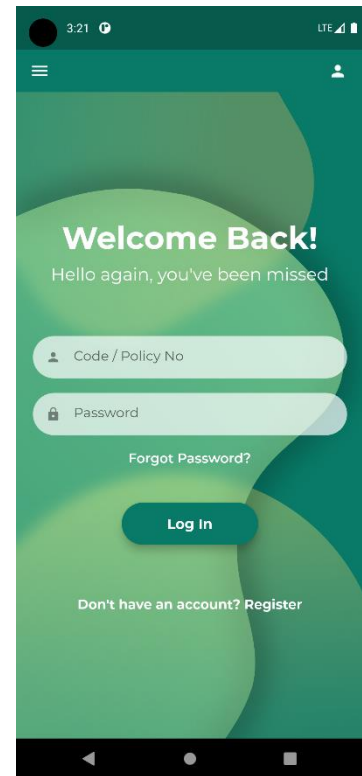
Log In

Already registered users can log in to the app using log in option available in sidebar or in the app bar.

Admin will use username,

agent will use code,

policy holder will use policy no

and password to log in to the app.

Sign Up

If the user is not registered in the app, the user can register using the sign-up feature. This feature can be accessed at the bottom of the login screen "Don't have an account? Register".

There are 6 fields for the user to fill up.

- **Select User Type:** The user will select which type of user he/she is.
- **Email**: The user will have to enter a valid email address here.
- **Phone Number:** The user will enter their phone number to be able to receive OTP and other messages.
- **Code/Policy Number:** The user must have their policy number or code number to enter here.
- **Password:** The user will enter a minimum of 6 characters password.
- **Confirm Password:** The user will enter their password once more here to confirm.
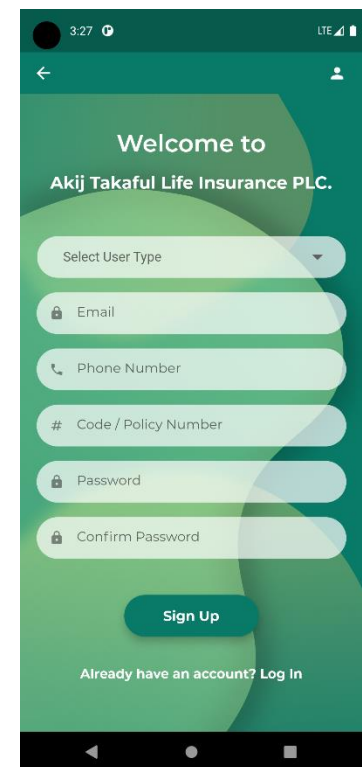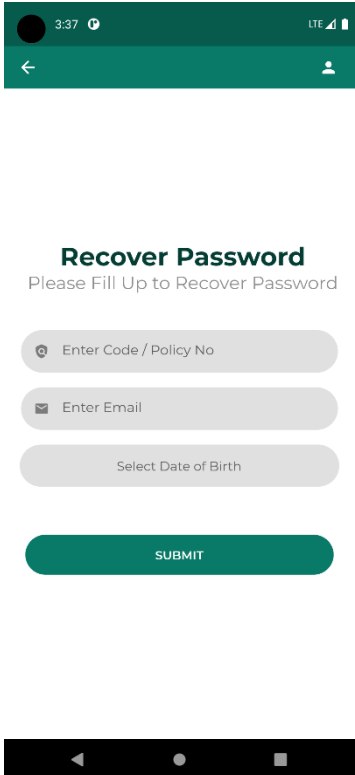
Forgot Password

If the user forgets their password, they can use the forgot password feature.

This are 3 fields to fill up:

- **Code / Policy Number:** User must enter their code or policy number here.
- **Email:** Users must enter their email which they used to sign up in the app.
- **Date of Birth:** Users must select their date of birth.

After submitting, the user will be able to view their password and then login using the password.

Products

The products are described below:

Our Products

This is the feature where our all products are shown. Users can click on a product and get informed about the product in details.
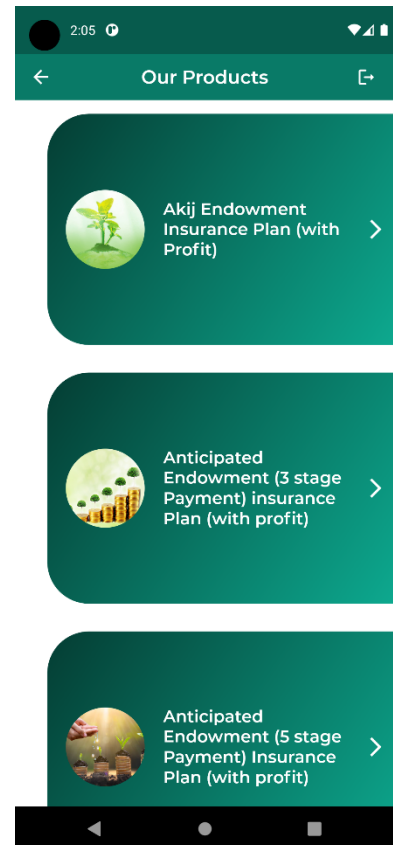
Premium Calculator

This feature is open for all i.e., guests, admins, producers, policy holders.

There are 6 fields:

- **Select Birthdate:** user must select birth date.
- **Select Product:** User must select which product is the user going to calculate premium for.
- **Select Term:** User will select term according to the product the user selected.
- **Select Mode:** User will select the mode based on the product.
- **Select AD&D/ADB:** User will select one of the options.
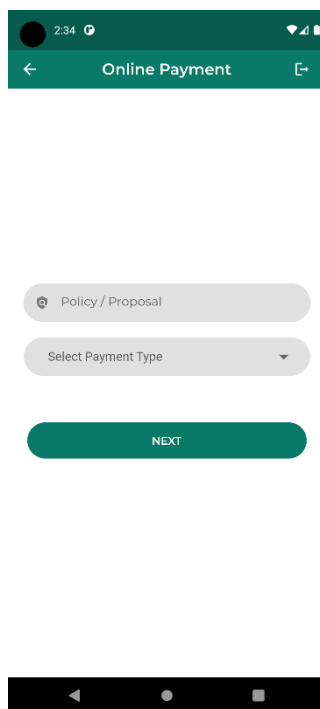- **Enter Sum Assured:** User must enter the sum assured number
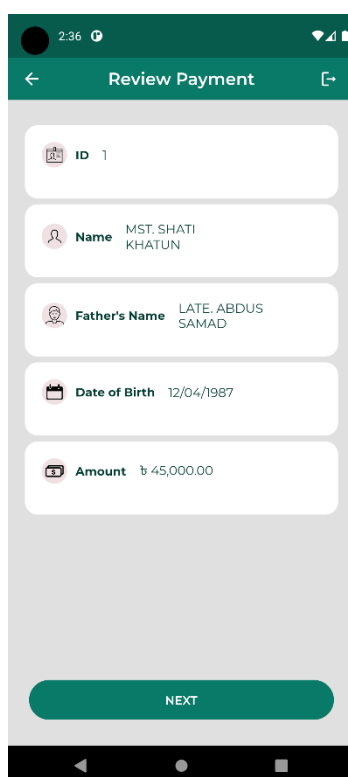
A window will show the result calculation.
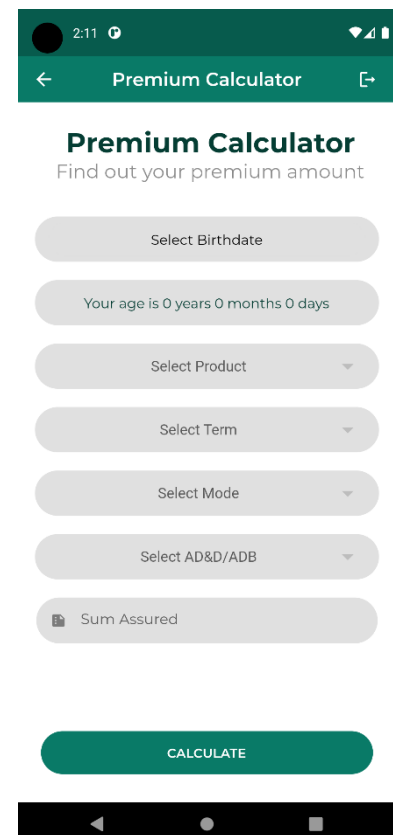
Online Payment
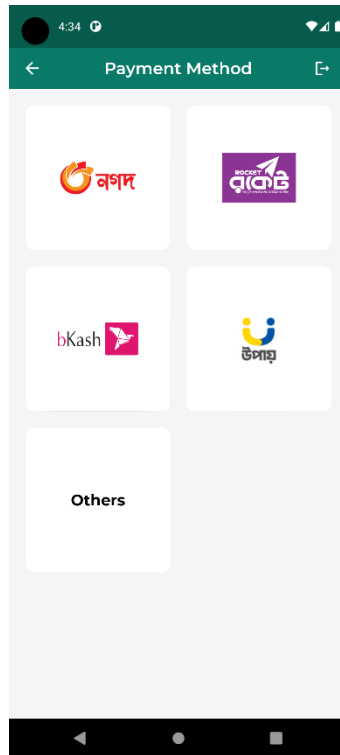
This feature is open for all.

- Users must enter a policy/proposal number and select payment type option.

- In the next page user will get a details information about the online payment.

- Then, in the next page, user can select any payment method to pay the premium online easily.

- After a successful payment, the user will get a confirmation window and can download the payment receipt for the future reference.

Policy Statement

This feature is for all the users. Users can search for any policy they want to see and download the policy statement.

Services
They are listed below:

Tax Certificate
Users i.e., admin and policy holders can download tax rebate certificate.

Policy number and fiscal year needs to be filled up to download the certificate.

Business Report
Admins and Producers can use this feature.

Code is taken as input and the result will show the list that is shown on the image.

Proposal Enlist

Admins and Producers can use proposal enlist feature.

This feature is used to enlist proposals. There are 7 fields to fill up.

- FA Code of the proposal
- The name of the proposer
- Mobile number
- Proposal Number
- Sum Assured
- Plan No: Select the plan which is correct
- Total Premium

After submitting the form there will be a confirmation dialog box.

Proposal List

Admins and Producers can avail themselves of this feature.

To search, the user must enter a code. Then the search result will consist of a list that shows proposal no, name, com date, FA, UND requirement, medical decision, submitted by, status.

Policy List

This feature can be used by admin and producer.
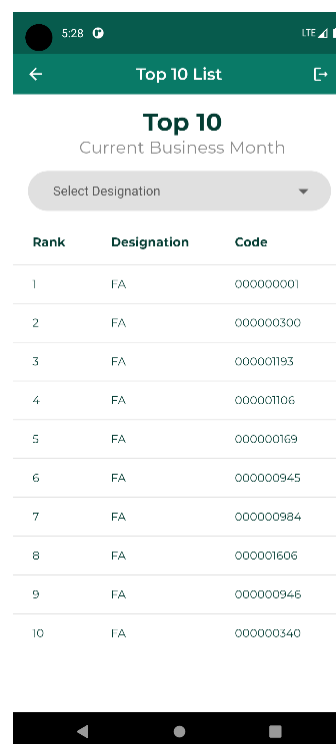
It is still not available.

Top Ten

This feature is available for admin and producer.

Designation category can be chosen to view the top ten of the selected categories.

This top ten list shows the ranking of the selected designation in a table.

The information along with the ranking are:

- Designation
- Code
- Name
- FYCP
- Policy Count
- Contact

Premium Notice
This feature can be used by admin and producer.

It is still not available.

Chain Setup
This feature can be used by admin and producer.

It is still not available.

E-Receipt
This feature can be used by admin and producer.

It is still not available.

Others

Other services are listed down below:

Hospitals

This feature has all the listed hospitals that are within our contract to serve our customers.

Users can search district and area wise for hospital.

Job Circular

This feature is still not available

Download Form

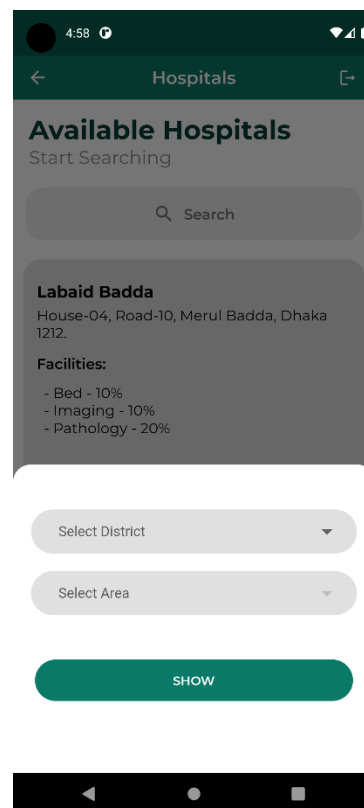Users can download forms that are available.

Apps

Users can use other recommended apps.

Gallery

List of images and videos of our company.

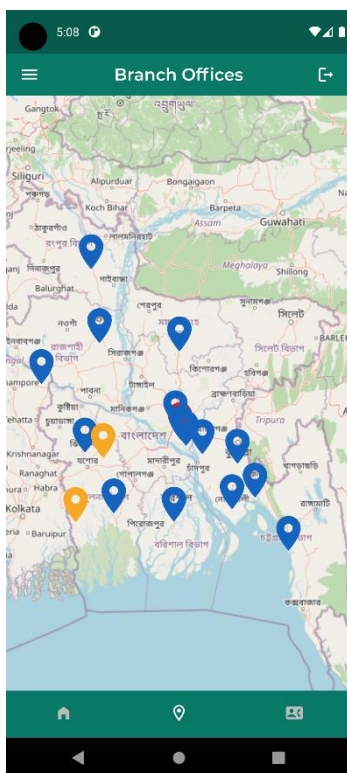## Website

Our website link.

Branch Offices

Our office addresses and list on a map.

Contact Us