



**Occidental Insurance Company Limited**

**Information Technology Department**

**Genesys System Rights Requisition Form**

Date of Requisition: 14/12/2023 08:37:20

Reporting Location: Mombasa (Jubilee Arcade)



Name of Employee: GRACE MUTINDI MUTHIANI

Designation: UNDERWRITING

Kindly assign access to the systems menus as outlined below for the above named user:

NEW BUSINESS: ALL MOTOR CLASSES

ALL NON -MOTOR CLASSES

ENDORSEMENT: PTA, OTHERS, EXTENSION OF PERIOD FOR MOTOR CLASSES

: PTA, OTHERS, EXTENSION OF PERIOD FOR NON-MOTOR CLASSES

RENEWALS: FOR ALL MOTOR CLASSES

: FOR ALL NON-MOTOR CLASSES

CREATING CLIENTS /CUSTOMER DETAILS

Supervisor request to assign rights of the above employee. Name:

Signature:

Approved By Head of Department. Name:

*Susan Vavich*

Signature:

*[Signature]*

Approved By Chief Operations Officer / Chief Financial Officer:

Done By I.T. Name:

Signature:

Date:

I am the above mentioned employee and I do confirm that the rights as allocated above have been assigned to me.

Signed:

*[Signature]*

Date:

14/12/2023