USER MANUAL INSURANCE WEB APPLICATION



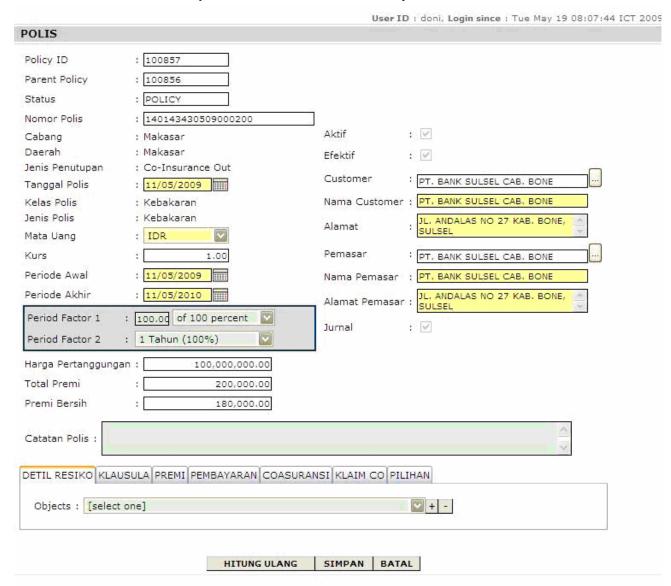
MARKETING

PT. ASURANSI BANGUN ASKRIDA Cempaka Mas Trade Centre M. 1/36 Jl. Letjen Suprapto Jakarta 10640 Phone: 021-428 77210 Fax: 021-428 77215

MARKETING USER MANUAL

1. GENERAL INFORMATION

1.1. HEADER (INPUT DATA HEADER)



KETERANGAN

1. Policy ID : ID polis, dihasilkan secara otomatis oleh sistem.

2. Parent Policy : ID parent polis, dihasilkan secara otomatis oleh sistem.

3. Status : Status polis, bisa proposal, SPPA, policy, endorse, claim, renewal, cancel.

4. Nomor polis : Nomor polis, dihasilkan secara otomatis oleh sistem, user tidak perlu

menginput.

5. Cabang : Cabang dimana polis tersebut di input, user cabang/kantor pusat tidak

perlu memilih cabang ketika awal menginput polis, akan terpilih secara otomatis berdasarkan pembagian role cabangnya.

6. Daerah : Sama dengan poin 3.

7. Jenis penutupan : Jenis penutupan polis tersebut, dipilih ketika awal user menginput,

terdapat 3 pilihan yaitu Direct, Coinsurance Out, dan Coinsurance In.

8. Tanggal polis : Tanggal polis tersebut di entry, untuk penjelasan lebih lanjut akan

dijelaskan pada bagian berikutnya.

9. Kelas polis : Kelas polis atau group polis utama, user memilih jenis asuransi ketika

awal menginput data.

10. Jenis polis : Jenis polis, user memilih jenis asuransi ketika awal menginput data.

11. Mata uang : Satuan mata uang yang digunakan, penjelasan lebih lanjut pada bagian

berikutnya.

12. Kurs : Kurs mata uang yang digunakan.

13. Periode awal : Tanggal mulai berlakunya polis, user menginput data dengan memilih

tanggal.

12. Periode akhir : Tanggal akhir berlakunya polis, user menginput data dengan memilih

tanggal.

13. Period factor 1 : Faktorial perhitungan premi yang pertama.

16. Period factor 2 : Faktorial perhitungan premi yang kedua.

17. Harga pertanggungan : Jumlah harga pertanggungan polis, ditampilkan oleh sistem secara

otomatis ketika user menginput data harga pertanggungan pada bagian

detil.

18. Total premi : Total premi polis, ditampilkan oleh sistem secara otomatis ketika user

menginput data premi pada bagian detil.

19. Premi Bersih : Premi nett setelah user menginput data-data yang lengkap akan secara

otomatis terhitung.

20. Aktif : Flag status aktif polis, ditampilkan secara otomatis oleh sistem.

21. Efektif : Flag status efektif polis, ditampilkan secara otomatis oleh sistem.

22. Customer : Data nasabah yang mengajukan polis tersebut, user menginput datanya

dengan mengklik tombol di sampingnya, keterangan lebih lanjut akan

disampaikan pada bagian selanjutnya.

23. Nama customer : Nama nasabah yang ditampilkan secara otomatis oleh sistem ketika user

memilih data nasabah pada poin 22, dapat diedit sesuai kebutuhan.

22. Alamat customer : Alamat nasabah yang ditampilkan secara otomatis oleh sistem ketika user

memilih data nasabah pada poin 22, dapat diedit sesuai kebutuhan.

23. Pemasar : Data pemasar yang memasarkan polis tersebut, user menginput datanya

dengan mengklik tombol di sampingnya, keterangan lebih lanjut akan

disampaikan pada bagian selanjutnya.

26. Nama Pemasar : Nama pemasar yang ditampilkan secara otomatis oleh sistem ketika user

memilih data nasabah pada poin 25, dapat diedit sesuai kebutuhan.

27. Alamat pemasar : Alamat pemasar yang ditampilkan secara otomatis oleh sistem ketika user

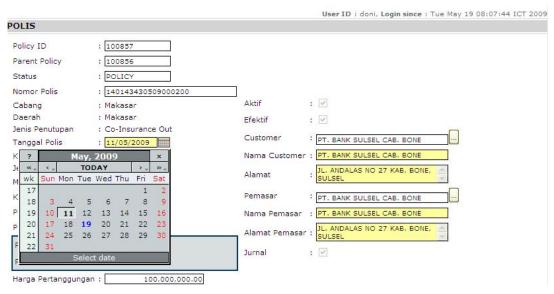
memilih data nasabah pada poin 25, dapat diedit sesuai kebutuhan.

28. Jurnal : Flag penanda polis tersebut sudah diposting jurnal akuntansinya,

ditampilkan secara otomatis oleh sistem.

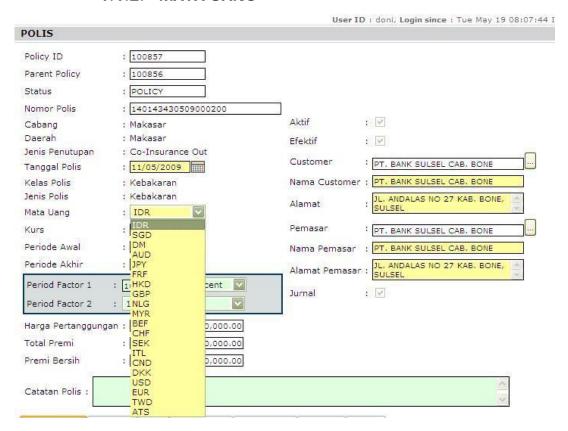
29. Catatan polis : Catatan polis, user menginput catatan jika dibutuhkan.

1.1.1. TANGGAL



User mengklik tombol , muncul tampilan input tanggal, untuk mengubah bulan klik tombol > atau <, untuk mengubah tahun klik >> atau <<, user memilih tanggal dengan mengklik pada tanggal yang diinginkan

1.1.2. MATA UANG



 User mengklik field combobox untuk menampilkan data mata uang yang tersedia, pilih mata uang yang ingin digunakan.

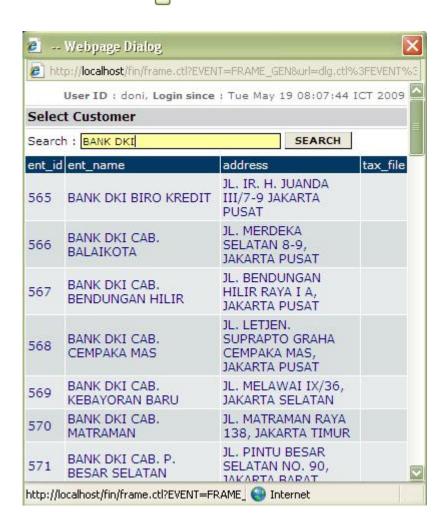
1.1.3. PERIODE AWAL & AKHIR

Sama dengan pada cara menginput tanggal.

1.1.4. PERIOD FACTOR 1 & 2

POLIS								
Policy ID	: 100844							
Parent Policy	: 100843							
Status	: POLICY							
Nomor Polis	: 140152520409000100							
Cabang	: Kupang		Aktif	: 🗸				
Daerah	: Kupang		Efektif	: 🗸				
Jenis Penutupan	: Co-Insurance Out							
Tanggal Polis	: 01/05/2009		Customer	: PT. BANK NTT				
Kelas Polis	: Kebakaran		Nama Custome	er : PT. BANK NTT				
Jenis Polis	: Kebakaran		Alamat	JL. DR. MOCH. HATTA NO. 56	A			
Mata Uang	: IDR		Alaillat	' KUPANG	_			
Kurs	: 1.00		Pemasar	: PT. BANK NTT				
Periode Awal	20/04/2009		Nama Pemasar	: PT. BANK NTT				
Periode Akhir	20/04/2010		Alamat Pemasa	JL. DR. MOCH, HATTA NO. 56	<u> </u>			
Period Factor 1 :	100.00 of 100 percent		-	KUPANG				
Period Factor 2 :	1 Tahun (100%)		Jurnal	: 🗸				
Harga Pertanggungan	: 80,000,000,000.00							
Total Premi								
Premi Bersih	560,000,000.00							
	: 453,600,000.00							
Coverage								
Kategori Penutupan Jumla	ah Use Auto Rate Rate	Pr	emi Baru	Perhitungan	Premi Total			
Fire	✓ □ 0.50000	% ·	400,000,000.00	80,000,000,000 x 0.5%	400,000,000.00			
(Standard) 80,00	00,000,000.0							
Flood, Windstorm,	✓ □ 0.20000	%	160,000,000.00	80,000,000,000 x 0.2%	160,000,000.00			
Tempest 80,00	0,000,000.0							
ADD: [select one]			~	+				
					,			
			<u> </u>					
Premi = T	SI x Rate x Jangka Wakt	u x F	aktor Expon	ien				
	•		•		te			
•	Jika Jangka Waktu 1 Tahun, maka : TSI x Rate x 1/1 x 100 %, atau TSI x Rate Jika Jangka Waktu 5 Tahun, maka : TSI x Rate x 5/1 x 80 %							
•	Waktu 2 Bulan, maka :							
	ne Cargo, yang Jangka \							
Pielii = 13	SI x Rate x 1/1 x 100%;	atau	FIEIIII = 13	и х кане заја.				

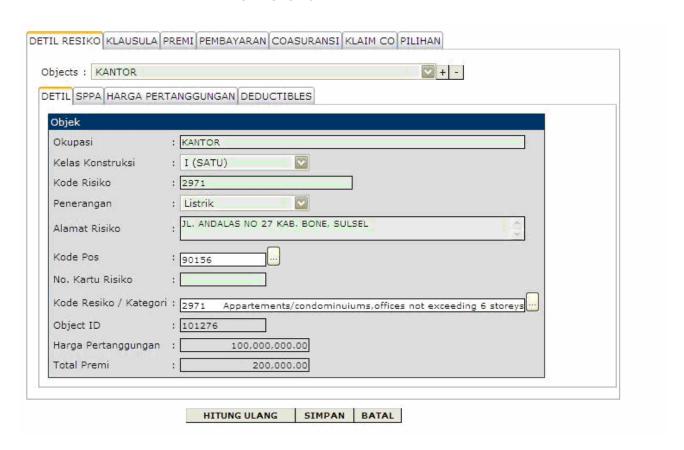
User mengklik tombol untuk menampilkan form data nasabah/pemasar seperti gambar dibawah :



Ketikkan kata kunci yang diinginkan pada field search, lalu klik tombol Search untuk mencari data nasabah/pemasar yang diinginkan, klik pada data yang diinginkan. Jika tidak ada data nasabah/pemasar yang diinginkan, input data nasabah/pemasar baru pada menu Data Customer.

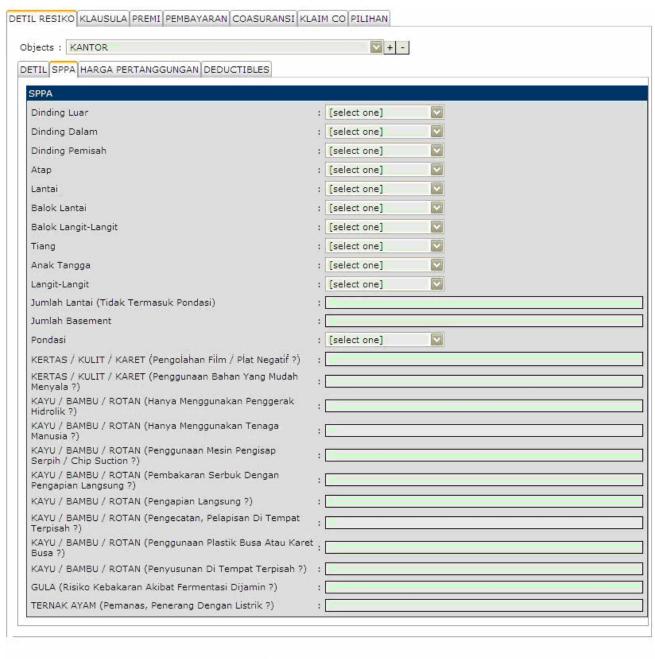
1.2. DETAIL (INPUT DATA DETAIL)

1.2.1. DETIL RESIKO OBJEK



Field-field yang ada pada bagian detil objek ini saling berbeda antara satu jenis asuransi dengan jenis asuransi yang lainnya. Pada contoh diatas untuk jenis polis Fire/kebakaran, user mengisi masing-masing field yang diperlukan, untuk penjelasan pengertian masing-masing field akan diterangkan lebih lanjut pada bagian selanjutnya.

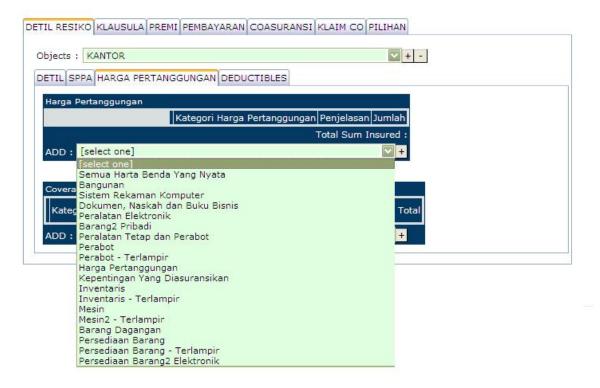
1.2.2. DETIL SPPA



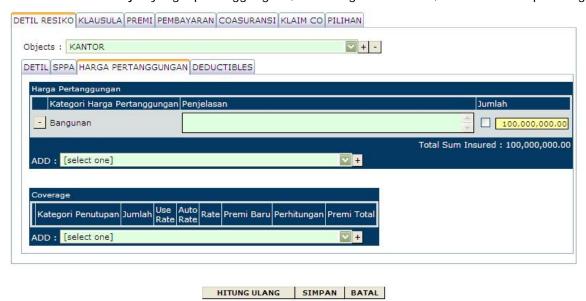
Field-field yang ada pada bagian detil SPPA ini saling berbeda antara satu jenis asuransi dengan jenis asuransi yang lainnya. Pada contoh diatas untuk jenis polis Fire/kebakaran, user mengisi masing-masing field yang diperlukan. Untuk pengisian data combobox user tinggal memilih data yang ada, sedangkan untuk textfield user harus mengetikkan data yang diperlukan.

HITUNG ULANG SIMPAN BATAL

1.2.3. HARGA PERTANGGUNGAN



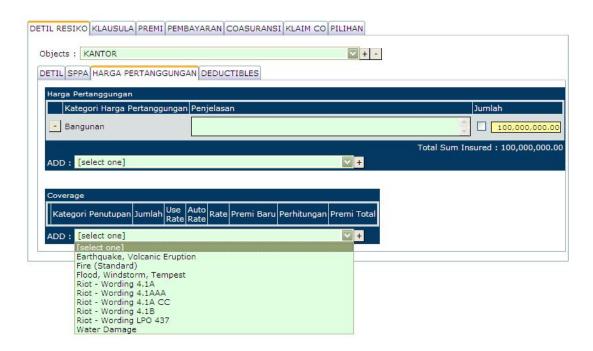
User memilih objek yang dipertanggungkan, lalu mengklik tombol +, maka akan tampil sebagai berikut :



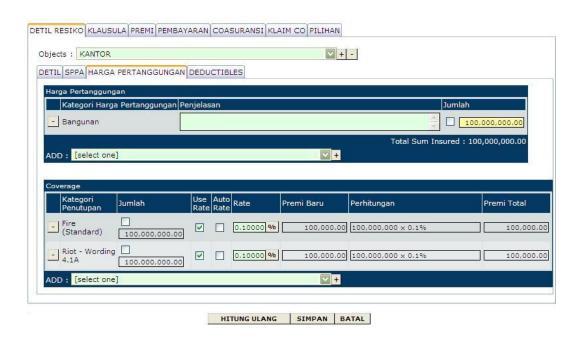
Misal user memilih bangunan, lalu input nilai harga pertanggungan untuk objek tersebut pada kolom jumlah, user dapat menginput penjelasan jika diperlukan pada kolom penjelasan. Jika ingin menambah

pertanggungan baru, pilih lagi dan klik tombol + lagi. Untuk menghilangkan data pertanggungan yang diinginkan, klik tombol – pada bagian kiri objek pertanggungan.

1.2.4. COVERAGE



User memilih Kategori penutupan yang diinginkan, lalu mengklik tombol +, maka akan tampil sebagai berikut :



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Misal user memilih kategori penutupan Fire standard dan Riot – Wording 2.1A, user bisa memberi tanda check pada kolom Use Rate untuk menginput Rate, jika terdapat Rate otomatis, maka Use rate tidak perlu di check,tetapi user memberi tanda check pada kolom Auto Rate. Untuk menghilangkan data kategori penutupan, klik tombol – pada bagian kiri kategori penutupan.

1.2.5. DEDUCTIBLE



User dapat menginput data deductible dengan cara mengklik tombol + seperti pada gambar di atas.



Kemudian user akan memilih penyebab klaim, memasukkan satuan mata uang yang dipakai, jumlah, prosentase, nilai minimal dan nilai maksimal. Untuk menghilangkan data deductible user harus mengklik tombol – pada bagian kiri data deductible.

1.2.6. KLAUSULA

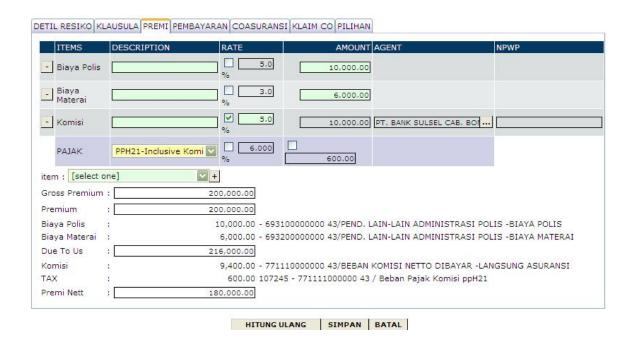


User hanya perlu memberi tanda check pada klausula-klausula yang diperlukan

1.2.7. PREMI



User memilih item yang diinginkan dengan memilih lalu mengklik tombol +, maka akan muncul tampilan sebagai berikut:



Misal user memilih item biaya polis, biaya materai, dan komisi yang disertai pajak, lalu untuk biaya polis jika user ingin menginput jumlahnya, maka user cukup menginput jumlah pada kolom Amount, jika ingin berdasarkan prosentase, user harus memberi tanda check dulu pada kolom Rate lalu menginputkan rate Biaya polis dan begitu pula prosesnya untuk item biaya materai. Sedangkan untuk item Komisi, selain melakukan hal yang sama seperti pada Biaya polis dan Biaya materai, user juga harus menginput penerima Komisi yaitu dengan mengklik tombol pada kolom Agent, lalu muncul Form data Agent, proses penginputannya sama dengan penginputan data nasabah. Kemudian user memilih Jenis pajak yang dikenakan pada komisi, untuk perhitungan pajak dengan rate otomatis, user tidak perlu memberi tanda check pada kolom Rate, sebaliknya jika ingin memasukkan rate. Untuk menghilangkan data item tertentu, user harus mengklik tombol – pada bagian kiri item.

1.2.8. PEMBAYARAN



User memasukkan jumlah installment dan installment step, tetapi pada sistem hal tersebut dilakukan secara otomatis da default nya seperti gambar diatas. Jika sudah terjadi pembayaran tagihan, maka data pembayaran akan muncul pada Tabel Actual AR Status.

1.2.9. KOASURANSI



Jika polis tersebut polis coinsurance, maka user harus menginputkan data-data coinsurance, user harus mengklik tanda +disamping kolom Company, lalu user mengklik tombol untuk memilih Perusahaan mana yang menjadi coasuradur, pemilihan coasuradur ini caranya sma dengan penginputan data nasabah. Lalu user menginput share perusahaan tersebut dengan cara memberi tanda check pada kolom Share lalu input prosentasenya. User juga bisa menginput rate diskon, komisi, brokerage, dan handling fee jika diperlukan. Untuk menghilangkan data coasuradur, klik tombol – pada bagian kiri kolom Company.

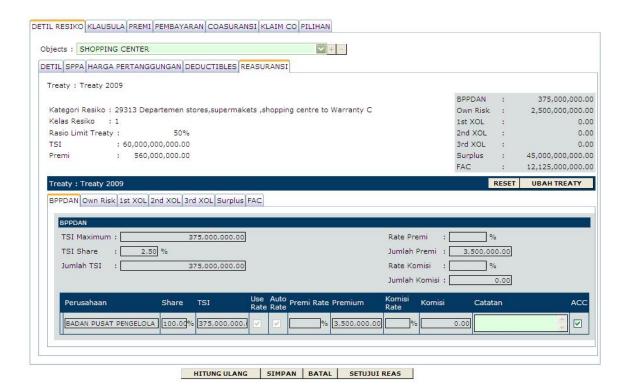
1.2.10. PILIHAN (PRINT OPTION)



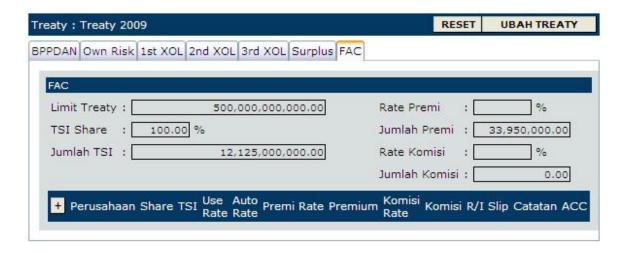
User memberi tanda check pada pilihan-pilihan yang ada, yaitu :

- 1. Exclude Clauses untuk tidak mencantumkan Clauses pada cetakan report polis
- 2. Exclude Interests untuk tidak mencantumkan Interests pada cetakan report polis
- 3. Exclude Coverage untuk tidak mencantumkan Coverage pada cetakan report polis
- 4. Exclude Deductible untuk tidak mencantumkan Deductible pada cetaka report polis

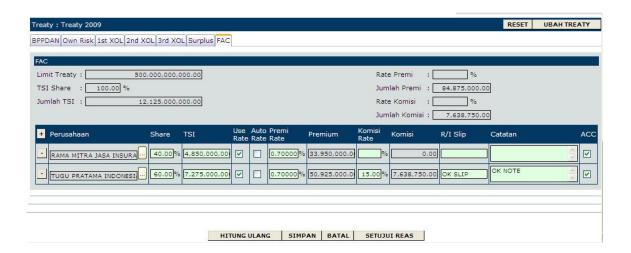
1.2.11. REASURANSI



Untuk penyebaran/spreading data reasuransi dilakukan secara otomatis oleh sistem sesuai setting treaty reasuransi yang ada, user hanya perlu memeriksa penyebaran treaty. Setting treaty default yang digunakan yaitu sesuai Settingan default_treaty, user harus mengklik tombol Ubah Treaty jika treaty yang digunakan bukan treaty default sistem. User dapat mengklik tombol reset untuk melakukan perhitungan ulang treaty. Tetapi untuk treaty Facultative tidak disediakan settingan spreading treaty, user harus menginput secara manual, seperti di bawah ini :

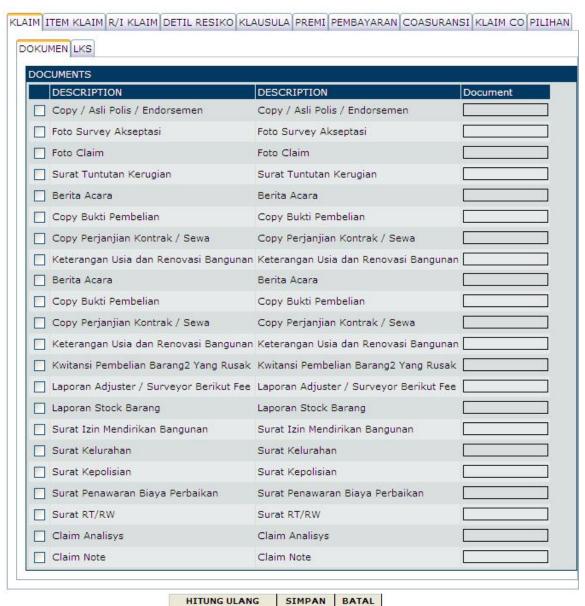


User harus mengklik tombol + disamping Kolom Perusahaan, lalu memilih reasuradur dengan cara yang sama pada saat memilih data nasabah, akan terlihat seperti dibawah:

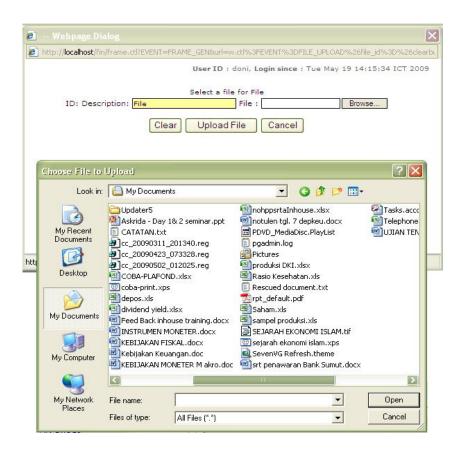


Setelah memilih reasuradur, user harus menginput share reasuradur tersebut, memberi tanda check pada kolom Use Rate, menginput rate premi reas, rate komisi jika diperlukan, Slip R/I, Catatan dan memberi tanda Check pada kolom ACC jika data sudah dianggap valid.

1.2.12. KLAIM



User melakukan klik kanan pada kolom Document untuk memasukkan file ke database, akan muncul seperti dibawah ini:

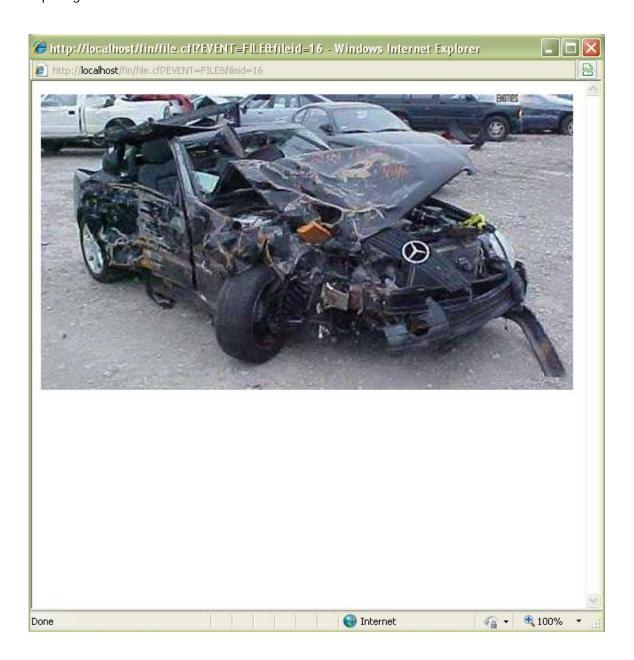


Klik tombol Browse lalu pilih file yang ingin diupload, kemudian klik tombol Upload File. Tampilan akan seperti ini :

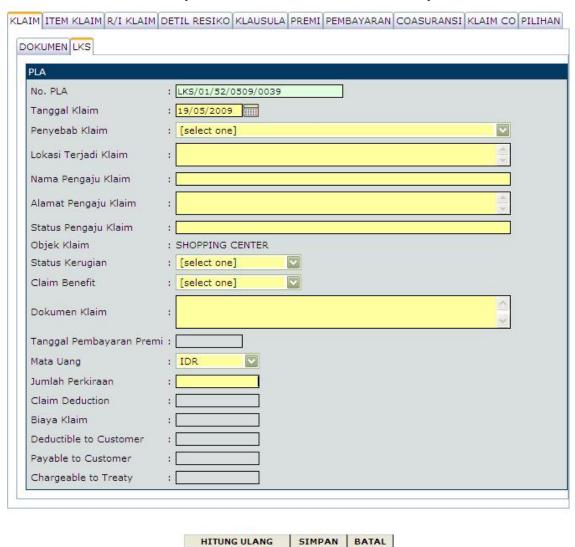


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Untuk menampilkan file yang telah diupload, klik kiri pada kolom Document, maka file akan ditampilkan seperti gambar berikut :



1.2.13. LKS (LAPORAN KLAIM SEMENTARA)



No PLA sudah dihasilkan secara otomatis oleh sistem. Kemudian user menginput tanggal klaim, penyebab klaim, lokasi terjadi klaim, nama pengaju klaim, alamat pengaju klaim, status pengaju klaim, objek klaim, status kerugian, claim benefit, dokumen klaim, mata uang dan jumlah perkiraan klaim.

1.2.14. LKP (LAPORAN KLAIM PASTI)



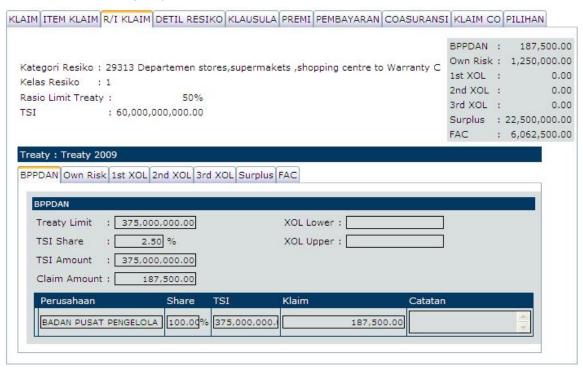
NO DLA tidak perlu diinput karena telah dihasilkan secara otomatis oleh sistem, user hanya menginput tanggal DLA, Jumlah Klaim yang disetujui, serta keterangan, lalu klik tombol hitung ulang untuk melakukan proses perhitungan.

1.2.15. ITEM KLAIM



Sistem secara default akan menampilkan klaim bruto, jika user ingin menambahkan item klaim lainnya jika diperlukan dengan cara mengklik tombol + di item.

1.2.16. R/I KLAIM



User tidak perlu menginput apa-apa karena pembagian beban klaim R/I dilakukan secara otomatis oleh sistem sesuai share masing-masing.

1.2.17. KLAIM KO-ASURANSI



User tidak perlu menginput apa-apa karena pembagian beban klaim coinsurance dilakukan secara otomatis oleh sistem sesuai share masing-masing.

2. CUSTOMER MANAGEMENT

2.1. DATA CUSTOMER

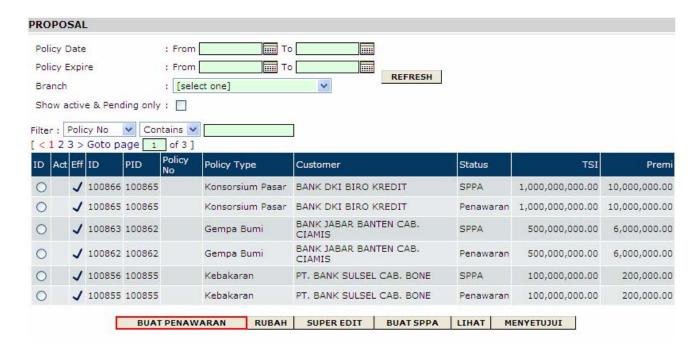
2.1.1. BUAT DATA CUSTOMER

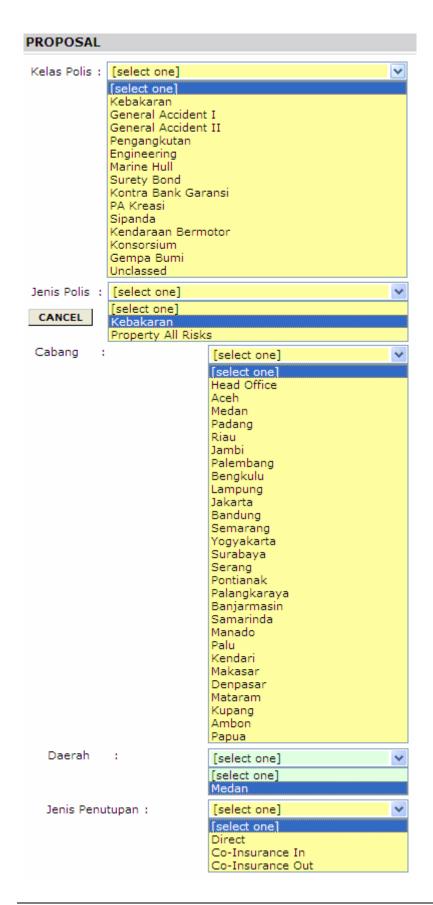


3. MARKETING

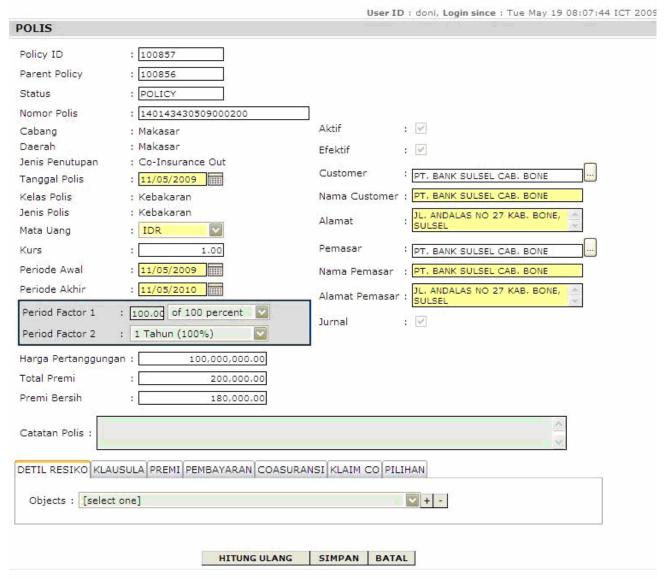
Proses Bisnis: Pertama user membuat penawaran, setelah data penawaran disimpan, user harus menyetujui penawaran tersebut, setelah penawaran disetujui, user melanjutkan ke pembuatan SPPA dari penawaran yang telah disetujui dan melengkapi data-data yang diperlukan, kemudian user harus menyetujui SPPA tersebut agar dapat diproses menjadi polis. Apabila ketika proses pembuatan penawaran tidak ada data customer yang dicari, user harus melakukan penginputan data Customer tersebut pada menu Data Customer.

3.1. BUAT PENAWARAN





3.1.1. HEADER (INPUT DATA HEADER)



KETERANGAN

1. Policy ID : ID polis, dihasilkan secara otomatis oleh sistem.

2. Parent Policy : ID parent polis, dihasilkan secara otomatis oleh sistem.

3. Status : Status polis, bisa proposal, SPPA, policy, endorse, claim, renewal, cancel.

2. Nomor polis : Nomor polis, dihasilkan secara otomatis oleh sistem, user tidak perlu

menginput.

3. Cabang : Cabang dimana polis tersebut di input, user cabang/kantor pusat tidak

perlu memilih cabang ketika awal menginput polis, akan terpilih secara

otomatis berdasarkan pembagian role cabangnya.

6. Daerah : Sama dengan poin 3.

7. Jenis penutupan : Jenis penutupan polis tersebut, dipilih ketika awal user menginput,

		terdapat 3 pilihan yaitu Direct, Coinsurance Out, dan Coinsurance In.
8. Tanggal polis	:	Tanggal polis tersebut di entry, untuk penjelasan lebih lanjut akan dijelaskan pada bagian berikutnya.
9. Kelas polis	:	Kelas polis atau group polis utama, user memilih jenis asuransi ketika awal menginput data.
10. Jenis polis	:	Jenis polis, user memilih jenis asuransi ketika awal menginput data.
11. Mata uang	:	Satuan mata uang yang digunakan, penjelasan lebih lanjut pada bagian berikutnya.
12. Kurs	:	Kurs mata uang yang digunakan.
13. Periode awal	:	Tanggal mulai berlakunya polis, user menginput data dengan memilih tanggal.
12. Periode akhir	:	Tanggal akhir berlakunya polis, user menginput data dengan memilih tanggal.
13. Period factor 1	:	Faktorial perhitungan premi yang pertama.
16. Period factor 2	:	Faktorial perhitungan premi yang kedua.
17. Harga pertanggungan	:	Jumlah harga pertanggungan polis, ditampilkan oleh sistem secara otomatis ketika user menginput data harga pertanggungan pada bagian detil.
18. Total premi	:	Total premi polis, ditampilkan oleh sistem secara otomatis ketika user menginput data premi pada bagian detil.
19. Premi Bersih	:	Premi nett setelah user menginput data-data yang lengkap akan secara otomatis terhitung.
20. Aktif	:	Flag status aktif polis, ditampilkan secara otomatis oleh sistem.
21. Efektif	:	Flag status efektif polis, ditampilkan secara otomatis oleh sistem.
22. Customer	:	Data nasabah yang mengajukan polis tersebut, user menginput datanya dengan mengklik tombol di sampingnya, keterangan lebih lanjut akan disampaikan pada bagian selanjutnya.
23. Nama customer	:	Nama nasabah yang ditampilkan secara otomatis oleh sistem ketika user memilih data nasabah pada poin 22, dapat diedit sesuai kebutuhan.
22. Alamat customer	:	Alamat nasabah yang ditampilkan secara otomatis oleh sistem ketika user memilih data nasabah pada poin 22, dapat diedit sesuai kebutuhan.
23. Pemasar	:	Data pemasar yang memasarkan polis tersebut, user menginput datanya dengan mengklik tombol di sampingnya, keterangan lebih lanjut akan disampaikan pada bagian selanjutnya.
26. Nama Pemasar	:	Nama pemasar yang ditampilkan secara otomatis oleh sistem ketika user

memilih data nasabah pada poin 25, dapat diedit sesuai kebutuhan.

27. Alamat pemasar : Alamat pemasar yang ditampilkan secara otomatis oleh sistem ketika user

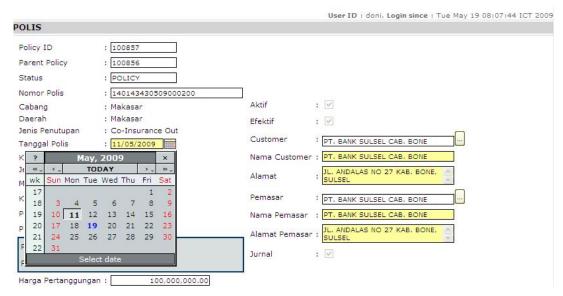
memilih data nasabah pada poin 25, dapat diedit sesuai kebutuhan.

28. Jurnal : Flag penanda polis tersebut sudah diposting jurnal akuntansinya,

ditampilkan secara otomatis oleh sistem.

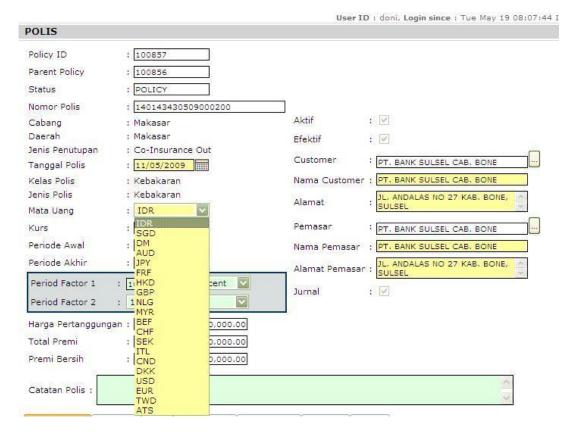
29. Catatan polis : Catatan polis, user menginput catatan jika dibutuhkan.

3.1.1.1. TANGGAL



User mengklik tombol , muncul tampilan input tanggal, untuk mengubah bulan klik tombol > atau <, untuk mengubah tahun klik >> atau <<, user memilih tanggal dengan mengklik pada tanggal yang diinginkan

3.1.1.2. MATA UANG



 User mengklik field combobox untuk menampilkan data mata uang yang tersedia, pilih mata uang yang ingin digunakan.

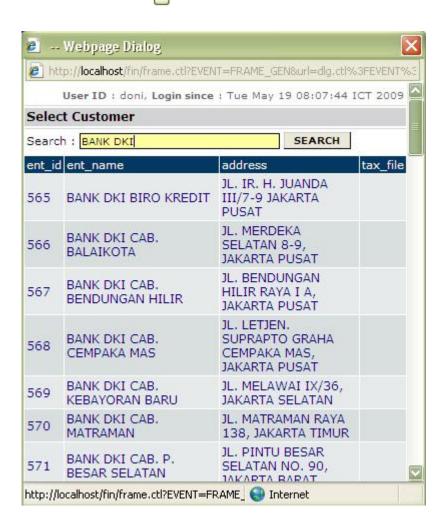
3.1.1.3. PERIODE AWAL & AKHIR

Sama dengan pada cara menginput tanggal.

3.1.1.4. PERIOD FACTOR 1 & 2

POLIS				
Policy ID	: 100844			
Parent Policy	: 100843			
Status	: POLICY			
Nomor Polis	: 140152520409000100			
Cabang	: Kupang	Aktif	: 🗸	
Daerah	: Kupang	Efektif	: 🔽	
Jenis Penutupan	: Co-Insurance Out			
Tanggal Polis	: 01/05/2009	Customer	PT. BANK NTT	
Kelas Polis	: Kebakaran	Nama Custon	mer : PT. BANK NTT	
Jenis Polis	: Kebakaran	Alamat	JL. DR. MOCH, HATTA NO. 56	5 (A)
Mata Uang	: IDR	Alamat	' KUPANG	V
Kurs	: 1.00	Pemasar	: PT. BANK NTT	
Periode Awal	: 20/04/2009	Nama Pemas	ar : PT. BANK NTT	
Periode Akhir	: 20/04/2010	Alamat Pema	sar : JL. DR. MOCH. HATTA NO. 56	5 🔺
Period Factor 1 :	100.00 of 100 percent		KUPANG	Y
Period Factor 2 :	1 Tahun (100%)	Jurnal	: 🗸	
Harga Pertanggungar	: 80,000,000,000.00			
Total Premi	: 560,000,000.00			
Total Premi Premi Bersih	: 560,000,000.00 : 453,600,000.00			
Premi Bersih				
Premi Bersih Coverage Kategori	: 453,600,000.00	Premi Baru	Perhitungan	Premi Total
Coverage Kategori Penutupan	: 453,600,000.00	Premi Baru	Perhitungan	Premi Total
Coverage Kategori Penutupan Fire	: 453,600,000.00			Premi Total 400,000,000.00
Coverage Kategori Penutupan Fire	: 453,600,000.00 ah Use Auto Rate Rate			
Coverage Kategori Penutupan Fire (Standard) Flood, Windstorm,	: 453,600,000.00 ah Use Auto Rate Rate	% 400,000,000.0	00 80,000,000,000 x 0.5%	
Coverage Kategori Penutupan Fire (Standard) Flood, Windstorm, Tempest	Hah Use Auto Rate Rate 0.50000	% 400,000,000.0	00 80,000,000,000 x 0.5%	400,000,000.00
Coverage Kategori Penutupan Fire (Standard) Flood, Windstorm,	Hah Use Auto Rate Rate 0.50000	% 400,000,000.0	00 80,000,000,000 x 0.5%	400,000,000.00
Coverage Kategori Penutupan Fire (Standard) Flood, Windstorm, Tempest	Hah Use Auto Rate Rate 0.50000	% 400,000,000.0	00 80,000,000,000 x 0.5%	400,000,000.00

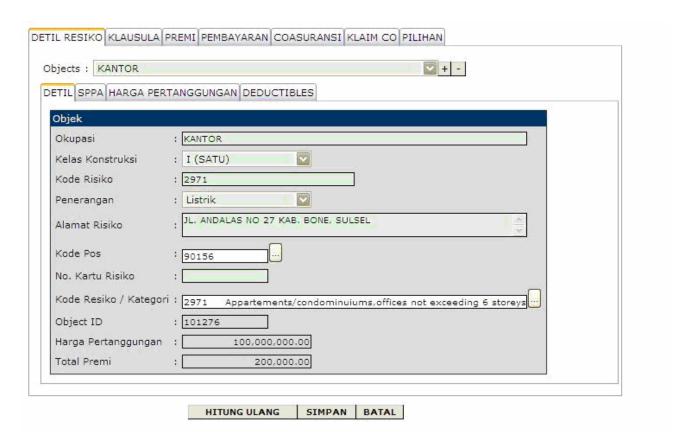
User mengklik tombol untuk menampilkan form data nasabah/pemasar seperti gambar dibawah :



Ketikkan kata kunci yang diinginkan pada field search, lalu klik tombol Search untuk mencari data nasabah/pemasar yang diinginkan, klik pada data yang diinginkan. Jika tidak ada data nasabah/pemasar yang diinginkan, input data nasabah/pemasar baru pada menu Data Customer.

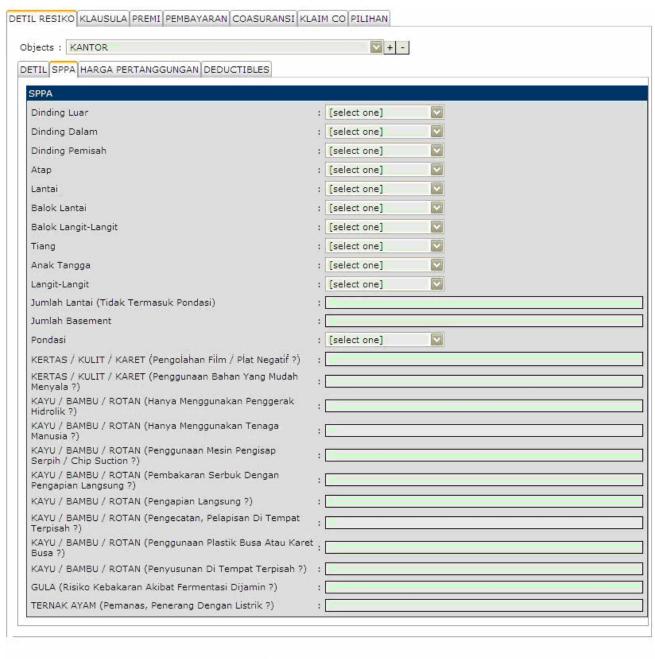
3.1.2. DETAIL (INPUT DATA DETAIL)

3.1.2.1. DETIL RESIKO OBJEK



Field-field yang ada pada bagian detil objek ini saling berbeda antara satu jenis asuransi dengan jenis asuransi yang lainnya. Pada contoh diatas untuk jenis polis Fire/kebakaran, user mengisi masing-masing field yang diperlukan, untuk penjelasan pengertian masing-masing field akan diterangkan lebih lanjut pada bagian selanjutnya.

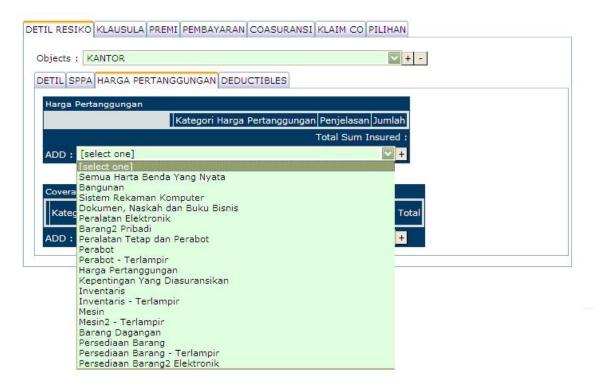
3.1.2.2. **DETIL SPPA**



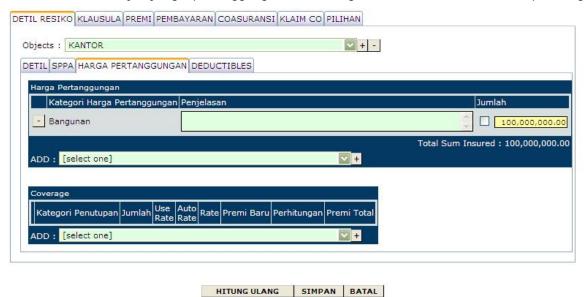
Field-field yang ada pada bagian detil SPPA ini saling berbeda antara satu jenis asuransi dengan jenis asuransi yang lainnya. Pada contoh diatas untuk jenis polis Fire/kebakaran, user mengisi masing-masing field yang diperlukan. Untuk pengisian data combobox user tinggal memilih data yang ada, sedangkan untuk textfield user harus mengetikkan data yang diperlukan.

HITUNG ULANG SIMPAN BATAL

3.1.2.3. HARGA PERTANGGUNGAN

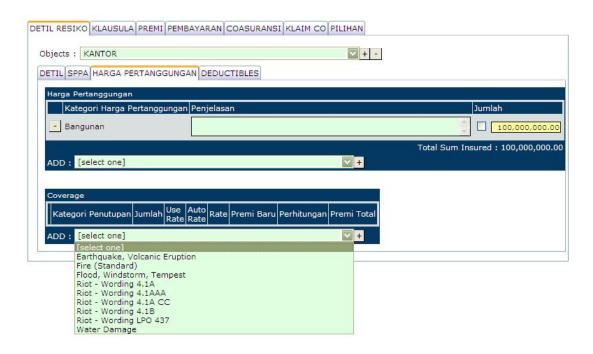


User memilih objek yang dipertanggungkan, lalu mengklik tombol +, maka akan tampil sebagai berikut :

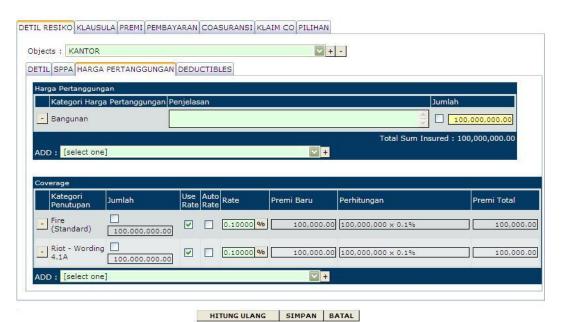


Misal user memilih bangunan, lalu input nilai harga pertanggungan untuk objek tersebut pada kolom jumlah, user dapat menginput penjelasan jika diperlukan pada kolom penjelasan. Jika ingin menambah pertanggungan baru, pilih lagi dan klik tombol + lagi. Untuk menghilangkan data pertanggungan yang diinginkan, klik tombol – pada bagian kiri objek pertanggungan.

3.1.2.4. **COVERAGE**



User memilih Kategori penutupan yang diinginkan, lalu mengklik tombol +, maka akan tampil sebagai berikut :



Misal user memilih kategori penutupan Fire standard dan Riot – Wording 2.1A, user bisa memberi tanda check pada kolom Use Rate untuk menginput Rate, jika terdapat Rate otomatis, maka Use rate tidak perlu di check,tetapi user memberi tanda check pada kolom Auto Rate. Untuk menghilangkan data kategori penutupan, klik tombol – pada bagian kiri kategori penutupan.

3.1.2.5. DEDUCTIBLE

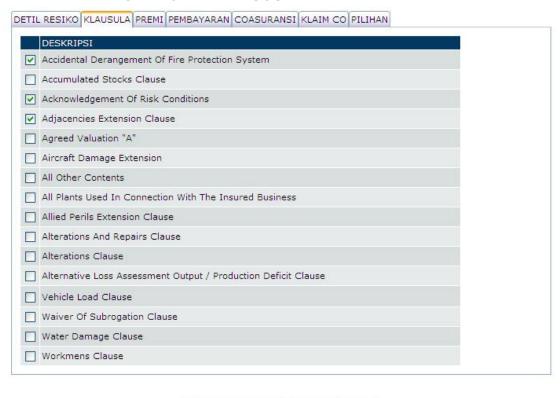


User dapat menginput data deductible dengan cara mengklik tombol + seperti pada gambar di atas.



Kemudian user akan memilih penyebab klaim, memasukkan satuan mata uang yang dipakai, jumlah, prosentase, nilai minimal dan nilai maksimal. Untuk menghilangkan data deductible user harus mengklik tombol – pada bagian kiri data deductible.

3.1.2.6. KLAUSULA



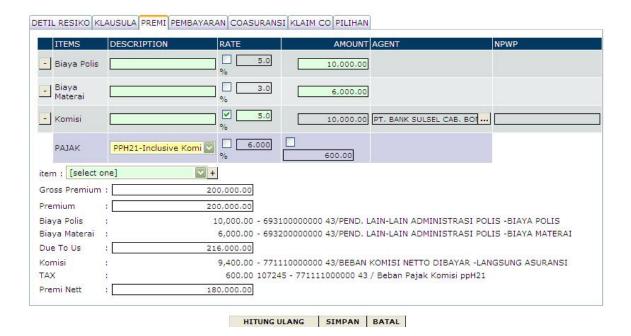
HITUNG ULANG SIMPAN BATAL

User hanya perlu memberi tanda check pada klausula-klausula yang diperlukan

3.1.2.7. PREMI



User memilih item yang diinginkan dengan memilih lalu mengklik tombol +, maka akan muncul tampilan sebagai berikut:



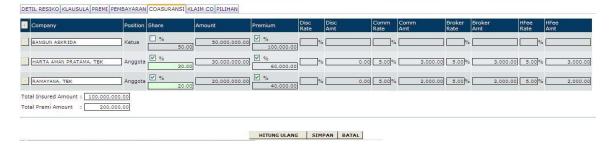
Misal user memilih item biaya polis, biaya materai, dan komisi yang disertai pajak, lalu untuk biaya polis jika user ingin menginput jumlahnya, maka user cukup menginput jumlah pada kolom Amount, jika ingin berdasarkan prosentase, user harus memberi tanda check dulu pada kolom Rate lalu menginputkan rate Biaya polis dan begitu pula prosesnya untuk item biaya materai. Sedangkan untuk item Komisi, selain melakukan hal yang sama seperti pada Biaya polis dan Biaya materai, user juga harus menginput penerima Komisi yaitu dengan mengklik tombol pada kolom Agent, lalu muncul Form data Agent, proses penginputannya sama dengan penginputan data nasabah. Kemudian user memilih Jenis pajak yang dikenakan pada kolom Rate, sebaliknya jika ingin memasukkan rate. Untuk menghilangkan data item tertentu, user harus mengklik tombol – pada bagian kiri item.

3.1.2.8. PEMBAYARAN



User memasukkan jumlah installment dan installment step, tetapi pada sistem hal tersebut dilakukan secara otomatis da default nya seperti gambar diatas. Jika sudah terjadi pembayaran tagihan, maka data pembayaran akan muncul pada Tabel Actual AR Status.

3.1.2.9. KOASURANSI



Jika polis tersebut polis coinsurance, maka user harus menginputkan data-data coinsurance, user harus mengklik tanda +disamping kolom Company, lalu user mengklik tombol untu memilih Perusahaan mana yang menjadi coasuradur, pemilihan coasuradur ini caranya sma dengan penginputan data nasabah. Lalu user menginput share perusahaan tersebut dengan cara memberi tanda check pada kolom Share lalu input prosentasenya. User juga bisa menginput rate diskon, komisi, brokerage, dan handling fee jika diperlukan. Untuk menghilangkan data coasuradur, klik tombol – pada bagian kiri kolom Company.

3.1.2.10. PILIHAN (PRINT OPTION)



User memberi tanda check pada pilihan-pilihan yang ada, yaitu :

- 5. Exclude Clauses untuk tidak mencantumkan Clauses pada cetakan report polis
- 6. Exclude Interests untuk tidak mencantumkan Interests pada cetakan report polis
- 7. Exclude Coverage untuk tidak mencantumkan Coverage pada cetakan report polis
- 8. Exclude Deductible untuk tidak mencantumkan Deductible pada cetaka report polis

3.2. RUBAH



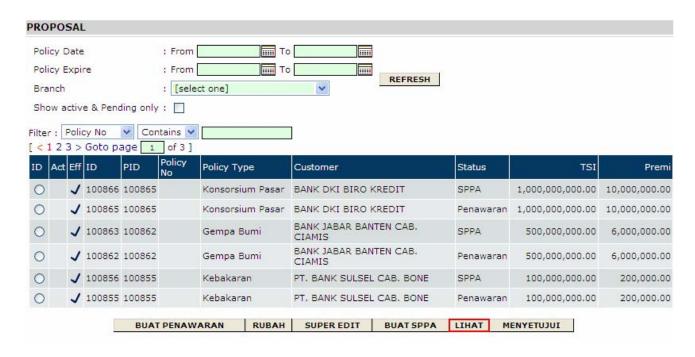
Prosedur RUBAH sama seperti Item 3.1.2 dan 3.1.3

3.3. BUAT SPPA

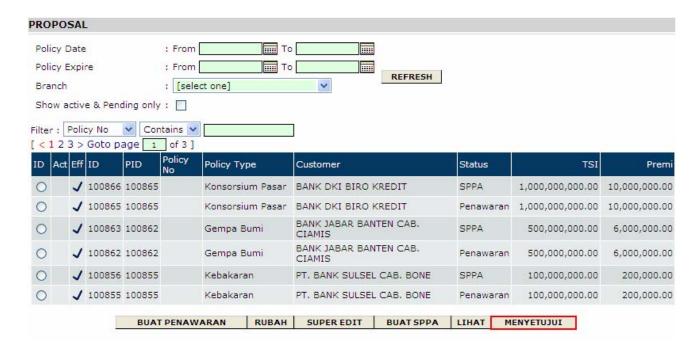


Prosedur BUAT SPPA sama seperti Item 3.1.2 dan 3.1.3

3.4. LIHAT



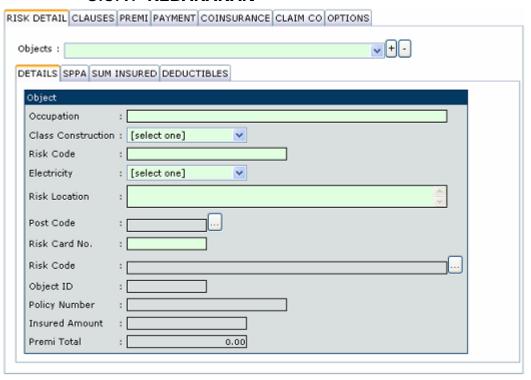
3.5. MENYETUJUI



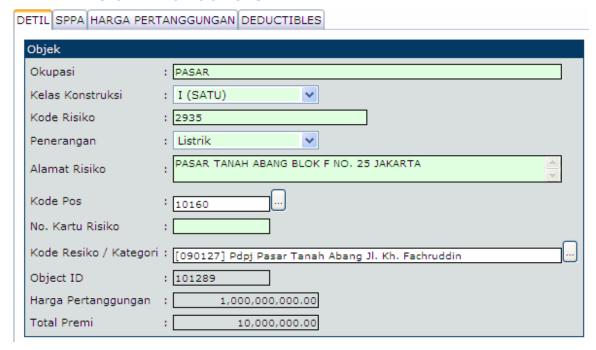
Prosedur MENYETUJUI sama seperti Item 3.1.2 dan 3.1.3 Pada prosedur ini, sebelum dilakukan PERSETUJUAN, WAJIB dilakukan Verifikasi

3.6. DETIL RISIKO PER JENIS ASURANSI

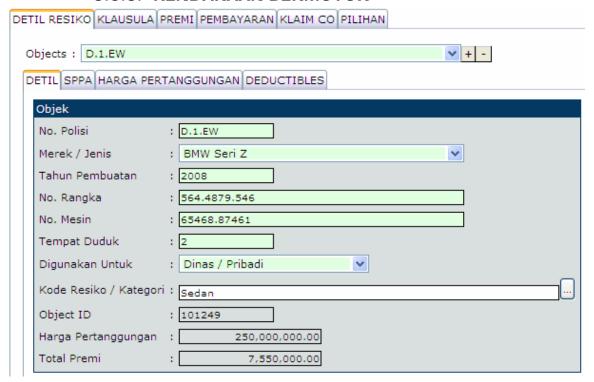
3.6.1. KEBAKARAN



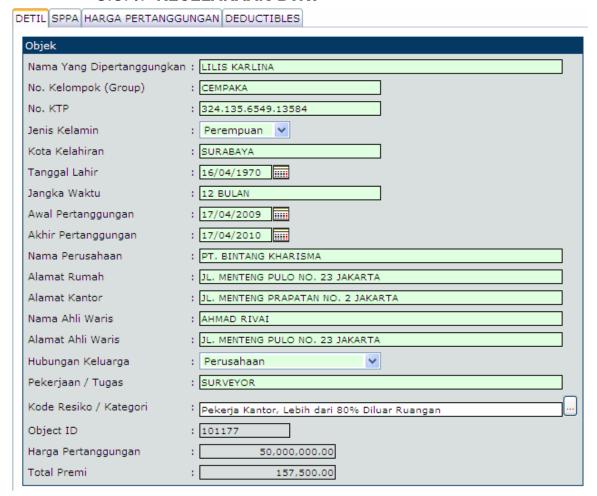
3.6.2. KONSORSIUM



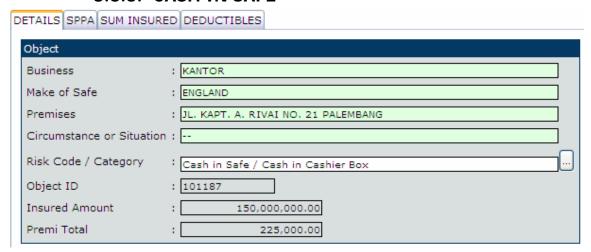
3.6.3. KENDARAAN BERMOTOR



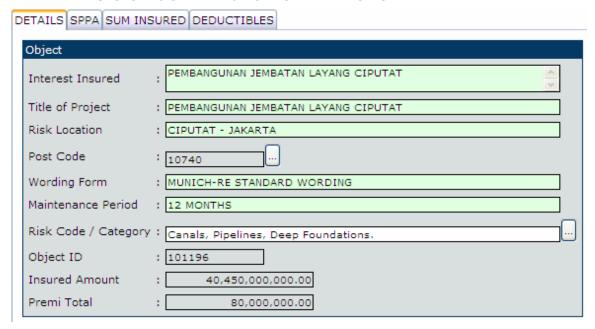
3.6.4. KECELAKAAN DIRI



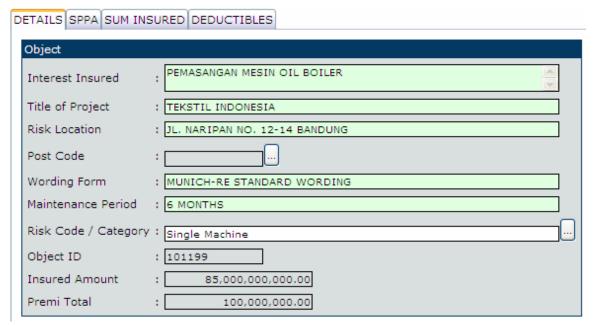
3.6.5. CASH IN SAFE



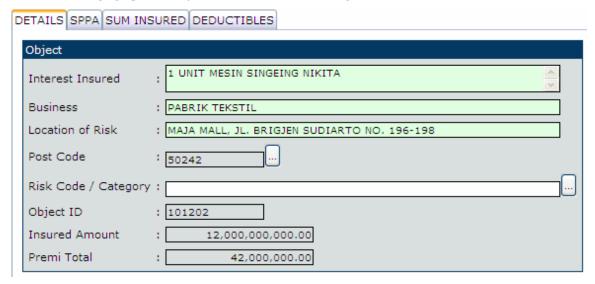
3.6.6. CONTRACTOR'S ALL RISKS



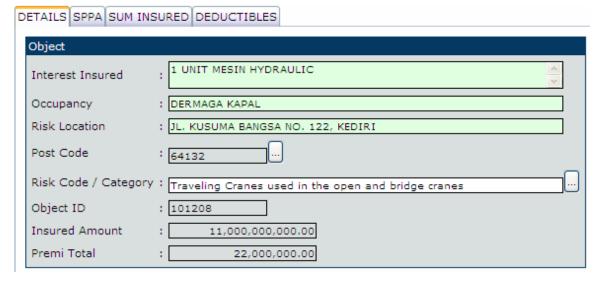
3.6.7. ERECTION ALL RISKS



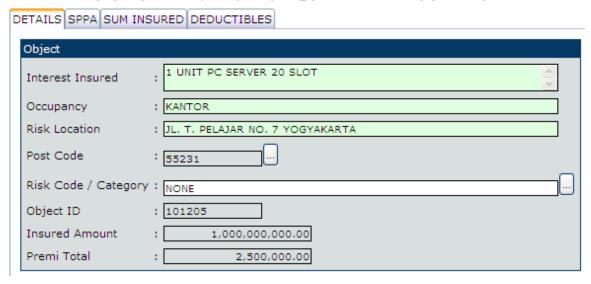
3.6.8. MACHINERY BREAKDOWN



3.6.9. CONTRACTOR PLANT AND MACHINERY



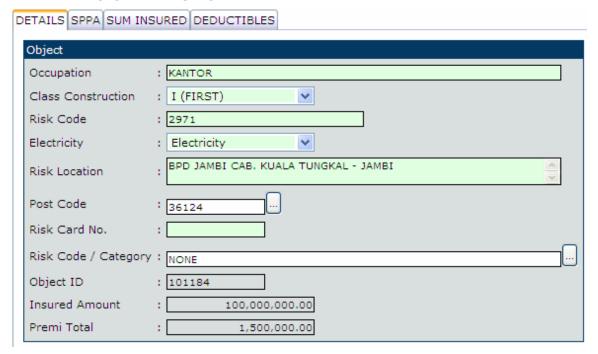
3.6.10. ELECTRONIC EQUIPMENT INSURANCE



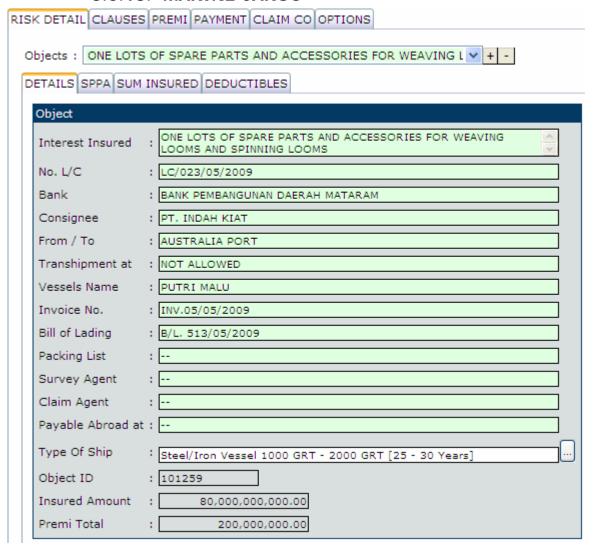
3.6.11. PUBLIC LIABILITY



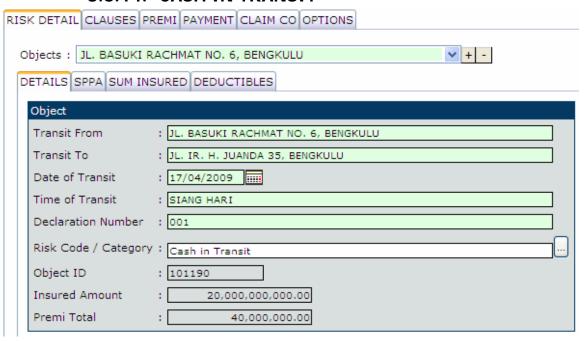
3.6.12. BURGLARY



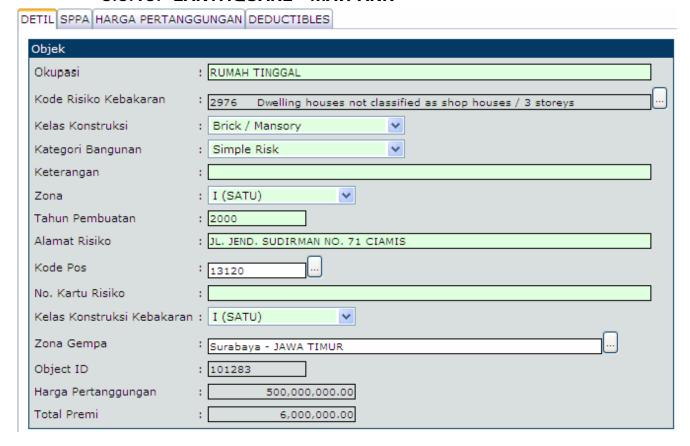
3.6.13. MARINE CARGO



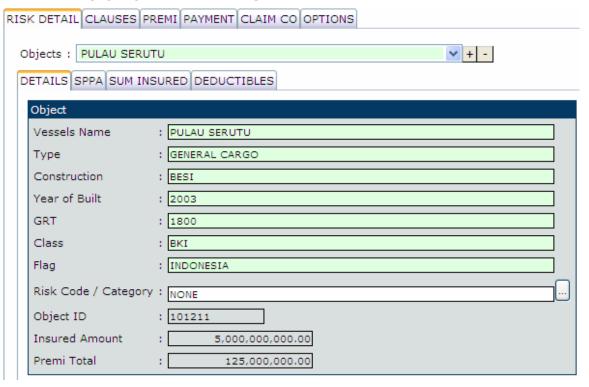
3.6.14. CASH IN TRANSIT



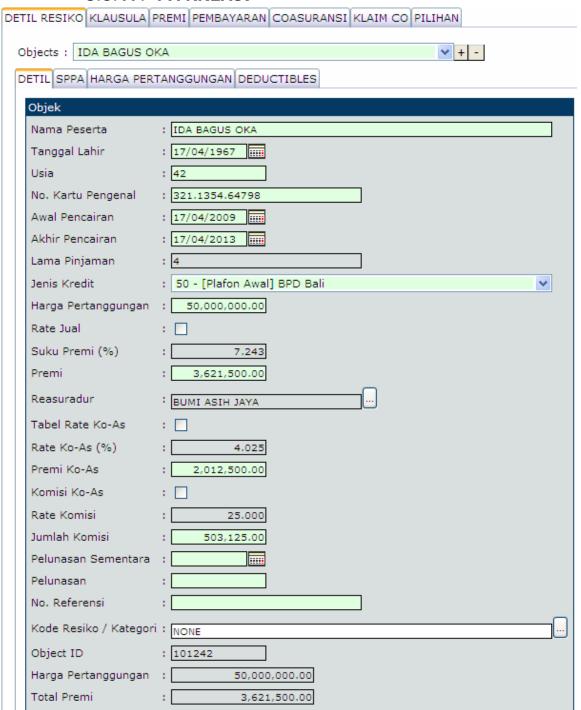
3.6.15. EARTHQUAKE - MAIPARK



3.6.16. MARINE HULL



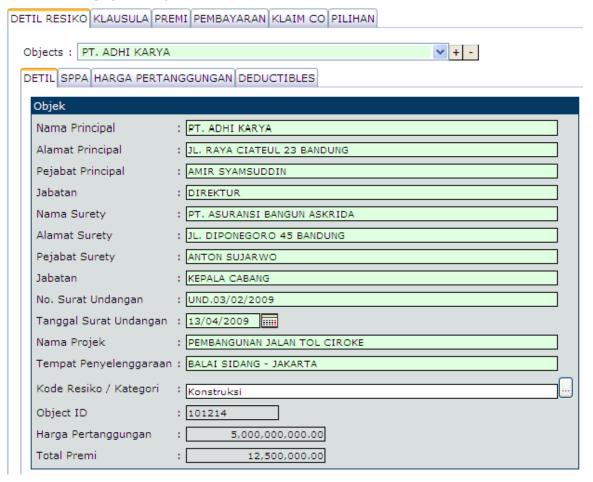
3.6.17. PA KREASI



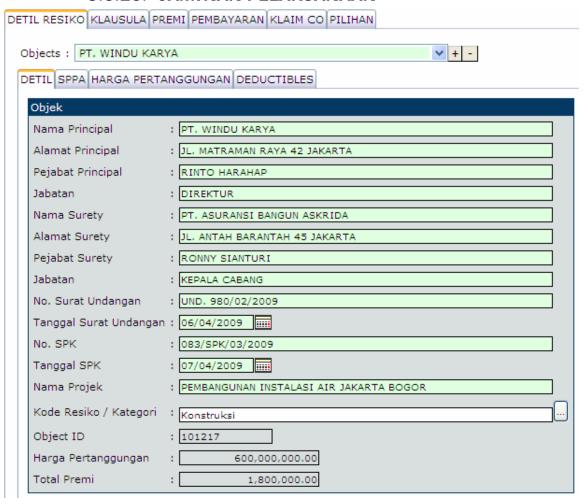
3.6.18. HEAVY EQUIPMENT



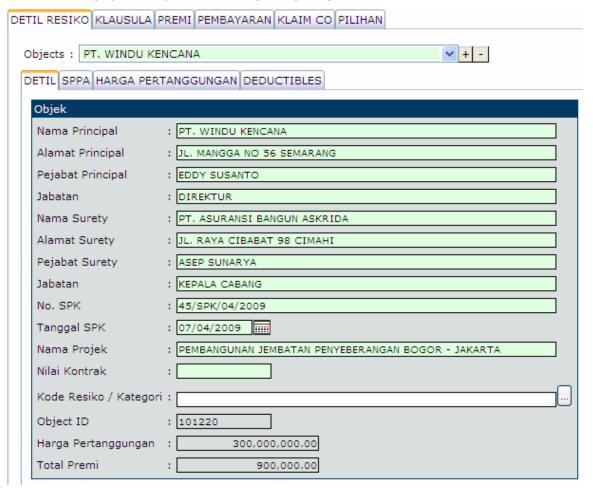
3.6.19. JAMINAN PENAWARAN



3.6.20. JAMINAN PELAKSANAAN



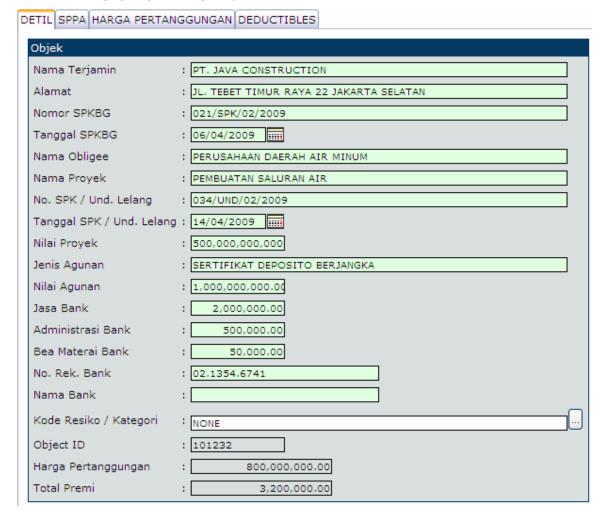
3.6.21. JAMINAN UANG MUKA



3.6.22. JAMINAN PEMELIHARAAN

ETIL SPPA HARGA PERTANGGUNGAN DEDUCTIBLES				
Objek				
Nama Principal	PT. LANGKAH PASTI			
Alamat Principal	JL, CIPAYUNG KM, 32 NO, 23 PUNCAK PASS - BOGOR			
Pejabat Principal	DEWI AUGUSTINE			
Jabatan	DIREKTUR			
Nama Surety	PT. ASURANSI BANGUN ASKRIDA			
Alamat Surety	JL. IR. H. JUANDA 56 BANDUNG			
Pejabat Surety	DENY SUTRISNA			
Jabatan	KEPALA CABANG			
No. SPK	093/SPK/02/2009			
Tanggal SPK	13/04/2009			
Nama Projek	PEMBANGUNAN JARINGAN ANTENNA			
Kode Resiko / Kategori				
Object ID	101223			
Harga Pertanggungan	8,000,000,000.00			
Total Premi	36,000,000.00			

3.6.23. KBG – JAMINAN PENAWARAN



3.6.24. KBG - JAMINAN PELAKSANAAN

DETIL SPPA HARGA PERTANGGUNGAN DEDUCTIBLES

Objek			
Nama Terjamin	:	PT. IMAGINE CONSTRUCTION	
Alamat	:	JL, SOEKARNO-HATTA 123 BANDUNG	
Nomor SPKBG	:	092/SPK/02/2009	
Tanggal SPKBG	:	07/04/2009	
Nama Obligee	:	PEMERINTAH DAERAH KOTA MADYA BANDUNG	
Nama Proyek	:	PEMBANGUNAN JARIK	
No. SPK / Und. Lelang	:	032/UND/03/2009	
Tanggal SPK / Und. Lelang	:	02/04/2009	
Nilai Proyek	:	200,000,000.00	
Jenis Agunan	:		
Nilai Agunan	:		
Jasa Bank	:	1,000,000.00	
Administrasi Bank	:	500,000.00	
Bea Materai Bank	:	5,000.00	
No. Rek. Bank	:	12.6540.546	
Nama Bank	:	PT. BANK NIAGA	
Kode Resiko / Kategori	:	NONE	
Object ID	:	101229	
Harga Pertanggungan	:	300,000,000.00	
Total Premi	:	4,500,000.00	

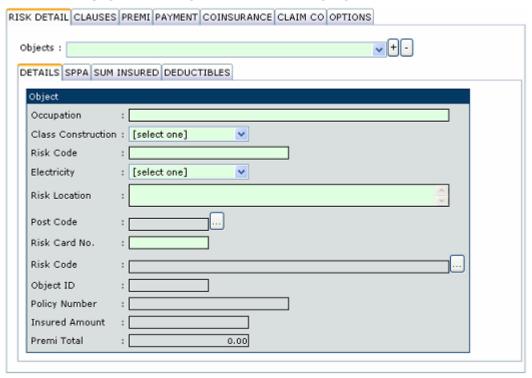
3.6.25. KBG – JAMINAN UANG MUKA

DETIL SPPA HARGA PERTANGGUNGAN DEDUCTIBLES Objek Nama Terjamin : PT. JAVA CONSTRUCTION Alamat : JL. TEBET TIMUR RAYA 22 JAKARTA SELATAN Nomor SPKBG : 021/SPK/02/2009 Tanggal SPKBG : 06/04/2009 : PERUSAHAAN DAERAH AIR MINUM Nama Obligee : PEMBUATAN SALURAN AIR Nama Proyek No. SPK / Und. Lelang : 034/UND/02/2009 Tanggal SPK / Und. Lelang: 14/04/2009 Nilai Proyek : 500,000,000,000 Jenis Agunan : SERTIFIKAT DEPOSITO BERJANGKA Nilai Agunan : 1,000,000,000.00 Jasa Bank : 2,000,000.00 Administrasi Bank : 500,000.00 Bea Materai Bank : 50,000.00 : 02.1354.6741 No. Rek. Bank Nama Bank Kode Resiko / Kategori : NONE : 101232 Object ID Harga Pertanggungan : 800,000,000.00 3,200,000.00 Total Premi

3.6.26. KBG – JAMINAN PEMELIHARAAN

D	DETIL SPPA HARGA PERTANGGUNGAN DEDUCTIBLES				
	Objek				
	Nama Terjamin	:	PT. DOLPHIN ENTERPRISE CONSTRUCTION		
	Alamat	:	JL, DR. SAM RATULANGI NO. 20 MAKASSAR		
	Nomor SPKBG	:	042/SPK/02/2009		
	Tanggal SPKBG	:	06/04/2009		
	Nama Obligee	:	PERUSAHAAN LISTRIK NEGARA - MAKASSAR		
	Nama Proyek	:	PENGADAAN TIANG LISTRIK		
	No. SPK / Und. Lelang	:	046/UND/02/2009		
	Tanggal SPK / Und. Lelang	:	04/04/2009		
	Nilai Proyek	:	500,000,000.00		
	Jenis Agunan	:	SERTIFIKAT DEPOSITO		
	Nilai Agunan	:	700,000,000.00		
	Jasa Bank	:	1,250,000.00		
	Administrasi Bank	:	500,000.00		
	Bea Materai Bank	:	50,000.00		
	No. Rek. Bank	:			
	Nama Bank	:			
	Kode Resiko / Kategori	:	NONE		
	Object ID	:	101235		
	Harga Pertanggungan	:	300,000,000.00		
	Total Premi	:	3,000,000.00		

3.6.27. PROPERTY ALL RISKS

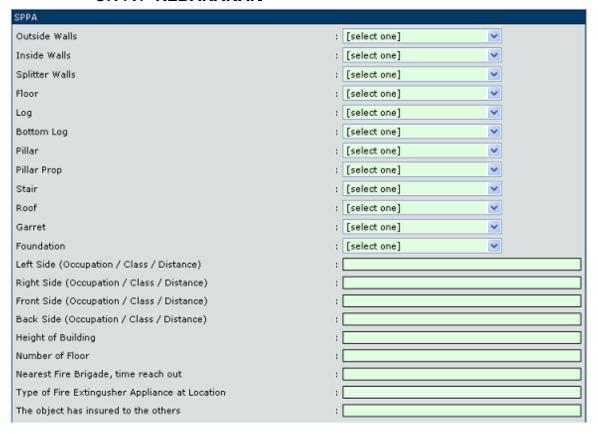


3.6.28. NOTE

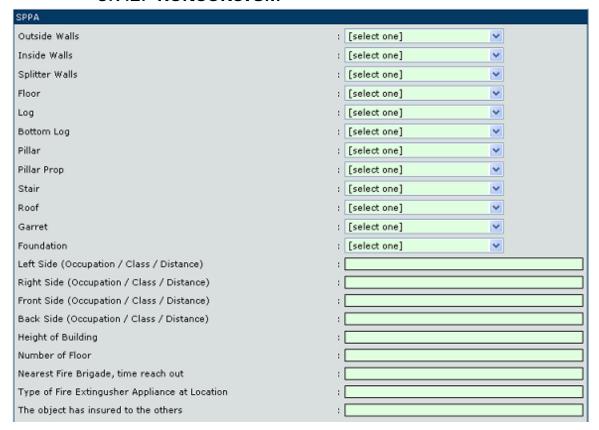
Beberapa Detil Risiko tidak dapat ditampilkan, dan mohon diinformasikan ke Team Web.

3.7. SPPA PER JENIS ASURANSI

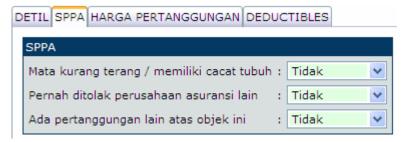
3.7.1. KEBAKARAN



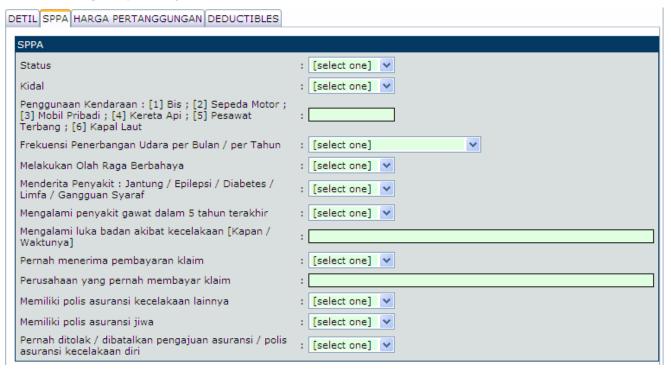
3.7.2. KONSORSIUM



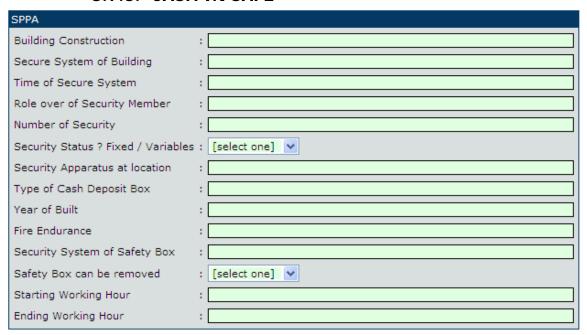
3.7.3. KENDARAAN BERMOTOR



3.7.4. KECELAKAAN DIRI



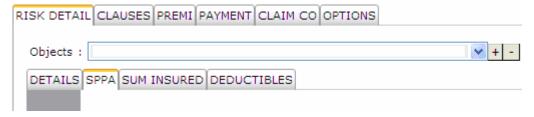
3.7.5. CASH IN SAFE



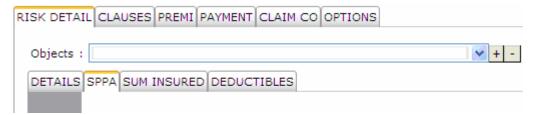
3.7.6. CONTRACTOR'S ALL RISKS



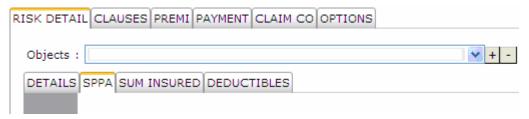
3.7.7. ERECTION ALL RISKS



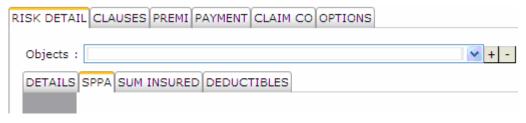
3.7.8. MACHINERY BREAKDOWN



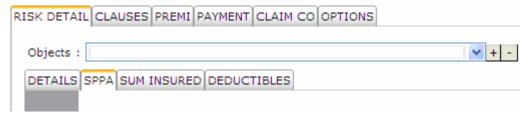
3.7.9. CONTRACTOR PLANT AND MACHINERY



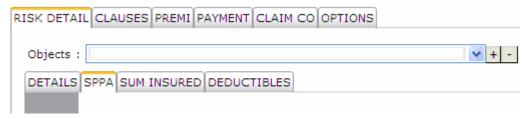
3.7.10. ELECTRONIC EQUIPMENT INSURANCE



3.7.11. PUBLIC LIABILITY



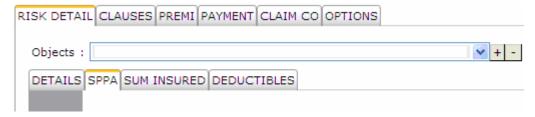
3.7.12. **BURGLARY**



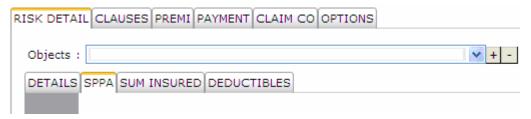
3.7.13. MARINE CARGO



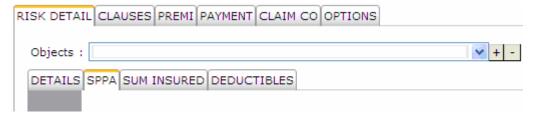
3.7.14. CASH IN TRANSIT



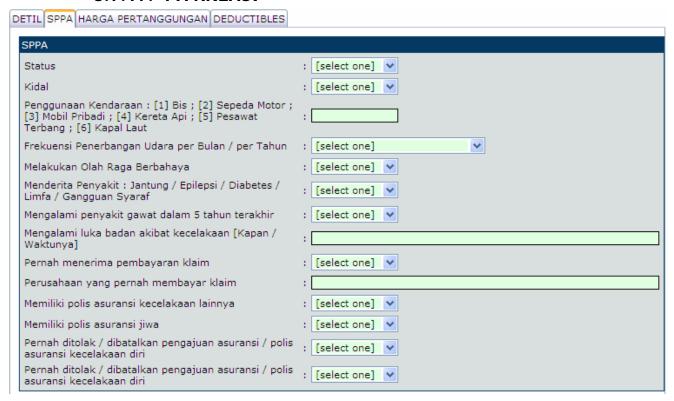
3.7.15. EARTHQUAKE - MAIPARK



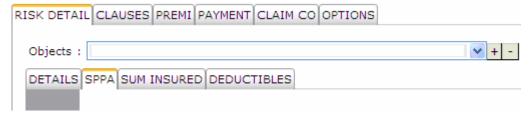
3.7.16. MARINE HULL



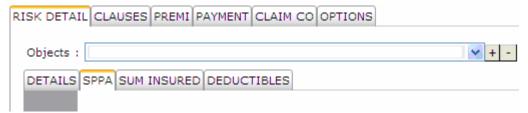
3.7.17. PA KREASI



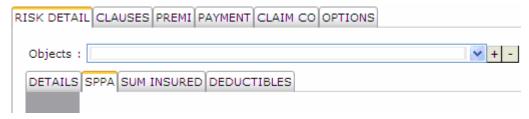
3.7.18. HEAVY EQUIPMENT



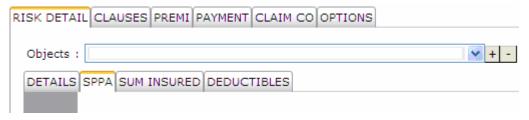
3.7.19. JAMINAN PENAWARAN



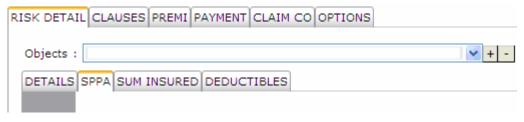
3.7.20. JAMINAN PELAKSANAAN



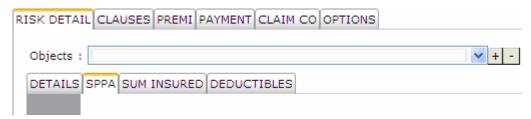
3.7.21. JAMINAN UANG MUKA



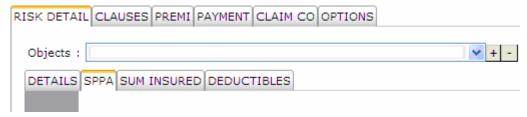
3.7.22. JAMINAN PEMELIHARAAN



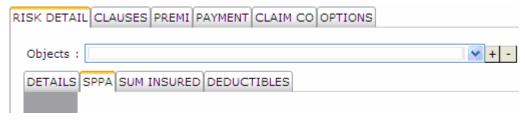
3.7.23. KBG – JAMINAN PENAWARAN



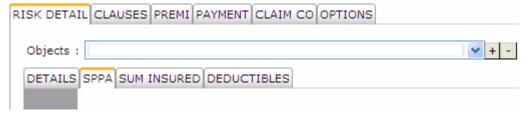
3.7.24. JAMINAN PELAKSANAAN



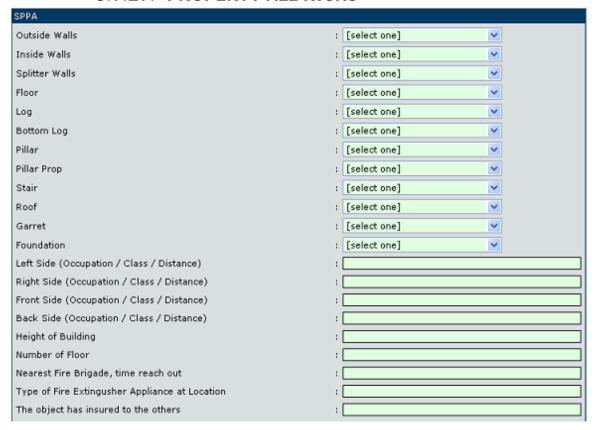
3.7.25. KBG – JAMINAN UANG MUKA



3.7.26. KBG – JAMINAN PEMELIHARAAN



3.7.27. PROPERTY ALL RISKS



3.7.28. NOTE

Beberapa SPPA tidak dapat ditampilkan, dan mohon diinformasikan ke Team Web.

3.8. KLAUSULA PER JENIS ASURANSI

3.8.1. KEBAKARAN

Accidental Delangement Of the Hoteland System	Accidental	Derangement	Of Fire	Protection	Systen
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Accumulated Stocks Clause

Acknowledgement Of Risk Conditions

Adjacencies Extension Clause

Agreed Valuation "A"

Aircraft Damage Extension

All Other Contents

All Plants Used In Connection With The Insured Business

Allied Perils Extension Clause

Alterations And Repairs Clause

Alterations Clause

Alternative Loss Assessment Output / Production Deficit Clause

Appraisement Clause

Appraisement Condition Clause

Approved Adjuster Clause

Architects, Surveyors And Engineers Expenses

Automatic Extension Clause

Automatic Reinstatement Following Loss Clause

Automatic Reinstatement Of Sum Insured / Loss Clause

Automobile Clause

Average Relief Clause

Awnings Blinds Signs Or Other Fittings Of Every Description Clause

Bankers Clause

Boiler And Pressure Vessel Plant Extension

Brand And Label Clause

Brand Clause

Breach Of Conditions Clause

Breach Of Warranty

Burglary And Theft By Third Party Only Extension

Cancellation Clause

Capital Additions Clause

Car Park Endorsement

Car Parks (Full) Clause
Casual Contractors Clause
Civil Authorities Clause
Claim Payment On Account Conditions
Claim Preparation Clause
Co-Insurance Clause
Collision With Land Vehicle
Computer Records Clause
Concealed Damage Clause
Contract Price Clause
Cost Of Re-Erection Clause
Cost Of Re-Writing Record And Claim Preparation
Cover For Internal Fire
Cover For Loss Of Contents Clause
Cover For Loss Of Damage Due To SRCC
Cover For Manufacturers Risks Clause
Cover Of Extra Charges For Overtime, Night Work, Work On Public Holidays, Express Freight
Currency Clause
Customers Goods Extension
Cut Of Refrigeration Clause
Cutting Clause
Deductible Clause 12
Defective Sanitary Clause
Deferred Premium Clause
Denial Premises Clause
Departmental Clause
Depreciation Of Undamaged Stocks
Description Of Property Insured Clause
Designation Clause
Dispute Clause A
Dispute Clause B
Duty Clause
Earthquake Endorsement
Electrical Injury Clause
Electrical Installation Clause
Electrical Short Circuit Clause (Compulsory)
Electrical Stabilizer Warranty

Electronic Date Recognition Clause **Employee Sports And Social Clubs Clause** Employees Personal Effect And Other Property Of Insureds Employee Clause **Employees Personal Effects Clause Errors And Omission Clause** Escalation Clause (10%) **Escalator Clause Exclusion Concerning Used Machinery Expediting Expenses Allowance Clause Expediting Expenses Clause** Extra Cost Of Reinstatement Memorandum Failure Of Public And/Or Private Supplies Failure Of Public Authorities Clause Failure Of Public Utilities Fire And Full Explosion Clause Fire Brigades Charges Fire Extinguishing Appliance Maintenance Warranty Fire Extinguishing Costs First Loss Basis Clause First Loss Insurance Floor Space Ratio Index Food And Drinks Poisoning Endorsement **Foundation Clause Full Explosion Clause** General Interest Clause Harbor Blockage Clause **Heating And Power** Hold Up / Armed Robbery Clause Hotel Guests Effect Clause Hurricane, Cyclone, Typhoon Endorsement Impact By Own Vehicles Clause Inflation Provision (Escalator) Clause **Inhibition Cost Clause Inkeepers Liability** Internal Removal At Insureds Premises Internal Removal Clause Jaminan Pembayaran Premi

Jurisdiction Clause
Klausula Karet
Klausula Kewajiban Tertanggung (Warranty Tentang Kepemilikan Dan Pengelolaan Gudang
Klausula Mata Uang
Klausula Pencurian Selama Kebakaran (Wajib)
Klausula Perhitungan Premi Pemulihan Harga Pertanggungan (Wajib)
Klausula Uang Muka Sewa (Untuk Penyewa)
Klausula Uang Muka Sewa (Untuk Yang Menyewakan)
Klausula Uang Sewa Bangunan Pengganti (Untuk Pemilik Yang Menghuni)
Landslide And Subsidence Clause
Landworthiness Motor Vehicle Clause
Leased Property Clause
Legal Fees Clause
Lessors Interest Clause
Locks And Keys Clause
Loss Notification Clause
Loss Notification Clause (30 Days)
Loss Of Damaged Goods Clause
Loss Payable Clause
Loss Prevention Expense Clause
Maintenance Agreement Warranty
Material Damage Proviso Clause
Memorandum
Minor Alterations And Repairs Clause
Misdescription Clause
Misinterpretation / Misdescription Clause
Money Whilst In The Custody Of Collector
Municipal Plans Scrutiny Fee
Neon / Advertising Sign Endorsement
Neon Sign And Sign Board
Nominated Loss Adjuster Clause
Non Invalidation Clause
Non Owned Automobiles
Notice Of Cancellation Clause (30 Days)
Notifiable Disease, Vermin Defective Sanitary Arrangements, Murder And Suicide Clause
Notification Clause
Obsolete Parts Clause

Occupancy Extension
Other Interest Clause
Outbuildings Clause
Output Replacement Clause
Outside Premises Storage Clause
Overseas Visits Clause
Payment On Account Clause
Plate Glass Extension
Premises Clause
Premises Extension Clause
Preparation Of Claims Clause
Prevention Of Access Clause (Denial Of Access)
Private Works For Directors Or Executives Endorsement
Privilege Granted Extension
Professional Accountants Clause
Progress Claim Payment Clause
Public Authorities Clause
Public Utilities Clause
Refilling Fire Extinguisher Cost Clause
Reinstatement Additional Premium Clause (Compulsory)
Reinstatement Value Clause
Removal Of Debris Clause (Fire)
Removal Of Debris Clause (PAR)
Removal Of Debris Clause (With Maximum Liability 10% Of Total Sum Insured
Repair Authorized Services Centre(S) Clause
Return Of Premium Clause
Salvage And Sales Clause
Selling Price Clause
Services Clause
Silent Risk Clause
Special Electrical Short Circuit Coverage Clause
Sprinkler Leakage Clause
Stock Declaration Clause
Storage Of Hazardous Goods Warranty A
Storage Of Hazardous Goods Warranty B
Storage Of Hazardous Goods Warranty C
Storage Warranty

Structural Alterations Clause

Subrogation Waiver Clause

Supplier Customers Clause

Surrounding Property And Third Party Liability

Swimming Pools Endorsement

Syarat Wajib Mengenai Akibat Dari Api Atau Panas Yang Timbul Sendiri Dan Arus Pendek

Temporary Removal Clause

Tenants Improvements Clause

Theft During Fire Exclusion Clause (Compulsory)

Theft Extension Memo Clause

Time Adjustment Clause (72 Hours)

Total Loss Claim Settlement Clause

Typhoon, Storm, Flood And Water Damage

Vehicle Load Clause

Waiver Of Subrogation Clause

Water Damage Clause

Workmens Clause

3.8.2. KONSORSIUM

Casual Contractors Clause Civil Authorities Clause

Accidental Derangement Of Fire Protection System **Accumulated Stocks Clause** Acknowledgement Of Risk Conditions Adjacencies Extension Clause Agreed Valuation "A" Aircraft Damage Extension **All Other Contents** All Plants Used In Connection With The Insured Business Allied Perils Extension Clause Alterations And Repairs Clause **Alterations Clause** Alternative Loss Assessment Output / Production Deficit Clause **Appraisement Clause Appraisement Condition Clause** Approved Adjuster Clause Architects, Surveyors And Engineers Expenses **Automatic Extension Clause** Automatic Reinstatement Following Loss Clause Automatic Reinstatement Of Sum Insured / Loss Clause Automobile Clause Average Relief Clause Awnings Blinds Signs Or Other Fittings Of Every Description Clause Bankers Clause Boiler And Pressure Vessel Plant Extension Brand And Label Clause **Brand Clause Breach Of Conditions Clause Breach Of Warranty** Burglary And Theft By Third Party Only Extension Cancellation Clause Capital Additions Clause Car Park Endorsement Car Parks (Full) Clause

Claim Payment On Account Conditions Claim Preparation Clause Co-Insurance Clause Collision With Land Vehicle Computer Records Clause Concealed Damage Clause Contract Price Clause Cost Of Re-Erection Clause Cost Of Re-Writing Record And Claim Preparation Cover For Internal Fire Cover For Loss Of Contents Clause Cover For Loss Of Damage Due To SRCC Cover For Manufacturers Risks Clause Cover Of Extra Charges For Overtime, Night Work, Work On Public Holidays, Express Freight **Currency Clause Customers Goods Extension** Cut Of Refrigeration Clause **Cutting Clause** Deductible Clause 12 **Defective Sanitary Clause Deferred Premium Clause Denial Premises Clause** Departmental Clause **Depreciation Of Undamaged Stocks** Description Of Property Insured Clause **Designation Clause** Dispute Clause A Dispute Clause B **Duty Clause** Earthquake Endorsement Electrical Injury Clause **Electrical Installation Clause** Electrical Short Circuit Clause (Compulsory) **Electrical Stabilizer Warranty Electronic Date Recognition Clause** Employee Sports And Social Clubs Clause Employees Personal Effect And Other Property Of Insureds Employee Clause

Employees Personal Effects Clause Errors And Omission Clause Escalation Clause (10%) **Escalator Clause Exclusion Concerning Used Machinery Expediting Expenses Allowance Clause Expediting Expenses Clause** Extra Cost Of Reinstatement Memorandum Failure Of Public And/Or Private Supplies Failure Of Public Authorities Clause Failure Of Public Utilities Fire And Full Explosion Clause Fire Brigades Charges Fire Extinguishing Appliance Maintenance Warranty Fire Extinguishing Costs First Loss Basis Clause First Loss Insurance Floor Space Ratio Index Food And Drinks Poisoning Endorsement **Foundation Clause Full Explosion Clause** General Interest Clause Harbor Blockage Clause **Heating And Power** Hold Up / Armed Robbery Clause Hotel Guests Effect Clause Hurricane, Cyclone, Typhoon Endorsement Impact By Own Vehicles Clause Inflation Provision (Escalator) Clause **Inhibition Cost Clause Inkeepers Liability Internal Removal At Insureds Premises Internal Removal Clause** Jaminan Pembayaran Premi Jurisdiction Clause Klausula Karet Klausula Kewajiban Tertanggung (Warranty Tentang Kepemilikan Dan Pengelolaan Gudang

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Klausula Pencurian Selama Kebakaran (Wajib)
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Klausula Uang Muka Sewa (Untuk Penyewa)
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Klausula Uang Sewa Bangunan Pengganti (Untuk Pemilik Yang Menghuni)
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Landworthiness Motor Vehicle Clause
Leased Property Clause
Legal Fees Clause
Lessors Interest Clause
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Loss Payable Clause
Loss Prevention Expense Clause
Maintenance Agreement Warranty
Material Damage Proviso Clause
Memorandum
Minor Alterations And Repairs Clause
Misdescription Clause
Misinterpretation / Misdescription Clause
Money Whilst In The Custody Of Collector
Municipal Plans Scrutiny Fee
Neon / Advertising Sign Endorsement
Neon Sign And Sign Board
Nominated Loss Adjuster Clause
Non Invalidation Clause
Non Owned Automobiles
Notice Of Cancellation Clause (30 Days)
Notifiable Disease, Vermin Defective Sanitary Arrangements, Murder And Suicide Clause
Notification Clause
Obsolete Parts Clause
Occupancy Extension
Other Interest Clause

Outbuildings Clause

Output Replacement Clause Outside Premises Storage Clause Overseas Visits Clause Payment On Account Clause Plate Glass Extension **Premises Clause** Premises Extension Clause Preparation Of Claims Clause Prevention Of Access Clause (Denial Of Access) Private Works For Directors Or Executives Endorsement **Privilege Granted Extension** Professional Accountants Clause Progress Claim Payment Clause **Public Authorities Clause Public Utilities Clause** Refilling Fire Extinguisher Cost Clause Reinstatement Additional Premium Clause (Compulsory) Reinstatement Value Clause Removal Of Debris Clause (Fire) Removal Of Debris Clause (PAR) Removal Of Debris Clause (With Maximum Liability 10% Of Total Sum Insured Repair Authorized Services Centre(S) Clause Return Of Premium Clause Salvage And Sales Clause Selling Price Clause Services Clause Silent Risk Clause Special Electrical Short Circuit Coverage Clause Sprinkler Leakage Clause Stock Declaration Clause Storage Of Hazardous Goods Warranty A Storage Of Hazardous Goods Warranty B Storage Of Hazardous Goods Warranty C Storage Warranty Structural Alterations Clause Subrogation Waiver Clause **Supplier Customers Clause**

Surrounding Property And Third Party Liability

Swimming Pools Endorsement

Syarat Wajib Mengenai Akibat Dari Api Atau Panas Yang Timbul Sendiri Dan Arus Pendek

Temporary Removal Clause

Tenants Improvements Clause

Theft During Fire Exclusion Clause (Compulsory)

Theft Extension Memo Clause

Time Adjustment Clause (72 Hours)

Total Loss Claim Settlement Clause

Typhoon, Storm, Flood And Water Damage

Vehicle Load Clause

Waiver Of Subrogation Clause

Water Damage Clause

Workmens Clause

3.8.3. KENDARAAN BERMOTOR

Automatic Addition And Deletion Clause

Escalation Protection Clause (20%)

Sister Vehicle / Car Clause

Co-Insurance Clause

Klausula No. 2 Kendaraan Bermotor Roda Dua

Banker's Clause

3.8.4. KECELAKAAN DIRI

NOT AVAILABLE

3.8.5. CASH IN SAFE

NOT AVAILABLE

3.8.6. CONTRACTOR'S ALL RISKS

Endorsement 001 - Cover for Loss or Damage due to Strike, Riot and Civil Commotion (SRCC)

Endorsement 002 - Cover for Cross Liability

Endorsement 003 - Maintenance Visits Cover

Endorsement 004 - Extended Maintenance Cover

Endorsement 005 - Special Conditions Concerning the Construction and/or Erection Time Schedule

Endorsement 006 - Cover of Extra Charges for Overtime, Night Work, Work on Public Holidays, Express Freight

Endorsement 007 - Cover of Extra Charges for Airfreight

Endorsement 008 - Warranty Concerning Structures in Earthquake Zones

Endorsement 009 - Exclusion of Loss, Damage or Liability Due to Earthquake

Endorsement 010 - Exclusion of Loss, Damage or Liability Due to Flood and Inundation

Endorsement 012 - Exclusion of Loss, Damage or Liability due to Windstorm or Wind-Related Water Damage

Endorsement 013 - Property in Off-Site Storage

Endorsement 100 - Cover for Testing of Machinery and Installations

Endorsement 101 - Special Conditions Concerning the Construction of Tunnels, Galleries,

Temporary or Permanent Subsurface Structures or Installations

Endorsement 102 - Special Conditions Concerning Underground Cables, Pipes and Other Facilities

Endorsement 103 - Exclusion of Loss or Damage to Crops, Forests and Cultures

Endorsement 104 - Special Conditions Concerning the Construction of Dams and Water Reservoirs

Endorsement 106 - Warranty Concerning Sections

Endorsement 107 - Warranty Concerning Camps and Stores

Endorsement 108 - Warranty Concerning Construction Plant, Equipment and Machinery

Endorsement 109 - Warranty Concerning Construction Material

Endorsement 110 - Special Conditions Concerning Safety Measures with Respect to Precipitation, Flood and Inundation

Endorsement 111 - Special Conditions Concerning Removal of Debris from Landslides

Endorsement 112 - Special Conditions Concerning Fire-Fighting Facilities and Fire Safety on Construction Sites

Endorsement 113 - Inland Transit

Endorsement 114 - Serial Losses

Endorsement 115 - Cover for Designers Risk

Endorsement 116 - Cover for Insured Contract Works Taken Over or Put into Service

Endorsement 117 - Special Conditions for Laying Water Supply and Sewer Pipes

Endorsement 118 - Drilling Work for Water Wells

Endorsement 119 - Existing Property or Property belonging to or Held in Care, Custody or Control by the Insured

Endorsement 120 - Vibration, Removal or Weakening of Support

3.8.7. ERECTION ALL RISKS

Endorsement 001 - Cover for Loss or Damage due to Strike, Riot and Civil Commotion (SRCC)

Endorsement 002 - Cover for Cross Liability

Endorsement 003 - Maintenance Visits Cover

Endorsement 004 - Extended Maintenance Cover

Endorsement 005 - Special Conditions Concerning the Construction and/or Erection Time Schedule

Endorsement 006 - Cover of Extra Charges for Overtime, Night Work, Work on Public Holidays, Express Freight

Endorsement 007 - Cover of Extra Charges for Airfreight

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Endorsement 118 - Drilling Work for Water Wells

Endorsement 119 - Existing Property or Property belonging to or Held in Care, Custody or Control by the Insured

Endorsement 120 - Vibration, Removal or Weakening of Support

3.8.8. MACHINERY BREAKDOWN

Endorsement 001 - Cover for Loss or Damage due to Strike, Riot and Civil Commotion (SRCC)

Endorsement 002 - Cover for Cross Liability

Endorsement 003 - Maintenance Visits Cover

Endorsement 004 - Extended Maintenance Cover

Endorsement 005 - Special Conditions Concerning the Construction and/or Erection Time Schedule

Endorsement 006 - Cover of Extra Charges for Overtime, Night Work, Work on Public Holidays, Express Freight

Endorsement 007 - Cover of Extra Charges for Airfreight

Endorsement 008 - Warranty Concerning Structures in Earthquake Zones

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Endorsement 120 - Vibration, Removal or Weakening of Support

3.8.9. CONTRACTOR PLANT AND MACHINERY

Endorsement 001 - Cover for Loss or Damage due to Strike, Riot and Civil Commotion (SRCC)

Endorsement 002 - Cover for Cross Liability

Endorsement 003 - Maintenance Visits Cover

Endorsement 004 - Extended Maintenance Cover

Endorsement 005 - Special Conditions Concerning the Construction and/or Erection Time Schedule

Endorsement 006 - Cover of Extra Charges for Overtime, Night Work, Work on Public Holidays, Express Freight

Endorsement 007 - Cover of Extra Charges for Airfreight

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Endorsement 120 - Vibration, Removal or Weakening of Support

3.8.10. ELECTRONIC EQUIPMENT INSURANCE

Endorsement 001 - Cover for Loss or Damage due to Strike, Riot and Civil Commotion (SRCC)

Endorsement 002 - Cover for Cross Liability

Endorsement 003 - Maintenance Visits Cover

Endorsement 004 - Extended Maintenance Cover

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Endorsement 120 - Vibration, Removal or Weakening of Support

3.8.11. PUBLIC LIABILITY

Absolute Asbestos
Absolute Pollution
Accidental Derangement Of Fire Protection System
Accumulated Stocks Clause
Advertising Signs Endorsement
Car Park Endorsement
Car Parks (Full) Clause
Contingent Tenants Liability
Contractual Liability Clause
Defective Sanitary And Arrangements
Deleterious Food And Drink Clause
Electronic Date Recognition Clause
Employee Sports And Social Clubs Clause
Failure Of Public Utilities
Fire And Explosion Clause
Fire Legal Liability Clause
First Aid Facilities Clause
Food And Drink Extension Clause
Jurisdiction Clause - Indonesia
Loading And Unloading Clause
Loss Of Notification Clause
Oil Industry Limitation

Oil Industry Limitation

Plant Machinery Including Lift Clause

Recovery Clause

Subcontractors Clause

Unlicensed Vehicles Clause

Waiver Of Rights Of Subrogation Againts All Parties Hereby Insured

3.8.12. **BURGLARY**

NOT AVAILABLE

3.8.13. MARINE CARGO

Brokers Cancellation Clause

Civil Commotion, Strike And Terrorism Clause
Delayed Unpacking Of Material, Supplies And Merchandise
Electronic Date Recognition Clause (Mm Clause 1846)
Institute Bulks Oil Clause 1/2/83
Institute Cargo Clauses (A)
Institute Cargo Clauses (B)
Institute Cargo Clauses (C)
Institute Frozen Food Clause (A) 1/1/86 - Cl. 334
Institute Frozen Meat Clause (A) 1/1/86 - Cl. 327
Institute Malicious Damage Clause 1/8/82 - Cl. 266
Institute Marine Policy General Provisions (Cargo) 1/10/82 - Cl.269
Institute Provisional Value Clause (For Cargo Contract) 1/5/84 - Cl. 305
Institute Radioactive Contamination Clause
Institute Radioactive Contamination Exclusion Clause 1/10/90
Institute Replacement Clause

Institute Standard Conditions Clause (For Cargo Contract) 1/4/82 - Cl. 261

Institute Strikes Clause (Frozen Food) 1/1/86 - Cl.265

Institute Theft Pilferage And Non Delivery Clause 119 A

Institute War And Strikes 1/10/83 - (Cl. 281)

Institute War Cancellation Clause (Cargo) 1/12/82 - Cl.271

Institute War Clause (Cargo) 1/1/82

Institute Strikes Clause (Cargo) 1/1/82

3.8.12. CASH IN TRANSIT

NOT AVAILABLE

3.8.13. EARTHQUAKE - MAIPARK

NOT AVAILABLE

3.8.16. MARINE HULL

Institute Time Clause Hull Disbursement And Increased Value

Institute Time Clause Hull 1.10.83 (Cl 280)

Institute Time Clause Hull 1.10.83 (Cl 284)

Institute Time Clause Hull 1.10.83 (Cl 289)		

3.8.17. PA KREASI

NOT AVAILABLE

3.8.18. HEAVY EQUIPMENT

Endorsement 00	11 -	Cover for	Loss or	Damage	dua to	Strika	Diot	and	Civil	Commotion	(SDCC)
chaorzement or	<i>)</i> -	Cover ror	L022 01	Damage	uue to	ourke,	KIUL	ariu	CIVII	COMMINICATION	SKUU

Endorsement 002 - Cover for Cross Liability

Endorsement 003 - Maintenance Visits Cover

Endorsement 004 - Extended Maintenance Cover

Endorsement 005 - Special Conditions Concerning the Construction and/or Erection Time Schedule

Endorsement 006 - Cover of Extra Charges for Overtime, Night Work, Work on Public Holidays, Express Freight

Endorsement 007 - Cover of Extra Charges for Airfreight

Endorsement 008 - Warranty Concerning Structures in Earthquake Zones

Endorsement 009 - Exclusion of Loss, Damage or Liability Due to Earthquake

Endorsement 010 - Exclusion of Loss, Damage or Liability Due to Flood and Inundation

Endorsement 012 - Exclusion of Loss, Damage or Liability due to Windstorm or Wind-Related Water Damage

Endorsement 013 - Property in Off-Site Storage

Endorsement 100 - Cover for Testing of Machinery and Installations

Endorsement 101 - Special Conditions Concerning the Construction of Tunnels, Galleries,

Temporary or Permanent Subsurface Structures or Installations

Endorsement 102 - Special Conditions Concerning Underground Cables, Pipes and Other Facilities

Endorsement 103 - Exclusion of Loss or Damage to Crops, Forests and Cultures

Endorsement 104 - Special Conditions Concerning the Construction of Dams and Water Reservoirs

Endorsement 106 - Warranty Concerning Sections

Endorsement 107 - Warranty Concerning Camps and Stores

Endorsement 108 - Warranty Concerning Construction Plant, Equipment and Machinery

Endorsement 109 - Warranty Concerning Construction Material

Endorsement 110 - Special Conditions Concerning Safety Measures with Respect to Precipitation, Flood and Inundation

Endorsement 111 - Special Conditions Concerning Removal of Debris from Landslides

Endorsement 112 - Special Conditions Concerning Fire-Fighting Facilities and Fire Safety on Construction Sites

Endorsement 113 - Inland Transit

Endorsement 114 - Serial Losses

Endorsement 115 - Cover for Designers Risk

Endorsement 116 - Cover for Insured Contract Works Taken Over or Put into Service

Endorsement 117 - Special Conditions for Laying Water Supply and Sewer Pipes

Endorsement 118 - Drilling Work for Water Wells

Endorsement 119 - Existing Property or Property belonging to or Held in Care, Custody or Control by the Insured

Endorsement 120 - Vibration, Removal or Weakening of Support

Endorsement 121 - Special Conditions Concerning Piling Foundation and Retaining Wall Works

3.8.19. JAMINAN PENAWARAN

NOT AVAILABLE

3.8.20. JAMINAN PELAKSANAAN

NOT AVAILABLE

3.8.21. JAMINAN UANG MUKA

NOT AVAILABLE

3.8.22. JAMINAN PEMELIHARAAN

NOT AVAILABLE

3.8.23. KBG – JAMINAN PENAWARAN

NOT AVAILABLE

3.8.24. JAMINAN PELAKSANAAN

NOT AVAILABLE

3.8.25. KBG – JAMINAN UANG MUKA

NOT AVAILABLE

3.8.26. KBG – JAMINAN PEMELIHARAAN

NOT AVAILABLE

3.8.27. PROPERTY ALL RISKS

Accidental Derangement Of Fire Protection System

Accumulated Stocks Clause

Acknowledgement Of Risk Conditions

Adjacencies Extension Clause

Agreed Valuation "A"

Aircraft Damage Extension

All Other Contents

All Plants Used In Connection With The Insured Business

Allied Perils Extension Clause

Alterations And Repairs Clause

Alterations Clause

Alternative Loss Assessment Output / Production Deficit Clause

Appraisement Clause

Appraisement Condition Clause

Approved Adjuster Clause

Architects, Surveyors And Engineers Expenses

Automatic Extension Clause

Automatic Reinstatement Following Loss Clause

Automatic Reinstatement Of Sum Insured / Loss Clause

Automobile Clause

Average Relief Clause

Awnings Blinds Signs Or Other Fittings Of Every Description Clause

Bankers Clause Boiler And Pressure Vessel Plant Extension Brand And Label Clause **Brand Clause Breach Of Conditions Clause Breach Of Warranty** Burglary And Theft By Third Party Only Extension Cancellation Clause Capital Additions Clause Car Park Endorsement Car Parks (Full) Clause Casual Contractors Clause Civil Authorities Clause Claim Payment On Account Conditions Claim Preparation Clause Co-Insurance Clause Collision With Land Vehicle Computer Records Clause Concealed Damage Clause Contract Price Clause Cost Of Re-Erection Clause Cost Of Re-Writing Record And Claim Preparation Cover For Internal Fire Cover For Loss Of Contents Clause Cover For Loss Of Damage Due To SRCC Cover For Manufacturers Risks Clause Cover Of Extra Charges For Overtime, Night Work, Work On Public Holidays, Express Freight **Currency Clause Customers Goods Extension** Cut Of Refrigeration Clause **Cutting Clause** Deductible Clause 12 **Defective Sanitary Clause Deferred Premium Clause Denial Premises Clause** Departmental Clause **Depreciation Of Undamaged Stocks**

Description Of Property Insured Clause
Designation Clause
Dispute Clause A
Dispute Clause B
Duty Clause
Earthquake Endorsement
Electrical Injury Clause
Electrical Installation Clause
Electrical Short Circuit Clause (Compulsory)
Electrical Stabilizer Warranty
Electronic Date Recognition Clause
Employee Sports And Social Clubs Clause
Employees Personal Effect And Other Property Of Insureds Employee Clause
Employees Personal Effects Clause
Errors And Omission Clause
Escalation Clause (10%)
Escalator Clause
Exclusion Concerning Used Machinery
Expediting Expenses Allowance Clause
Expediting Expenses Clause
Extra Cost Of Reinstatement Memorandum
Failure Of Public And/Or Private Supplies
Failure Of Public Authorities Clause
Failure Of Public Utilities
Fire And Full Explosion Clause
Fire Brigades Charges
Fire Extinguishing Appliance Maintenance Warranty
Fire Extinguishing Costs
First Loss Basis Clause
First Loss Insurance
Floor Space Ratio Index
Food And Drinks Poisoning Endorsement
Foundation Clause
Full Explosion Clause
General Interest Clause
Harbor Blockage Clause
Heating And Power

Hold Up / Armed Robbery Clause Hotel Guests Effect Clause Hurricane, Cyclone, Typhoon Endorsement Impact By Own Vehicles Clause Inflation Provision (Escalator) Clause **Inhibition Cost Clause Inkeepers Liability** Internal Removal At Insureds Premises Internal Removal Clause Jaminan Pembayaran Premi Jurisdiction Clause Klausula Karet Klausula Kewajiban Tertanggung (Warranty Tentang Kepemilikan Dan Pengelolaan Gudang Klausula Mata Uang Klausula Pencurian Selama Kebakaran (Wajib) Klausula Perhitungan Premi Pemulihan Harga Pertanggungan (Wajib) Klausula Uang Muka Sewa (Untuk Penyewa) Klausula Uang Muka Sewa (Untuk Yang Menyewakan) Klausula Uang Sewa Bangunan Pengganti (Untuk Pemilik Yang Menghuni) Landslide And Subsidence Clause Landworthiness Motor Vehicle Clause Leased Property Clause Legal Fees Clause Lessors Interest Clause Locks And Keys Clause Loss Notification Clause Loss Notification Clause (30 Days) Loss Of Damaged Goods Clause Loss Payable Clause Loss Prevention Expense Clause Maintenance Agreement Warranty Material Damage Proviso Clause Memorandum Minor Alterations And Repairs Clause Misdescription Clause Misinterpretation / Misdescription Clause Money Whilst In The Custody Of Collector

Municipal Plans Scrutiny Fee Neon / Advertising Sign Endorsement Neon Sign And Sign Board Nominated Loss Adjuster Clause Non Invalidation Clause Non Owned Automobiles Notice Of Cancellation Clause (30 Days) Notifiable Disease, Vermin Defective Sanitary Arrangements, Murder And Suicide Clause **Notification Clause Obsolete Parts Clause** Occupancy Extension Other Interest Clause **Outbuildings Clause** Output Replacement Clause **Outside Premises Storage Clause** Overseas Visits Clause Payment On Account Clause Plate Glass Extension Premises Clause Premises Extension Clause Preparation Of Claims Clause Prevention Of Access Clause (Denial Of Access) Private Works For Directors Or Executives Endorsement Privilege Granted Extension **Professional Accountants Clause Progress Claim Payment Clause Public Authorities Clause Public Utilities Clause** Refilling Fire Extinguisher Cost Clause Reinstatement Additional Premium Clause (Compulsory) Reinstatement Value Clause Removal Of Debris Clause (Fire) Removal Of Debris Clause (PAR) Removal Of Debris Clause (With Maximum Liability 10% Of Total Sum Insured Repair Authorized Services Centre(S) Clause Return Of Premium Clause Salvage And Sales Clause

Selling Price Clause

Services Clause

Silent Risk Clause

Special Electrical Short Circuit Coverage Clause

Sprinkler Leakage Clause

Stock Declaration Clause

Storage Of Hazardous Goods Warranty A

Storage Of Hazardous Goods Warranty B

Storage Of Hazardous Goods Warranty C

Storage Warranty

Structural Alterations Clause

Subrogation Waiver Clause

Supplier Customers Clause

Surrounding Property And Third Party Liability

Swimming Pools Endorsement

Syarat Wajib Mengenai Akibat Dari Api Atau Panas Yang Timbul Sendiri Dan Arus Pendek

Temporary Removal Clause

Tenants Improvements Clause

Theft During Fire Exclusion Clause (Compulsory)

Theft Extension Memo Clause

Time Adjustment Clause (72 Hours)

Total Loss Claim Settlement Clause

Typhoon, Storm, Flood And Water Damage

Vehicle Load Clause

Waiver Of Subrogation Clause

Water Damage Clause

Workmens Clause

3.8.28. NOTE

Beberapa Klausula tidak dapat ditampilkan, dan mohon diinformasikan ke Team Web.

