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1. Motor

1.1 Transactions

1.1.1 Create/Update Client

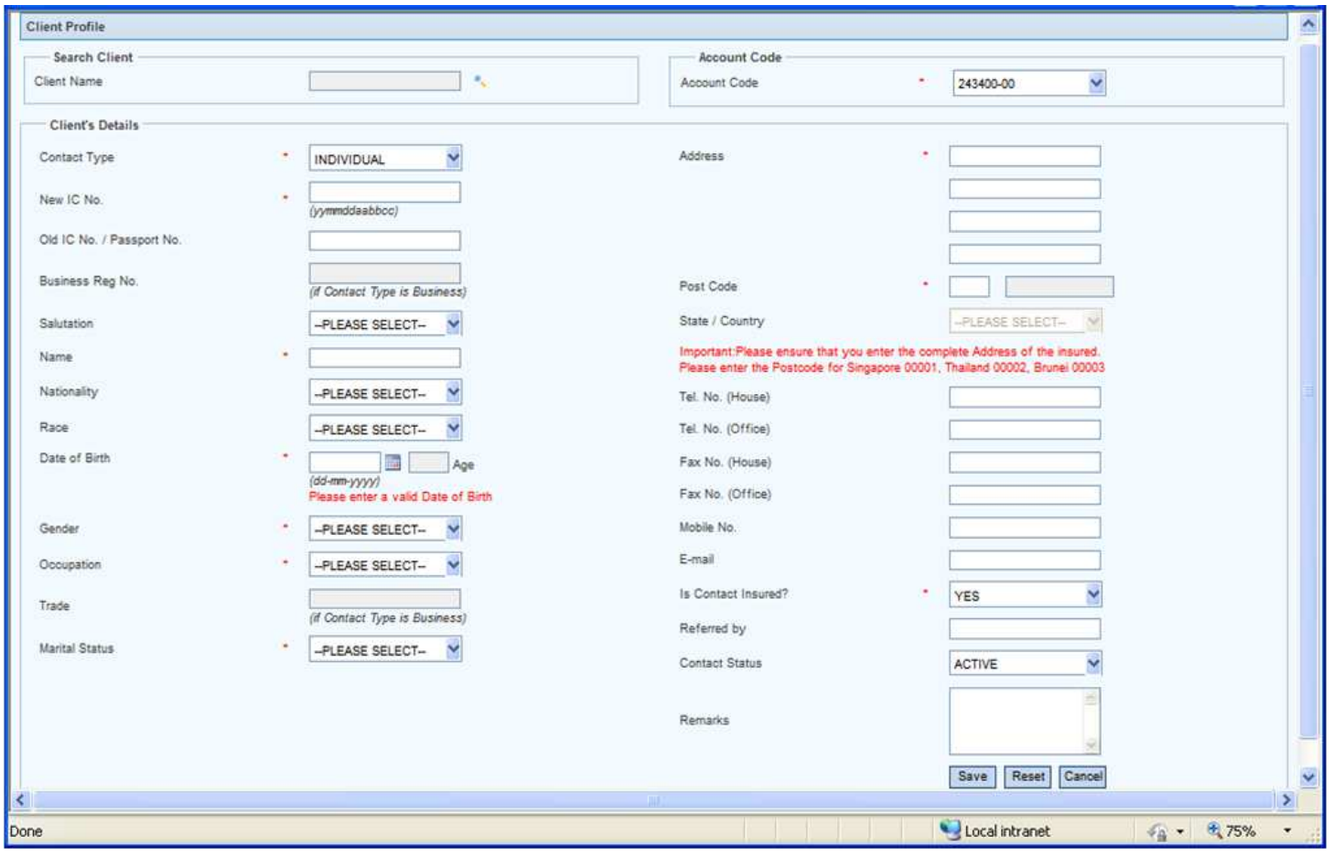


Image 1.1

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Client Name	**N**	Click the Search Icon, to invoke the search window that shows a list of all clients or particular client based on the search type. Select a row and double click, to populate the Insured's name and the respective details of the selected client into the form. When you load existing Client's name, other details available are also loaded in the form. You can make changes depending upon the requirement like change of address, phone number etc., or leave it as such.
Account Code	**Y**	Displays the Agent's Account Code
Contact Type	**Y**	Select the one among the below Contact Type from the drop down list. 1.Individual 2.Business 3.Others
New IC No.	**N**	It's a Unique 12-Digit number for all Malaysian Nationals which has information like Date of Birth and Gender embedded into it. This field is **MANDATORY** for Contact Type **'Individual'.** On entering the New IC No., Date of Birth and Gender fields are loaded automatically.
Old IC No / Passport No	**N**	User should enter the Old IC Number or Passport Number. This field is **MANDATORY** for Contact Type '**Others**'.
Business Reg. No	**N**	User should enter the Business Reg. No. This field is **MANDATORY** for Contact Type '**Business**'.
Salutation	**N**	Select the relevant Salutation from the Drop Down List
Name	**Y**	User Should enter the Name of the Client.
Nationality	**N**	If the Contact Type is Individual or New IC. No is entered, the Nationality field becomes disabled and automatically selected as "Malaysian". If the Contact Type is Others, the Nationality field becomes enabled and becomes mandatory and requests the user to select the Nationality. If the Contact Type is Business, the Nationality field becomes disabled.
Race	**N**	Select the Ethnic Origin of the Client from the Drop Down List.
Date of Birth	**Y**	Enter the Date of Birth through Keyboard or by selecting through the Calendar. It also displays automatically when New IC No. is entered.
Gender	**Y**	Select the Gender from the Drop Down List. It also displays automatically when New IC No is entered. It Displays **COMPANY** when the Contact Type is BUSINESS.

Occupation	Y	Select the Occupation from the Drop Down List
Marital Status	Y	Select the Marital Status from the Drop Down List
Address	Y	Enter the Client's Address. Four Text boxes are left for the user to enter the Address in which First box is Mandatory
Post Code	Y	Enter the Post Code. Post Code Description and State/Country is filled automatically when Post code is entered. For regions in Malaysia, State will be displayed whereas Countries will be displayed when the corresponding code is entered. For example, 00001 code represents Singapore.
State/Country	N	Auto Fills when post code is entered
Tel No (House)	N	Enter the House Telephone number, if available.
Tel No (Office)	N	Enter the Office Telephone number, if available.
Fax No (House)	N	Enter the House Fax number, if available.
Fax No (Office)	N	Enter the Office Fax number, if available.
Mobile No.	N	Enter the mobile number, if available. The system checks for valid Mobile no by checking the first 3 digits (prefix)
Email	N	Enter the e mail id, if available. The system checks for valid email address by checking the presence of the symbols '&', '.' and texts between them.
Is Contact Insured	Y	Select 'Yes/No' from the drop down list.
Referred by	N	Enter the name of the person (if available) who referred the client.
Contact Status	N	Select the Contact Status from the drop down list.
Remarks	N	Enter the Remarks if any.
Save	N	Saves the entered info.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Cancel	N	Closes the page.

1.1.1.1 Select Client

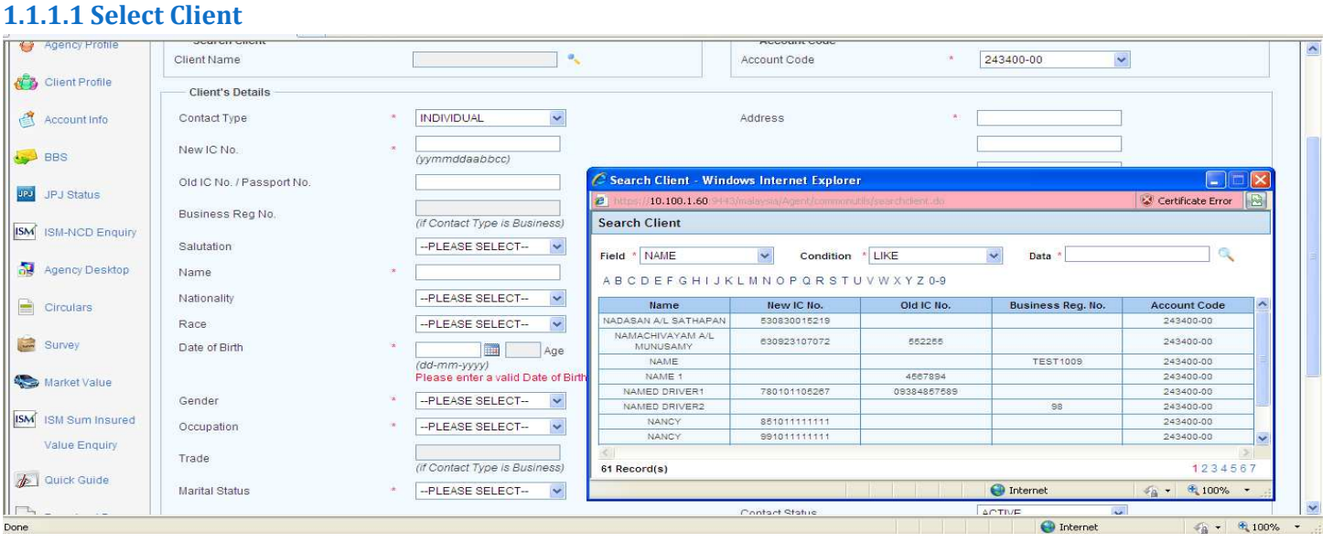


Image 1.2

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Field	Y	You can search Client info based on: Name, Business Reg No., New Ic No., or Old Ic No available in the drop down list.
Condition	Y	Select the condition from the drop down list. **'LIKE'** fetches all the record that contain the data entered where as **'='** fetches the records that exactly matches the data entered.
Data	Y	Enter the data (Name, New Ic number etc.) to search. Enter % to display all the records.
Search Button	N	Invokes the search and displays records in the grid matching the specified criteria. Displays message 'No Records Found' when no records are found for the specified search criteria.

To populate the selected Client's details, double click on the particular Client's details. After selecting, Client Profile page looks like the below image:

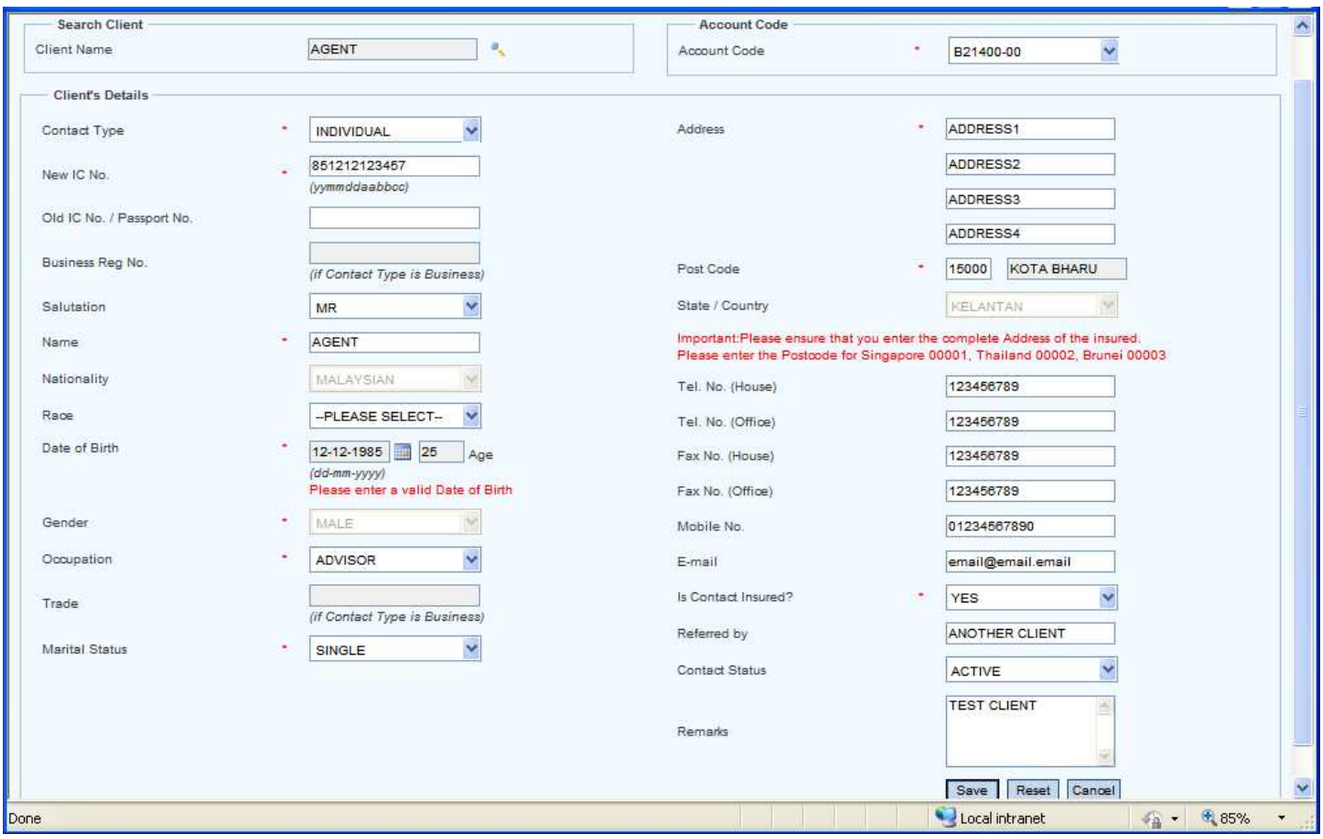


Image 1.3

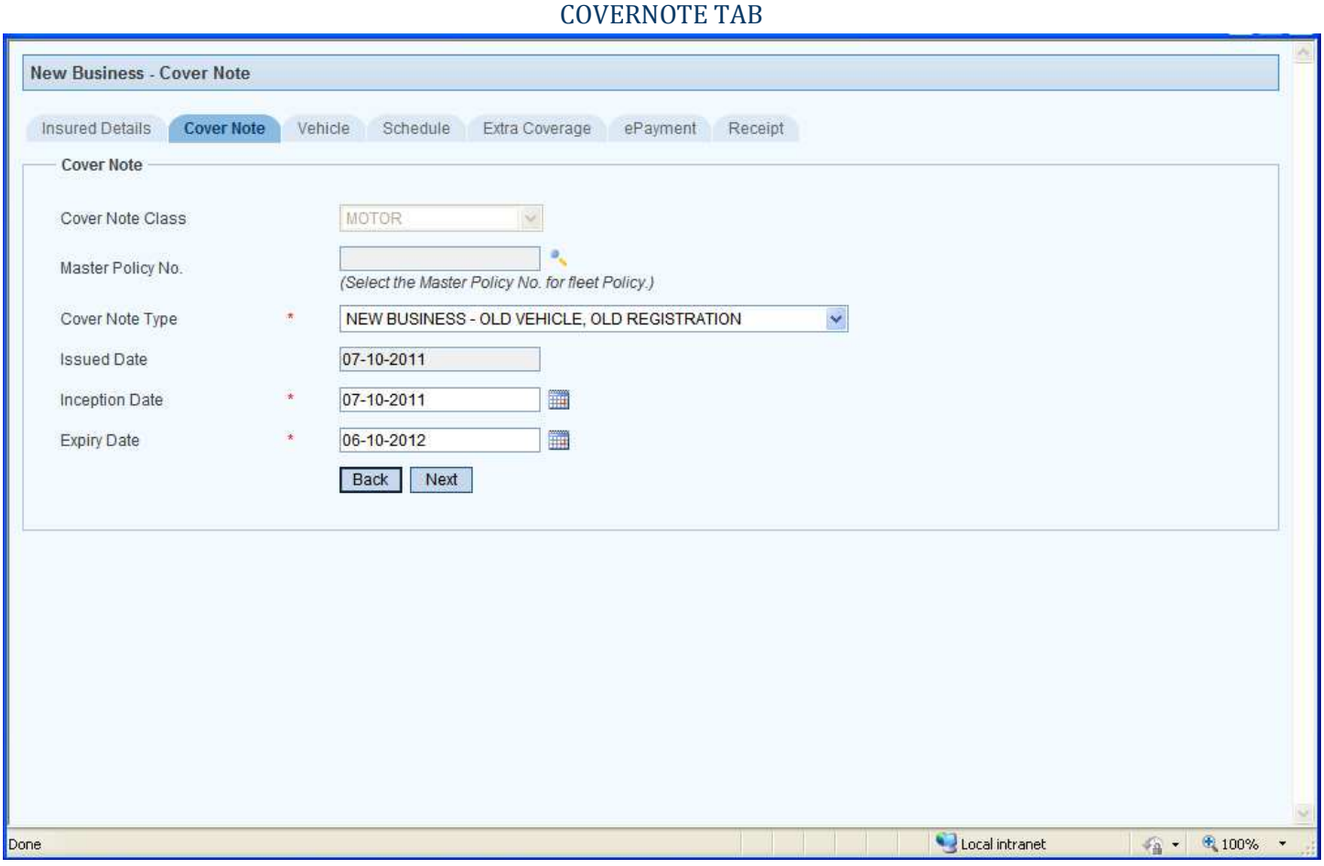
1.1.2 New Business

1.1.2.1 Motor

1.1.2.1.1 Old Vehicle Old Registration

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**N**	Displays 'Motor'.
Master Policy No.	**N**	Select the policy number to insure the Vehicle under a Master Policy (as a Fleet Policy). If Master Policy is selected, stamp duty will not be applied to the cover note.
Cover Note Type	**Y**	Select the Cover Note Type: 'New Business – Old Vehicle, Old Registration' from the drop down list.
Issued Date	**N**	Displays the System's date.
Inception Date	**Y**	Displays the current date and allows you to change. Entered date should be not be more than 6 months from the Issued date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle.

VEHICLE TAB

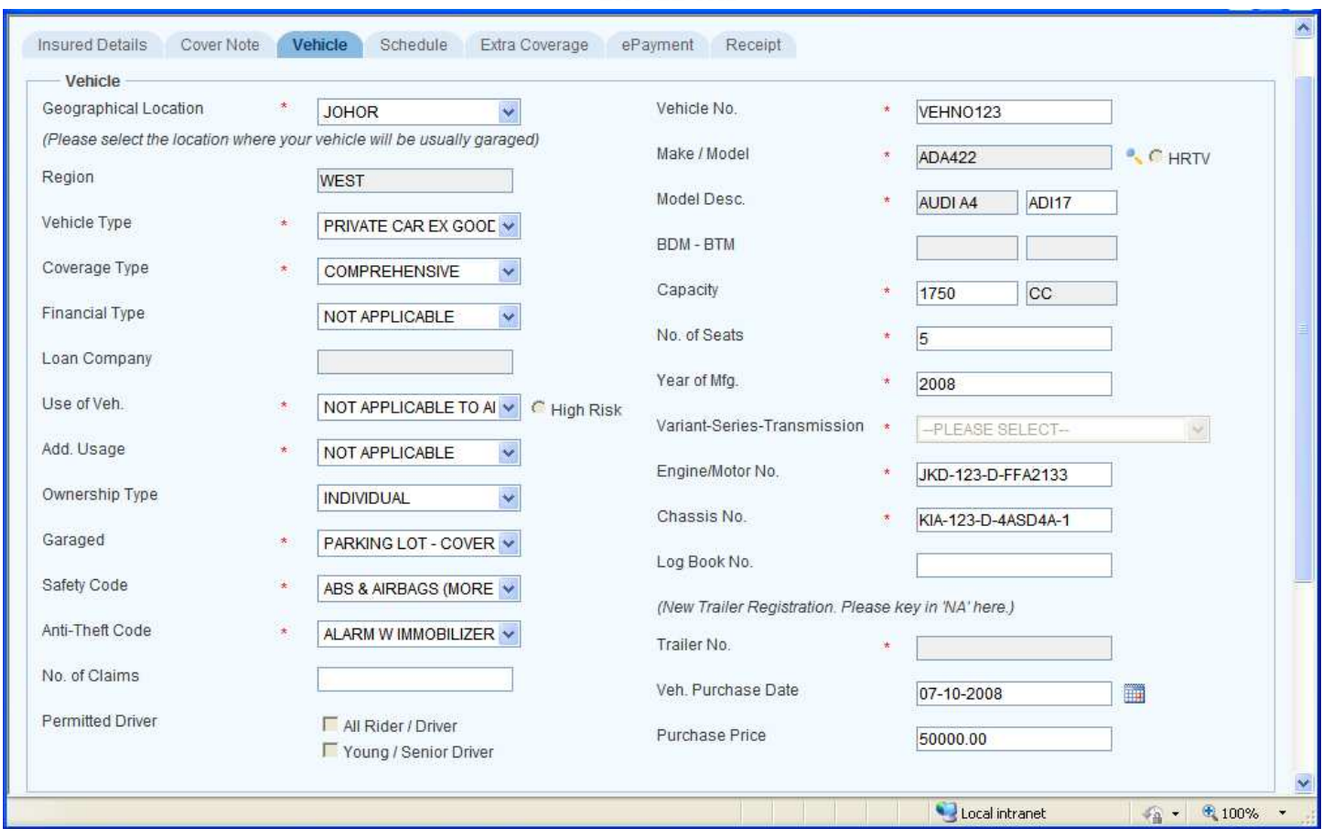


Image 1.4

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	**Y**	Displays the Insured's State but you can select any other state available in the drop down list. If you belong to West Malaysia and select a state in East Malaysia or vice versa, the Cover note status becomes **Print Pending** when you generate the cover note and are sent for PAdmin approval.
Region	**N**	Displays West or East based on Geographical Location selected.
Vehicle Type	**Y**	Select the vehicle type from the drop down list. * If "A Permit" or C Permit Vehicle Type is selected: System prompts you with the Message "Is This a high risk vehicle? (Petroleum, Diesel & Bitumen Tankers, LPG Gas, Timber Jinkers, Long Trailers & Low loader?" * To issue Cover note for this type of High risk vehicle, Click Yes button in the Message box and select the Use of Vehicle. * If the vehicle is of not high risk, then Click No and Use of Vehicle field is not applicable. System also prompts you to select the model as OCMOCMT for issuing cover note for trailers. * If "Motor Trade" or "Motor Cycle Trade" Vehicle Type is selected, system alerts you with the message "To Issue Motor Trade or Motor Cycle Trade Covernote, Please make sure the Make/Model Code is 'MTPMTP'". * On clicking OK, the system automatically selects the Make/Model field to MTPMTP, Model Description as MOTOR TRADE, Capacity as 0 CC, No. of Seats as 00, Year of Mfg as 0000, Engine/Motor No as AS PER RIMV, Chassis No. as AS PER RIMV and Log Book No as NA

Coverage Type	**Y**	Select the Policy Coverage type from the drop down list.
Financial Type	**N**	Select the Financial Type from the drop down list. Field remains disabled when the selected coverage type is Third Party.
Loan Company	**N**	Clicking the Search icon lets you choose the Loan company. Field remains disabled when the Financial Type is 'Not Applicable'.
Usage of Vehicle	**Y**	Select the Usage of Vehicle from the drop down list.
Additional Usage	**Y**	Select the Additional Usage of Vehicle from the drop down list which displays applicable Additional Usages based on Vehicle Type and Coverage type. When the Additional Usage selected is 'Tuition Purpose', it is taken as one of the Extra Coverage.
Ownership Type	**N**	Displays 'Company' for Business clients. Allows you to select 'Individual' or 'Insured Not Driving or Riding' for Individual Clients.
Garaged	**Y**	Shows the place where the vehicle is garaged and allows you re-select.
Safety Code	**Y**	Shows the Safety feature available/applicable for the vehicle.
Anti Theft Code	**Y**	Shows the Anti Theft Code available/applicable for the vehicle.
No. of Claims	**N**	Displays the number of claims made in the preceding 2 years. The field accepts only positive whole numbers and the data entered is considered for claims loading.
Permitted Drivers - 1. All Rider/Driver 2. Young/Senior Driver	**N**	The check box remains in various states based on the contact type, vehicle type, coverage type and ownership type as shown in the below table.

Contact Type: Individual	**Vehicle Type: Private Car Ex Goods**		
Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Driver**
Comprehensive	Individual	Not checked, Disabled	
	Insured Not Driving or Riding	Not checked, Disabled	
Third Party	Individual	Not checked, Disabled	
Third Party Fire & Theft	Individual	Not checked, Disabled	
Contact Type: Individual	**Vehicle Type: Motor Cycle**		
Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Driver**
Comprehensive	Individual	Checked	
	Insured Not Driving or Riding	Checked	
Third Party	Individual	Checked	
Third Party Fire & Theft	Individual	Checked	
Contact Type: Individual	**Vehicle Type: Commercial Vehicles**		
Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Driver**
Comprehensive	Individual	Not checked, Disabled	
Third Party	Individual	Not checked, Disabled	
Third Party Fire & Theft	Individual	Not checked, Disabled	
Contact Type: Business	**Vehicle Type: Private Car Ex Goods**		
Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Driver**
Comprehensive	Company	Checked	
Third Party	Company	Not checked, Disabled	
Third Party Fire & Theft	Company	Not checked, Disabled	
Contact Type: Business	**Vehicle Type: Motor Cycle**		
Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Driver**
Comprehensive	Company	Checked	
Third Party	Company	Checked, Disabled	
Third Party Fire & Theft	Company	Checked	
Contact Type: Business	**Vehicle Type: Private Car Ex Goods**		
Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Driver**
Comprehensive	Company	Not checked, Disabled	
Third Party	Company	Not checked, Disabled	
Third Party Fire & Theft	Company	Not checked, Disabled	

Vehicle No.	**Y**	User should enter the Vehicle Number
Make/Model	**Y**	Allows the user to select any model from the list displayed in the search window. When Vehicle type is A permit or C permit vehicles and you want to issue Trailer cover note, you should enter the Make as 'OCMOCMT'.
Model Description	**Y**	Displays based on the selected Make/Model and allow the user to enter additional info.
HRTV	**N**	Expands to High Risk Theft Vehicle. It's optional and disabled by default.
BDM	**N**	Enter 'BDM' to calculate capacity for A Permit or C Permit Vehicle Type. * Enter the weight of vehicle after loading (in kg/tons). * This field is enabled when the Vehicle type is 'A Permit or C Permit Goods Carrier' and accepts numeric values only
BTM	**N**	Enter the weight of vehicle before loading * Enter the value, when vehicle type is 'A Permit or C Permit Goods Carrier' * BTM value should not exceed the BDM value * This field accepts Numerals and Decimals only

Capacity	**Y**	Enter the Cubic capacity of the vehicle. * Displays Capacity = BDM – BTM for A and C permit Goods Carrier. * Displays based on the vehicle type and model selected and allows you to change. * Displays 0 CC when Vehicle Type is Motor Trade or Motor Cycle Trade. * If the user selects a electric vehicle, the CC will be displayed as WATT in the front end. The CC to WATT conversion is done using the appropriate formula
No. of Seats	**Y**	Displays the no. of seats upon selecting the Make / Model but allows you to change.
Year of Mfg.	**Y**	Enter the manufacture year of the vehicle.
Variant-Series-Transmission	**N**	Displays based on the selected Make/Model and Model Description and CC. Its applicable only to a particular set of Vehicles
Engine/Motor No.	**Y**	Enter the Engine number of the vehicle. **Signals message if the entered number is blacklisted.**
Chassis No.	**Y**	Enter the Chassis No. of the vehicle. **Signals message if the entered number is blacklisted.**
Log Book No.	**N**	Enter the Log Book No. of the vehicle.
Trailer No.	**Y** (for trailer Covernotes)	Enter the trailer number if you want to issue a trailer cover note and selected the model as OCMOCMT (applicable only for trailer cover note)
Vehicle Purchase Date	**N**	Enter Date of Purchase of Vehicle.
Purchase Price	**N**	Enter the Purchase price of the vehicle.

VEHICLE TAB Contd…

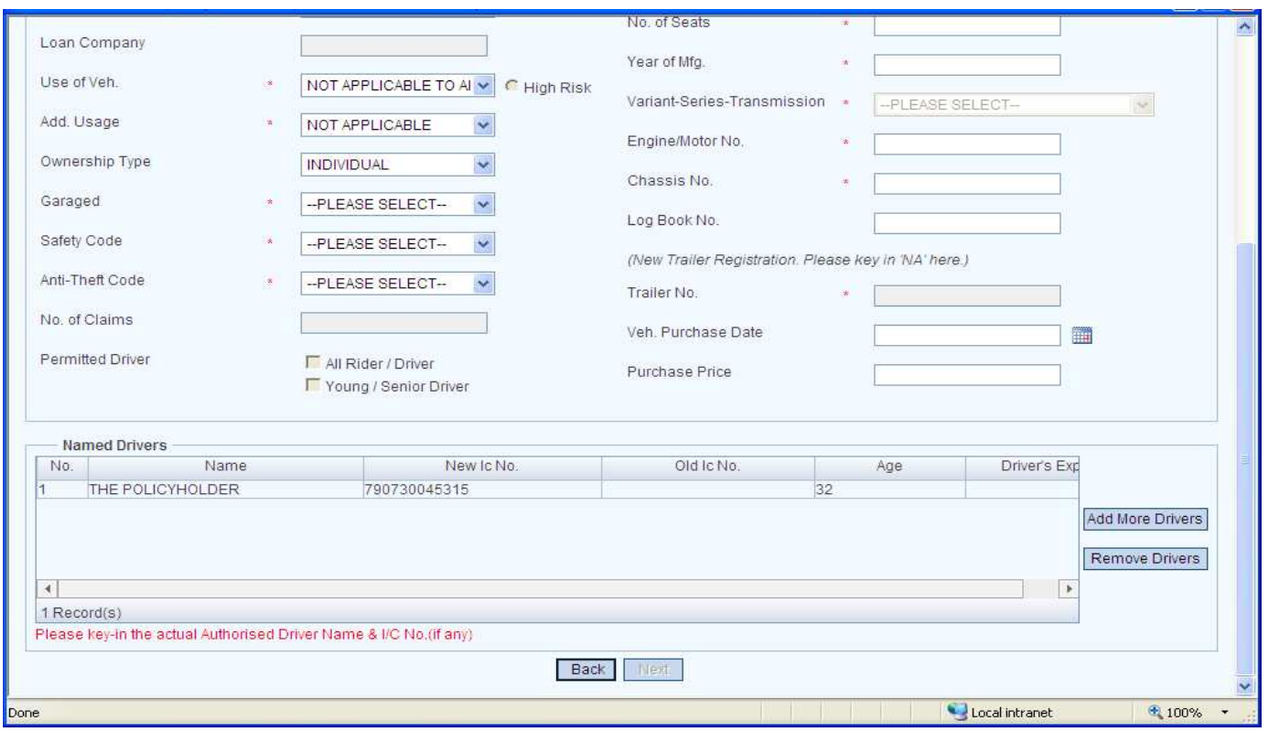


Image 1.5

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Displays the Serial Number
Name	**Y**	Enter the name of the driver. * This field allows only alphabets, space and '.' * Based on the contact type, vehicle type, coverage type, ownership type, All Driver/Rider checkbox status and the Named driver rows get different values. Sometimes the check box is also disabled. Following are the combinations of Options:

Contact Type: Individual	**Vehicle Type: Private Car Ex Goods**
Options	Description
Option 1	• By default the "THE POLICY HOLDER" is displayed in the first row. • When more than 2 drivers are added, for each additional driver, RM. 10 is added to the Extra coverage amount in schedule tab and is shown in the grid available in Extra Coverage tab.
Option 2	• All rows in the grid are empty. • If more than 2 drivers added, for each extra driver RM10 will be added to the Extra coverage amount in schedule tab and the same shown in the grid available in Extra Coverage tab.
Option 3	• The grid is non-editable. • The default data is "ANY AUTHORISED DRIVER".

		• Other rows are empty and will not allow to add/edit.
		Option 4 — • The grid is non-editable. • The default data is displayed as "All Driver".
		Contact Type: Individual — **Vehicle Type: Motor Cycle**
		Options — Description
		Option 1 — • By default "ALL RIDERS" is displayed in the 1st non-editable row. • "All Riders" amount is added in "Schedule" tab.
		Option 2 — • "ALL RIDERS" is displayed in the non-editable 1st row. • "All Rider Amount" is displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab.
		Contact Type: Individual — **Vehicle Type: Commercial Vehicles**
		Options — Description
		Option 1 — • "ANY AUTHORISED DRIVER" will be displayed in the first row. Not allow to edit/add more drivers. • For "Motor cycle Trade" and "Motor Trade", for Trade Plate. : "Name" field will display '"ANY AUTHORISED DRIVER' in the first row and it is not editable. • For "Motor cycle Trade" and "Motor Trade", for Named Driver: Enter the name of the drivers. Click ADD button to add more drivers. You can add up to 8 drivers.
		Option 2 — • "ALL RIDERS" will be displayed in the non-editable 1st row. "All Rider Amount" will be displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab.
		Contact Type: Business — **Vehicle Type: Private Car Ex Goods**
		Options — Description
		Option 1 — • "ALL DRIVERS" will be displayed by default in the non-editable 1st row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and will be displayed in the "Extra Coverage" tab. • If unchecked, the first row will get cleared and adding 2 drives will be allowed. This will remove the "Extra Coverage Amount" in "Schedule" and "Extra Coverage" tab. • If 3rd driver is added, the "All rider/Driver" check box will get auto checked and "All DRIVER" will be displayed in 1st non-editable row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and displayed in "Extra Coverage" tab.
		Option 2 — • Non-editable 1st row - "ANY AUTHORISED DRIVER". • Other rows are empty and not allow to edit/add
		Contact Type: Business — **Vehicle Type: Motor Cycle**
		Options — Description
		Option 1 — • "ALL RIDERS" will be displayed in the non-editable first row. "All Rider Amounts in schedule tab. • If unchecked, then adding only one named driver is allowed in the first row (by emptying it) and no more drivers can be added, other rows are non-editable.
		Option 2 — • Default data will be displayed as "ALL RIDER" in the 1st non-editable row. • No more drivers is allowed to add/edit and "All Rider Amount" will be displayed in "Schedule" tab.
		Contact Type: Business — **Vehicle Type: Commercial Vehicles**
		Options — Description
		Option 1 — • Default data is displayed as "ANY AUTHORIZED DRIVER" • the grid is not allowed to add/edit.
New IC. No.	**N**	Enter the New IC No. of the Named Driver.
Old IC. No.	**N**	Enter the Old IC No. of the Named Driver.
Age	**N**	Enter the age of the Named Driver. This field accepts 2 digit whole numbers.
Drivers Exp.	**N**	Enter the no. of years of driving experience for the named driver. • This field accepts only whole numbers • When driver's experience is greater than driver's age or driver's experience is greater than allowed age, the system displays error message.
Add More Drivers	**N**	Click the button to 'Add more drivers' in the grid. • Adds a new row upon clicking the Add more Drivers button.

		• It allows adding Maximum of 8 drivers totally. It displays an alert message " You can add up to 8 drivers only", upon clicking Add more drivers after adding 8 Named Drivers
Remove Drivers	**N**	Removes a selected row in the grid.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule. • Prompts you to capture the Named Drivers and Engine and chassis number properly, upon clicking the 'Next' button. • Click 'YES' to proceed to Schedule Tab or 'NO' to verify again.

SCHEDULE TAB

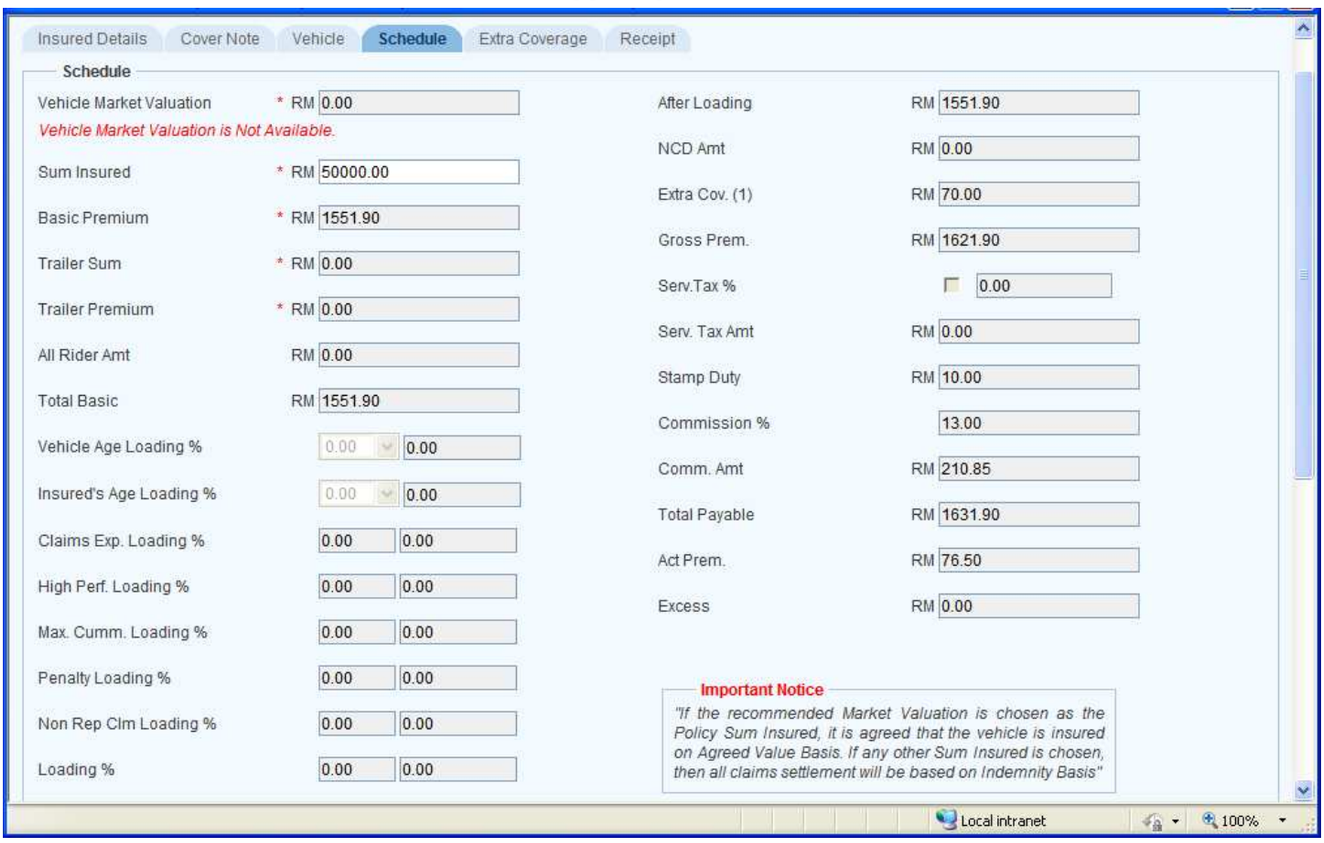


Image 1.6

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Vehicle Market Valuation	**Y**	The valuation is made available through the ISM-ABI website. The value is based on the vehicle code and Year of manufacture. If the age of the vehicle is greater than 10 Years, this field and Sum Insured field will be Zero.
Sum Insured	**Y**	Enter the Sum Insured amount. • Displays Error message, when the Sum Insured entered is not within the limits for the selected Vehicle Type and Coverage Type as maintained in Flexi guide for the corresponding agent. 1. Displays Sum Insured as 0 when the Coverage type is Third party. • Displays the Sum Insured as 0 when the vehicle type is Trailer
Basic Premium	**Y**	• Displays Basic Premium based on Class of vehicle, Coverage type, POC, Cubic capacity and Region as per tariff. • For motorcycle, Basic premium is inclusive of additional usage tariff. • Basic Premium = SRATE * (Base Premium + Additional Premium)

Short Rate table

Period	Days/Months	S Rate %
0	Day	0.00%
7	Days	12.50%
1	Month	25.00%
2	Months	37.50%
3	Months	50.00%
4	Months	62.50%
5	Months	75.00%
6	Months	75.00%
7	Months	87.50%
8	Months	87.00%
9	Months	100.00%

		10 Months 100.00% 11 Months 100.50% 12 Months 75.00%
Trailer Sum	Y	Enter the trailer sum insured (applicable only Trailer cover note).
Trailer Premium	Y	Displays the trailer premium (applicable only Trailer cover note).
All Rider Amt	Y	Displays the All Rider Amount (applicable only for Vehicle Type: Motor Cycle).
Total Basic	Y	Displays Total basic premium. * Total Basic Premium = Basic Premium or Trailer premium + All Rider Amount.
Vehicle Age Loading %	Y	You can reduce or increase the value of Loading % Based on Age of Vehicle. But when increased it should not exceed maximum loading applicable.
Insured's Age Loading %	Y	Displays the value based on Age of Insured.
Claims Exp. Loading %	Y	Displays Loading % based on Number of Claims.
High Perf. Loading %	Y	Displays High Performance Loading % based on Model selected.
Max. Cumm. Loading %	Y	Displays Maximum Loading Percentage applicable.
Loading %	Y	Displays Final Loading % based on Age of Vehicle and Number of claims obtained.
After Loading	Y	Displays After Loading Amount. * After Loading Amount = Total Basic + Loading Amount.
NCD Amt	N	Displays NCD Amount based on the NCD % applicable.
Extra Cov. (1)	N	Displays the amount based on the Extra Coverage selected.
Gross Prem.	Y	Displays Gross Premium. * Gross Premium = Total Premium + Loading Amount + Extra Coverage amount (if applicable) – NCD Amount. * Validates for the minimum premium limit in underwriting guidelines and Flexi guide settings.
Serv.Tax %	N	Displays the Service tax % (only for Business clients).
Serv. Tax Amt	N	Displays the Service tax amount which is calculated based on the Service Tax % (only for Business clients).
Stamp Duty	N	Displays the Stamp Duty if Master Policy is not available or applicable.
Commission %	N	Displays Agent's Commission %.
Comm. Amt	N	Displays Agent's Commission amount based on Commission %.
Total Payable	N	Displays Total Payable amount.
Act Prem.	N	Displays Act Premium based on vehicle type, coverage type and sum insured entered.
Excess	N	Displays Excess amount based on vehicle type, coverage type and sum insured entered.

SCHEDULE TAB Contd…

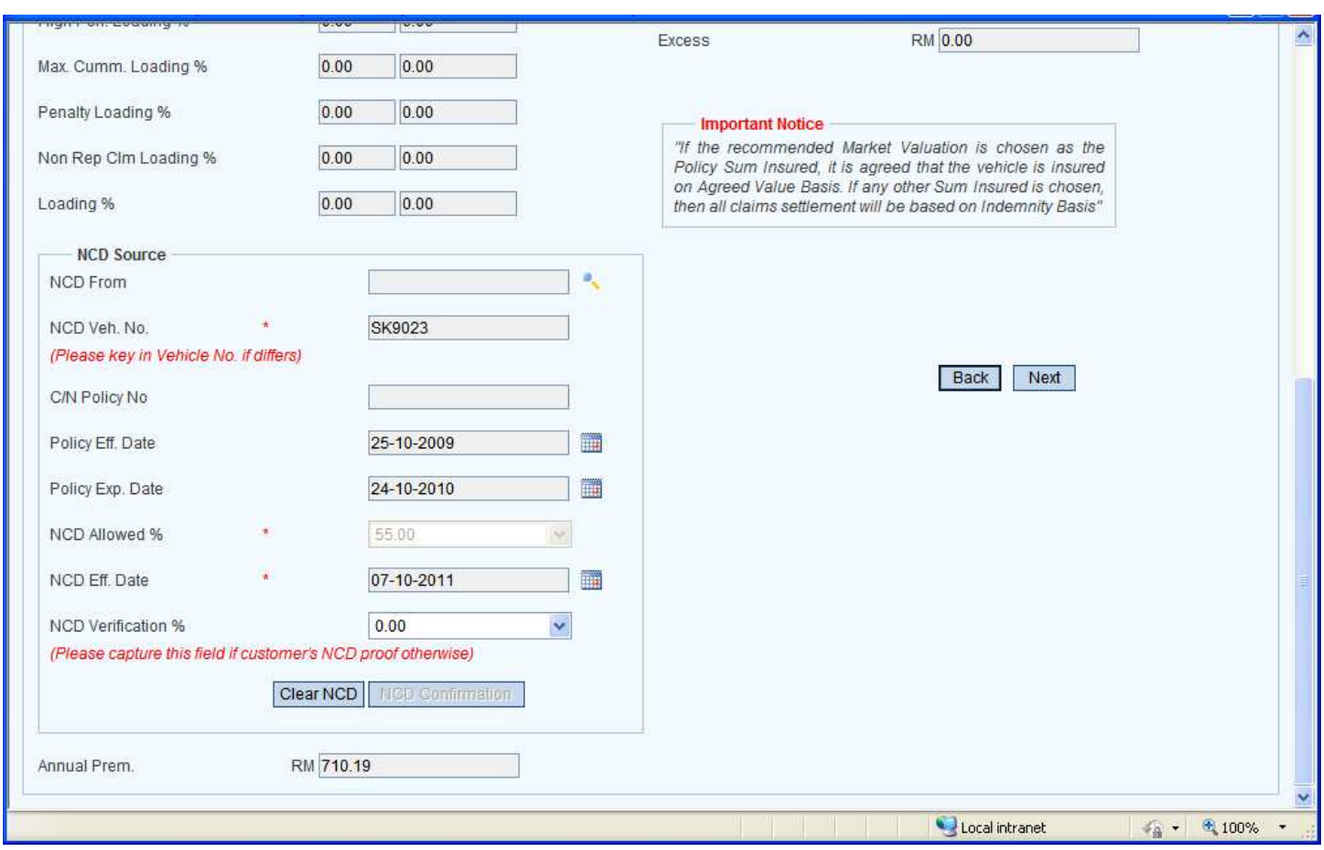


Image 1.7

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	**N**	Click the Search button to select the Insurance Company and double click the selected record, to populate it to the field. Used to select the Insurance Company, to transfer the NCD from any other vehicle of the Insured from any Insurance company.
NCD Veh. No.	**Y**	Vehicle Number from which NCD is to be transferred. • Enter the Vehicle number if the 'NCD Source From' is other than 'Nsure Insurans'. • This field accepts Alpha Numerals, / and - only. • Search button is enabled only when the 'NCD from' selected is 'Nsure Insurans. • Displays the Vehicle number applicable for the selected client in the Search grid, select a Vehicle No. in the Result grid • Auto Populates the Policy Effective Date and Expiry Date based on the Vehicle No. selected
C/N Policy No	**Y**	• Enter Policy Number from which the NCD is transferred. Enter the 'NCD Source From' if it is other than Nsure Insurans. • This field accepts only Alpha Numeric Values • Auto display the Policy No. based on the Vehicle No. Selected (if policy belongs to Nsure) • This field is non editable, if the value is auto populated
Policy Eff. Date	**Y**	Enter the policy Effective Date from which the NCD is transferred. • This field allows selecting date, if the NCD From is other than 'Nsure Insurance'. • Auto display the Policy Effective Date based on the Vehicle No. and Cover Note selected, if the NCD from is 'Nsure Insurans'. • This field is non-editable, if the date is auto displayed.
Policy Exp. Date	**Y**	Enter the policy Expiry Date from which the NCD is transferred. • If the date you enter is less than Policy Effective Date or greater than 2 years from the inception date, an alert message is displayed. • If the NCD from is 'Nsure Insurans', the field auto displays the Policy Expiry Date based on the Vehicle No. and Cover Note selected. In this case, the field becomes non-editable. • Cannot transfer the NCD from a policy still in force.
NCD Allowed %	**Y**	The user needs to select the applicable NCD percentage from the drop down list.
NCD Eff. Date	**Y**	Displays the NCD Effective date when the NCD reference policy belongs to Nsure.
NCD Verification %	**N**	The user needs to select the applicable NCD percentage from the drop down list. This field is used to cross check the NCD Allowed % with the user selected NCD percentage. Even though it won't rise any alerts for miss-matches, this value will be stored in the database.
Clear NCD	**N**	Clears all the details in NCD Source Panel. Select a new NCD source by clicking the Search button.
NCD Confirmation	**Y**	The user needs to click this button to avail the No Clams Discount. The Vehicle details will be sent as request to the ISM website, where the system checks the database with the Vehicle details and NCD Allowed % and NCD Eff. Date will be retrieved for that Vehicle details from the response.
Annual Prem.	**Y**	Displays the Premium for a year.
Back	**N**	Redirects you to the previous tab: Vehicle.
Next	**N**	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE

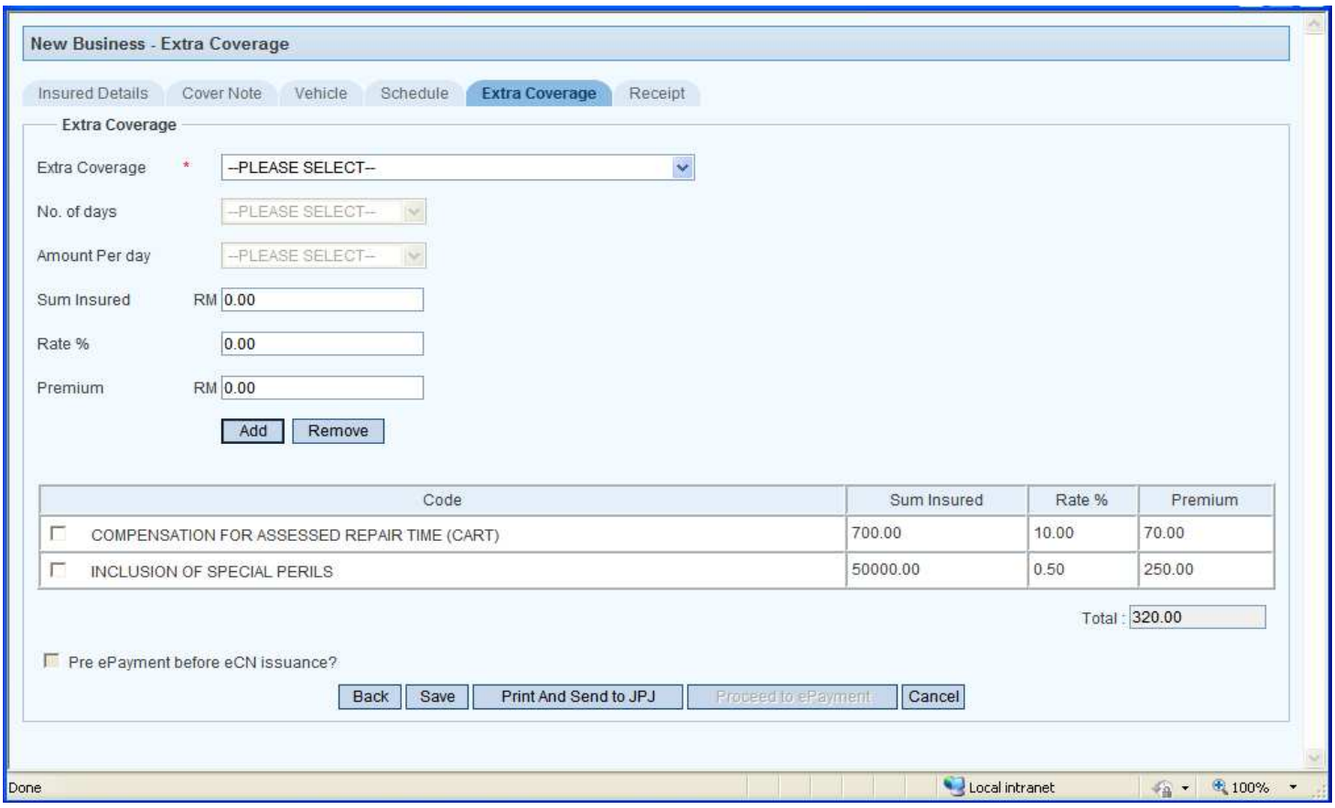


Image 1.8

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Select the Extra Coverage from the drop down list.
No. of days	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User needs to select the No. of Days from the Drop Down List.
Amount Per day	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User need to select the Amount Per Day from the Drop Down List. Based on the values in "No. of Days" and "Amount Per Day", Sum Insured is calculated and Premium is calculated as: Premium = Sum Insured * Rate %
Sum Insured	**N**	Displays Automatically when certain Extra Coverage's are selected. The following are the Extra Coverage's which will load Sum Insured automatically. The Vehicle Sum Insured is loaded in these cases: * Inclusion of Special Perils * Strike, Riot and Civil Commotion The following are the Extra Coverage's which will request the user to Key-in the Sum Insured. This field is **Mandatory** in these cases: * NGV Gas * Windscreen Damage (Tempered/Laminated Glass Inclusive Labor Cost) * Windscreen Damage (Tinting Film Inclusive Labor Cost) The following are the cases where there will be no Sum Insured, instead the premium will be calculated by using the Vehicle Sum Insured and Rate%: * Legal Liability of Passengers * Legal Liability to Passengers
Rate %	**N**	Displays Rate % based on the extra coverage selected.
Premium	**N**	Displays the premium amount for the extra coverage selected.
Add	**N**	Adds the selected Extra coverage in the grid
Remove	**N**	Removes the selected row in extra coverage grid.
Data Grid	**N**	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium. If the Coverage Type is 'Comprehensive', when the Extra Coverage Page is loaded for the first time of that transaction, a message asking the client "This Comprehensive Policy is inclusive of CART Coverage. Please click OK to include CART or Please click CANCEL to remove CART". If the user clicks OK, CART will be added, else CART is removed. The user can also remove the CART even after adding that.
Total	**N**	Displays the sum of premium amounts for the extra coverage added.
Pre ePayment before eCN issuance?	**N**	Select the check box if you want to pay through ePayment with the credit card. When you select the checkbox, the 'Proceed To ePayment' button is enabled. You can print the cover note once the ePayment is successful.
Back	**N**	Redirects you to the previous tab: Schedule.
Save	**N**	Saves the cover note and generates a Reference Number.
Print and Send to JPJ	**N**	Saves the details, generates the cover note number, prints it and sends it to JPJ. If pre ePayment is not checked, you can click this button to print the cover note and send to JPJ.

Proceed to ePayment	**N**	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.2.1.2 New Vehicle New Registration

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

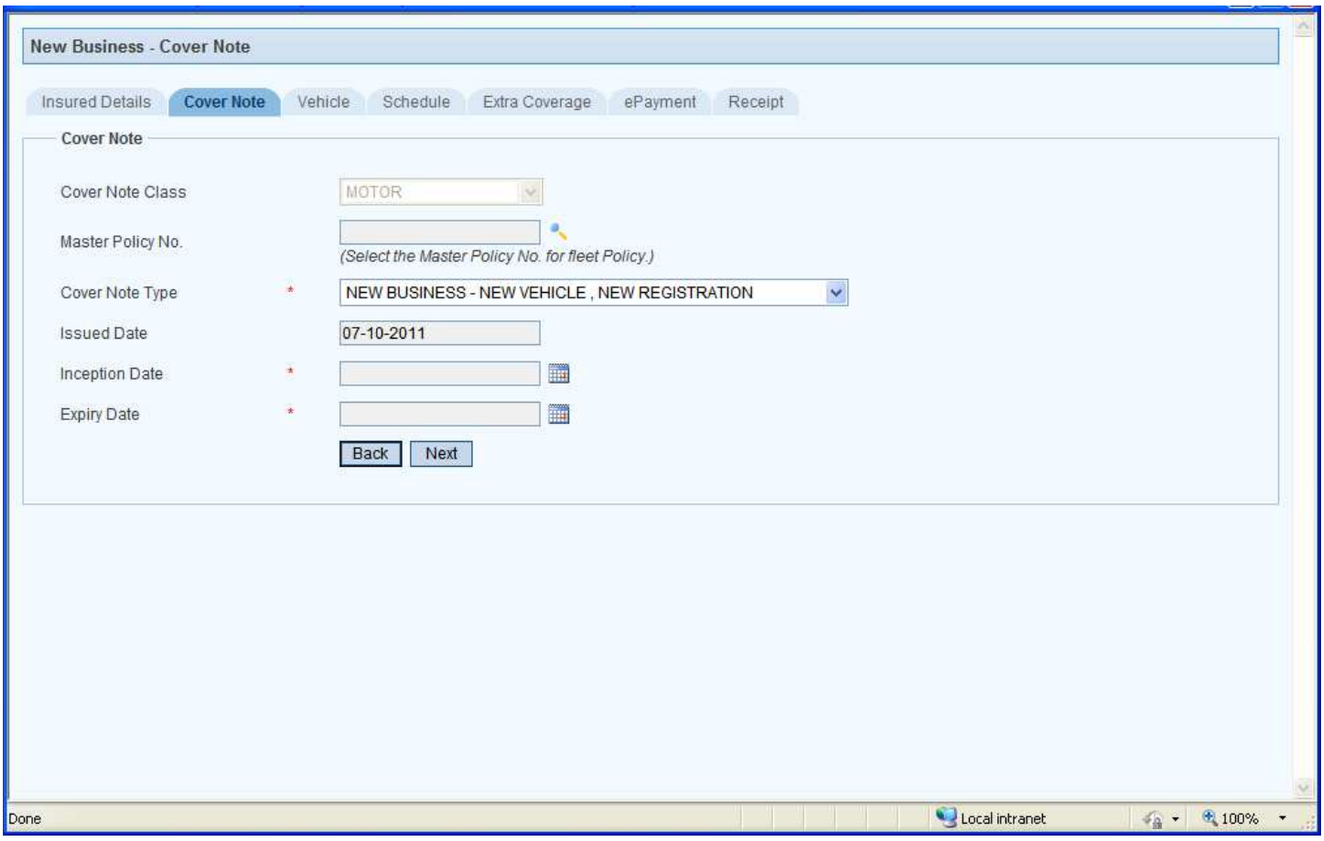


Image 1.9

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**N**	Displays 'Motor'.
Master Policy No.	**N**	Select the policy number to insure the Vehicle under a Master Policy (as a Fleet Policy). If Master Policy is selected, stamp duty will not be applied to the cover note.
Cover Note Type	**Y**	Select the Cover Note Type: 'New Business – New Vehicle, New Registration' from the drop down list.
Issued Date	**N**	Displays the System's date.
Inception Date	**Y**	Remains empty. Need to update the details in Amend Open Dated Cover Note form once JPJ enquiry response is got.
Expiry Date	**Y**	Remains empty. Need to update the details in Amend Open Dated Cover Note form once JPJ enquiry response is got.
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle.

VEHICLE TAB

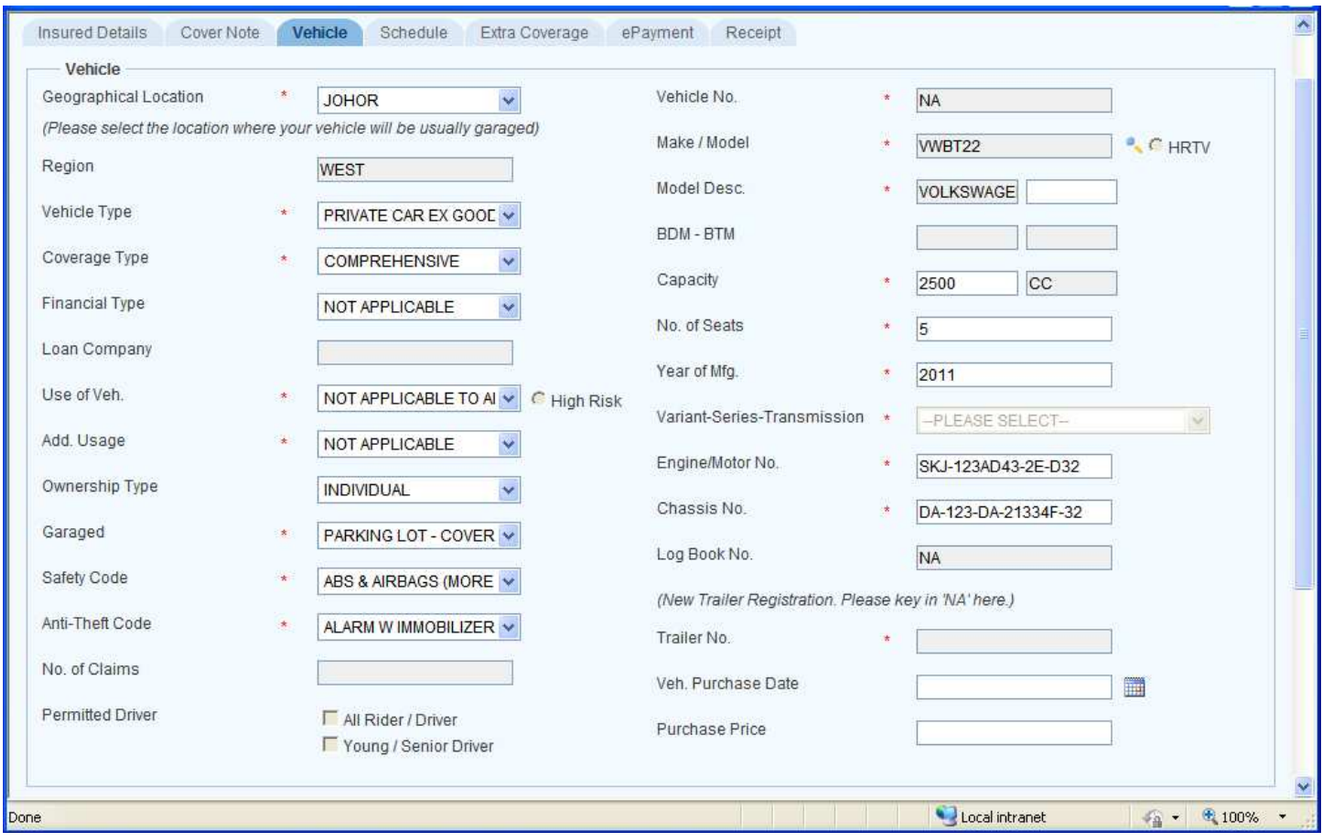


Image 1.10

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	**Y**	Displays the Insured's State but you can select any other state available in the drop down list. If you belong to West Malaysia and select a state in East Malaysia or vice versa, the Cover note status becomes **Print Pending** when you generate the cover note and are sent for PAdmin approval.
Region	**N**	Displays West or East based on Geographical Location selected.
Vehicle Type	**Y**	Select the vehicle type from the drop down list. * If "A Permit" or C Permit Vehicle Type is selected: System prompts you with the message "Is This a high risk vehicle? (Petroleum, Diesel & Bitumen Tankers, LPG Gas, Timber Jinkers, Long Trailers & Low loader?" * To issue Cover note for this type of High risk vehicle, Click Yes button in the message box and select the Use of Vehicle. * If the vehicle is of not high risk, then Click No and Use of Vehicle field is not applicable. System also prompts you to select the model as OCMOCMT for issuing cover note for trailers. * If "Motor Trade" or "Motor Cycle Trade" Vehicle Type is selected, system alerts you with the message "To Issue Motor Trade or Motor Cycle Trade Covernote, Please make sure the Make/Model Code is 'MTPMTP'". * On clicking OK, the system automatically selects the Make/Model field to MTPMTP, Model Description as MOTOR TRADE, Capacity as 0 CC, No. of Seats as 00, Year of Mfg as 0000, Engine/Motor No as AS PER RIMV, Chassis No. as AS PER RIMV and Log Book No as NA
Coverage Type	**Y**	Select the Policy Coverage type from the drop down list.
Financial Type	**N**	Select the Financial Type from the drop down list. Field remains disabled when the selected coverage type is Third Party.
Loan Company	**N**	Clicking the Search icon lets you choose the Loan company. Field remains disabled when the Financial Type is 'Not Applicable'.
Usage of Vehicle	**Y**	Select the Usage of Vehicle from the drop down list.
Additional Usage	**Y**	Select the Additional Usage of Vehicle from the drop down list which displays applicable Additional Usages based on Vehicle Type and Coverage type. When the Additional Usage selected is 'Tuition Purpose', it is taken as one of the Extra Coverage.
Ownership Type	**N**	Displays 'Company' for Business clients. Allows you to select 'Individual' or 'Insured Not Driving or Riding' for Individual Clients.
Garaged	**Y**	Shows the place where the vehicle is garaged and allows you re-select.
Safety Code	**Y**	Shows the Safety feature available/applicable for the vehicle.
Anti Theft Code	**Y**	Shows the Anti Theft Code available/applicable for the vehicle.
No. of Claims	**N**	Displays the number of claims made in the preceding 2 years. The field accepts only positive whole numbers and the data entered is considered for claims loading.

<table>
<tr><td>Permitted Drivers -
1. All Rider/Driver
2. Young/Senior Driver</td><td>N</td><td>The check box remains in various states based on the contact type, vehicle type, coverage type and ownership type as shown in the below table.
<table>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Commercial Vehicles</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td colspan="4"></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
</table></td></tr>
<tr><td>Vehicle No.</td><td>Y</td><td>Displays ‘NA’ and disabled. Need to update the details in Amend Open Dated Cover Note form once JPJ enquiry response is got.</td></tr>
<tr><td>Make/Model</td><td>Y</td><td>Allows the user to select any model from the list displayed in the search window. When Vehicle type is A permit or C permit vehicles and you want to issue Trailer cover note, you should enter the Make as 'OCMOCMT'.</td></tr>
<tr><td>Model Description</td><td>Y</td><td>Displays based on the selected Make/Model and allow the user to enter additional info.</td></tr>
<tr><td>HRTV</td><td>N</td><td>Expands to High Risk Theft Vehicle. It’s optional and disabled by default.</td></tr>
<tr><td>BDM</td><td>N</td><td>Enter 'BDM' to calculate capacity for A Permit or C Permit Vehicle Type.
* Enter the weight of vehicle after loading (in kg/tons).
* This field is enabled when the Vehicle type is ‘A Permit or C Permit Goods Carrier’ and accepts numeric values only</td></tr>
<tr><td>BTM</td><td>N</td><td>Enter the weight of vehicle before loading
* Enter the value, when vehicle type is ‘A Permit or C Permit Goods Carrier’
* BTM value should not exceed the BDM value
* This field accepts Numerals and Decimals only</td></tr>
<tr><td>Capacity</td><td>Y</td><td>Enter the Cubic capacity of the vehicle.
* Displays Capacity = BDM – BTM for A and C permit Goods Carrier.
* Displays based on the vehicle type and model selected and allows you to change.
* Displays 0 CC when Vehicle Type is Motor Trade or Motor Cycle Trade.
* If the user selects a electric vehicle, the CC will be displayed as WATT in the front end. The CC to WATT conversion is done using the appropriate formula</td></tr>
<tr><td>No. of Seats</td><td>Y</td><td>Displays the no. of seats upon selecting the Make / Model but allows you to change.</td></tr>
<tr><td>Year of Mfg.</td><td>Y</td><td>Enter the manufacture year of the vehicle.</td></tr>
<tr><td>Variant-Series-Transmission</td><td>N</td><td>Displays based on the selected Make/Model and Model Description and CC. Its applicable only to a particular set of Vehicles</td></tr>
<tr><td>Engine/Motor No.</td><td>Y</td><td>Enter the Engine number of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Chassis No.</td><td>Y</td><td>Enter the Chassis No. of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Log Book No.</td><td>N</td><td>Enter the Log Book No. of the vehicle.</td></tr>
<tr><td>Trailer No.</td><td>Y
(for trailer</td><td>Enter the trailer number if you want to issue a trailer cover note and selected the model as OCMOCMT (applicable only for trailer cover note)</td></tr>
</table>

	Covernotes)	
Vehicle Purchase Date	**N**	Enter Date of Purchase of Vehicle.
Purchase Price	**N**	Enter the Purchase price of the vehicle.

VEHICLE TAB Contd…

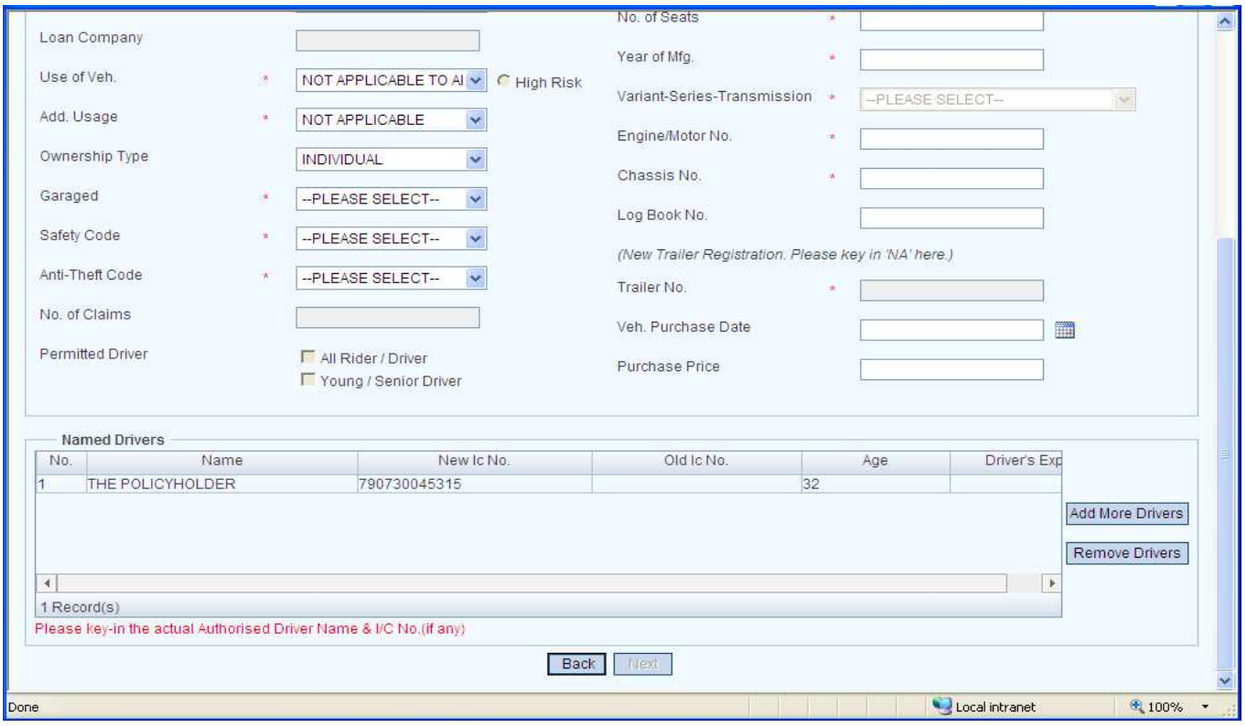


Image 1.11

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Displays the Serial Number
Name	**Y**	Enter the name of the driver. * This field allows only alphabets, space and '.' * Based on the contact type, vehicle type, coverage type, ownership type, All Driver/Rider checkbox status and the Named driver rows get different values. Sometimes the check box is also disabled. Following are the combinations of Options:

Contact Type: Individual	**Vehicle Type: Private Car Ex Goods**
Options	Description
Option 1	• By default the "THE POLICY HOLDER" is displayed in the first row. • When more than 2 drivers are added, for each additional driver, RM. 10 is added to the Extra coverage amount in schedule tab and is shown in the grid available in Extra Coverage tab.
Option 2	• All rows in the grid are empty. • If more than 2 drivers added, for each extra driver RM10 will be added to the Extra coverage amount in schedule tab and the same shown in the grid available in Extra Coverage tab.
Option 3	• The grid is non-editable. • The default data is "ANY AUTHORISED DRIVER". • Other rows are empty and will not allow to add/edit.
Option 4	• The grid is non-editable. • The default data is displayed as "All Driver".
Contact Type: Individual	**Vehicle Type: Motor Cycle**
Options	Description
Option 1	• By default "ALL RIDERS" is displayed in the 1st non-editable row. • "All Riders" amount is added in "Schedule" tab.
Option 2	• "ALL RIDERS" is displayed in the non-editable 1st row. • "All Rider Amount" is displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab.
Contact Type:	**Vehicle Type: Commercial Vehicles**

<table>
<tr><td></td><td></td><td>
<table>
<tr><th>Individual</th><th></th></tr>
<tr><td>Options</td><td>Description</td></tr>
<tr><td>Option 1</td><td>• "ANY AUTHORISED DRIVER" will be displayed in the first row. Not allow to edit/add more drivers.
• For “Motor cycle Trade” and “Motor Trade”, for Trade Plate. : “Name” field will display '"ANY AUTHORISED DRIVER’ in the first row and it is not editable.
• For “Motor cycle Trade” and “Motor Trade”, for Named Driver: Enter the name of the drivers. Click ADD button to add more drivers. You can add up to 8 drivers.</td></tr>
<tr><td>Option 2</td><td>• “ALL RIDERS" will be displayed in the non-editable 1st row. “All Rider Amount” will be displayed in “Schedule” tab.
• If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row.
• All other rows are empty and non-editable. This will remove the “All Rider Amount” in the “Schedule” tab.</td></tr>
<tr><td colspan="2"></td></tr>
<tr><th>Contact Type: Business</th><th>Vehicle Type: Private Car Ex Goods</th></tr>
<tr><td>Options</td><td>Description</td></tr>
<tr><td>Option 1</td><td>• "ALL DRIVERS" will be displayed by default in the non-editable 1st row. The “Extra Coverage” 50RM will be added in the “Schedule” tab and will be displayed in the “Extra Coverage” tab.
• If unchecked, the first row will get cleared and adding 2 drives will be allowed. This will remove the “Extra Coverage Amount” in “Schedule” and “Extra Coverage” tab.
• If 3rd driver is added, the "All rider/Driver" check box will get auto checked and "All DRIVER" will be displayed in 1st non-editable row. The “Extra Coverage” 50RM will be added in the “Schedule” tab and displayed in “Extra Coverage” tab.</td></tr>
<tr><td>Option 2</td><td>• Non-editable 1st row - "ANY AUTHORISED DRIVER".
• Other rows are empty and not allow to edit/add</td></tr>
<tr><th>Contact Type: Business</th><th>Vehicle Type: Motor Cycle</th></tr>
<tr><td>Options</td><td>Description</td></tr>
<tr><td>Option 1</td><td>• "ALL RIDERS" will be displayed in the non-editable first row. “All Rider Amounts in schedule tab.
• If unchecked, then adding only one named driver is allowed in the first row (by emptying it) and no more drivers can be added, other rows are non-editable.</td></tr>
<tr><td>Option 2</td><td>• Default data will be displayed as "ALL RIDER” in the 1st non-editable row.
• No more drivers is allowed to add/edit and “All Rider Amount” will be displayed in “Schedule” tab.</td></tr>
<tr><th>Contact Type: Business</th><th>Vehicle Type: Commercial Vehicles</th></tr>
<tr><td>Options</td><td>Description</td></tr>
<tr><td>Option 1</td><td>• Default data is displayed as “ANY AUTHORIZED DRIVER”
• the grid is not allowed to add/edit.</td></tr>
</table>
</td></tr>
<tr><td>New IC. No.</td><td>N</td><td>Enter the New IC No. of the Named Driver.</td></tr>
<tr><td>Old IC. No.</td><td>N</td><td>Enter the Old IC No. of the Named Driver.</td></tr>
<tr><td>Age</td><td>N</td><td>Enter the age of the Named Driver. This field accepts 2 digit whole numbers.</td></tr>
<tr><td>Drivers Exp.</td><td>N</td><td>Enter the no. of years of driving experience for the named driver.
• This field accepts only whole numbers
• When driver's experience is greater than driver's age or driver's experience is greater than allowed age, the system displays error message.</td></tr>
<tr><td>Add More Drivers</td><td>N</td><td>Click the button to 'Add more drivers' in the grid.
• Adds a new row upon clicking the Add more Drivers button.
• It allows adding Maximum of 8 drivers totally. It displays an alert message “ You can add up to 8 drivers only”, upon clicking Add more drivers after adding 8 Named Drivers</td></tr>
<tr><td>Remove Drivers</td><td>N</td><td>Removes a selected row in the grid.</td></tr>
<tr><td>Back</td><td>N</td><td>Redirects you to the previous tab: Cover Note.</td></tr>
<tr><td>Next</td><td>N</td><td>Redirects you to the next tab: Schedule.
• Prompts you to capture the Named Drivers and Engine and chassis number properly, upon clicking the 'Next' button.
• Click ‘YES’ to proceed to Schedule Tab or ‘NO’ to verify again.</td></tr>
</table>

SCHEDULE TAB

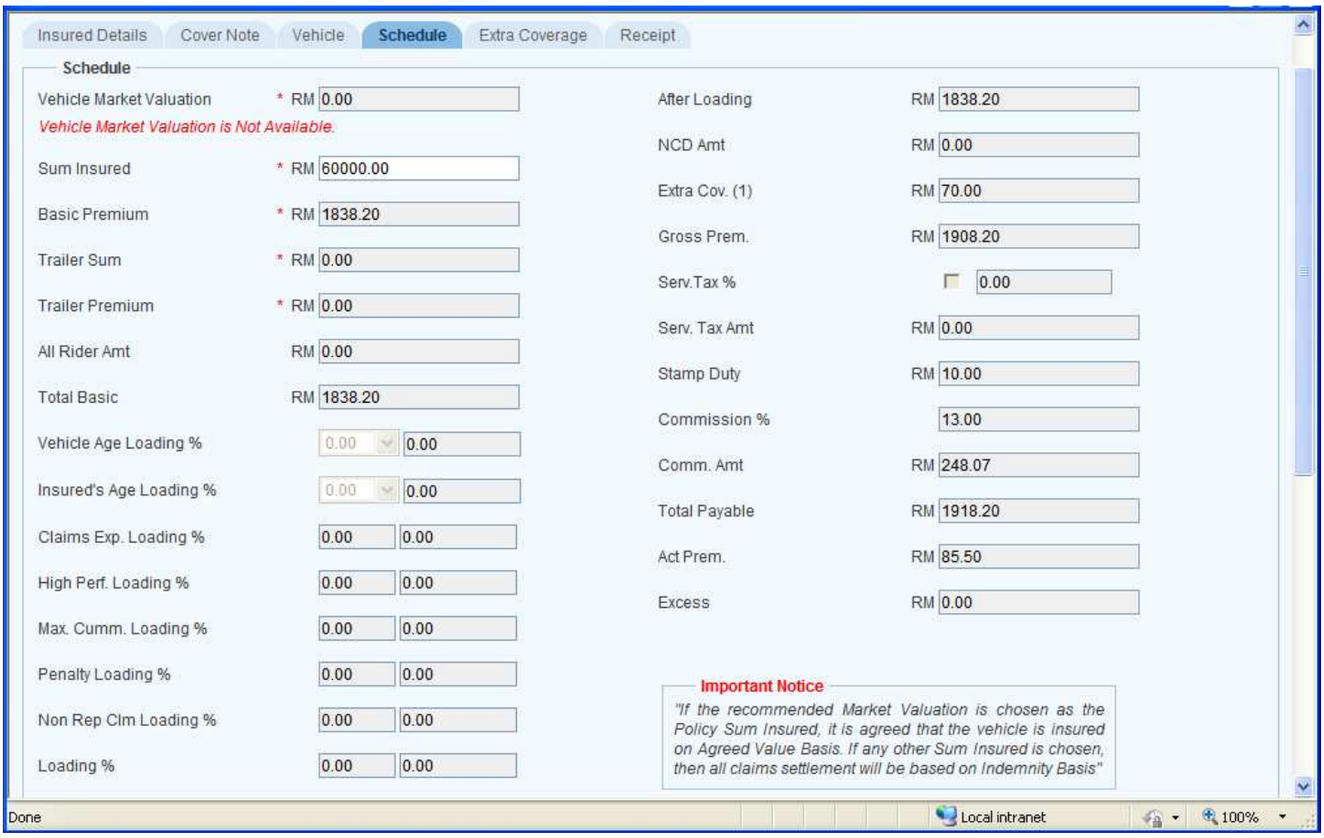


Image 1.12

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Vehicle Market Valuation	**Y**	The valuation is made available through the ISM-ABI website. The value is based on the vehicle code and Year of manufacture. If the age of the vehicle is greater than 10 Years, this field and Sum Insured field will be Zero.
Sum Insured	**Y**	Enter the Sum Insured amount. • Displays Error message, when the Sum Insured entered is not within the limits for the selected Vehicle Type and Coverage Type as maintained in Flexi guide for the corresponding agent. 2. Displays Sum Insured as 0 when the Coverage type is Third party. • Displays the Sum Insured as 0 when the vehicle type is Trailer
Basic Premium	**Y**	• Displays Basic Premium based on Class of vehicle, Coverage type, POC, Cubic capacity and Region as per tariff. • For motorcycle, Basic premium is inclusive of additional usage tariff. • Basic Premium = SRATE * (Base Premium + Additional Premium)

Short Rate table

Period	Days/Months	S Rate %
0	Day	0.00%
7	Days	12.50%
1	Month	25.00%
2	Months	37.50%
3	Months	50.00%
4	Months	62.50%
5	Months	75.00%
6	Months	75.00%
7	Months	87.50%
8	Months	87.00%
9	Months	100.00%
10	Months	100.00%
11	Months	100.50%
12	Months	75.00%

Trailer Sum	**Y**	Enter the trailer sum insured (applicable only Trailer cover note).
Trailer Premium	**Y**	Displays the trailer premium (applicable only Trailer cover note).
All Rider Amt	**Y**	Displays the All Rider Amount (applicable only for Vehicle Type: Motor Cycle).
Total Basic	**Y**	Displays Total basic premium. * Total Basic Premium = Basic Premium or Trailer premium + All Rider Amount.
Vehicle Age Loading %	**Y**	You can reduce or increase the value of Loading % Based on Age of Vehicle. But when increased it should not exceed maximum loading applicable.
Insured's Age	**Y**	Displays the value based on Age of Insured.

Loading %		
Claims Exp. Loading %	**Y**	Displays Loading % based on Number of Claims.
High Perf. Loading %	**Y**	Displays High Performance Loading % based on Model selected.
Max. Cumm. Loading %	**Y**	Displays Maximum Loading Percentage applicable.
Loading %	**Y**	Displays Final Loading % based on Age of Vehicle and Number of claims obtained.
After Loading	**Y**	Displays After Loading Amount. * After Loading Amount = Total Basic + Loading Amount.
NCD Amt	**N**	Displays NCD Amount based on the NCD % applicable.
Extra Cov. (1)	**N**	Displays the amount based on the Extra Coverage selected.
Gross Prem.	**Y**	Displays Gross Premium. * Gross Premium = Total Premium + Loading Amount + Extra Coverage amount (if applicable) – NCD Amount. * Validates for the minimum premium limit in underwriting guidelines and Flexi guide settings.
Serv.Tax %	**N**	Displays the Service tax % (only for Business clients).
Serv. Tax Amt	**N**	Displays the Service tax amount which is calculated based on the Service Tax % (only for Business clients).
Stamp Duty	**N**	Displays the Stamp Duty if Master Policy is not available or applicable.
Commission %	**N**	Displays Agent's Commission %.
Comm. Amt	**N**	Displays Agent's Commission amount based on Commission %.
Total Payable	**N**	Displays Total Payable amount.
Act Prem.	**N**	Displays Act Premium based on vehicle type, coverage type and sum insured entered.
Excess	**N**	Displays Excess amount based on vehicle type, coverage type and sum insured entered.

SCHEDULE TAB Contd…

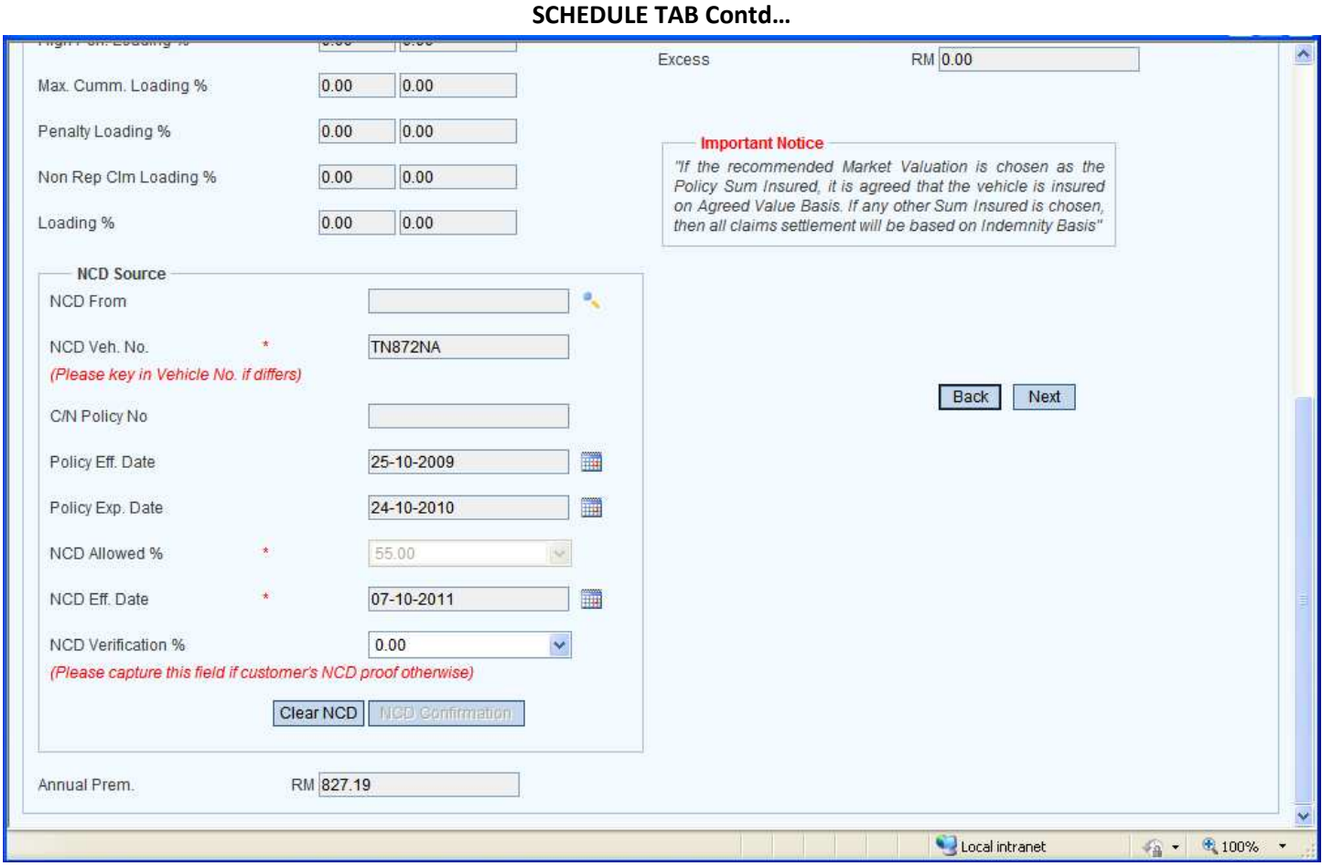


Image 1.13

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	**N**	Click the Search button to select the Insurance Company and double click the selected record, to populate it to the field. Used to select the Insurance Company, to transfer the NCD from any other vehicle of the Insured from any Insurance company.
NCD Veh. No.	**Y**	Displays NA as default. If user wishes to transfer NCD from an Old Vehicle to this new Vehicle, then he/she can enter the Old Vehicle's number. This field accepts Alpha Numerals, / and - only. The NCD Confirmation button is enabled only when the NCD Vehicle no. is keyed in other than NA.

C/N Policy No	**N**	• Enter Policy Number from which the NCD is transferred1. Enter the 'NCD Source From' is other than Nsure Insurans. • This field accepts only Alpha Numeric Values • Auto display the Policy No. based on the Vehicle No. Selected (if policy belongs to Nsure) • This field is non editable, if the value is auto populated
Policy Eff. Date	**N**	Enter the policy Effective Date from which the NCD is transferred. • This field allows selecting date, if the NCD From is other than 'Nsure Insurance'. • Auto display the Policy Effective Date based on the Vehicle No. and Cover Note selected, if the NCD from is 'Nsure Insurans'. • This field is non-editable, if the date is auto displayed.
Policy Exp. Date	**N**	Enter the policy Expiry Date from which the NCD is transferred. • If the date you enter is less than Policy Effective Date or greater than 2 years from the inception date, an alert message is displayed. • If the NCD from is 'Nsure Insurans', the field auto displays the Policy Expiry Date based on the Vehicle No. and Cover Note selected. In this case, the field becomes non-editable. • Cannot transfer the NCD from a policy still in force.
NCD Allowed %	**Y**	The user needs to select the applicable NCD percentage from the drop down list. Upon selecting this percentage, a message asking the user to enter the Vehicle Number displays. The user can only proceed to NCD Verification when Vehicle Number is entered.
NCD Eff. Date	**Y**	Displays the NCD Effective date when the NCD reference policy belongs to Nsure.
NCD Verification %	**N**	The user needs to select the applicable NCD percentage from the drop down list. This field is used to cross check the NCD Allowed % with the user selected NCD percentage. Even though it won't rise any alerts for miss-matches, this value will be stored in the database.
Clear NCD	**N**	Clears all the details in NCD Source Panel. Select a new NCD source by clicking the Search button.
NCD Confirmation	**Y**	The user needs to click this button to avail the No Clams Discount. The Vehicle details will be sent as request to the ISM website, where the system checks the database with the Vehicle details and NCD Allowed % and NCD Eff. Date will be retrieved for that Vehicle details from the response.
Annual Prem.	**Y**	Displays the Premium for a year.
Back	**N**	Redirects you to the previous tab: Vehicle.
Next	**N**	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE

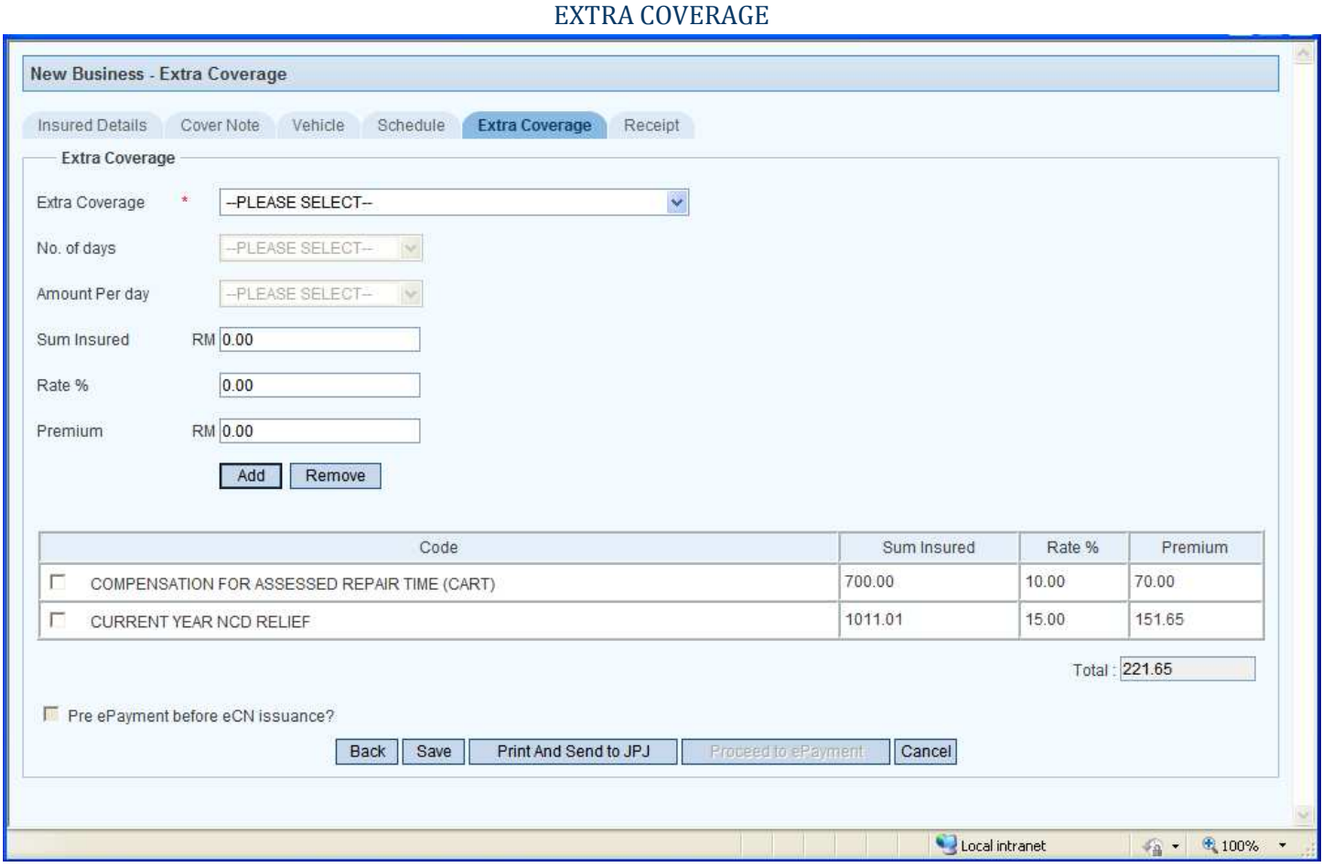


Image 1.14

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Select the Extra Coverage from the drop down list.
No. of days	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User needs to select the No. of Days from the Drop Down List.
Amount Per day	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User need to select the Amount Per Day from the Drop Down List. Based on the values in "No. of Days" and "Amount Per Day", Sum Insured is calculated and Premium is calculated as: Premium = Sum Insured * Rate %
Sum Insured	**N**	Displays Automatically when certain Extra Coverage's are selected. The following are the Extra Coverage's which will load Sum Insured automatically. The Vehicle Sum Insured is loaded in these cases: * Inclusion of Special Perils * Strike, Riot and Civil Commotion The following are the Extra Coverage's which will request the user to Key-in the Sum Insured. This field is **Mandatory** in these cases: * NGV Gas * Windscreen Damage (Tempered/Laminated Glass Inclusive Labor Cost) * Windscreen Damage (Tinting Film Inclusive Labor Cost) The following are the cases where there will be no Sum Insured, instead the premium will be calculated by using the Vehicle Sum Insured and Rate%: * Legal Liability of Passengers * Legal Liability to Passengers
Rate %	**N**	Displays Rate % based on the extra coverage selected.
Premium	**N**	Displays the premium amount for the extra coverage selected.
Add	**N**	Adds the selected Extra coverage in the grid
Remove	**N**	Removes the selected row in extra coverage grid.
Data Grid	**N**	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium. If the Coverage Type is 'Comprehensive', when the Extra Coverage Page is loaded for the first time of that transaction, a message asking the client "This Comprehensive Policy is inclusive of CART Coverage. Please click OK to include CART or Please click CANCEL to remove CART". If the user clicks OK, CART will be added, else CART is removed. The user can also remove the CART even after adding that.
Total	**N**	Displays the sum of premium amounts for the extra coverage added.
Pre ePayment before eCN issuance?	**N**	Select the check box if you want to pay through ePayment with the credit card. When you select the checkbox, the 'Proceed To ePayment' button is enabled. You can print the cover note once the ePayment is successful.
Back	**N**	Redirects you to the previous tab: Schedule.
Save	**N**	Saves the cover note and generates a Reference Number.
Print and Send to JPJ	**N**	Saves the details, generates the cover note number, prints it and sends it to JPJ. If pre ePayment is not checked, you can click this button to print the cover note and send to JPJ.
Proceed to ePayment	**N**	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.2.1.3 Transfer of Ownership

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

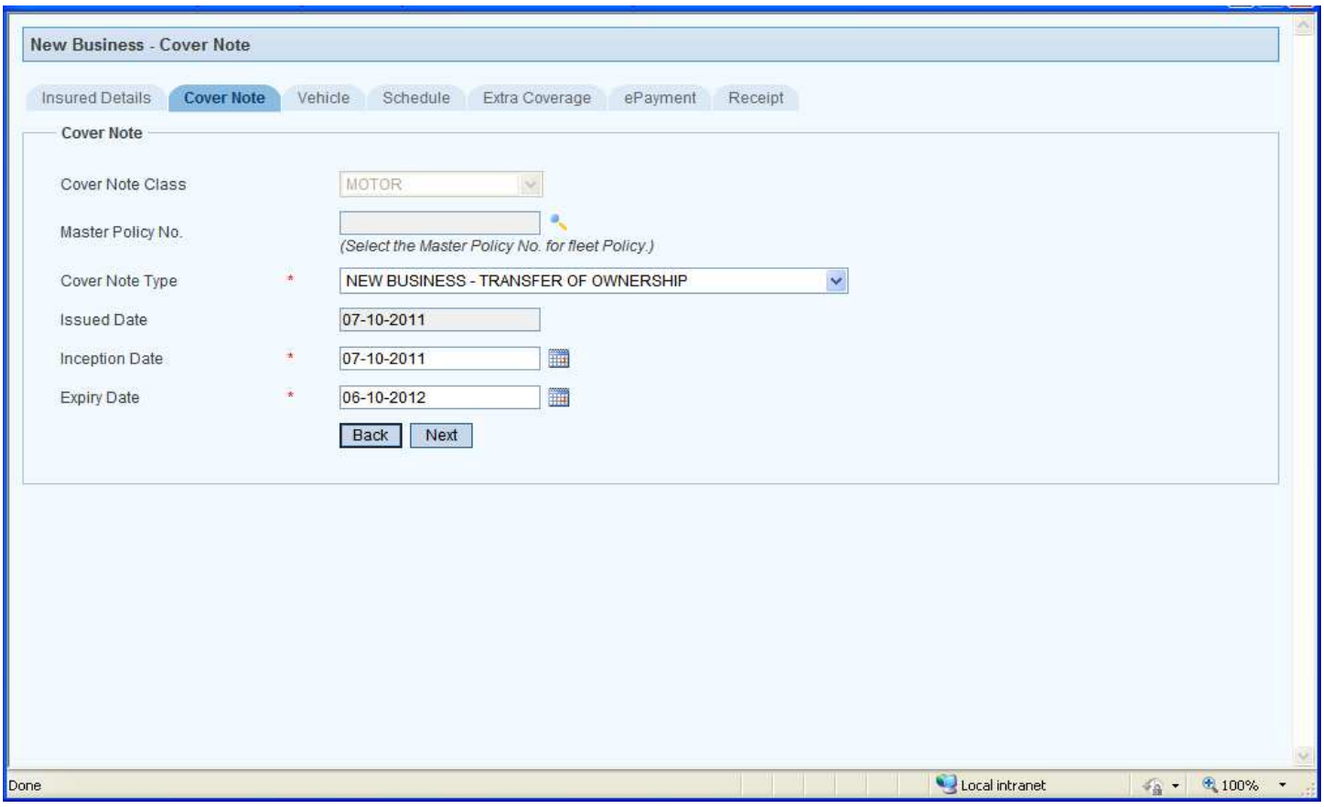


Image 1.15

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**N**	Displays 'Motor'.
Master Policy No.	**N**	Select the policy number to insure the Vehicle under a Master Policy (as a Fleet Policy). If Master Policy is selected, stamp duty will not be applied to the cover note.
Cover Note Type	**Y**	Select the Cover Note Type: 'New Business – Transfer of Ownership' from the drop down list.
Issued Date	**N**	Displays the System's date.
Inception Date	**Y**	Displays the current date and allows you to change. Entered date should be not be more than 6 months from the Issued date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle.

VEHICLE TAB

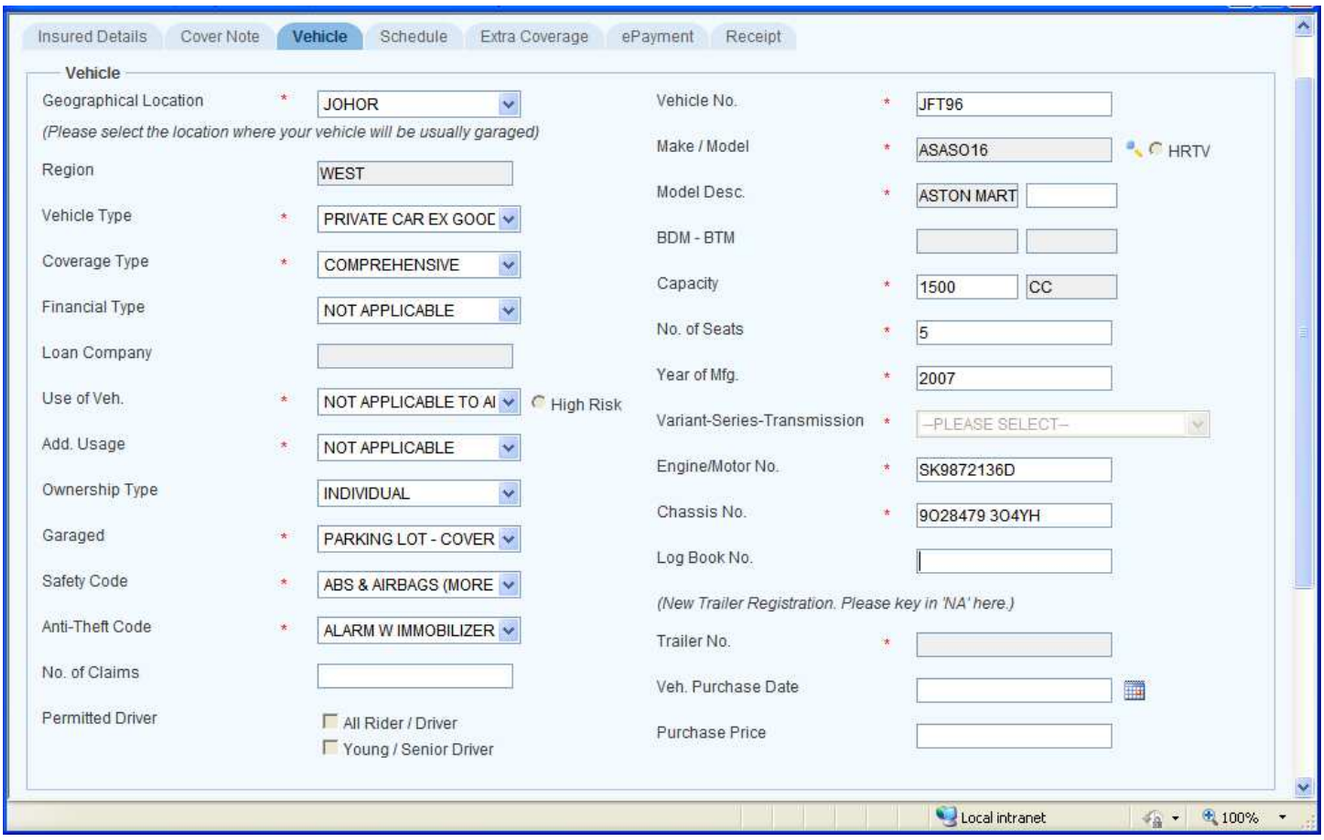


Image 1.16

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	Y	Displays the Insured's State but you can select any other state available in the drop down list. If you belong to West Malaysia and select a state in East Malaysia or vice versa, the Cover note status becomes **Print Pending** when you generate the cover note and are sent for PAdmin approval.
Region	N	Displays West or East based on Geographical Location selected.
Vehicle Type	Y	Select the vehicle type from the drop down list. * If "A Permit" or C Permit Vehicle Type is selected: System prompts you with the message "Is This a high risk vehicle? (Petroleum, Diesel & Bitumen Tankers, LPG Gas, Timber Jinkers, Long Trailers & Low loader?" * To issue Cover note for this type of High risk vehicle, Click Yes button in the message box and select the Use of Vehicle. * If the vehicle is of not high risk, then Click No and Use of Vehicle field is not applicable. System also prompts you to select the model as OCMOCMT for issuing cover note for trailers. * If "Motor Trade" or "Motor Cycle Trade" Vehicle Type is selected, system alerts you with the message "To Issue Motor Trade or Motor Cycle Trade Covernote, Please make sure the Make/Model Code is 'MTPMTP'". * On clicking OK, the system automatically selects the Make/Model field to MTPMTP, Model Description as MOTOR TRADE, Capacity as 0 CC, No. of Seats as 00, Year of Mfg as 0000, Engine/Motor No as AS PER RIMV, Chassis No. as AS PER RIMV and Log Book No as NA
Coverage Type	Y	Select the Policy Coverage type from the drop down list.
Financial Type	N	Select the Financial Type from the drop down list. Field remains disabled when the selected coverage type is Third Party.
Loan Company	N	Clicking the Search icon lets you choose the Loan company. Field remains disabled when the Financial Type is 'Not Applicable'.
Usage of Vehicle	Y	Select the Usage of Vehicle from the drop down list.
Additional Usage	Y	Select the Additional Usage of Vehicle from the drop down list which displays applicable Additional Usages based on Vehicle Type and Coverage type. When the Additional Usage selected is 'Tuition Purpose', it is taken as one of the Extra Coverage.
Ownership Type	N	Displays 'Company' for Business clients. Allows you to select 'Individual' or 'Insured Not Driving or Riding' for Individual Clients.
Garaged	Y	Shows the place where the vehicle is garaged and allows you re-select.
Safety Code	Y	Shows the Safety feature available/applicable for the vehicle.
Anti Theft Code	Y	Shows the Anti Theft Code available/applicable for the vehicle.
No. of Claims	N	Displays the number of claims made in the preceding 2 years. The field accepts only positive whole numbers and the data entered is considered for claims loading.

<table>
<tr><td>Permitted Drivers -
1. All Rider/Driver
2. Young/Senior Driver</td><td>N</td><td>The check box remains in various states based on the contact type, vehicle type, coverage type and ownership type as shown in the below table.
<table>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Commercial Vehicles</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td colspan="4"></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
</table></td></tr>
<tr><td>Vehicle No.</td><td>Y</td><td>User should enter the Vehicle Number</td></tr>
<tr><td>Make/Model</td><td>Y</td><td>Allows the user to select any model from the list displayed in the search window. When Vehicle type is A permit or C permit vehicles and you want to issue Trailer cover note, you should enter the Make as 'OCMOCMT'.</td></tr>
<tr><td>Model Description</td><td>Y</td><td>Displays based on the selected Make/Model and allow the user to enter additional info.</td></tr>
<tr><td>HRTV</td><td>N</td><td>Expands to High Risk Theft Vehicle. It's optional and disabled by default.</td></tr>
<tr><td>BDM</td><td>N</td><td>Enter 'BDM' to calculate capacity for A Permit or C Permit Vehicle Type.
* Enter the weight of vehicle after loading (in kg/tons).
* This field is enabled when the Vehicle type is 'A Permit or C Permit Goods Carrier' and accepts numeric values only</td></tr>
<tr><td>BTM</td><td>N</td><td>Enter the weight of vehicle before loading
* Enter the value, when vehicle type is 'A Permit or C Permit Goods Carrier'
* BTM value should not exceed the BDM value
* This field accepts Numerals and Decimals only</td></tr>
<tr><td>Capacity</td><td>Y</td><td>Enter the Cubic capacity of the vehicle.
* Displays Capacity = BDM – BTM for A and C permit Goods Carrier.
* Displays based on the vehicle type and model selected and allows you to change.
* Displays 0 CC when Vehicle Type is Motor Trade or Motor Cycle Trade.
* If the user selects a electric vehicle, the CC will be displayed as WATT in the front end. The CC to WATT conversion is done using the appropriate formula</td></tr>
<tr><td>No. of Seats</td><td>Y</td><td>Displays the no. of seats upon selecting the Make / Model but allows you to change.</td></tr>
<tr><td>Year of Mfg.</td><td>Y</td><td>Enter the manufacture year of the vehicle.</td></tr>
<tr><td>Variant-Series-Transmission</td><td>N</td><td>Displays based on the selected Make/Model and Model Description and CC. Its applicable only to a particular set of Vehicles</td></tr>
<tr><td>Engine/Motor No.</td><td>Y</td><td>Enter the Engine number of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Chassis No.</td><td>Y</td><td>Enter the Chassis No. of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Log Book No.</td><td>N</td><td>Enter the Log Book No. of the vehicle.</td></tr>
<tr><td>Trailer No.</td><td>Y
(for trailer Covernotes)</td><td>Enter the trailer number if you want to issue a trailer cover note and selected the model as OCMOCMT (applicable only for trailer cover note)</td></tr>
</table>

Vehicle Purchase Date	**N**	Enter Date of Purchase of Vehicle.
Purchase Price	**N**	Enter the Purchase price of the vehicle.

VEHICLE TAB Contd…

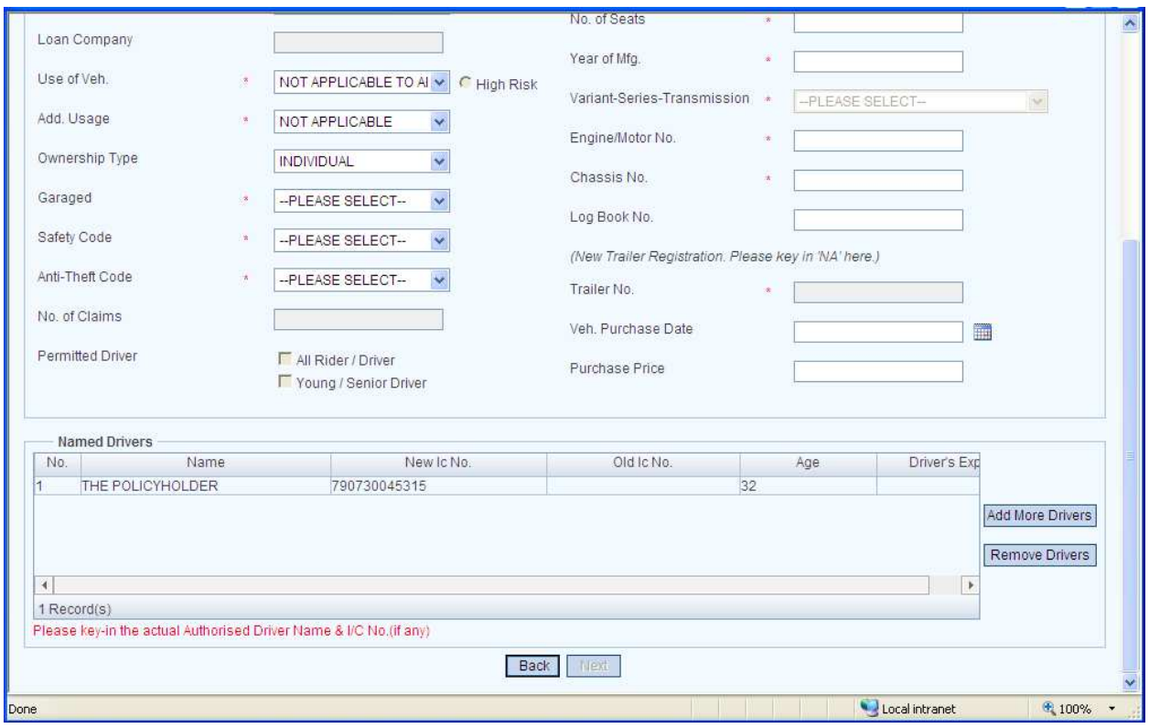


Image 1.17

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Displays the Serial Number
Name	**Y**	Enter the name of the driver. * This field allows only alphabets, space and '.' * Based on the contact type, vehicle type, coverage type, ownership type, All Driver/Rider checkbox status and the Named driver rows get different values. Sometimes the check box is also disabled. Following are the combinations of Options:

Contact Type: Individual	**Vehicle Type: Private Car Ex Goods**
Options	Description
Option 1	• By default the "THE POLICY HOLDER" is displayed in the first row. • When more than 2 drivers are added, for each additional driver, RM. 10 is added to the Extra coverage amount in schedule tab and is shown in the grid available in Extra Coverage tab.
Option 2	• All rows in the grid are empty. • If more than 2 drivers added, for each extra driver RM10 will be added to the Extra coverage amount in schedule tab and the same shown in the grid available in Extra Coverage tab.
Option 3	• The grid is non-editable. • The default data is "ANY AUTHORISED DRIVER". • Other rows are empty and will not allow to add/edit.
Option 4	• The grid is non-editable. • The default data is displayed as "All Driver".
Contact Type: Individual	**Vehicle Type: Motor Cycle**
Options	Description
Option 1	• By default "ALL RIDERS" is displayed in the 1st non-editable row. • "All Riders" amount is added in "Schedule" tab.
Option 2	• "ALL RIDERS" is displayed in the non-editable 1st row. • "All Rider Amount" is displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab.
Contact Type:	**Vehicle Type: Commercial Vehicles**

<table>
<tr><td></td><td></td><td>
<table>
<tr><th>Individual</th><th></th></tr>
<tr><td>Options</td><td>Description</td></tr>
<tr><td>Option 1</td><td>• "ANY AUTHORISED DRIVER" will be displayed in the first row. Not allow to edit/add more drivers.
• For “Motor cycle Trade” and “Motor Trade”, for Trade Plate. : “Name” field will display '"ANY AUTHORISED DRIVER’ in the first row and it is not editable.
• For “Motor cycle Trade” and “Motor Trade”, for Named Driver: Enter the name of the drivers. Click ADD button to add more drivers. You can add up to 8 drivers.</td></tr>
<tr><td>Option 2</td><td>• “ALL RIDERS" will be displayed in the non-editable 1st row. “All Rider Amount” will be displayed in “Schedule” tab.
• If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row.
• All other rows are empty and non-editable. This will remove the “All Rider Amount” in the “Schedule” tab.</td></tr>
<tr><td colspan="2"></td></tr>
<tr><th>Contact Type: Business</th><th>Vehicle Type: Private Car Ex Goods</th></tr>
<tr><td>Options</td><td>Description</td></tr>
<tr><td>Option 1</td><td>• "ALL DRIVERS" will be displayed by default in the non-editable 1st row. The “Extra Coverage” 50RM will be added in the “Schedule” tab and will be displayed in the “Extra Coverage” tab.
• If unchecked, the first row will get cleared and adding 2 drives will be allowed. This will remove the “Extra Coverage Amount” in “Schedule” and “Extra Coverage” tab.
• If 3rd driver is added, the "All rider/Driver" check box will get auto checked and "All DRIVER" will be displayed in 1st non-editable row. The “Extra Coverage” 50RM will be added in the “Schedule” tab and displayed in “Extra Coverage” tab.</td></tr>
<tr><td>Option 2</td><td>• Non-editable 1st row - "ANY AUTHORISED DRIVER".
• Other rows are empty and not allow to edit/add</td></tr>
<tr><th>Contact Type: Business</th><th>Vehicle Type: Motor Cycle</th></tr>
<tr><td>Options</td><td>Description</td></tr>
<tr><td>Option 1</td><td>• "ALL RIDERS" will be displayed in the non-editable first row. “All Rider Amounts in schedule tab.
• If unchecked, then adding only one named driver is allowed in the first row (by emptying it) and no more drivers can be added, other rows are non-editable.</td></tr>
<tr><td>Option 2</td><td>• Default data will be displayed as "ALL RIDER” in the 1st non-editable row.
• No more drivers is allowed to add/edit and “All Rider Amount” will be displayed in “Schedule” tab.</td></tr>
<tr><th>Contact Type: Business</th><th>Vehicle Type: Commercial Vehicles</th></tr>
<tr><td>Options</td><td>Description</td></tr>
<tr><td>Option 1</td><td>• Default data is displayed as “ANY AUTHORIZED DRIVER”
• the grid is not allowed to add/edit.</td></tr>
</table>
</td></tr>
<tr><td>New IC. No.</td><td>N</td><td>Enter the New IC No. of the Named Driver.</td></tr>
<tr><td>Old IC. No.</td><td>N</td><td>Enter the Old IC No. of the Named Driver.</td></tr>
<tr><td>Age</td><td>N</td><td>Enter the age of the Named Driver. This field accepts 2 digit whole numbers.</td></tr>
<tr><td>Drivers Exp.</td><td>N</td><td>Enter the no. of years of driving experience for the named driver.
• This field accepts only whole numbers
• When driver's experience is greater than driver's age or driver's experience is greater than allowed age, the system displays error message.</td></tr>
<tr><td>Add More Drivers</td><td>N</td><td>Click the button to 'Add more drivers' in the grid.
• Adds a new row upon clicking the Add more Drivers button.
• It allows adding Maximum of 8 drivers totally. It displays an alert message “ You can add up to 8 drivers only”, upon clicking Add more drivers after adding 8 Named Drivers</td></tr>
<tr><td>Remove Drivers</td><td>N</td><td>Removes a selected row in the grid.</td></tr>
<tr><td>Back</td><td>N</td><td>Redirects you to the previous tab: Cover Note.</td></tr>
<tr><td>Next</td><td>N</td><td>Redirects you to the next tab: Schedule.
• Prompts you to capture the Named Drivers and Engine and chassis number properly, upon clicking the 'Next' button.
• Click ‘YES’ to proceed to Schedule Tab or ‘NO’ to verify again.</td></tr>
</table>

SCHEDULE TAB

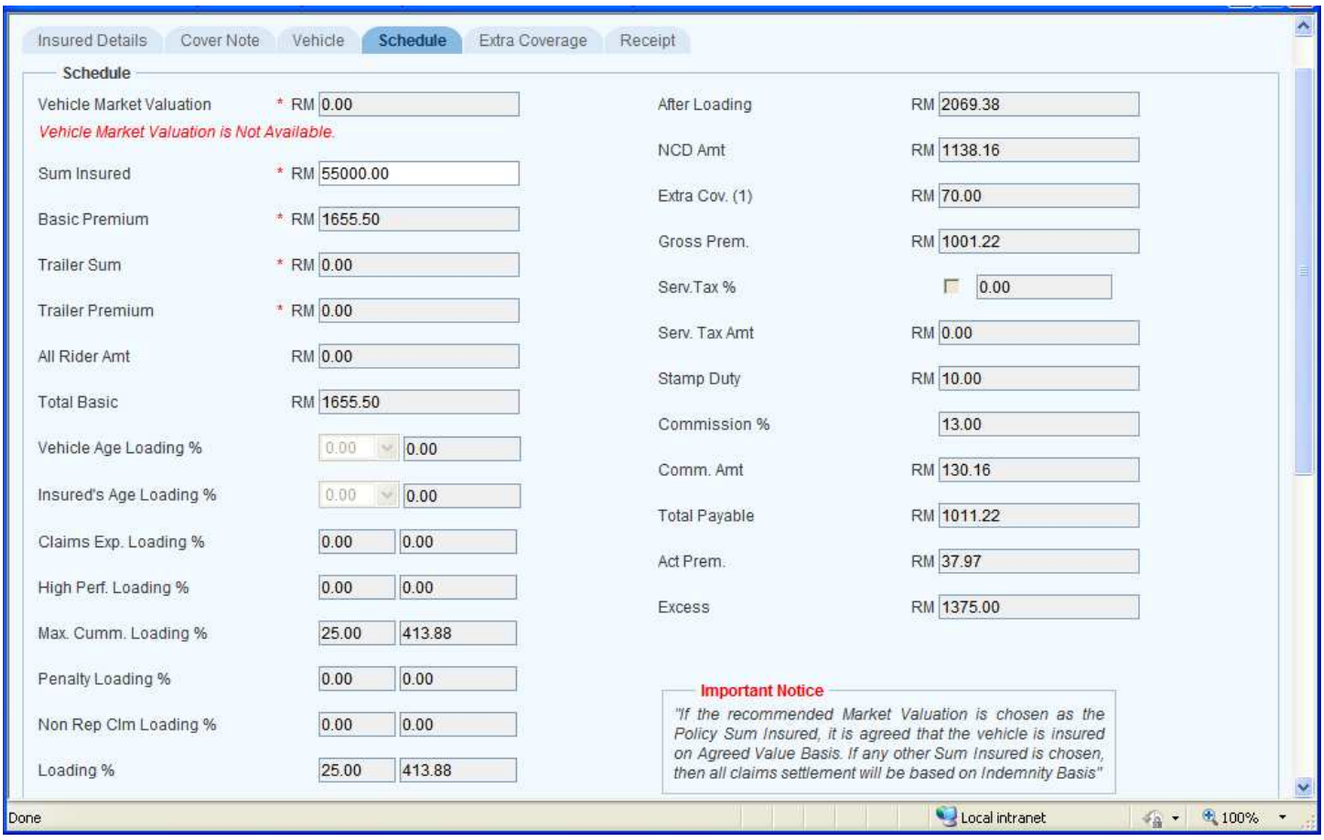


Image 1.18

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Vehicle Market Valuation	**Y**	The valuation is made available through the ISM-ABI website. The value is based on the vehicle code and Year of manufacture. If the age of the vehicle is greater than 10 Years, this field and Sum Insured field will be Zero.
Sum Insured	**Y**	Enter the Sum Insured amount. • Displays Error message, when the Sum Insured entered is not within the limits for the selected Vehicle Type and Coverage Type as maintained in Flexi guide for the corresponding agent. 3. Displays Sum Insured as 0 when the Coverage type is Third party. • Displays the Sum Insured as 0 when the vehicle type is Trailer
Basic Premium	**Y**	• Displays Basic Premium based on Class of vehicle, Coverage type, POC, Cubic capacity and Region as per tariff. • For motorcycle, Basic premium is inclusive of additional usage tariff. • Basic Premium = SRATE * (Base Premium + Additional Premium)
Trailer Sum	**Y**	Enter the trailer sum insured (applicable only Trailer cover note).
Trailer Premium	**Y**	Displays the trailer premium (applicable only Trailer cover note).
All Rider Amt	**Y**	Displays the All Rider Amount (applicable only for Vehicle Type: Motor Cycle).
Total Basic	**Y**	Displays Total basic premium. * Total Basic Premium = Basic Premium or Trailer premium + All Rider Amount.
Vehicle Age Loading %	**Y**	You can reduce or increase the value of Loading % Based on Age of Vehicle. But when increased it should not exceed maximum loading applicable.
Insured's Age	**Y**	Displays the value based on Age of Insured.

Short Rate table

Period	Days/Months	S Rate %
0	Day	0.00%
7	Days	12.50%
1	Month	25.00%
2	Months	37.50%
3	Months	50.00%
4	Months	62.50%
5	Months	75.00%
6	Months	75.00%
7	Months	87.50%
8	Months	87.00%
9	Months	100.00%
10	Months	100.00%
11	Months	100.50%
12	Months	75.00%

Loading %		
Claims Exp. Loading %	**Y**	Displays Loading % based on Number of Claims.
High Perf. Loading %	**Y**	Displays High Performance Loading % based on Model selected.
Max. Cumm. Loading %	**Y**	Displays Maximum Loading Percentage applicable.
Loading %	**Y**	Displays Final Loading % based on Age of Vehicle and Number of claims obtained.
After Loading	**Y**	Displays After Loading Amount. * After Loading Amount = Total Basic + Loading Amount.
NCD Amt	**N**	Displays NCD Amount based on the NCD % applicable.
Extra Cov. (1)	**N**	Displays the amount based on the Extra Coverage selected.
Gross Prem.	**Y**	Displays Gross Premium. * Gross Premium = Total Premium + Loading Amount + Extra Coverage amount (if applicable) – NCD Amount. * Validates for the minimum premium limit in underwriting guidelines and Flexi guide settings.
Serv.Tax %	**N**	Displays the Service tax % (only for Business clients).
Serv. Tax Amt	**N**	Displays the Service tax amount which is calculated based on the Service Tax % (only for Business clients).
Stamp Duty	**N**	Displays the Stamp Duty if Master Policy is not available or applicable.
Commission %	**N**	Displays Agent's Commission %.
Comm. Amt	**N**	Displays Agent's Commission amount based on Commission %.
Total Payable	**N**	Displays Total Payable amount.
Act Prem.	**N**	Displays Act Premium based on vehicle type, coverage type and sum insured entered.
Excess	**N**	Displays Excess amount based on vehicle type, coverage type and sum insured entered.

SCHEDULE TAB Contd…

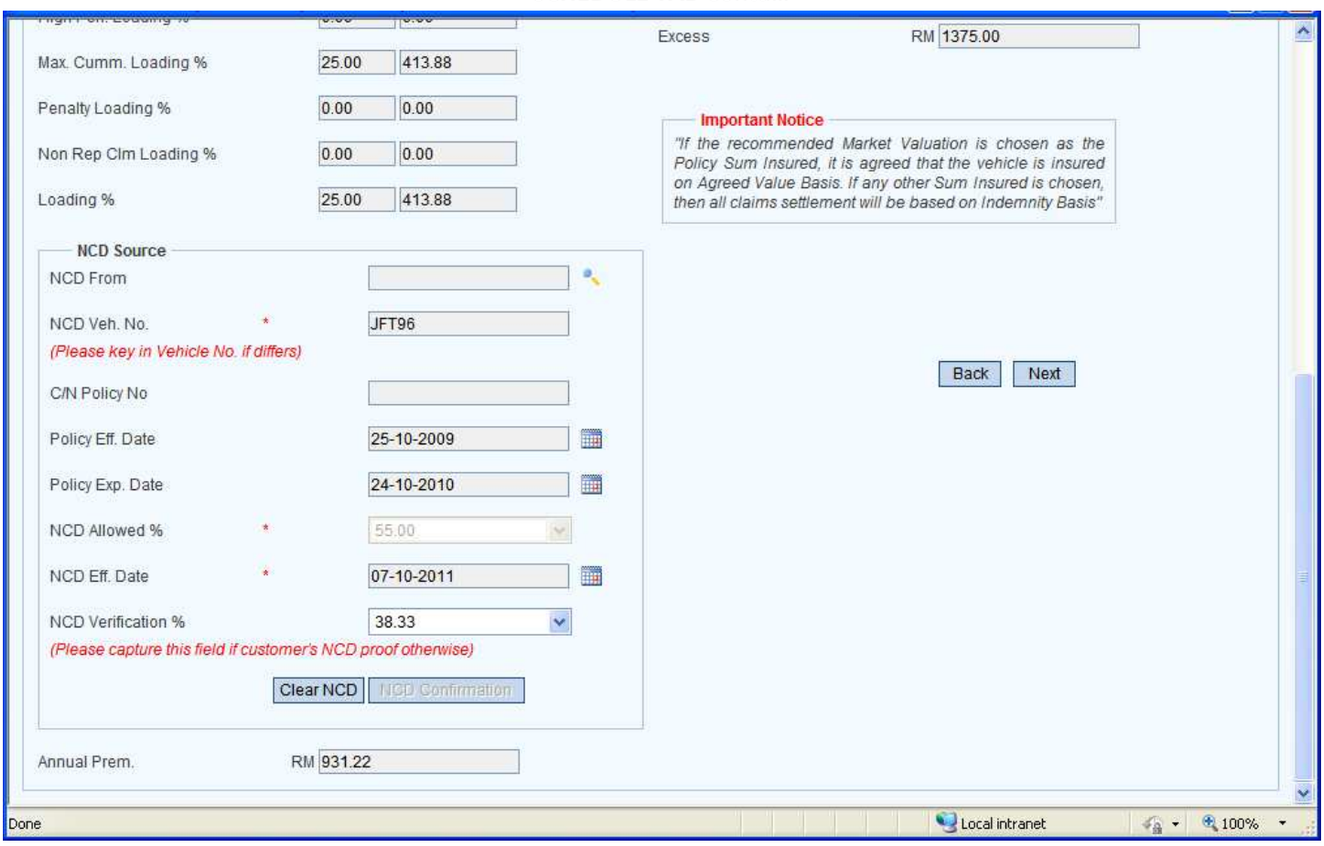


Image 1.19

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	**N**	Click the Search button to select the Insurance Company and double click the selected record, to populate it to the field. Used to select the Insurance Company, to transfer the NCD from any other vehicle of the Insured from any Insurance company.
NCD Veh. No.	**Y**	Vehicle Number from which NCD is to be transferred. • Enter the Vehicle number if the 'NCD Source From' is other than 'Nsure Insurans'. • This field accepts Alpha Numerals, / and - only. • Search button is enabled only when the 'NCD from' selected is 'Nsure Insurans. • Displays the Vehicle number applicable for the selected client in the Search grid, select a Vehicle No. in the Result grid • Auto Populates the Policy Effective Date and Expiry Date based on the Vehicle No. selected
C/N Policy No	**Y**	• Enter Policy Number from which the NCD is transferred1. Enter the 'NCD Source From' is other than Nsure Insurans. • This field accepts only Alpha Numeric Values • Auto display the Policy No. based on the Vehicle No. Selected (if policy belongs to Nsure) • This field is non editable, if the value is auto populated
Policy Eff. Date	**Y**	Enter the policy Effective Date from which the NCD is transferred. • This field allows selecting date, if the NCD From is other than 'Nsure Insurance'. • Auto display the Policy Effective Date based on the Vehicle No. and Cover Note selected, if the NCD from is 'Nsure Insurans'. • This field is non-editable, if the date is auto displayed.
Policy Exp. Date	**Y**	Enter the policy Expiry Date from which the NCD is transferred. • If the date you enter is less than Policy Effective Date or greater than 2 years from the inception date, an alert message is displayed. • If the NCD from is 'Nsure Insurans', the field auto displays the Policy Expiry Date based on the Vehicle No. and Cover Note selected. In this case, the field becomes non-editable. • Cannot transfer the NCD from a policy still in force.
NCD Allowed %	**Y**	The user needs to select the applicable NCD percentage from the drop down list.
NCD Eff. Date	**Y**	Displays the NCD Effective date when the NCD reference policy belongs to Nsure.
NCD Verification %	**N**	The user needs to select the applicable NCD percentage from the drop down list. This field is used to cross check the NCD Allowed % with the user selected NCD percentage. Even though it won't rise any alerts for miss-matches, this value will be stored in the database.
Clear NCD	**N**	Clears all the details in NCD Source Panel. Select a new NCD source by clicking the Search button.
NCD Confirmation	**Y**	The user needs to click this button to avail the No Clams Discount. The Vehicle details will be sent as request to the ISM website, where the system checks the database with the Vehicle details and NCD Allowed % and NCD Eff. Date will be retrieved for that Vehicle details from the response.
Annual Prem.	**Y**	Displays the Premium for a year.
Back	**N**	Redirects you to the previous tab: Vehicle.
Next	**N**	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE

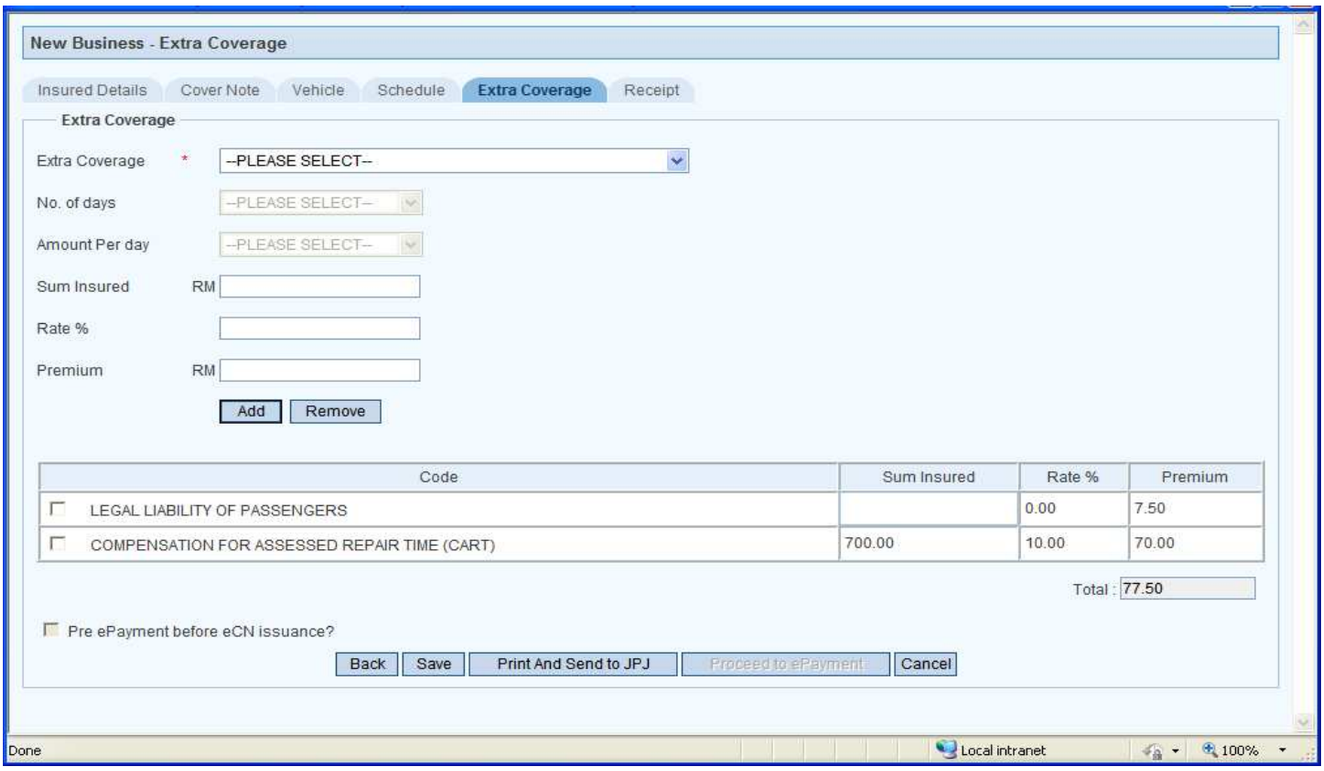


Image 1.20

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Select the Extra Coverage from the drop down list.
No. of days	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User needs to select the No. of Days from the Drop Down List.
Amount Per day	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User need to select the Amount Per Day from the Drop Down List. Based on the values in "No. of Days" and "Amount Per Day", Sum Insured is calculated and Premium is calculated as: Premium = Sum Insured * Rate %
Sum Insured	**N**	Displays Automatically when certain Extra Coverage's are selected. The following are the Extra Coverage's which will load Sum Insured automatically. The Vehicle Sum Insured is loaded in these cases: * Inclusion of Special Perils * Strike, Riot and Civil Commotion The following are the Extra Coverage's which will request the user to Key-in the Sum Insured. This field is **Mandatory** in these cases: * NGV Gas * Windscreen Damage (Tempered/Laminated Glass Inclusive Labor Cost) * Windscreen Damage (Tinting Film Inclusive Labor Cost) The following are the cases where there will be no Sum Insured, instead the premium will be calculated by using the Vehicle Sum Insured and Rate%: * Legal Liability of Passengers * Legal Liability to Passengers
Rate %	**N**	Displays Rate % based on the extra coverage selected.
Premium	**N**	Displays the premium amount for the extra coverage selected.
Add	**N**	Adds the selected Extra coverage in the grid
Remove	**N**	Removes the selected row in extra coverage grid.
Data Grid	**N**	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium. If the Coverage Type is 'Comprehensive', when the Extra Coverage Page is loaded for the first time of that transaction, a message asking the client "This Comprehensive Policy is inclusive of CART Coverage. Please click OK to include CART or Please click CANCEL to remove CART". If the user clicks OK, CART will be added, else CART is removed. The user can also remove the CART even after adding that.
Total	**N**	Displays the sum of premium amounts for the extra coverage added.
Pre ePayment before eCN issuance?	**N**	Select the check box if you want to pay through ePayment with the credit card. When you select the checkbox, the 'Proceed To ePayment' button is enabled. You can print the cover note once the ePayment is successful.
Back	**N**	Redirects you to the previous tab: Schedule.
Save	**N**	Saves the cover note and generates a Reference Number.
Print and Send	**N**	Saves the details, generates the cover note number, prints it and sends it to JPJ.

to JPJ		If pre ePayment is not checked, you can click this button to print the cover note and send to JPJ.
Proceed to ePayment	**N**	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.2.1.4 International Circulation Permit (Thai Vehicles)

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

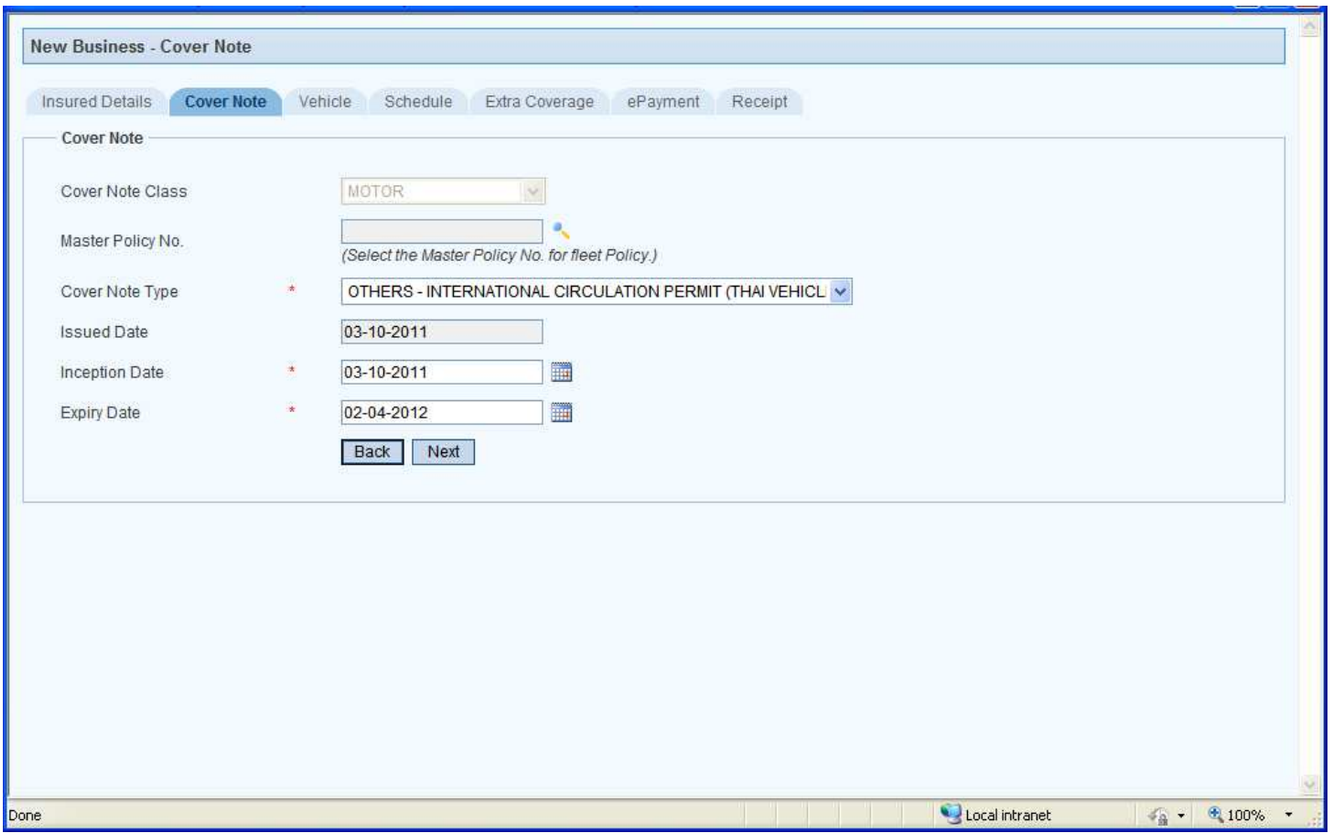


Image 1.21

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**N**	Displays 'Motor'.
Master Policy No.	**N**	Select the policy number to insure the Vehicle under a Master Policy (as a Fleet Policy). If Master Policy is selected, stamp duty will not be applied to the cover note.
Cover Note Type	**Y**	Select the Cover Note Type: Others – International Circulation Permit (Thai Vehicles)' from the drop down list.
Issued Date	**N**	Displays the System's date.
Inception Date	**Y**	Displays the current date and allows you to change. Entered date should be not be more than 6 months from the Issued date.
Expiry Date	**Y**	Displays end date of 6 Months from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 6 Months from it (Inception Date).
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle.

VEHICLE TAB

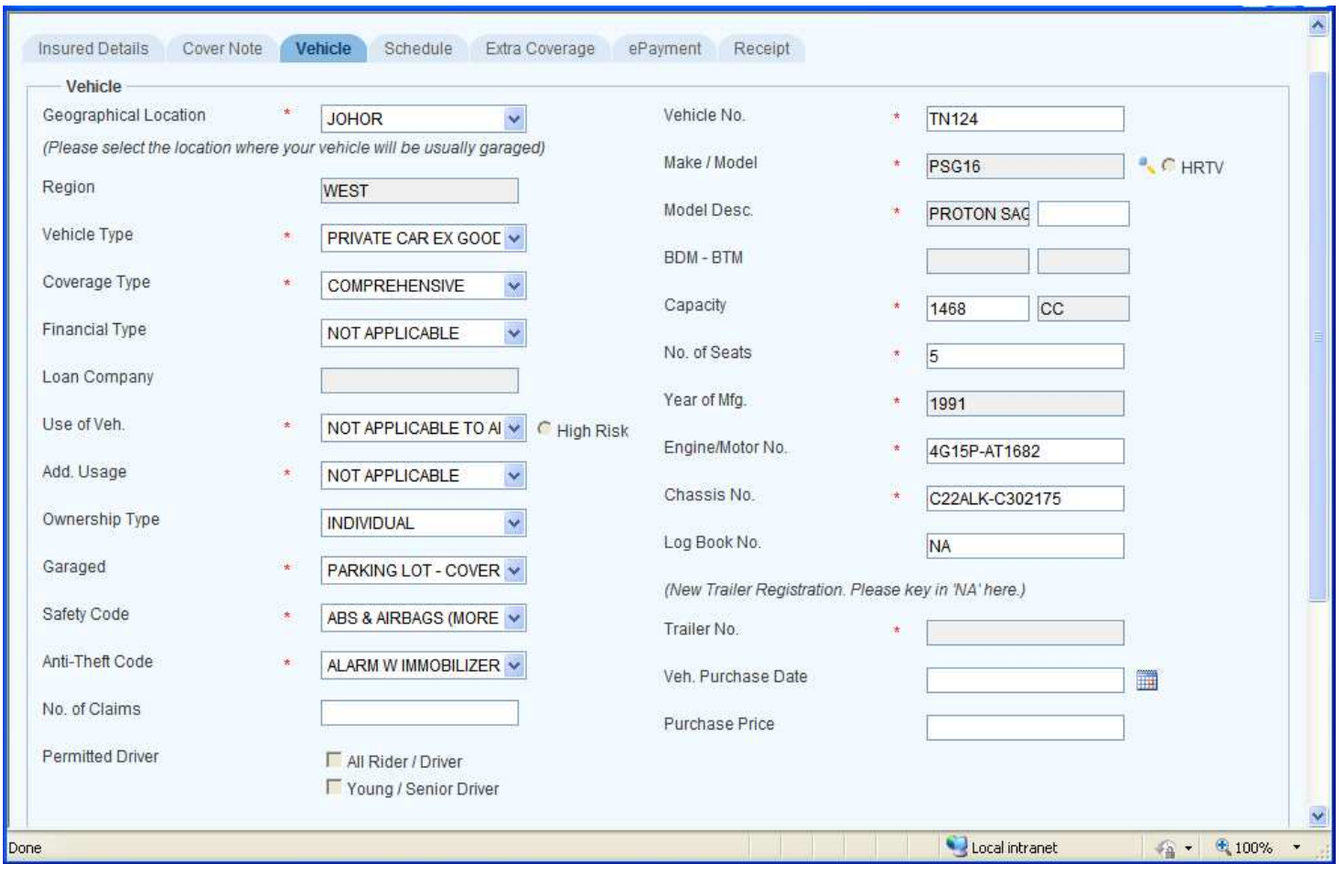


Image 1.22

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	Y	Displays the Insured's State but you can select any other state available in the drop down list. If you belong to West Malaysia and select a state in East Malaysia or vice versa, the Cover note status becomes **Print Pending** when you generate the cover note and are sent for PAdmin approval.
Region	N	Displays West or East based on Geographical Location selected.
Vehicle Type	Y	Select the vehicle type from the drop down list. * If "A Permit" or C Permit Vehicle Type is selected: System prompts you with the message "Is This a high risk vehicle? (Petroleum, Diesel & Bitumen Tankers, LPG Gas, Timber Jinkers, Long Trailers & Low loader?" * To issue Cover note for this type of High risk vehicle, Click Yes button in the message box and select the Use of Vehicle. * If the vehicle is of not high risk, then Click No and Use of Vehicle field is not applicable. System also prompts you to select the model as OCMOCMT for issuing cover note for trailers. * If "Motor Trade" or "Motor Cycle Trade" Vehicle Type is selected, system alerts you with the message "To Issue Motor Trade or Motor Cycle Trade Covernote, Please make sure the Make/Model Code is 'MTPMTP'". * On clicking OK, the system automatically selects the Make/Model field to MTPMTP, Model Description as MOTOR TRADE, Capacity as 0 CC, No. of Seats as 00, Year of Mfg as 0000, Engine/Motor No as AS PER RIMV, Chassis No. as AS PER RIMV and Log Book No as NA
Coverage Type	Y	Select the Policy Coverage type from the drop down list.
Financial Type	N	Select the Financial Type from the drop down list. Field remains disabled when the selected coverage type is Third Party.
Loan Company	N	Clicking the Search icon lets you choose the Loan company. Field remains disabled when the Financial Type is 'Not Applicable'.
Usage of Vehicle	Y	Select the Usage of Vehicle from the drop down list.
Additional Usage	Y	Select the Additional Usage of Vehicle from the drop down list which displays applicable Additional Usages based on Vehicle Type and Coverage type. When the Additional Usage selected is 'Tuition Purpose', it is taken as one of the Extra Coverage.
Ownership Type	N	Displays 'Company' for Business clients. Allows you to select 'Individual' or 'Insured Not Driving or Riding' for Individual Clients.
Garaged	Y	Shows the place where the vehicle is garaged and allows you re-select.
Safety Code	Y	Shows the Safety feature available/applicable for the vehicle.
Anti Theft Code	Y	Shows the Anti Theft Code available/applicable for the vehicle.
No. of Claims	N	Displays the number of claims made in the preceding 2 years. The field accepts only positive whole numbers and the data entered is considered for claims loading.

<table>
<tr><td>Permitted Drivers -
1. All Rider/Driver
2. Young/Senior Driver</td><td>N</td><td>The check box remains in various states based on the contact type, vehicle type, coverage type and ownership type as shown in the below table.
<table>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Commercial Vehicles</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td colspan="4"></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
</table></td></tr>
<tr><td>Vehicle No.</td><td>Y</td><td>User should enter the Vehicle Number</td></tr>
<tr><td>Make/Model</td><td>Y</td><td>Allows the user to select any model from the list displayed in the search window. When Vehicle type is A permit or C permit vehicles and you want to issue Trailer cover note, you should enter the Make as 'OCMOCMT'.</td></tr>
<tr><td>Model Description</td><td>Y</td><td>Displays based on the selected Make/Model and allow the user to enter additional info.</td></tr>
<tr><td>HRTV</td><td>N</td><td>Expands to High Risk Theft Vehicle. It's optional and disabled by default.</td></tr>
<tr><td>BDM</td><td>N</td><td>Enter 'BDM' to calculate capacity for A Permit or C Permit Vehicle Type.
* Enter the weight of vehicle after loading (in kg/tons).
* This field is enabled when the Vehicle type is 'A Permit or C Permit Goods Carrier' and accepts numeric values only</td></tr>
<tr><td>BTM</td><td>N</td><td>Enter the weight of vehicle before loading
* Enter the value, when vehicle type is 'A Permit or C Permit Goods Carrier'
* BTM value should not exceed the BDM value
* This field accepts Numerals and Decimals only</td></tr>
<tr><td>Capacity</td><td>Y</td><td>Enter the Cubic capacity of the vehicle.
* Displays Capacity = BDM – BTM for A and C permit Goods Carrier.
* Displays based on the vehicle type and model selected and allows you to change.
* Displays 0 CC when Vehicle Type is Motor Trade or Motor Cycle Trade.
* If the user selects a electric vehicle, the CC will be displayed as WATT in the front end. The CC to WATT conversion is done using the appropriate formula</td></tr>
<tr><td>No. of Seats</td><td>Y</td><td>Displays the no. of seats upon selecting the Make / Model but allows you to change.</td></tr>
<tr><td>Year of Mfg.</td><td>Y</td><td>Enter the manufacture year of the vehicle.</td></tr>
<tr><td>Variant-Series-Transmission</td><td>N</td><td>Displays based on the selected Make/Model and Model Description and CC. Its applicable only to a particular set of Vehicles</td></tr>
<tr><td>Engine/Motor No.</td><td>Y</td><td>Enter the Engine number of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Chassis No.</td><td>Y</td><td>Enter the Chassis No. of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Log Book No.</td><td>N</td><td>Enter the Log Book No. of the vehicle.</td></tr>
<tr><td>Trailer No.</td><td>Y
(for trailer</td><td>Enter the trailer number if you want to issue a trailer cover note and selected the model as OCMOCMT (applicable only for trailer cover note)</td></tr>
</table>

	Covernotes)	
Vehicle Purchase Date	**N**	Enter Date of Purchase of Vehicle.
Purchase Price	**N**	Enter the Purchase price of the vehicle.

VEHICLE TAB Contd…

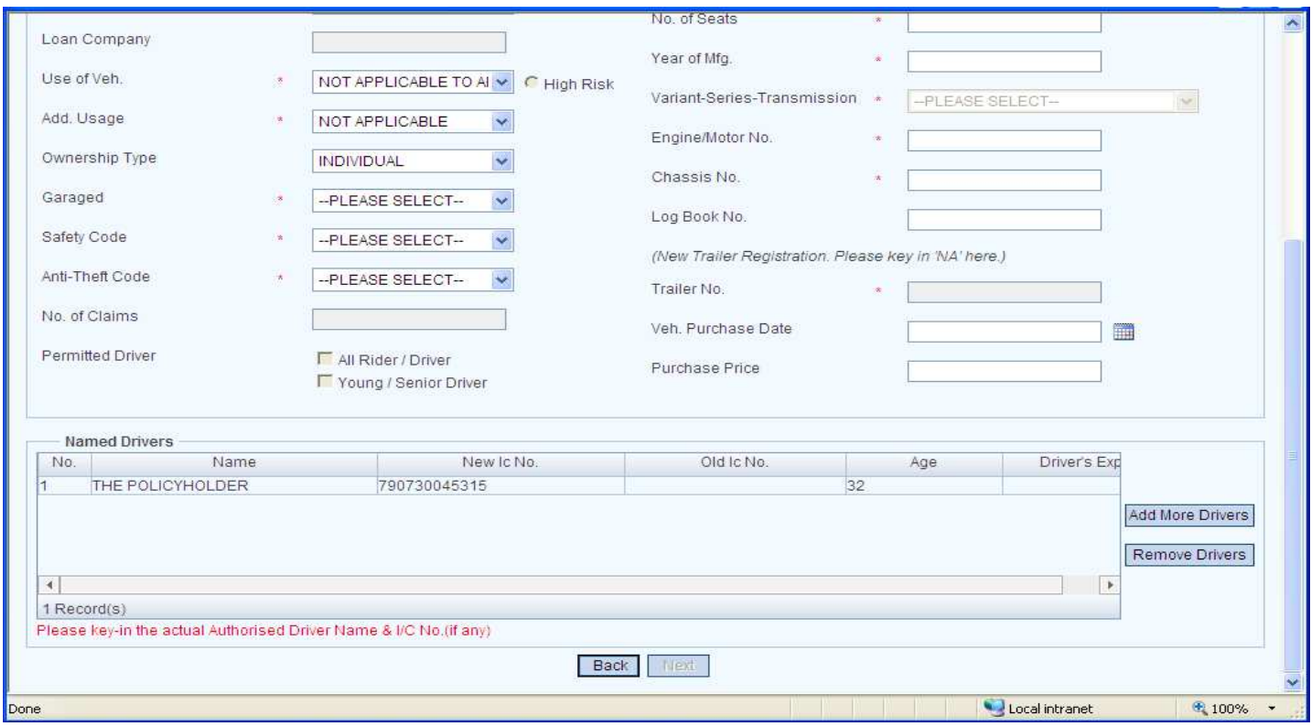


Image 1.23

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Displays the Serial Number
Name	**Y**	Enter the name of the driver. * This field allows only alphabets, space and '.' * Based on the contact type, vehicle type, coverage type, ownership type, All Driver/Rider checkbox status and the Named driver rows get different values. Sometimes the check box is also disabled. Following are the combinations of Options:

Contact Type: Individual	**Vehicle Type: Private Car Ex Goods**
Options	Description
Option 1	• By default the "THE POLICY HOLDER" is displayed in the first row. • When more than 2 drivers are added, for each additional driver, RM. 10 is added to the Extra coverage amount in schedule tab and is shown in the grid available in Extra Coverage tab.
Option 2	• All rows in the grid are empty. • If more than 2 drivers added, for each extra driver RM10 will be added to the Extra coverage amount in schedule tab and the same shown in the grid available in Extra Coverage tab.
Option 3	• The grid is non-editable. • The default data is "ANY AUTHORISED DRIVER". • Other rows are empty and will not allow to add/edit.
Option 4	• The grid is non-editable. • The default data is displayed as "All Driver".
Contact Type: Individual	**Vehicle Type: Motor Cycle**
Options	Description
Option 1	• By default "ALL RIDERS" is displayed in the 1st non-editable row. • "All Riders" amount is added in "Schedule" tab.
Option 2	• "ALL RIDERS" is displayed in the non-editable 1st row. • "All Rider Amount" is displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab.
Contact Type:	**Vehicle Type: Commercial Vehicles**

		Individual | | Options | Description Option 1 | • "ANY AUTHORISED DRIVER" will be displayed in the first row. Not allow to edit/add more drivers. • For "Motor cycle Trade" and "Motor Trade", for Trade Plate. : "Name" field will display '"ANY AUTHORISED DRIVER' in the first row and it is not editable. • For "Motor cycle Trade" and "Motor Trade", for Named Driver: Enter the name of the drivers. Click ADD button to add more drivers. You can add up to 8 drivers. Option 2 | • "ALL RIDERS" will be displayed in the non-editable 1st row. "All Rider Amount" will be displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab. **Contact Type: Business** | **Vehicle Type: Private Car Ex Goods** Options | Description Option 1 | • "ALL DRIVERS" will be displayed by default in the non-editable 1st row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and will be displayed in the "Extra Coverage" tab. • If unchecked, the first row will get cleared and adding 2 drives will be allowed. This will remove the "Extra Coverage Amount" in "Schedule" and "Extra Coverage" tab. • If 3rd driver is added, the "All rider/Driver" check box will get auto checked and "All DRIVER" will be displayed in 1st non-editable row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and displayed in "Extra Coverage" tab. Option 2 | • Non-editable 1st row - "ANY AUTHORISED DRIVER". • Other rows are empty and not allow to edit/add **Contact Type: Business** | **Vehicle Type: Motor Cycle** Options | Description Option 1 | • "ALL RIDERS" will be displayed in the non-editable first row. "All Rider Amounts in schedule tab. • If unchecked, then adding only one named driver is allowed in the first row (by emptying it) and no more drivers can be added, other rows are non-editable. Option 2 | • Default data will be displayed as "ALL RIDER" in the 1st non-editable row. • No more drivers is allowed to add/edit and "All Rider Amount" will be displayed in "Schedule" tab. **Contact Type: Business** | **Vehicle Type: Commercial Vehicles** Options | Description Option 1 | • Default data is displayed as "ANY AUTHORIZED DRIVER" • the grid is not allowed to add/edit.
New IC. No.	**N**	Enter the New IC No. of the Named Driver.
Old IC. No.	**N**	Enter the Old IC No. of the Named Driver.
Age	**N**	Enter the age of the Named Driver. This field accepts 2 digit whole numbers.
Drivers Exp.	**N**	Enter the no. of years of driving experience for the named driver. • This field accepts only whole numbers • When driver's experience is greater than driver's age or driver's experience is greater than allowed age, the system displays error message.
Add More Drivers	**N**	Click the button to 'Add more drivers' in the grid. • Adds a new row upon clicking the Add more Drivers button. • It allows adding Maximum of 8 drivers totally. It displays an alert message " You can add up to 8 drivers only", upon clicking Add more drivers after adding 8 Named Drivers
Remove Drivers	**N**	Removes a selected row in the grid.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule. • Prompts you to capture the Named Drivers and Engine and chassis number properly, upon clicking the 'Next' button. • Click 'YES' to proceed to Schedule Tab or 'NO' to verify again.

SCHEDULE TAB

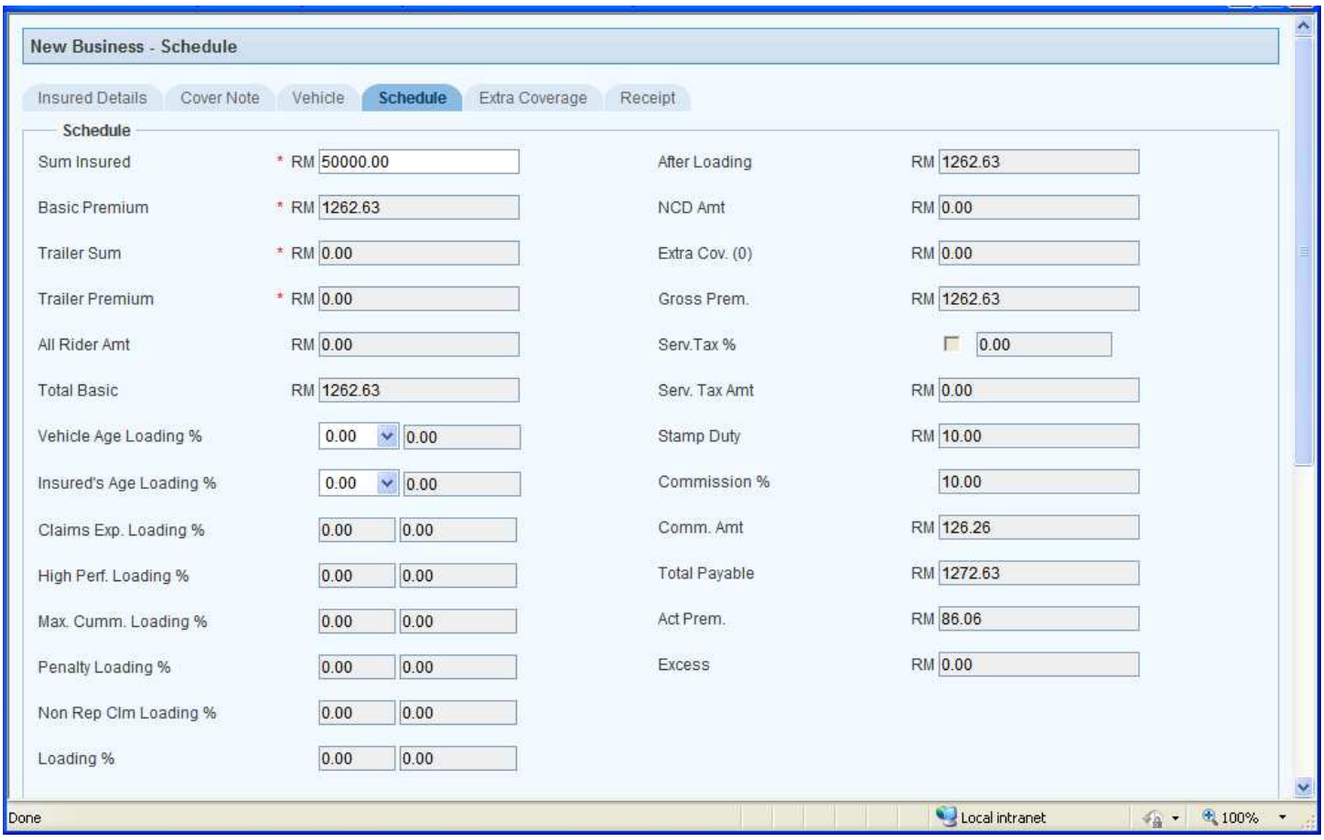


Image 1.24

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	Y	Enter the Sum Insured amount. • Displays Error message, when the Sum Insured entered is not within the limits for the selected Vehicle Type and Coverage Type as maintained in Flexi guide for the corresponding agent. 4. Displays Sum Insured as 0 when the Coverage type is Third party. • Displays the Sum Insured as 0 when the vehicle type is Trailer
Basic Premium	Y	• Displays Basic Premium based on Class of vehicle, Coverage type, POC, Cubic capacity and Region as per tariff. • For motorcycle, Basic premium is inclusive of additional usage tariff. • Basic Premium = SRATE * (Base Premium + Additional Premium)

Short Rate table

Period	Days/Months	S Rate %
0	Day	0.00%
7	Days	12.50%
1	Month	25.00%
2	Months	37.50%
3	Months	50.00%
4	Months	62.50%
5	Months	75.00%
6	Months	75.00%
7	Months	87.50%
8	Months	87.00%
9	Months	100.00%
10	Months	100.00%
11	Months	100.50%
12	Months	75.00%

Trailer Sum	Y	Enter the trailer sum insured (applicable only Trailer cover note).
Trailer Premium	Y	Displays the trailer premium (applicable only Trailer cover note).
All Rider Amt	Y	Displays the All Rider Amount (applicable only for Vehicle Type: Motor Cycle).
Total Basic	Y	Displays Total basic premium. * Total Basic Premium = Basic Premium or Trailer premium + All Rider Amount.
Vehicle Age Loading %	Y	You can reduce or increase the value of Loading % Based on Age of Vehicle. But when increased it should not exceed maximum loading applicable.
Insured's Age Loading %	Y	Displays the value based on Age of Insured.
Claims Exp. Loading %	Y	Displays Loading % based on Number of Claims.
High Perf.	Y	Displays High Performance Loading % based on Model selected.

Loading %		
Max. Cumm. Loading %	Y	Displays Maximum Loading Percentage applicable.
Loading %	Y	Displays Final Loading % based on Age of Vehicle and Number of claims obtained.
After Loading	Y	Displays After Loading Amount. * After Loading Amount = Total Basic + Loading Amount.
NCD Amt	N	Displays NCD Amount based on the NCD % applicable.
Extra Cov. (1)	N	Displays the amount based on the Extra Coverage selected.
Gross Prem.	Y	Displays Gross Premium. * Gross Premium = Total Premium + Loading Amount + Extra Coverage amount (if applicable) – NCD Amount. * Validates for the minimum premium limit in underwriting guidelines and Flexi guide settings.
Serv.Tax %	N	Displays the Service tax % (only for Business clients).
Serv. Tax Amt	N	Displays the Service tax amount which is calculated based on the Service Tax % (only for Business clients).
Stamp Duty	N	Displays the Stamp Duty if Master Policy is not available or applicable.
Commission %	N	Displays Agent's Commission %.
Comm. Amt	N	Displays Agent's Commission amount based on Commission %.
Total Payable	N	Displays Total Payable amount.
Act Prem.	N	Displays Act Premium based on vehicle type, coverage type and sum insured entered.
Excess	N	Displays Excess amount based on vehicle type, coverage type and sum insured entered.

SCHEDULE TAB Contd…

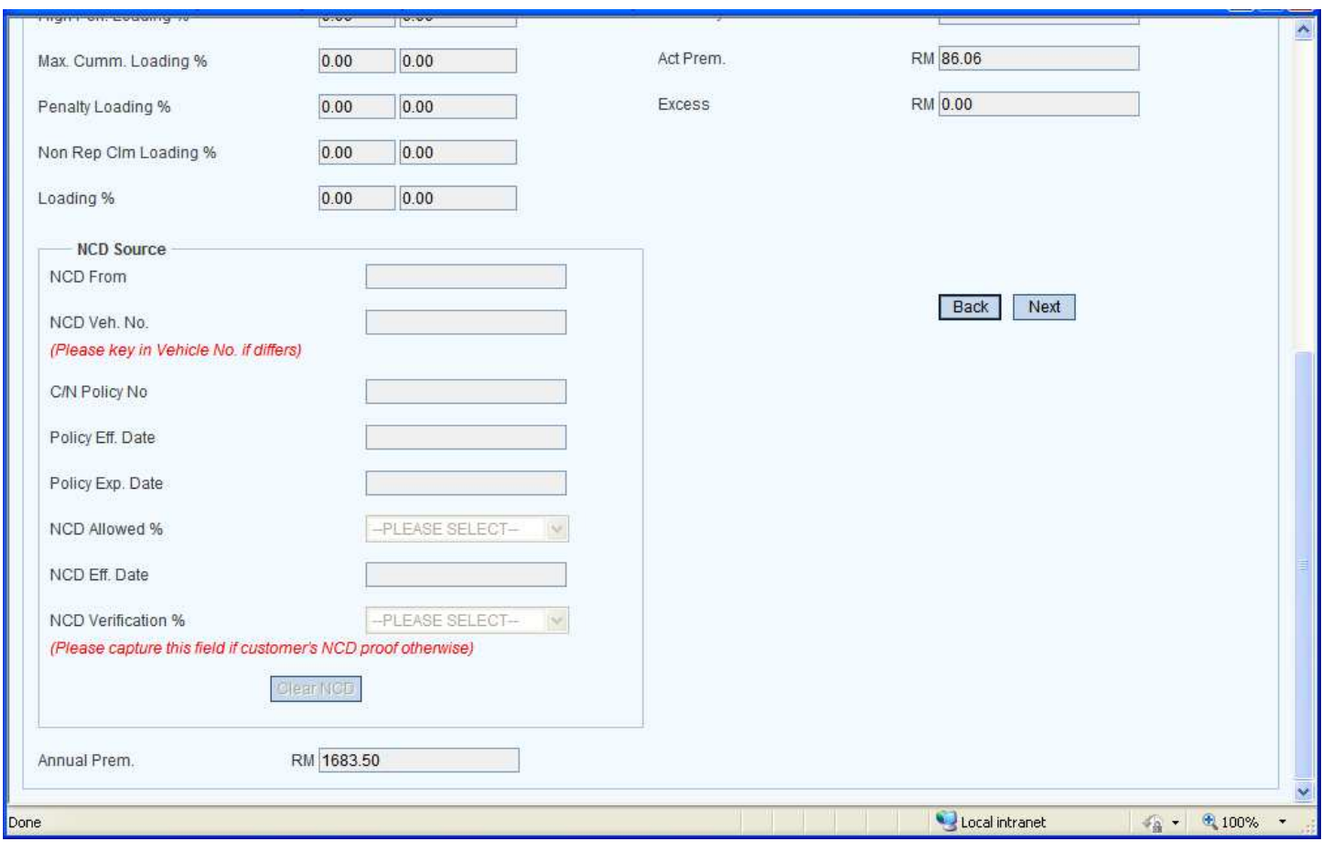


Image 1.25

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	N	Disabled
NCD Veh. No.	N	Disabled
C/N Policy No	N	Disabled
Policy Eff. Date	N	Disabled
Policy Exp. Date	N	Disabled
NCD Allowed %	N	Disabled
NCD Eff. Date	N	Disabled
NCD Verification %	N	Disabled
Clear NCD	N	Disabled
Annual Prem.	Y	Displays the Premium for a year.
Back	N	Redirects you to the previous tab: Vehicle.
Next	N	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE

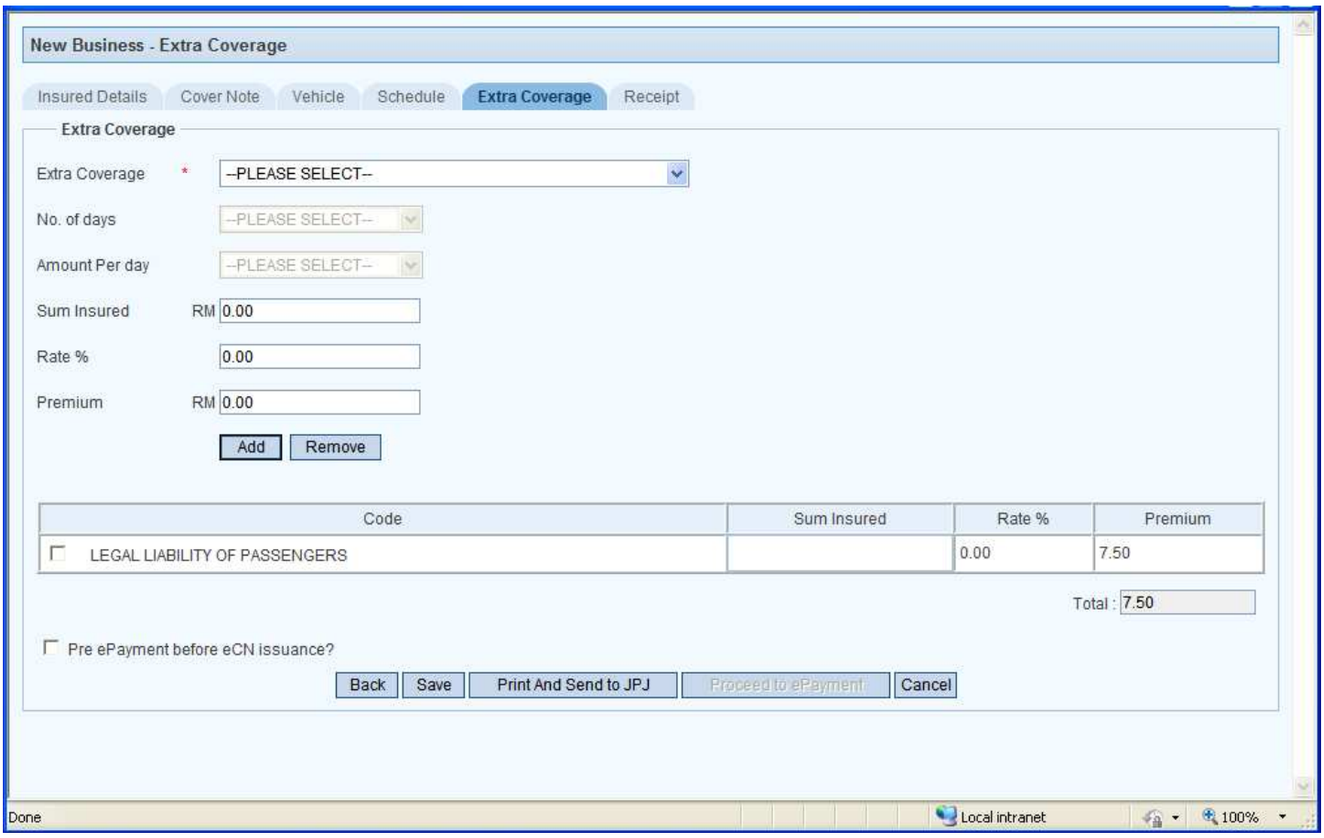


Image 1.26

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Select the Extra Coverage from the drop down list.
No. of days	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User needs to select the No. of Days from the Drop Down List.
Amount Per day	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User need to select the Amount Per Day from the Drop Down List. Based on the values in "No. of Days" and "Amount Per Day", Sum Insured is calculated and Premium is calculated as: Premium = Sum Insured * Rate %
Sum Insured	**N**	Displays Automatically when certain Extra Coverage's are selected. The following are the Extra Coverage's which will load Sum Insured automatically. The Vehicle Sum Insured is loaded in these cases: * Inclusion of Special Perils * Strike, Riot and Civil Commotion The following are the Extra Coverage's which will request the user to Key-in the Sum Insured. This field is **Mandatory** in these cases: * NGV Gas * Windscreen Damage (Tempered/Laminated Glass Inclusive Labor Cost) * Windscreen Damage (Tinting Film Inclusive Labor Cost) The following are the cases where there will be no Sum Insured, instead the premium will be calculated by using the Vehicle Sum Insured and Rate%: * Legal Liability of Passengers * Legal Liability to Passengers
Rate %	**N**	Displays Rate % based on the extra coverage selected.
Premium	**N**	Displays the premium amount for the extra coverage selected.
Add	**N**	Adds the selected Extra coverage in the grid
Remove	**N**	Removes the selected row in extra coverage grid.
Data Grid	**N**	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium. If the Coverage Type is 'Comprehensive', when the Extra Coverage Page is loaded for the first time of that transaction, a message asking the client "This Comprehensive Policy is inclusive of CART Coverage. Please click OK to include CART or Please click CANCEL to remove CART". If the user clicks OK, CART will be added, else CART is removed. The user can also remove the CART even after adding that.
Total	**N**	Displays the sum of premium amounts for the extra coverage added.
Pre ePayment before eCN issuance?	**N**	Select the check box if you want to pay through ePayment with the credit card. When you select the checkbox, the 'Proceed To ePayment' button is enabled. You can print the cover note once the ePayment is successful.
Back	**N**	Redirects you to the previous tab: Schedule.
Save	**N**	Saves the cover note and generates a Reference Number.
Print and Send to JPJ	**N**	Saves the details, generates the cover note number, prints it and sends it to JPJ. If pre ePayment is not checked, you can click this button to print the cover note and

		send to JPJ.
Proceed to ePayment	**N**	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.2.1.5 Transfer Without Policy

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

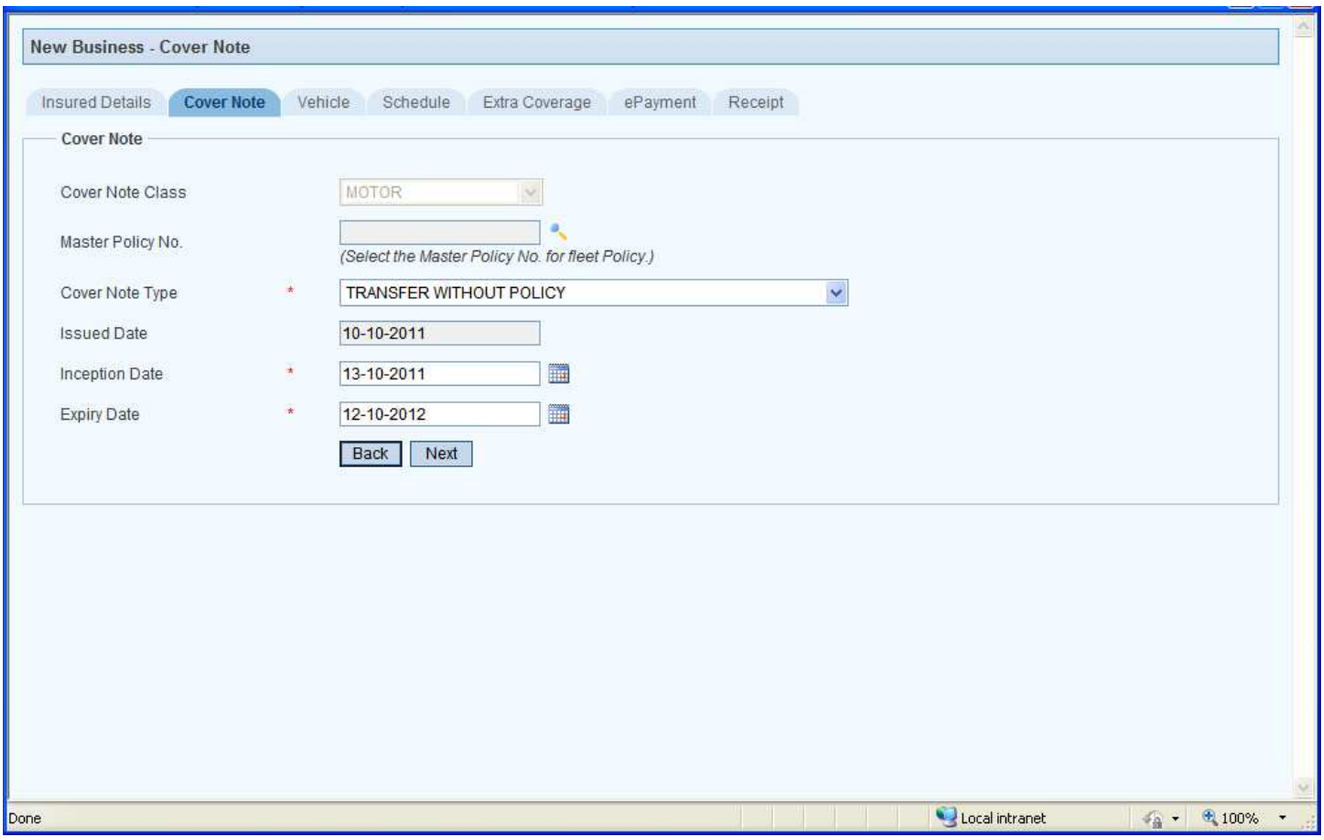


Image 1.27

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**N**	Displays 'Motor'.
Master Policy No.	**N**	Select the policy number to insure the Vehicle under a Master Policy (as a Fleet Policy). If Master Policy is selected, stamp duty will not be applied to the cover note.
Cover Note Type	**Y**	Select the Cover Note Type: 'Transfer Without Policy' from the drop down list.
Issued Date	**N**	Displays the System's date.
Inception Date	**Y**	User has to select the date
Expiry Date	**Y**	User has to select a date. The user can select up to 2 years from the Inception date and it also cannot be lesser than the Inception Date.
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle.

VEHICLE TAB

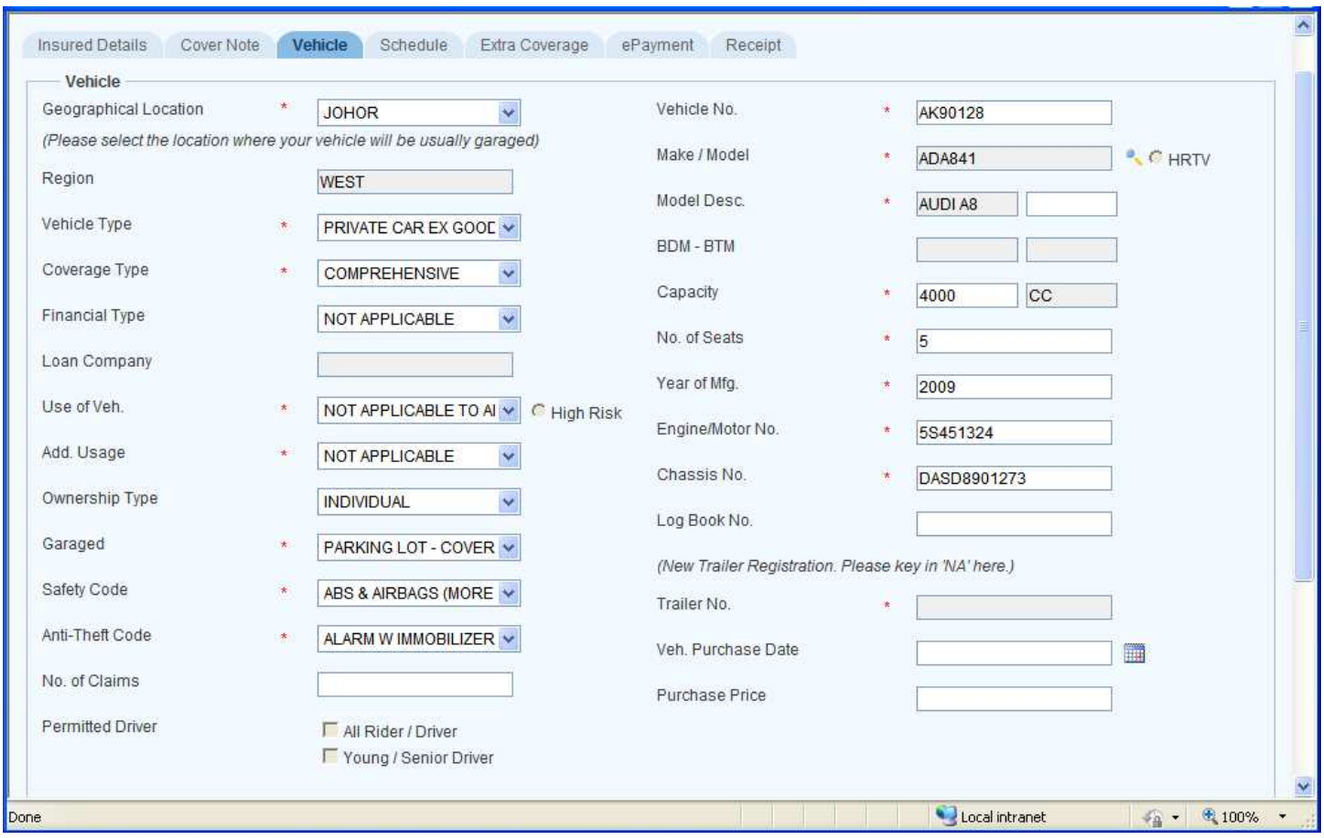


Image 1.28

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	Y	Displays the Insured's State but you can select any other state available in the drop down list. If you belong to West Malaysia and select a state in East Malaysia or vice versa, the Cover note status becomes **Print Pending** when you generate the cover note and are sent for PAdmin approval.
Region	N	Displays West or East based on Geographical Location selected.
Vehicle Type	Y	Select the vehicle type from the drop down list. * If "A Permit" or C Permit Vehicle Type is selected: System prompts you with the message "Is This a high risk vehicle? (Petroleum, Diesel & Bitumen Tankers, LPG Gas, Timber Jinkers, Long Trailers & Low loader?" * To issue Cover note for this type of High risk vehicle, Click Yes button in the message box and select the Use of Vehicle. * If the vehicle is of not high risk, then Click No and Use of Vehicle field is not applicable. System also prompts you to select the model as OCMOCMT for issuing cover note for trailers. * If "Motor Trade" or "Motor Cycle Trade" Vehicle Type is selected, system alerts you with the message "To Issue Motor Trade or Motor Cycle Trade Covernote, Please make sure the Make/Model Code is 'MTPMTP'". * On clicking OK, the system automatically selects the Make/Model field to MTPMTP, Model Description as MOTOR TRADE, Capacity as 0 CC, No. of Seats as 00, Year of Mfg as 0000, Engine/Motor No as AS PER RIMV, Chassis No. as AS PER RIMV and Log Book No as NA
Coverage Type	Y	Select the Policy Coverage type from the drop down list.
Financial Type	N	Select the Financial Type from the drop down list. Field remains disabled when the selected coverage type is Third Party.
Loan Company	N	Clicking the Search icon lets you choose the Loan company. Field remains disabled when the Financial Type is 'Not Applicable'.
Usage of Vehicle	Y	Select the Usage of Vehicle from the drop down list.
Additional Usage	Y	Select the Additional Usage of Vehicle from the drop down list which displays applicable Additional Usages based on Vehicle Type and Coverage type. When the Additional Usage selected is 'Tuition Purpose', it is taken as one of the Extra Coverage.
Ownership Type	N	Displays 'Company' for Business clients. Allows you to select 'Individual' or 'Insured Not Driving or Riding' for Individual Clients.
Garaged	Y	Shows the place where the vehicle is garaged and allows you re-select.
Safety Code	Y	Shows the Safety feature available/applicable for the vehicle.
Anti Theft Code	Y	Shows the Anti Theft Code available/applicable for the vehicle.
No. of Claims	N	Displays the number of claims made in the preceding 2 years. The field accepts only positive whole numbers and the data entered is considered for claims loading.

<table>
<tr><td>Permitted Drivers -
1. All Rider/Driver
2. Young/Senior Driver</td><td>N</td><td>The check box remains in various states based on the contact type, vehicle type, coverage type and ownership type as shown in the below table.
<table>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Commercial Vehicles</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td colspan="4"></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
</table></td></tr>
<tr><td>Vehicle No.</td><td>Y</td><td>User should enter the Vehicle Number</td></tr>
<tr><td>Make/Model</td><td>Y</td><td>Allows the user to select any model from the list displayed in the search window. When Vehicle type is A permit or C permit vehicles and you want to issue Trailer cover note, you should enter the Make as 'OCMOCMT'.</td></tr>
<tr><td>Model Description</td><td>Y</td><td>Displays based on the selected Make/Model and allow the user to enter additional info.</td></tr>
<tr><td>HRTV</td><td>N</td><td>Expands to High Risk Theft Vehicle. It's optional and disabled by default.</td></tr>
<tr><td>BDM</td><td>N</td><td>Enter 'BDM' to calculate capacity for A Permit or C Permit Vehicle Type.
* Enter the weight of vehicle after loading (in kg/tons).
* This field is enabled when the Vehicle type is 'A Permit or C Permit Goods Carrier' and accepts numeric values only</td></tr>
<tr><td>BTM</td><td>N</td><td>Enter the weight of vehicle before loading
* Enter the value, when vehicle type is 'A Permit or C Permit Goods Carrier'
* BTM value should not exceed the BDM value
* This field accepts Numerals and Decimals only</td></tr>
<tr><td>Capacity</td><td>Y</td><td>Enter the Cubic capacity of the vehicle.
* Displays Capacity = BDM – BTM for A and C permit Goods Carrier.
* Displays based on the vehicle type and model selected and allows you to change.
* Displays 0 CC when Vehicle Type is Motor Trade or Motor Cycle Trade.
* If the user selects a electric vehicle, the CC will be displayed as WATT in the front end. The CC to WATT conversion is done using the appropriate formula</td></tr>
<tr><td>No. of Seats</td><td>Y</td><td>Displays the no. of seats upon selecting the Make / Model but allows you to change.</td></tr>
<tr><td>Year of Mfg.</td><td>Y</td><td>Enter the manufacture year of the vehicle.</td></tr>
<tr><td>Variant-Series-Transmission</td><td>N</td><td>Displays based on the selected Make/Model and Model Description and CC. Its applicable only to a particular set of Vehicles</td></tr>
<tr><td>Engine/Motor No.</td><td>Y</td><td>Enter the Engine number of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Chassis No.</td><td>Y</td><td>Enter the Chassis No. of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Log Book No.</td><td>N</td><td>Enter the Log Book No. of the vehicle.</td></tr>
<tr><td>Trailer No.</td><td>Y
(for trailer</td><td>Enter the trailer number if you want to issue a trailer cover note and selected the model as OCMOCMT (applicable only for trailer cover note)</td></tr>
</table>

	Covernotes)	
Vehicle Purchase Date	**N**	Enter Date of Purchase of Vehicle.
Purchase Price	**N**	Enter the Purchase price of the vehicle.

VEHICLE TAB Contd…

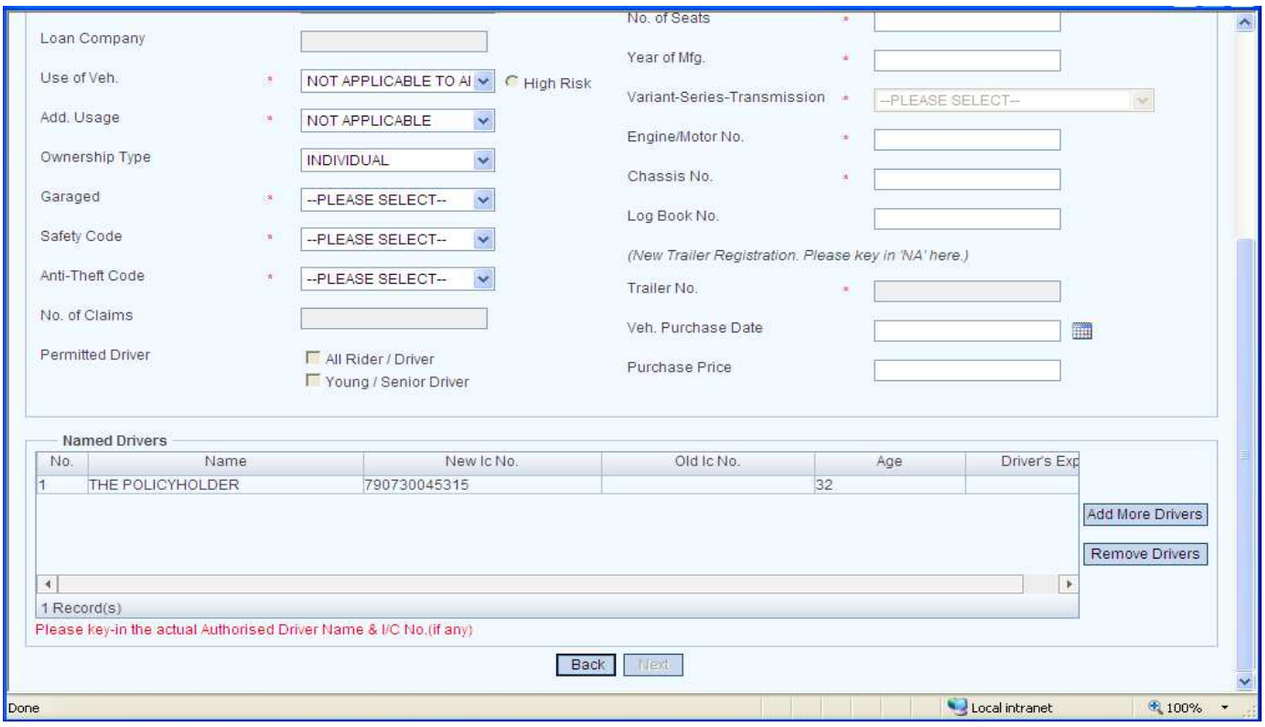


Image 1.29

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Displays the Serial Number
Name	**Y**	Enter the name of the driver. * This field allows only alphabets, space and '.' * Based on the contact type, vehicle type, coverage type, ownership type, All Driver/Rider checkbox status and the Named driver rows get different values. Sometimes the check box is also disabled. Following are the combinations of Options:

Contact Type: Individual	**Vehicle Type: Private Car Ex Goods**
Options	Description
Option 1	• By default the "THE POLICY HOLDER" is displayed in the first row. • When more than 2 drivers are added, for each additional driver, RM. 10 is added to the Extra coverage amount in schedule tab and is shown in the grid available in Extra Coverage tab.
Option 2	• All rows in the grid are empty. • If more than 2 drivers added, for each extra driver RM10 will be added to the Extra coverage amount in schedule tab and the same shown in the grid available in Extra Coverage tab.
Option 3	• The grid is non-editable. • The default data is "ANY AUTHORISED DRIVER". • Other rows are empty and will not allow to add/edit.
Option 4	• The grid is non-editable. • The default data is displayed as "All Driver".
Contact Type: Individual	**Vehicle Type: Motor Cycle**
Options	Description
Option 1	• By default "ALL RIDERS" is displayed in the 1st non-editable row. • "All Riders" amount is added in "Schedule" tab.
Option 2	• "ALL RIDERS" is displayed in the non-editable 1st row. • "All Rider Amount" is displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab.

		Contact Type: Individual / **Vehicle Type: Commercial Vehicles** Options / Description Option 1: • "ANY AUTHORISED DRIVER" will be displayed in the first row. Not allow to edit/add more drivers. • For "Motor cycle Trade" and "Motor Trade", for Trade Plate. : "Name" field will display '"ANY AUTHORISED DRIVER' in the first row and it is not editable. • For "Motor cycle Trade" and "Motor Trade", for Named Driver: Enter the name of the drivers. Click ADD button to add more drivers. You can add up to 8 drivers. Option 2: • "ALL RIDERS" will be displayed in the non-editable 1st row. "All Rider Amount" will be displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab. **Contact Type: Business** / **Vehicle Type: Private Car Ex Goods** Options / Description Option 1: • "ALL DRIVERS" will be displayed by default in the non-editable 1st row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and will be displayed in the "Extra Coverage" tab. • If unchecked, the first row will get cleared and adding 2 drives will be allowed. This will remove the "Extra Coverage Amount" in "Schedule" and "Extra Coverage" tab. • If 3rd driver is added, the "All rider/Driver" check box will get auto checked and "All DRIVER" will be displayed in 1st non-editable row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and displayed in "Extra Coverage" tab. Option 2: • Non-editable 1st row - "ANY AUTHORISED DRIVER". • Other rows are empty and not allow to edit/add **Contact Type: Business** / **Vehicle Type: Motor Cycle** Options / Description Option 1: • "ALL RIDERS" will be displayed in the non-editable first row. "All Rider Amounts in schedule tab. • If unchecked, then adding only one named driver is allowed in the first row (by emptying it) and no more drivers can be added, other rows are non-editable. Option 2: • Default data will be displayed as "ALL RIDER" in the 1st non-editable row. • No more drivers is allowed to add/edit and "All Rider Amount" will be displayed in "Schedule" tab. **Contact Type: Business** / **Vehicle Type: Commercial Vehicles** Options / Description Option 1: • Default data is displayed as "ANY AUTHORIZED DRIVER" • the grid is not allowed to add/edit.
New IC. No.	**N**	Enter the New IC No. of the Named Driver.
Old IC. No.	**N**	Enter the Old IC No. of the Named Driver.
Age	**N**	Enter the age of the Named Driver. This field accepts 2 digit whole numbers.
Drivers Exp.	**N**	Enter the no. of years of driving experience for the named driver. • This field accepts only whole numbers • When driver's experience is greater than driver's age or driver's experience is greater than allowed age, the system displays error message.
Add More Drivers	**N**	Click the button to 'Add more drivers' in the grid. • Adds a new row upon clicking the Add more Drivers button. • It allows adding Maximum of 8 drivers totally. It displays an alert message " You can add up to 8 drivers only", upon clicking Add more drivers after adding 8 Named Drivers
Remove Drivers	**N**	Removes a selected row in the grid.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule. • Prompts you to capture the Named Drivers and Engine and chassis number properly, upon clicking the 'Next' button. • Click 'YES' to proceed to Schedule Tab or 'NO' to verify again.

SCHEDULE TAB

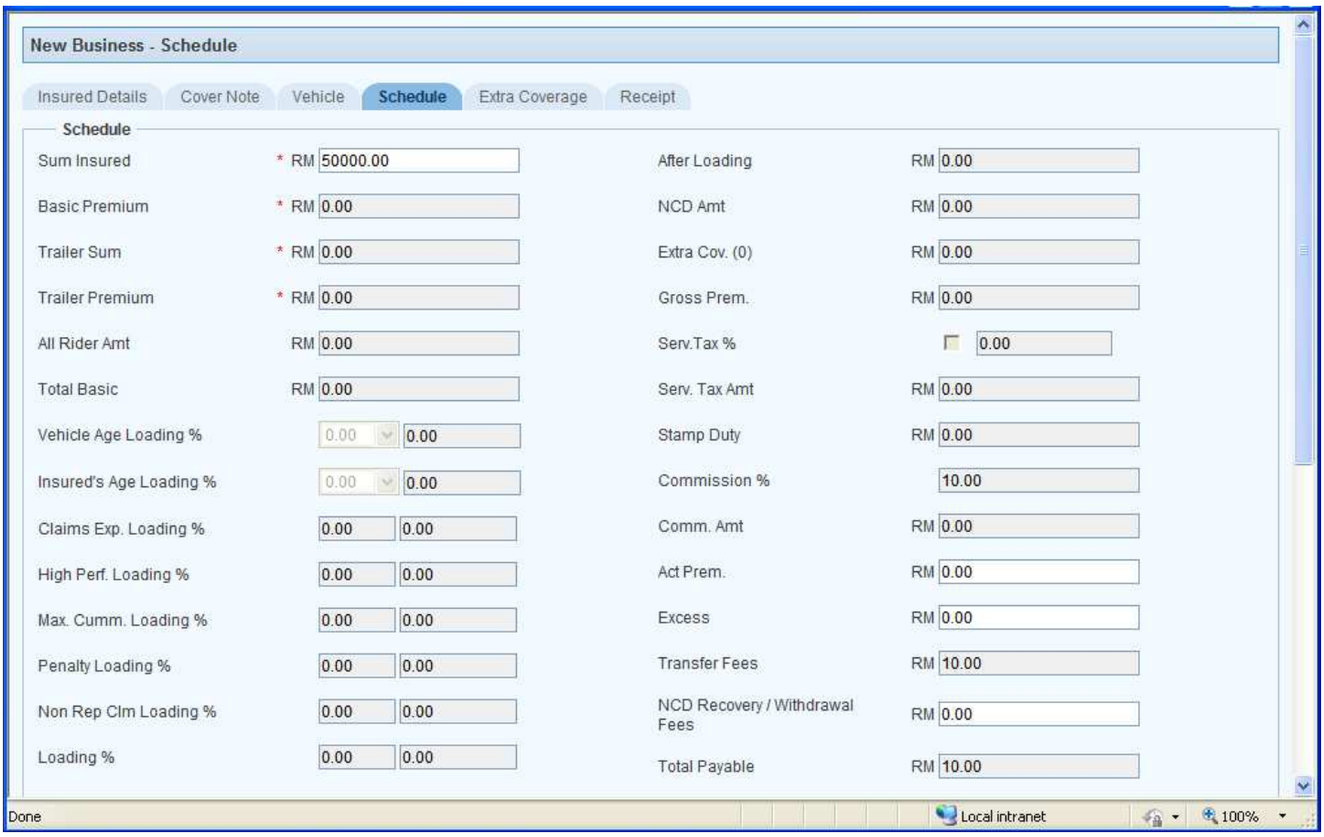


Image 1.30

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	**Y**	Enter the Sum Insured amount. • Displays Error message, when the Sum Insured entered is not within the limits for the selected Vehicle Type and Coverage Type as maintained in Flexi guide for the corresponding agent. 5. Displays Sum Insured as 0 when the Coverage type is Third party. • Displays the Sum Insured as 0 when the vehicle type is Trailer
Basic Premium	**N**	Disabled and displays 0 (zero)
Trailer Sum	**N**	Disabled and displays 0 (zero)
Trailer Premium	**N**	Disabled and displays 0 (zero)
All Rider Amt	**N**	Disabled and displays 0 (zero)
Total Basic	**N**	Disabled and displays 0 (zero)
Vehicle Age Loading %	**N**	Disabled and displays 0 (zero)
Insured's Age Loading %	**N**	Disabled and displays 0 (zero)
Claims Exp. Loading %	**N**	Disabled and displays 0 (zero)
High Perf. Loading %	**N**	Disabled and displays 0 (zero)
Max. Cumm. Loading %	**N**	Disabled and displays 0 (zero)
Loading %	**N**	Disabled and displays 0 (zero)
After Loading	**N**	Disabled and displays 0 (zero)
NCD Amt	**N**	Disabled and displays 0 (zero)
Extra Cov. (1)	**N**	Disabled and displays 0 (zero)
Gross Prem.	**N**	Disabled and displays 0 (zero)
Serv.Tax %	**N**	Disabled and displays 0 (zero)
Serv. Tax Amt	**N**	Disabled and displays 0 (zero)
Stamp Duty	**N**	Disabled and displays 0 (zero)
Commission %	**N**	Displays Agent's Commission %.
Comm. Amt	**N**	Disabled and displays 0 (zero)
Total Payable	**N**	Displays the appropriate transfer fee
Act Prem.	**N**	Disabled and displays 0 (zero)
Excess	**N**	Disabled and displays 0 (zero)

SCHEDULE TAB Contd…

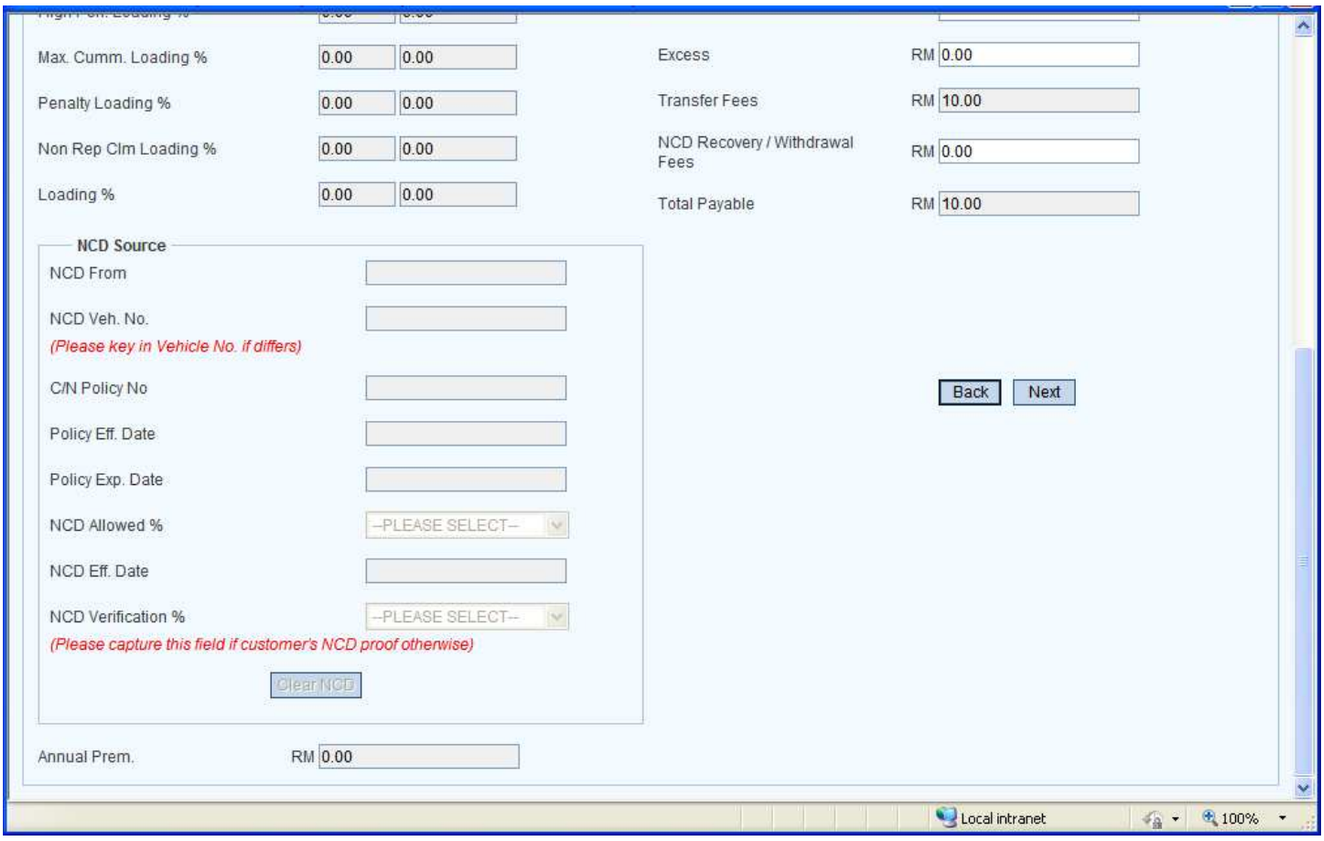


Image 1.31

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	**N**	Disabled
NCD Veh. No.	**N**	Disabled
C/N Policy No	**N**	Disabled
Policy Eff. Date	**N**	Disabled
Policy Exp. Date	**N**	Disabled
NCD Allowed %	**N**	Disabled
NCD Eff. Date	**N**	Disabled
NCD Verification %	**N**	Disabled
Clear NCD	**N**	Disabled
Annual Prem.	**Y**	Displays 0 (zero)
Back	**N**	Redirects you to the previous tab: Vehicle.
Next	**N**	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE

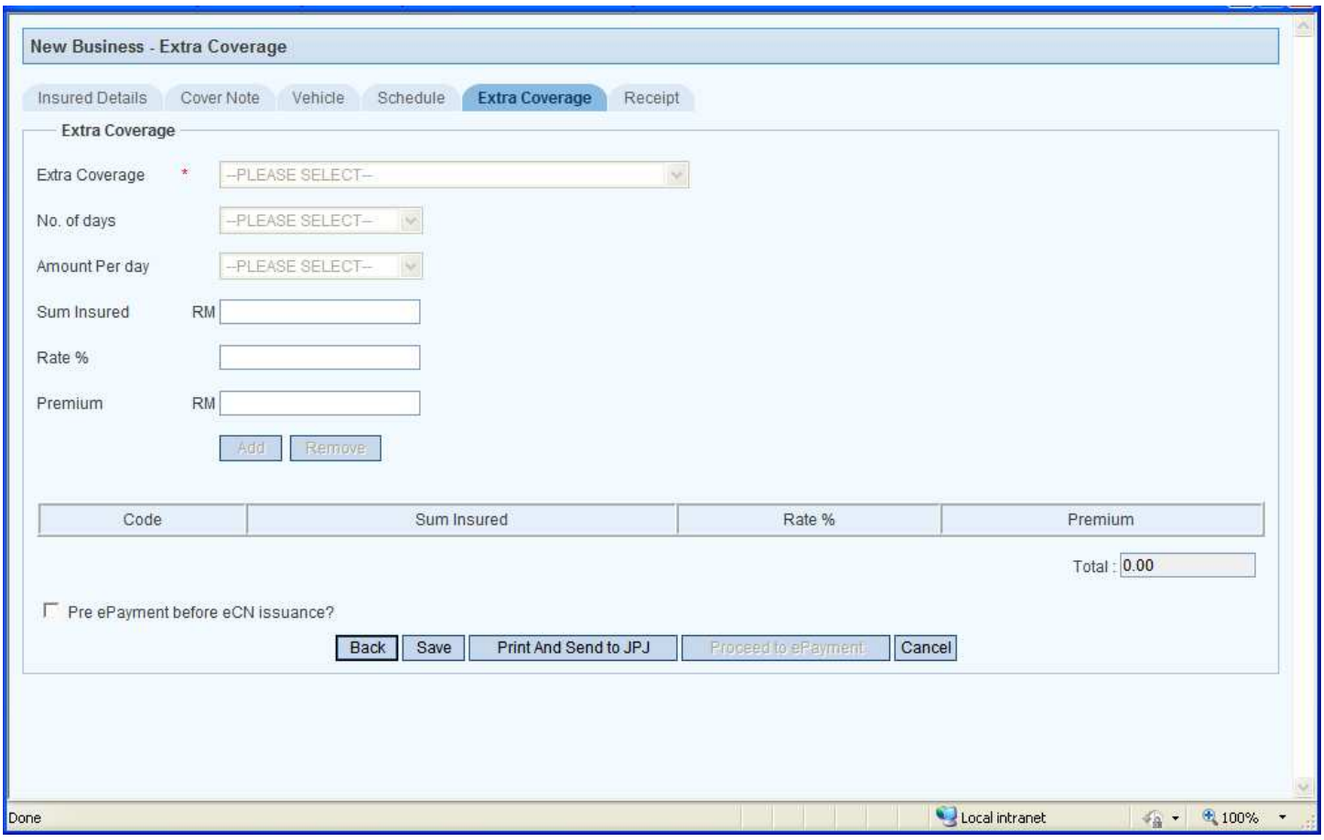


Image 1.32

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Disabled
No. of days	**N**	Disabled
Amount Per day	**N**	Disabled
Sum Insured	**N**	Disabled
Rate %	**N**	Disabled
Premium	**N**	Disabled
Add	**N**	Disabled
Remove	**N**	Disabled
Data Grid	**N**	Disabled
Pre ePayment before eCN issuance?	**N**	Select the check box if you want to pay through ePayment with the credit card. When you select the checkbox, the 'Proceed To ePayment' button is enabled. You can print the cover note once the ePayment is successful.
Back	**N**	Redirects you to the previous tab: Schedule.
Save	**N**	Saves the cover note and generates a Reference Number.
Print and Send to JPJ	**N**	Saves the details, generates the cover note number, prints it and sends it to JPJ. If pre ePayment is not checked, you can click this button to print the cover note and send to JPJ.
Proceed to ePayment	**N**	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.2.1.6 Master Policy

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

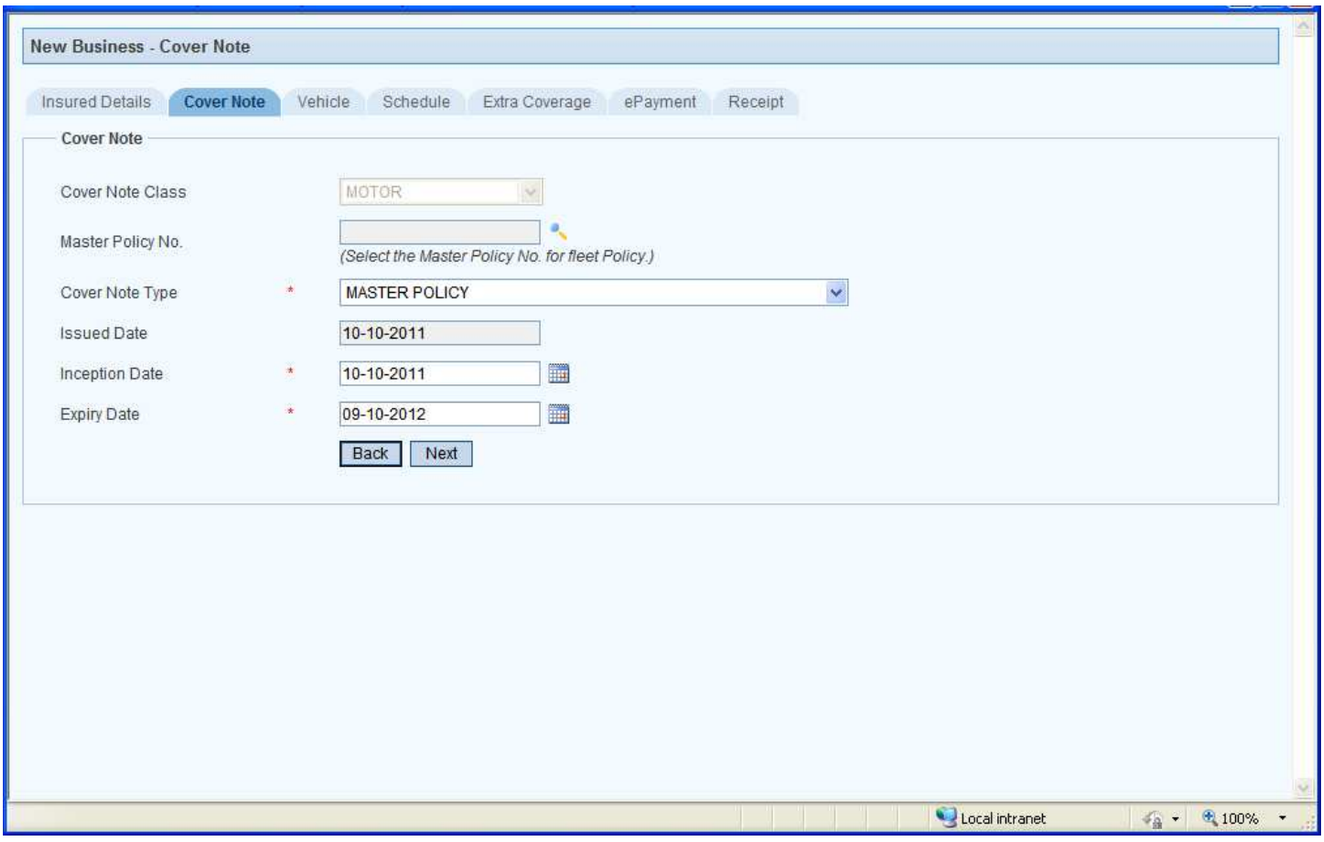


Image 1.33

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**N**	Displays 'Motor'.
Master Policy No.	**N**	Select the policy number to insure the Vehicle under a Master Policy (as a Fleet Policy). If Master Policy is selected, stamp duty will not be applied to the cover note.
Cover Note Type	**Y**	Select the Cover Note Type: 'Master Policy' from the drop down list.
Issued Date	**N**	Displays the System's date.
Inception Date	**Y**	Displays the current date and allows you to change. Entered date should be not be more than 6 months from the Issued date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle.

VEHICLE TAB

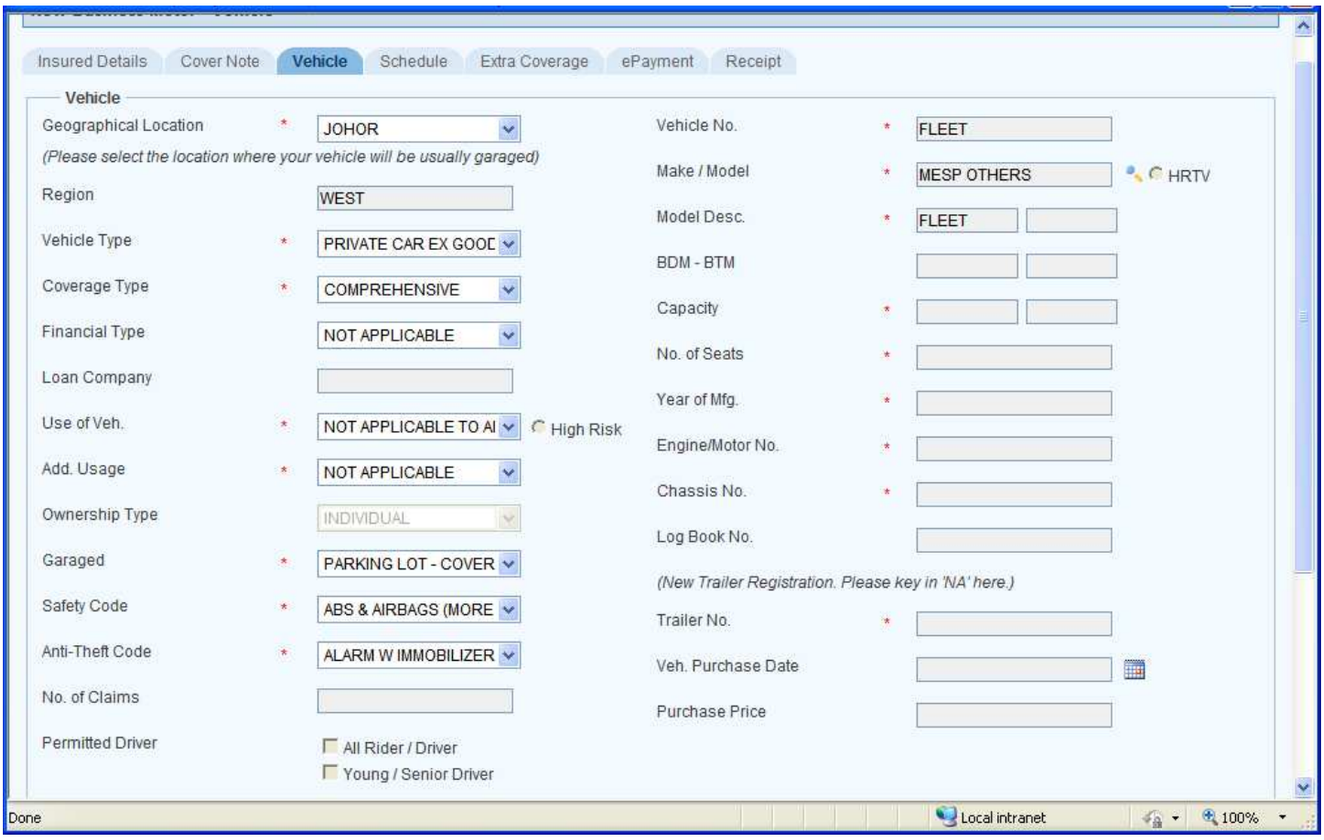


Image 1.34

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	Y	Displays the Insured's State but you can select any other state available in the drop down list. If you belong to West Malaysia and select a state in East Malaysia or vice versa, the Cover note status becomes **Print Pending** when you generate the cover note and are sent for PAdmin approval.
Region	N	Displays West or East based on Geographical Location selected.
Vehicle Type	Y	Select the vehicle type from the drop down list. * If "A Permit" or C Permit Vehicle Type is selected: System prompts you with the message "Is This a high risk vehicle? (Petroleum, Diesel & Bitumen Tankers, LPG Gas, Timber Jinkers, Long Trailers & Low loader?" * To issue Cover note for this type of High risk vehicle, Click Yes button in the message box and select the Use of Vehicle. * If the vehicle is of not high risk, then Click No and Use of Vehicle field is not applicable. System also prompts you to select the model as OCMOCMT for issuing cover note for trailers. * If "Motor Trade" or "Motor Cycle Trade" Vehicle Type is selected, system alerts you with the message "To Issue Motor Trade or Motor Cycle Trade Covernote, Please make sure the Make/Model Code is 'MTPMTP'". * On clicking OK, the system automatically selects the Make/Model field to MTPMTP, Model Description as MOTOR TRADE, Capacity as 0 CC, No. of Seats as 00, Year of Mfg as 0000, Engine/Motor No as AS PER RIMV, Chassis No. as AS PER RIMV and Log Book No as NA
Coverage Type	Y	Select the Policy Coverage type from the drop down list.
Financial Type	N	Select the Financial Type from the drop down list. Field remains disabled when the selected coverage type is Third Party.
Loan Company	N	Clicking the Search icon lets you choose the Loan company. Field remains disabled when the Financial Type is 'Not Applicable'.
Usage of Vehicle	Y	Select the Usage of Vehicle from the drop down list.
Additional Usage	Y	Select the Additional Usage of Vehicle from the drop down list which displays applicable Additional Usages based on Vehicle Type and Coverage type. When the Additional Usage selected is 'Tuition Purpose', it is taken as one of the Extra Coverage.
Ownership Type	N	Displays 'Company' for Business clients. Allows you to select 'Individual' or 'Insured Not Driving or Riding' for Individual Clients.
Garaged	Y	Shows the place where the vehicle is garaged and allows you re-select.
Safety Code	Y	Shows the Safety feature available/applicable for the vehicle.
Anti Theft Code	Y	Shows the Anti Theft Code available/applicable for the vehicle.
No. of Claims	N	Disabled

<table>
<tr><td>Permitted Drivers -
1. All Rider/Driver
2. Young/Senior Driver</td><td>N</td><td>The check box remains in various states based on the contact type, vehicle type, coverage type and ownership type as shown in the below table.
<table>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Commercial Vehicles</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
</table></td></tr>
<tr><td>Vehicle No.</td><td>N</td><td>Displays as ‘FLEET’</td></tr>
<tr><td>Make/Model</td><td>N</td><td>Displays as ‘MESP OTHERS’</td></tr>
<tr><td>Model Description</td><td>N</td><td>Displays as ‘FLEET’</td></tr>
<tr><td>HRTV</td><td>N</td><td>Expands to High Risk Theft Vehicle. It’s optional and disabled by default.</td></tr>
<tr><td>BDM</td><td>N</td><td>Disabled</td></tr>
<tr><td>BTM</td><td>N</td><td>Disabled</td></tr>
<tr><td>Capacity</td><td>N</td><td>Disabled</td></tr>
<tr><td>No. of Seats</td><td>N</td><td>Disabled</td></tr>
<tr><td>Year of Mfg.</td><td>N</td><td>Disabled</td></tr>
<tr><td>Variant-Series-Transmission</td><td>N</td><td>Disabled</td></tr>
<tr><td>Engine/Motor No.</td><td>N</td><td>Disabled</td></tr>
<tr><td>Chassis No.</td><td>N</td><td>Disabled</td></tr>
<tr><td>Log Book No.</td><td>N</td><td>Disabled</td></tr>
<tr><td>Trailer No.</td><td>Y
(for trailer Covernotes)</td><td>Disabled</td></tr>
<tr><td>Vehicle Purchase Date</td><td>N</td><td>Disabled</td></tr>
<tr><td>Purchase Price</td><td>N</td><td>Disabled</td></tr>
</table>

Contd…VEHICLE TAB

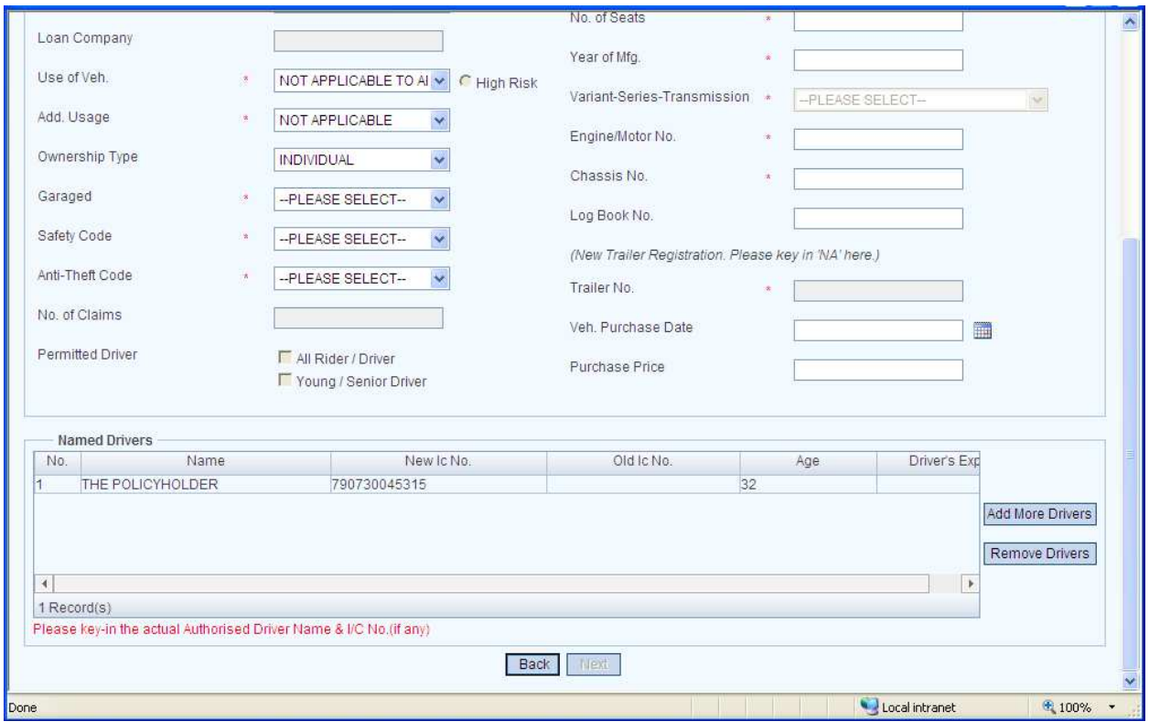


Image 1.35

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Empty
Name	**Y**	Empty
New IC. No.	**N**	Empty
Old IC. No.	**N**	Empty
Age	**N**	Empty
Drivers Exp.	**N**	Empty
Add More Drivers	**N**	Disabled
Remove Drivers	**N**	Disabled
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule.

SCHEDULE TAB

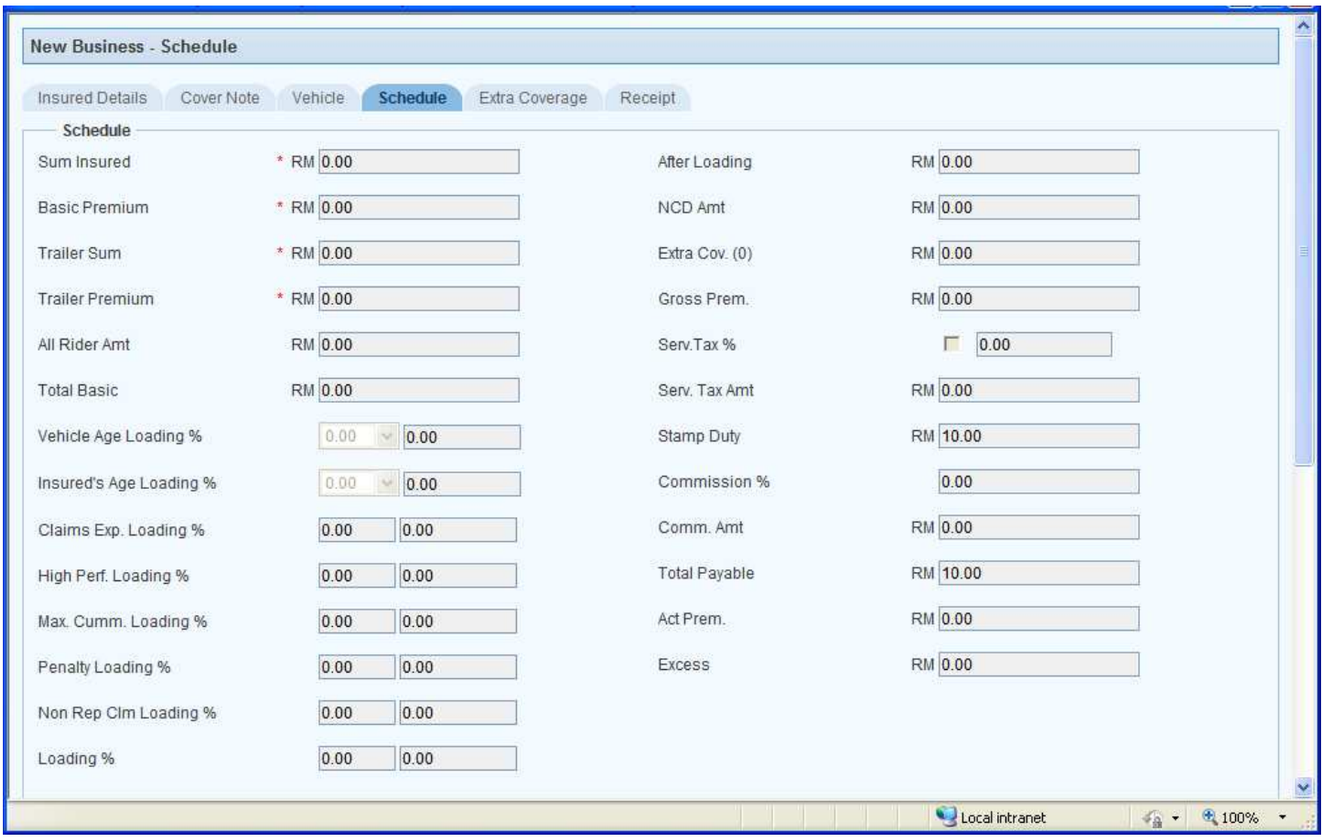


Image 1.36

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	**Y**	Disabled and displays 0 (zero)
Basic Premium	**N**	Disabled and displays 0 (zero)
Trailer Sum	**N**	Disabled and displays 0 (zero)
Trailer Premium	**N**	Disabled and displays 0 (zero)
All Rider Amt	**N**	Disabled and displays 0 (zero)
Total Basic	**N**	Disabled and displays 0 (zero)
Vehicle Age Loading %	**N**	Disabled and displays 0 (zero)
Insured's Age Loading %	**N**	Disabled and displays 0 (zero)
Claims Exp. Loading %	**N**	Disabled and displays 0 (zero)
High Perf. Loading %	**N**	Disabled and displays 0 (zero)
Max. Cumm. Loading %	**N**	Disabled and displays 0 (zero)
Loading %	**N**	Disabled and displays 0 (zero)
After Loading	**N**	Disabled and displays 0 (zero)
NCD Amt	**N**	Disabled and displays 0 (zero)
Extra Cov. (1)	**N**	Disabled and displays 0 (zero)
Gross Prem.	**N**	Disabled and displays 0 (zero)
Serv.Tax %	**N**	Disabled and displays 0 (zero)
Serv. Tax Amt	**N**	Disabled and displays 0 (zero)
Stamp Duty	**N**	Disabled and displays 0 (zero)
Commission %	**N**	Displays Agent's Commission %.
Comm. Amt	**N**	Disabled and displays 0 (zero)
Total Payable	**N**	Displays the appropriate fee
Act Prem.	**N**	Disabled and displays 0 (zero)
Excess	**N**	Disabled and displays 0 (zero)

SCHEDULE TAB Contd…

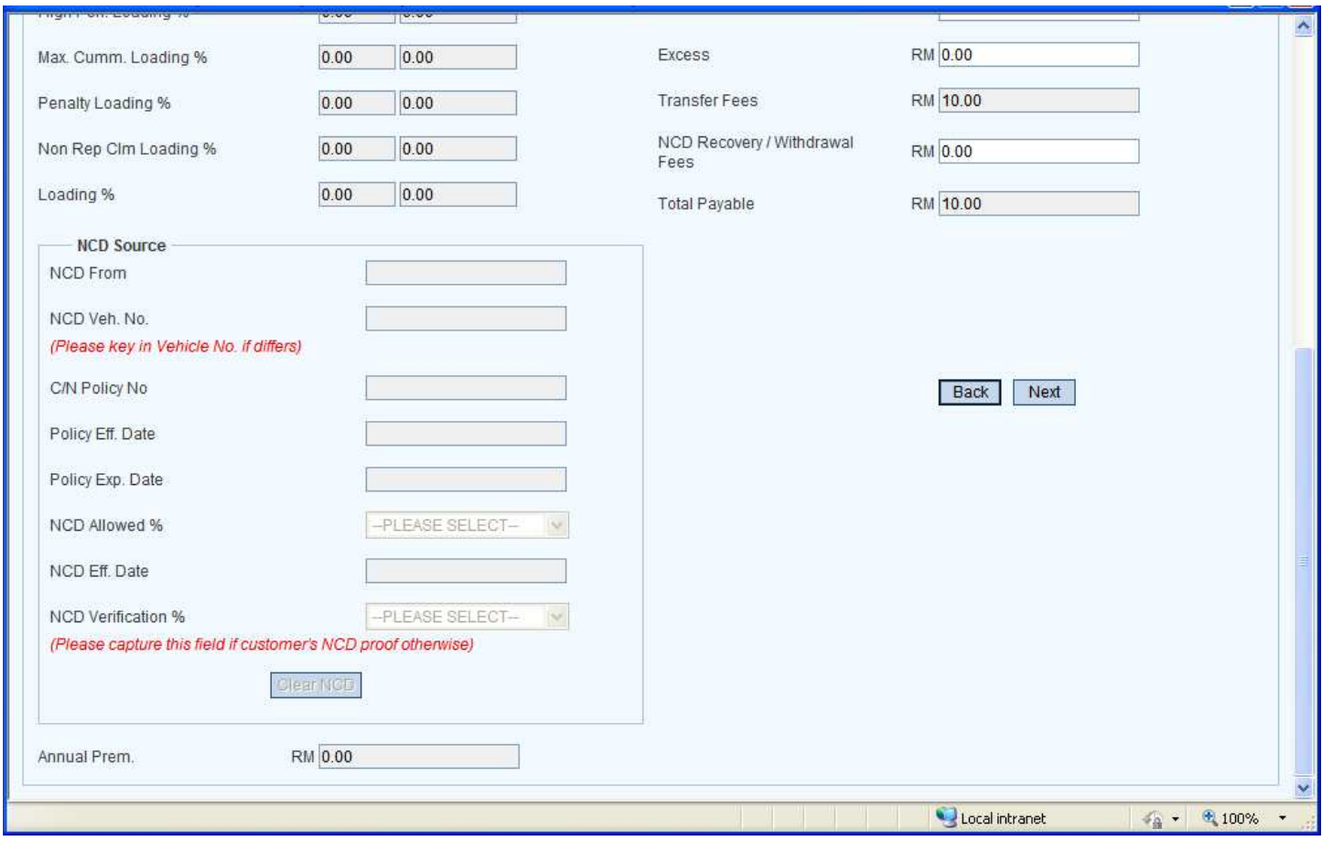


Image 1.37

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	**N**	Disabled
NCD Veh. No.	**N**	Displays as 'FLEET'
C/N Policy No	**N**	
Policy Eff. Date	**N**	Disabled
Policy Exp. Date	**N**	Disabled
NCD Allowed %	**N**	Disabled
NCD Eff. Date	**N**	Disabled
NCD Verification %	**N**	Disabled
Clear NCD	**N**	Disabled
Annual Prem.	**Y**	Displays 0 (zero)
Back	**N**	Redirects you to the previous tab: Vehicle.
Next	**N**	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE

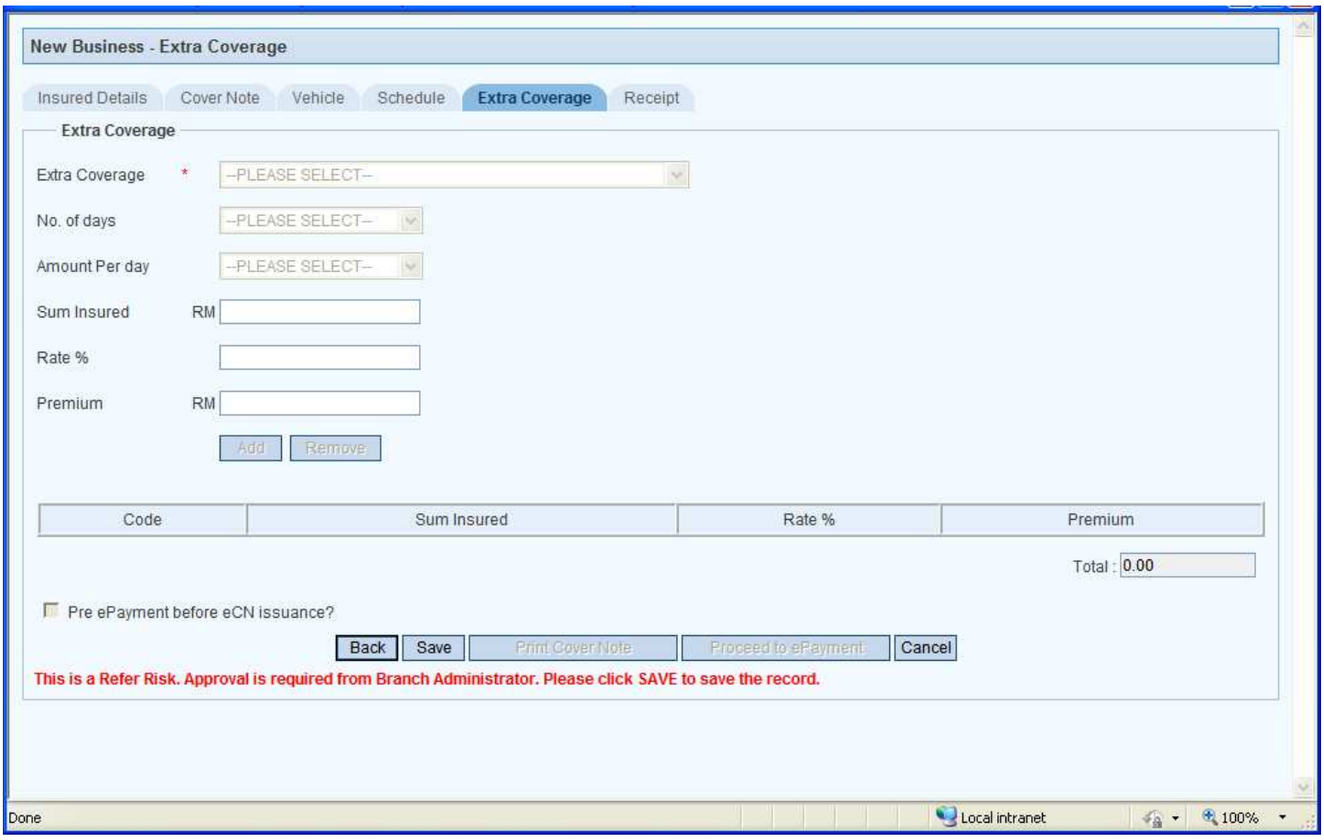


Image 1.38

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Disabled
No. of days	**N**	Disabled
Amount Per day	**N**	Disabled
Sum Insured	**N**	Disabled
Rate %	**N**	Disabled
Premium	**N**	Disabled
Add	**N**	Disabled
Remove	**N**	Disabled
Data Grid	**N**	Disabled
Pre ePayment before eCN issuance?	**N**	Select the check box if you want to pay through ePayment with the credit card. When you select the checkbox, the 'Proceed To ePayment' button is enabled. You can print the cover note once the ePayment is successful.
Back	**N**	Redirects you to the previous tab: Schedule.
Save	**N**	Saves the cover note and generates a Reference Number.
Print and Send to JPJ	**N**	Saves the details, generates the cover note number, prints it and sends it to JPJ. If pre ePayment is not checked, you can click this button to print the cover note and send to JPJ.
Proceed to ePayment	**N**	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre ePayment before eCN issuance?'
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.2.1.7 Others – One Day Permit

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

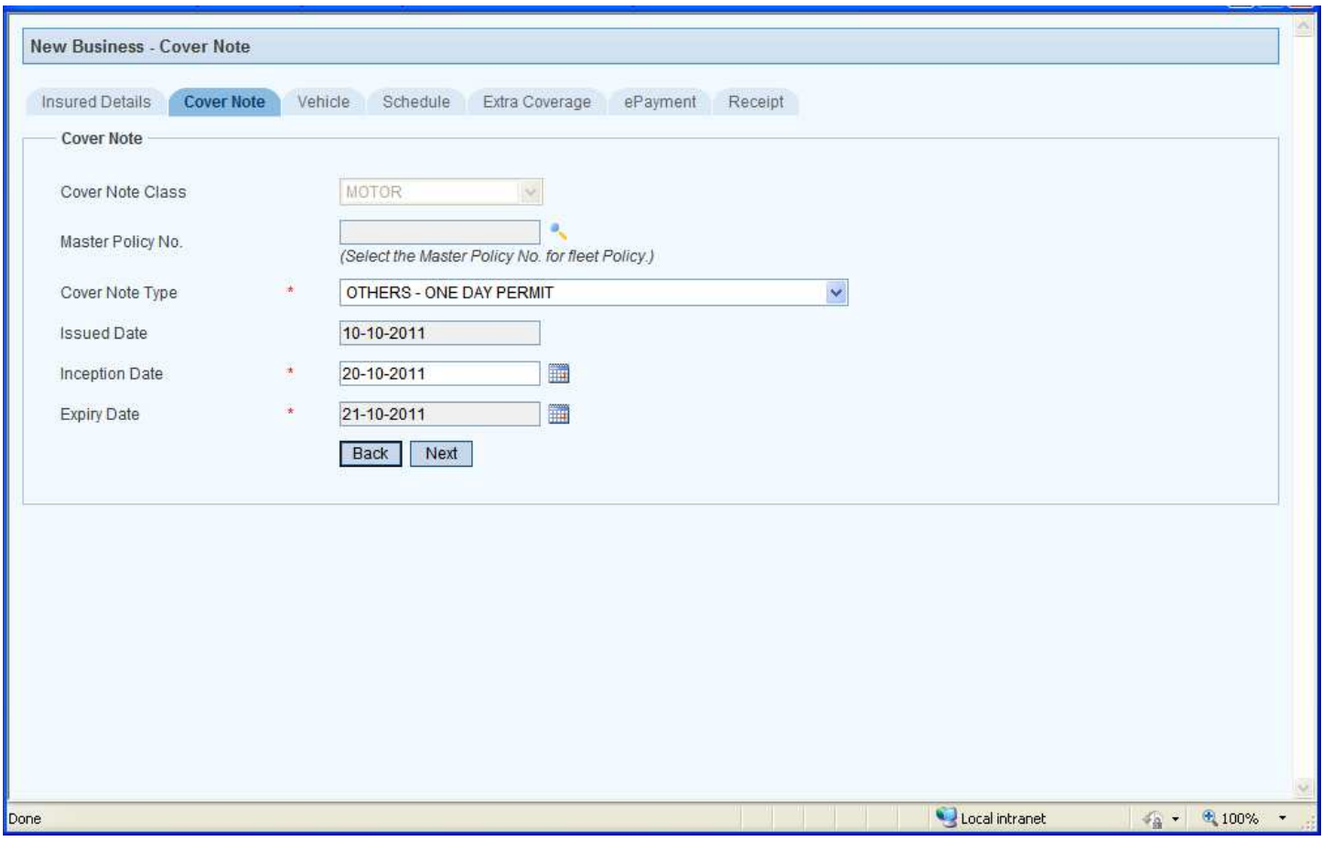


Image 1.39

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**N**	Displays 'Motor'.
Master Policy No.	**N**	Select the policy number to insure the Vehicle under a Master Policy (as a Fleet Policy). If Master Policy is selected, stamp duty will not be applied to the cover note.
Cover Note Type	**Y**	Select the Cover Note Type: Others – One Day Permit' from the drop down list.
Issued Date	**N**	Displays the System's date.
Inception Date	**Y**	User has to select the date
Expiry Date	**Y**	It displays exactly the date after the Inception date. This field is disabled, hence the user cannot do editing
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle.

VEHICLE TAB

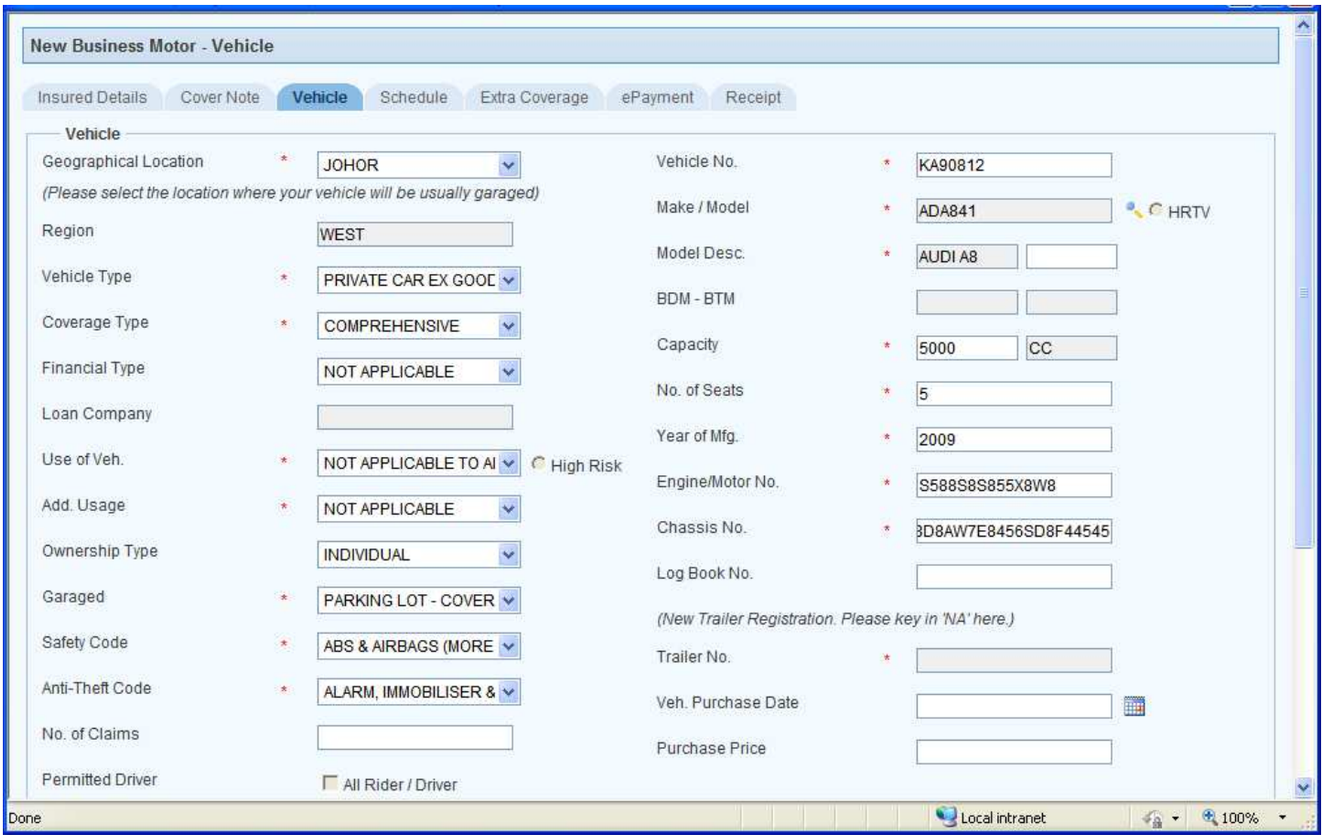


Image 1.40

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	Y	Displays the Insured's State but you can select any other state available in the drop down list. If you belong to West Malaysia and select a state in East Malaysia or vice versa, the Cover note status becomes **Print Pending** when you generate the cover note and are sent for PAdmin approval.
Region	N	Displays West or East based on Geographical Location selected.
Vehicle Type	Y	Select the vehicle type from the drop down list. * If "A Permit" or C Permit Vehicle Type is selected: System prompts you with the Message "Is This a high risk vehicle? (Petroleum, Diesel & Bitumen Tankers, LPG Gas, Timber Jinkers, Long Trailers & Low loader?" * To issue Cover note for this type of High risk vehicle, Click Yes button in the Message box and select the Use of Vehicle. * If the vehicle is of not high risk, then Click No and Use of Vehicle field is not applicable. System also prompts you to select the model as OCMOCMT for issuing cover note for trailers. * If "Motor Trade" or "Motor Cycle Trade" Vehicle Type is selected, system alerts you with the message "To Issue Motor Trade or Motor Cycle Trade Covernote, Please make sure the Make/Model Code is 'MTPMTP'". * On clicking OK, the system automatically selects the Make/Model field to MTPMTP, Model Description as MOTOR TRADE, Capacity as 0 CC, No. of Seats as 00, Year of Mfg as 0000, Engine/Motor No as AS PER RIMV, Chassis No. as AS PER RIMV and Log Book No as NA
Coverage Type	Y	Select the Policy Coverage type from the drop down list.
Financial Type	N	Select the Financial Type from the drop down list. Field remains disabled when the selected coverage type is Third Party.
Loan Company	N	Clicking the Search icon lets you choose the Loan company. Field remains disabled when the Financial Type is 'Not Applicable'.
Usage of Vehicle	Y	Select the Usage of Vehicle from the drop down list.
Additional Usage	Y	Select the Additional Usage of Vehicle from the drop down list which displays applicable Additional Usages based on Vehicle Type and Coverage type. When the Additional Usage selected is 'Tuition Purpose', it is taken as one of the Extra Coverage.
Ownership Type	N	Displays 'Company' for Business clients. Allows you to select 'Individual' or 'Insured Not Driving or Riding' for Individual Clients.
Garaged	Y	Shows the place where the vehicle is garaged and allows you re-select.
Safety Code	Y	Shows the Safety feature available/applicable for the vehicle.
Anti Theft Code	Y	Shows the Anti Theft Code available/applicable for the vehicle.
No. of Claims	N	Displays the number of claims made in the preceding 2 years. The field accepts only positive whole numbers and the data entered is considered for claims loading.

<table>
<tr><td>Permitted Drivers -
1. All Rider/Driver
2. Young/Senior Driver</td><td>N</td><td>The check box remains in various states based on the contact type, vehicle type, coverage type and ownership type as shown in the below table.
<table>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Commercial Vehicles</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td colspan="4"></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
</table></td></tr>
<tr><td>Vehicle No.</td><td>Y</td><td>User should enter the Vehicle Number</td></tr>
<tr><td>Make/Model</td><td>Y</td><td>Allows the user to select any model from the list displayed in the search window. When Vehicle type is A permit or C permit vehicles and you want to issue Trailer cover note, you should enter the Make as 'OCMOCMT'.</td></tr>
<tr><td>Model Description</td><td>Y</td><td>Displays based on the selected Make/Model and allow the user to enter additional info.</td></tr>
<tr><td>HRTV</td><td>N</td><td>Expands to High Risk Theft Vehicle. It's optional and disabled by default.</td></tr>
<tr><td>BDM</td><td>N</td><td>Enter 'BDM' to calculate capacity for A Permit or C Permit Vehicle Type.
* Enter the weight of vehicle after loading (in kg/tons).
* This field is enabled when the Vehicle type is 'A Permit or C Permit Goods Carrier' and accepts numeric values only</td></tr>
<tr><td>BTM</td><td>N</td><td>Enter the weight of vehicle before loading
* Enter the value, when vehicle type is 'A Permit or C Permit Goods Carrier'
* BTM value should not exceed the BDM value
* This field accepts Numerals and Decimals only</td></tr>
<tr><td>Capacity</td><td>Y</td><td>Enter the Cubic capacity of the vehicle.
* Displays Capacity = BDM – BTM for A and C permit Goods Carrier.
* Displays based on the vehicle type and model selected and allows you to change.
* Displays 0 CC when Vehicle Type is Motor Trade or Motor Cycle Trade.
* If the user selects a electric vehicle, the CC will be displayed as WATT in the front end. The CC to WATT conversion is done using the appropriate formula</td></tr>
<tr><td>No. of Seats</td><td>Y</td><td>Displays the no. of seats upon selecting the Make / Model but allows you to change.</td></tr>
<tr><td>Year of Mfg.</td><td>Y</td><td>Enter the manufacture year of the vehicle.</td></tr>
<tr><td>Variant-Series-Transmission</td><td>N</td><td>Displays based on the selected Make/Model and Model Description and CC. Its applicable only to a particular set of Vehicles</td></tr>
<tr><td>Engine/Motor No.</td><td>Y</td><td>Enter the Engine number of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Chassis No.</td><td>Y</td><td>Enter the Chassis No. of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Log Book No.</td><td>N</td><td>Enter the Log Book No. of the vehicle.</td></tr>
<tr><td>Trailer No.</td><td>Y
(for trailer</td><td>Enter the trailer number if you want to issue a trailer cover note and selected the model as OCMOCMT (applicable only for trailer cover note)</td></tr>
</table>

	Covernotes)	
Vehicle Purchase Date	**N**	Enter Date of Purchase of Vehicle.
Purchase Price	**N**	Enter the Purchase price of the vehicle.

VEHICLE TAB Contd…

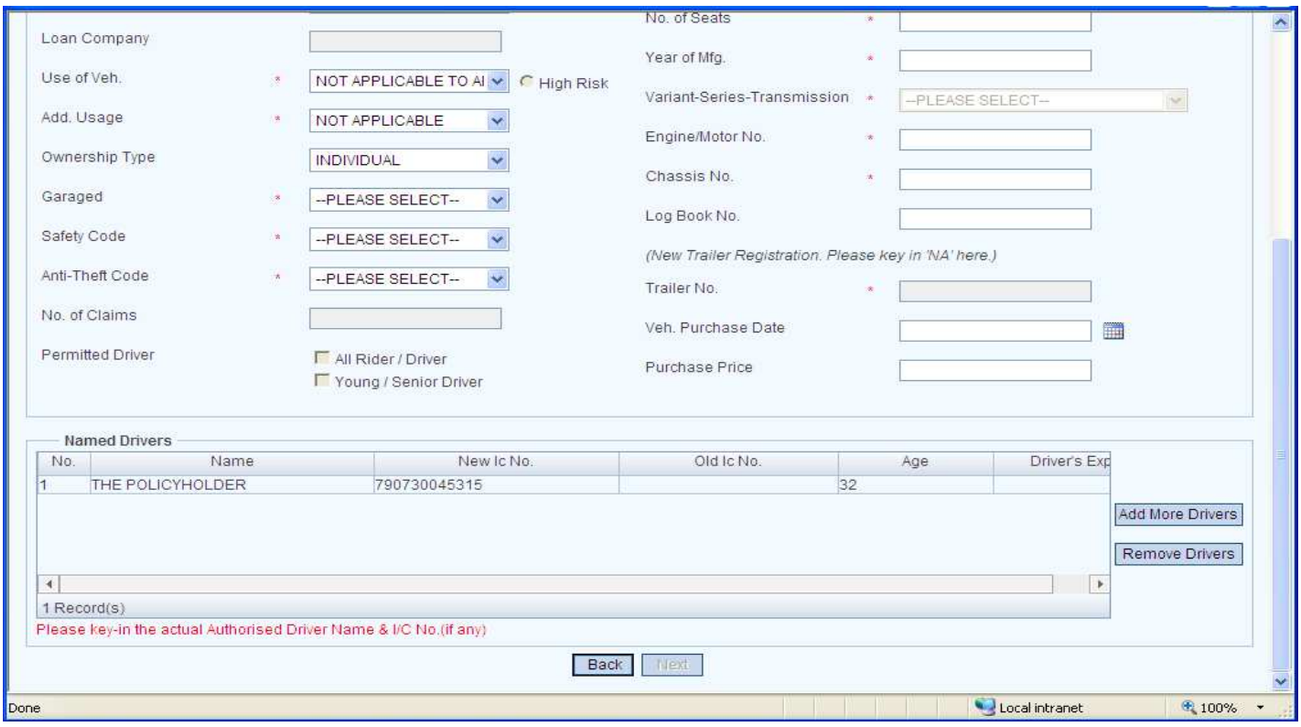


Image 1.41

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Displays the Serial Number
Name	**Y**	Enter the name of the driver. * This field allows only alphabets, space and '.' * Based on the contact type, vehicle type, coverage type, ownership type, All Driver/Rider checkbox status and the Named driver rows get different values. Sometimes the check box is also disabled. Following are the combinations of Options:

Contact Type: Individual	**Vehicle Type: Private Car Ex Goods**
Options	Description
Option 1	• By default the "THE POLICY HOLDER" is displayed in the first row. • When more than 2 drivers are added, for each additional driver, RM. 10 is added to the Extra coverage amount in schedule tab and is shown in the grid available in Extra Coverage tab.
Option 2	• All rows in the grid are empty. • If more than 2 drivers added, for each extra driver RM10 will be added to the Extra coverage amount in schedule tab and the same shown in the grid available in Extra Coverage tab.
Option 3	• The grid is non-editable. • The default data is "ANY AUTHORISED DRIVER". • Other rows are empty and will not allow to add/edit.
Option 4	• The grid is non-editable. • The default data is displayed as "All Driver".
Contact Type: Individual	**Vehicle Type: Motor Cycle**
Options	Description
Option 1	• By default "ALL RIDERS" is displayed in the 1st non-editable row. • "All Riders" amount is added in "Schedule" tab.
Option 2	• "ALL RIDERS" is displayed in the non-editable 1st row. • "All Rider Amount" is displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab.

		Contact Type: Individual / **Vehicle Type: Commercial Vehicles** Options / Description Option 1: • "ANY AUTHORISED DRIVER" will be displayed in the first row. Not allow to edit/add more drivers. • For "Motor cycle Trade" and "Motor Trade", for Trade Plate. : "Name" field will display '"ANY AUTHORISED DRIVER' in the first row and it is not editable. • For "Motor cycle Trade" and "Motor Trade", for Named Driver: Enter the name of the drivers. Click ADD button to add more drivers. You can add up to 8 drivers. Option 2: • "ALL RIDERS" will be displayed in the non-editable 1st row. "All Rider Amount" will be displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab. **Contact Type: Business** / **Vehicle Type: Private Car Ex Goods** Options / Description Option 1: • "ALL DRIVERS" will be displayed by default in the non-editable 1st row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and will be displayed in the "Extra Coverage" tab. • If unchecked, the first row will get cleared and adding 2 drives will be allowed. This will remove the "Extra Coverage Amount" in "Schedule" and "Extra Coverage" tab. • If 3rd driver is added, the "All rider/Driver" check box will get auto checked and "All DRIVER" will be displayed in 1st non-editable row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and displayed in "Extra Coverage" tab. Option 2: • Non-editable 1st row - "ANY AUTHORISED DRIVER". • Other rows are empty and not allow to edit/add **Contact Type: Business** / **Vehicle Type: Motor Cycle** Options / Description Option 1: • "ALL RIDERS" will be displayed in the non-editable first row. "All Rider Amounts in schedule tab. • If unchecked, then adding only one named driver is allowed in the first row (by emptying it) and no more drivers can be added, other rows are non-editable. Option 2: • Default data will be displayed as "ALL RIDER" in the 1st non-editable row. • No more drivers is allowed to add/edit and "All Rider Amount" will be displayed in "Schedule" tab. **Contact Type: Business** / **Vehicle Type: Commercial Vehicles** Options / Description Option 1: • Default data is displayed as "ANY AUTHORIZED DRIVER" • the grid is not allowed to add/edit.
New IC. No.	**N**	Enter the New IC No. of the Named Driver.
Old IC. No.	**N**	Enter the Old IC No. of the Named Driver.
Age	**N**	Enter the age of the Named Driver. This field accepts 2 digit whole numbers.
Drivers Exp.	**N**	Enter the no. of years of driving experience for the named driver. • This field accepts only whole numbers • When driver's experience is greater than driver's age or driver's experience is greater than allowed age, the system displays error message.
Add More Drivers	**N**	Click the button to 'Add more drivers' in the grid. • Adds a new row upon clicking the Add more Drivers button. • It allows adding Maximum of 8 drivers totally. It displays an alert message " You can add up to 8 drivers only", upon clicking Add more drivers after adding 8 Named Drivers
Remove Drivers	**N**	Removes a selected row in the grid.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule. • Prompts you to capture the Named Drivers and Engine and chassis number properly, upon clicking the 'Next' button. • Click 'YES' to proceed to Schedule Tab or 'NO' to verify again.

SCHEDULE TAB

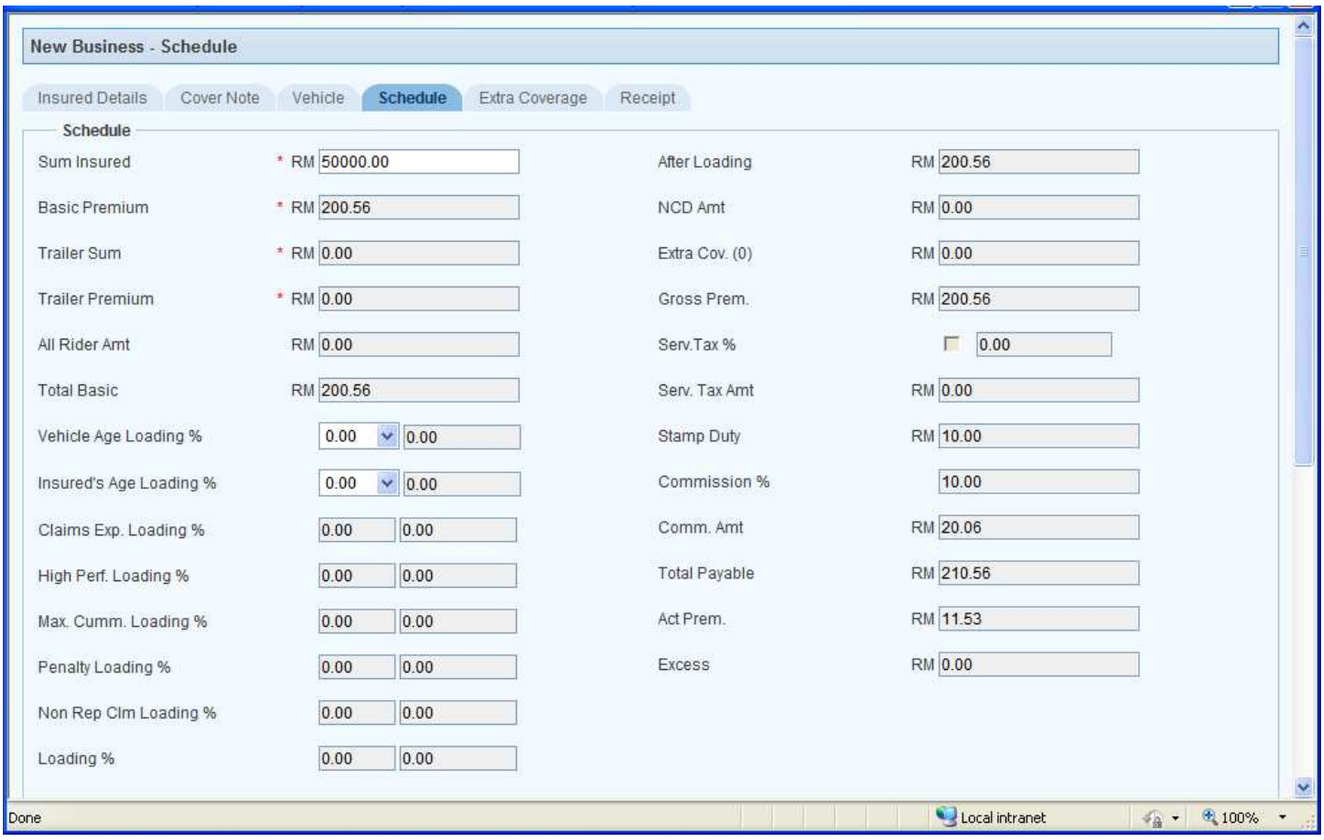


Image 1.42

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	**Y**	Enter the Sum Insured amount. • Displays Error message, when the Sum Insured entered is not within the limits for the selected Vehicle Type and Coverage Type as maintained in Flexi guide for the corresponding agent. 6. Displays Sum Insured as 0 when the Coverage type is Third party. • Displays the Sum Insured as 0 when the vehicle type is Trailer
Basic Premium	**Y**	• Displays Basic Premium based on Class of vehicle, Coverage type, POC, Cubic capacity and Region as per tariff. • For motorcycle, Basic premium is inclusive of additional usage tariff. • Basic Premium = SRATE * (Base Premium + Additional Premium) **Short Rate table** **Period** / **Days/Months** / **S Rate %** 0 / Day / 0.00% 7 / Days / 12.50% 1 / Month / 25.00% 2 / Months / 37.50% 3 / Months / 50.00% 4 / Months / 62.50% 5 / Months / 75.00% 6 / Months / 75.00% 7 / Months / 87.50% 8 / Months / 87.00% 9 / Months / 100.00% 10 / Months / 100.00% 11 / Months / 100.50% 12 / Months / 75.00%
Trailer Sum	**Y**	Enter the trailer sum insured (applicable only Trailer cover note).
Trailer Premium	**Y**	Displays the trailer premium (applicable only Trailer cover note).
All Rider Amt	**Y**	Displays the All Rider Amount (applicable only for Vehicle Type: Motor Cycle).
Total Basic	**Y**	Displays Total basic premium. * Total Basic Premium = Basic Premium or Trailer premium + All Rider Amount.
Vehicle Age Loading %	**Y**	You can reduce or increase the value of Loading % Based on Age of Vehicle. But when increased it should not exceed maximum loading applicable.
Insured's Age Loading %	**Y**	Displays the value based on Age of Insured.
Claims Exp. Loading %	**Y**	Displays Loading % based on Number of Claims.
High Perf.	**Y**	Displays High Performance Loading % based on Model selected.

Loading %		
Max. Cumm. Loading %	**Y**	Displays Maximum Loading Percentage applicable.
Loading %	**Y**	Displays Final Loading % based on Age of Vehicle and Number of claims obtained.
After Loading	**Y**	Displays After Loading Amount. * After Loading Amount = Total Basic + Loading Amount.
NCD Amt	**N**	Displays NCD Amount based on the NCD % applicable.
Extra Cov. (1)	**N**	Displays the amount based on the Extra Coverage selected.
Gross Prem.	**Y**	Displays Gross Premium. * Gross Premium = Total Premium + Loading Amount + Extra Coverage amount (if applicable) – NCD Amount. * Validates for the minimum premium limit in underwriting guidelines and Flexi guide settings.
Serv.Tax %	**N**	Displays the Service tax % (only for Business clients).
Serv. Tax Amt	**N**	Displays the Service tax amount which is calculated based on the Service Tax % (only for Business clients).
Stamp Duty	**N**	Displays the Stamp Duty if Master Policy is not available or applicable.
Commission %	**N**	Displays Agent's Commission %.
Comm. Amt	**N**	Displays Agent's Commission amount based on Commission %.
Total Payable	**N**	Displays Total Payable amount.
Act Prem.	**N**	Displays Act Premium based on vehicle type, coverage type and sum insured entered.
Excess	**N**	Displays Excess amount based on vehicle type, coverage type and sum insured entered.

SCHEDULE TAB Contd…

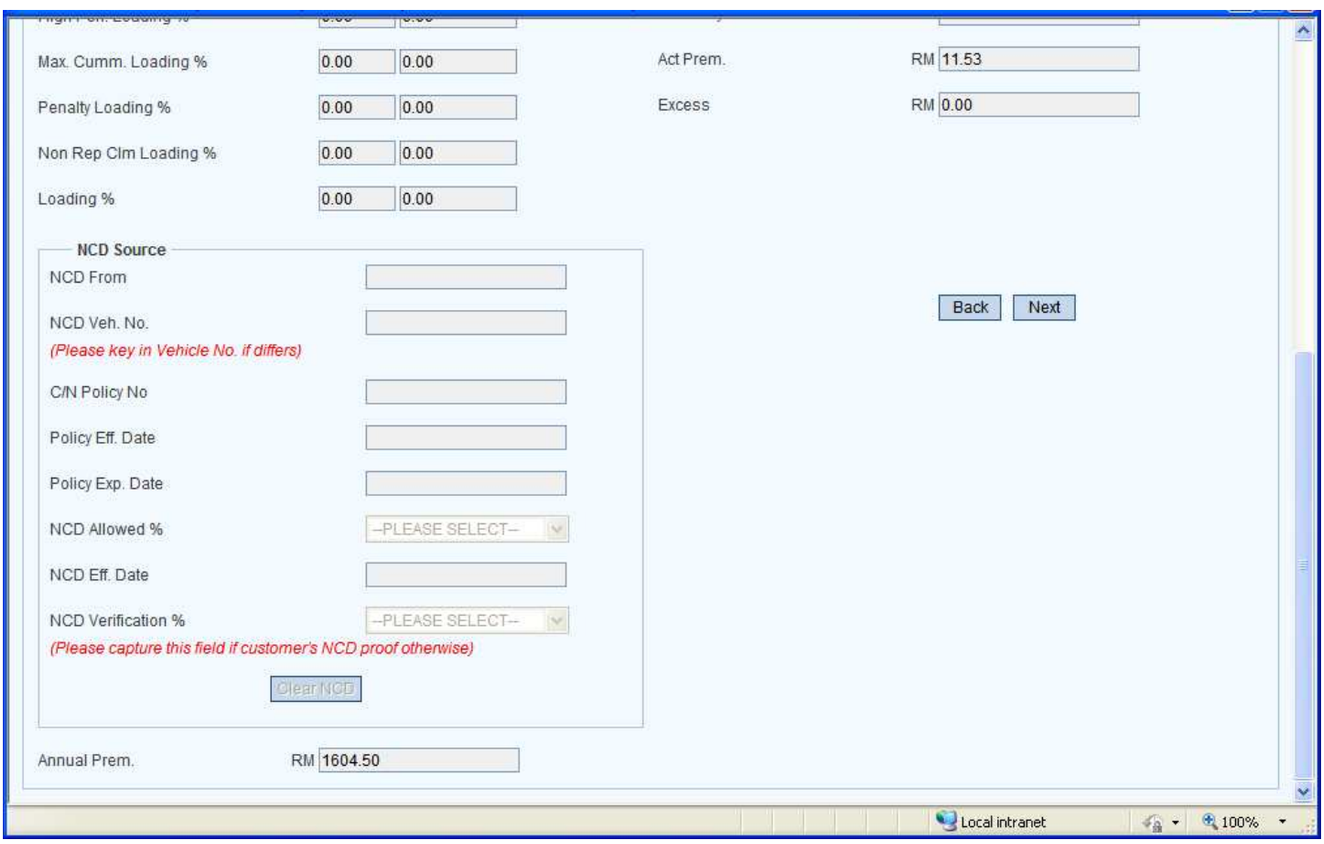


Image 1.43

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	**N**	Disabled
NCD Veh. No.	**N**	Disabled
C/N Policy No	**N**	Disabled
Policy Eff. Date	**N**	Disabled
Policy Exp. Date	**N**	Disabled
NCD Allowed %	**N**	Disabled
NCD Eff. Date	**N**	Disabled
NCD Verification %	**N**	Disabled
Clear NCD	**N**	Disabled

Annual Prem.	**Y**	Displays the Annual Premium
Back	**N**	Redirects you to the previous tab: Vehicle.
Next	**N**	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE

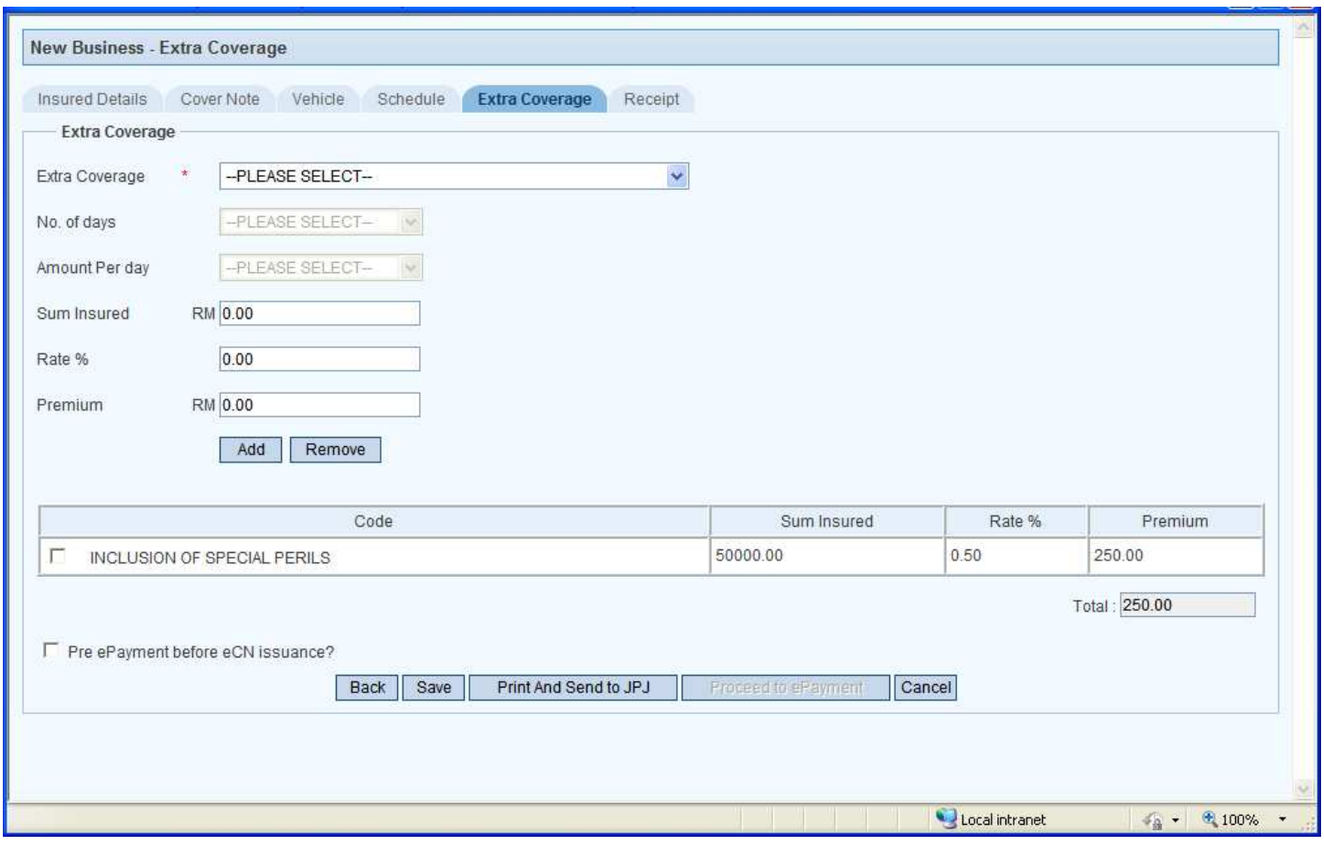


Image 1.44

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Select the Extra Coverage from the drop down list.
No. of days	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User needs to select the No. of Days from the Drop Down List.
Amount Per day	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User need to select the Amount Per Day from the Drop Down List. Based on the values in "No. of Days" and "Amount Per Day", Sum Insured is calculated and Premium is calculated as: Premium = Sum Insured * Rate %
Sum Insured	**N**	Displays Automatically when certain Extra Coverage's are selected. The following are the Extra Coverage's which will load Sum Insured automatically. The Vehicle Sum Insured is loaded in these cases: * Inclusion of Special Perils * Strike, Riot and Civil Commotion The following are the Extra Coverage's which will request the user to Key-in the Sum Insured. This field is **Mandatory** in these cases: * NGV Gas * Windscreen Damage (Tempered/Laminated Glass Inclusive Labor Cost) * Windscreen Damage (Tinting Film Inclusive Labor Cost) The following are the cases where there will be no Sum Insured, instead the premium will be calculated by using the Vehicle Sum Insured and Rate%: * Legal Liability of Passengers * Legal Liability to Passengers
Rate %	**N**	Displays Rate % based on the extra coverage selected.
Premium	**N**	Displays the premium amount for the extra coverage selected.
Add	**N**	Adds the selected Extra coverage in the grid
Remove	**N**	Removes the selected row in extra coverage grid.
Data Grid	**N**	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium. If the Coverage Type is 'Comprehensive', when the Extra Coverage Page is loaded for the first time of that transaction, a message asking the client "This Comprehensive Policy is inclusive of CART Coverage. Please click OK to include CART or Please click CANCEL to remove CART". If the user clicks OK, CART will be added, else CART is removed. The user can also remove the CART even after adding that.
Total	**N**	Displays the sum of premium amounts for the extra coverage added.

Pre ePayment before eCN issuance?	**N**	Select the check box if you want to pay through ePayment with the credit card. When you select the checkbox, the 'Proceed To ePayment' button is enabled. You can print the cover note once the ePayment is successful.
Back	**N**	Redirects you to the previous tab: Schedule.
Save	**N**	Saves the cover note and generates a Reference Number.
Print and Send to JPJ	**N**	Saves the details, generates the cover note number, prints it and sends it to JPJ. If pre ePayment is not checked, you can click this button to print the cover note and send to JPJ.
Proceed to ePayment	**N**	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'
Cancel	**N**	Closes the page

For ePayment and Receipt process, please refer to 1.1.4

1.1.2.2 Non Motor

1.1.2.2.1 DPPA/MCPA

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE and VEHICLE TAB

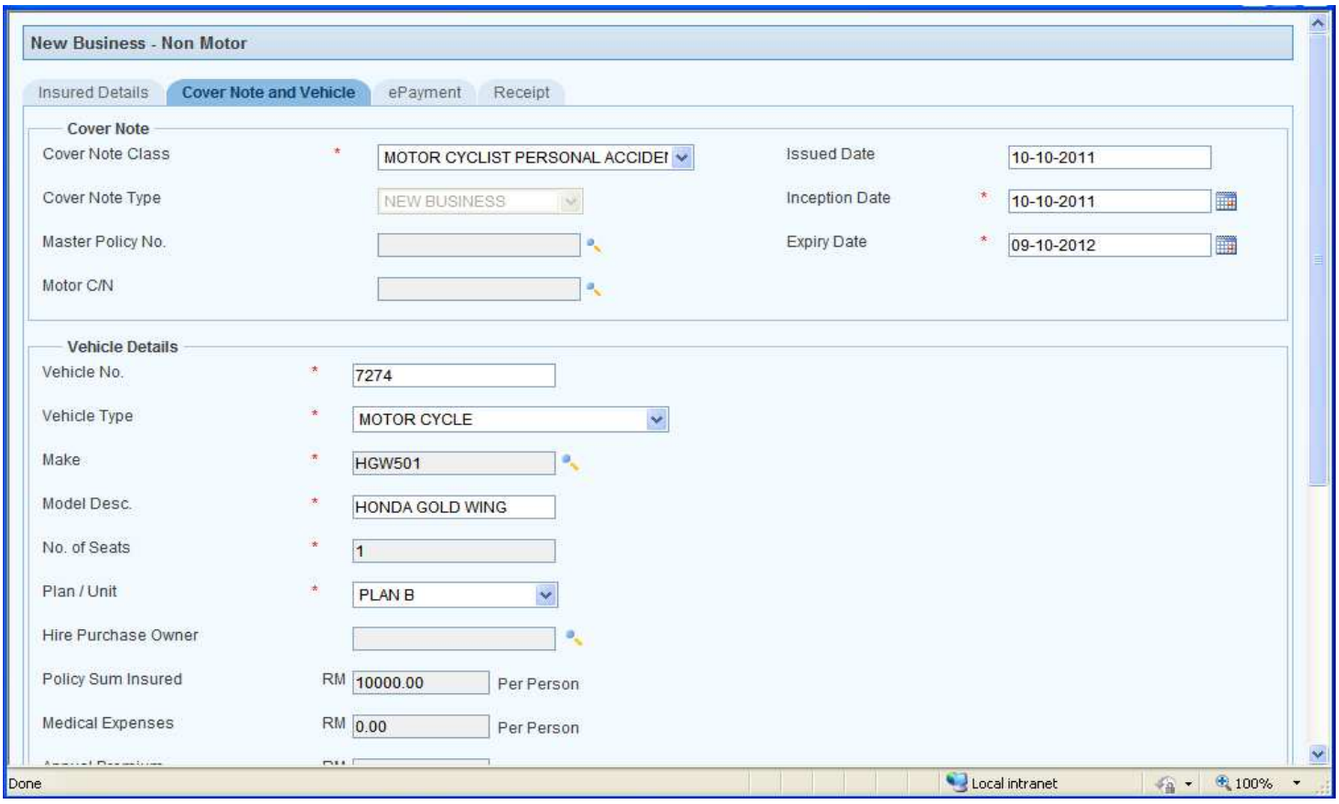


Image 1.45

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Covernote Class	**Y**	Select the Cover Note class from the drop down list.
Cover Note Type	**Y**	Displays 'New Business'.
Master Policy No.	**N**	Click the Search button to select the Master Policy No and double click the selected record, to populate the Master Policy No.
Motor C/N	**N**	Click the Search button to select the Motor Cover note number and double click the selected record, to populate it to the field. (Search window shows motor cycle cover notes when you've selected the class MCPA and shows cover notes excluding motorcycle when you've selected the class DPPA).
Issued Date	**N**	Displays the current date.
Inception Date	**Y**	Displays the current date and allows you to change. Entered date should be not be more than 6 months from the Issued date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Vehicle No.	**Y**	Enter the vehicle number.
Vehicle Type	**Y**	Select the Vehicle Type from the drop down list.
Make	**Y**	Click the Search button to search the Make of the vehicle and double click the selected record, to populate it to the field
Model Description	**Y**	Displays based on the selected Make of the vehicle and allow you to change.
No. of Seats	**Y**	Displays based on the Model selected and allows you to change.
Plan / Unit	**Y**	Select the Plan / Unit from the drop–down list.

Hire Purchase Owner	**Y**	Click the Search button to search the Hire purchase of the vehicle and double click the selected record, to populate it to the field.
Policy Sum Insured	**Y**	Displays Policy sum insured based on the selected Plan/Unit.
Medical Expenses	**Y**	Displays medical expenses based on the selected Plan/Unit.

COVERNOTE and VEHICLE TAB Contd…

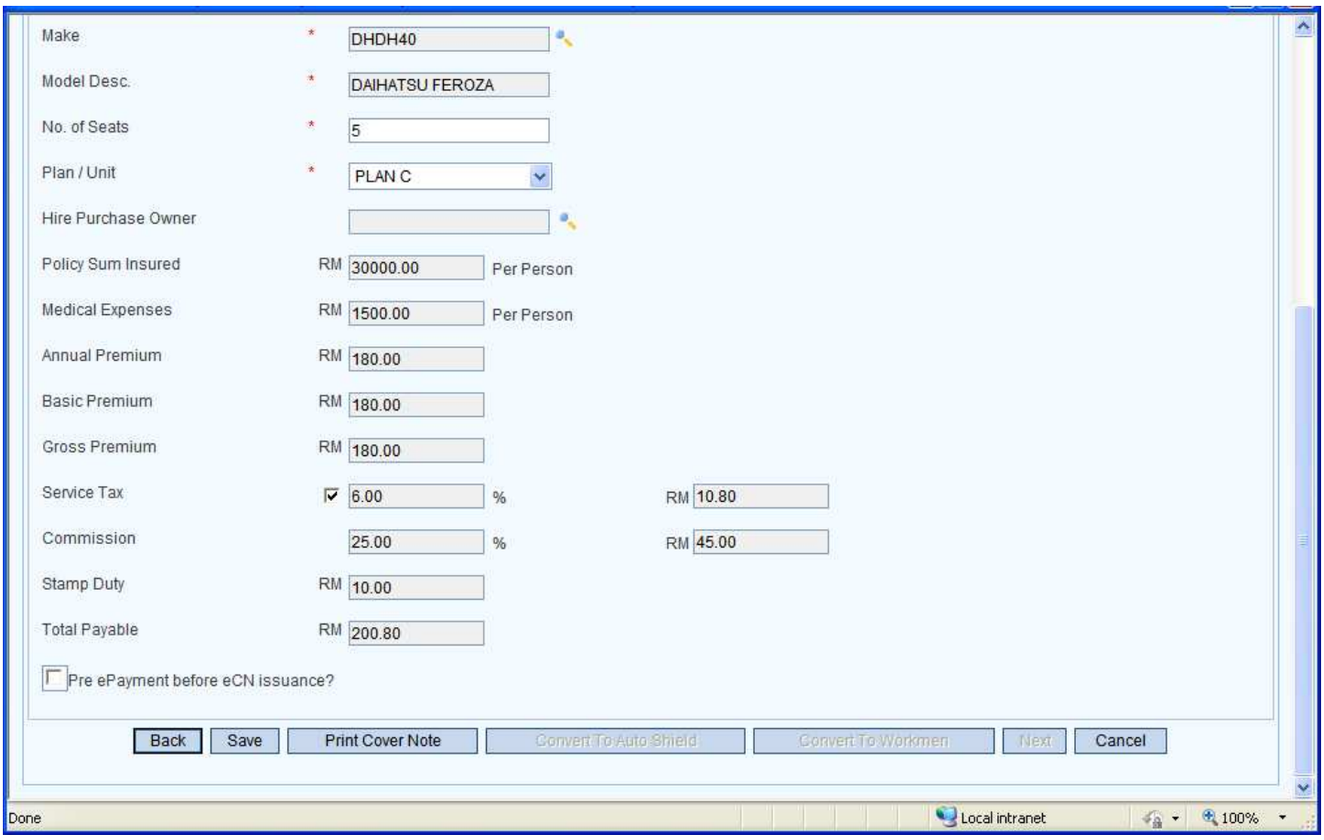


Image 1.46

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Annual Premium	**N**	Displays the Premium for one year
Basic Premium	**N**	Displays the Basic Premium
Gross Premium	**N**	Displays the Gross Premium
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service tax amount based on service tax %.
Commission %	**N**	Displays Agent's Commission %.
Commission Amount	**N**	Displays Agent's Commission amount based on Commission %.
Stamp Duty	**N**	Displays the Stamp Duty Amount if Master Policy is not available or applicable.
Total Payable	**N**	Displays the Total Amount Payable.
Pre Epayment before eCN Issuance?	**N**	Check the Pre Epayment option if you want to pay through epayment using credit card. When you select the check box, the 'Proceed To ePayment' button is enabled. You can print the cover note once the epayment is successful.
Back	**N**	Redirects you to the previous tab: Cover Note.
Save	**N**	Saves the cover note and generates a Reference Number.
Print Covernote	**N**	Saves, Prints the details and generates the cover note.
Convert to Auto Shield	**N**	Redirects you to Auto Shield Insurance page, to Convert the generated Cover note to Auto Shield Insurance.
Convert to Workmen	**N**	Redirects you to Workmen page, to Convert the generated Cover note to Workmen.
Next	**N**	Redirects you to the next tab: e Payment. Button is enabled only when you've selected the 'Pre ePayment before eCN issuance' check box.
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.2.2.2 Non Motor- eCN

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE and SCHEDULE TAB

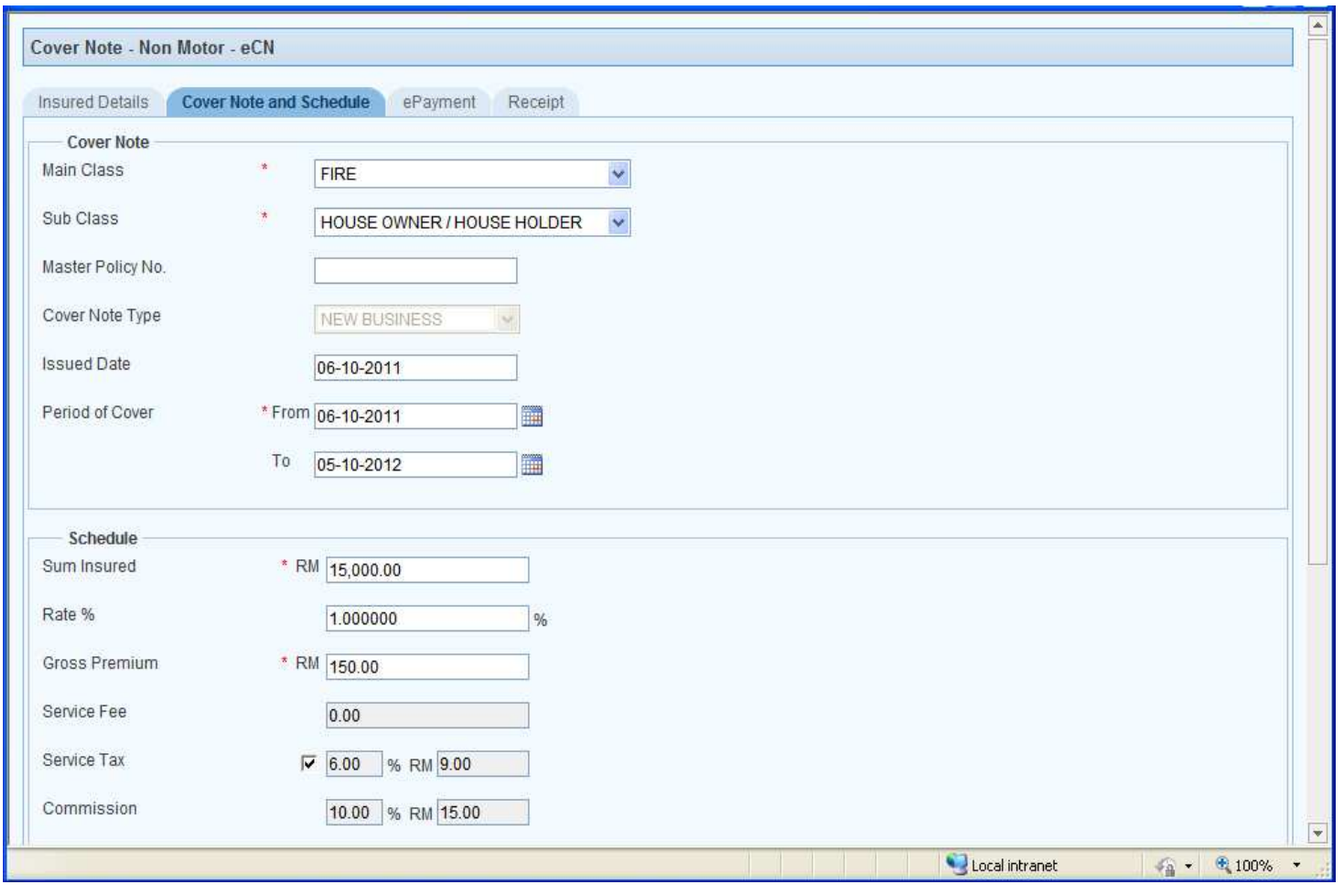


Image 1.47

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Main Class	**Y**	Select the Main class from the drop down list.
Sub Class	**Y**	Select the Sub class from the drop down list.
Master Policy No	**N**	Enter the Master Policy Number if available
Covernote Type	**N**	Displays 'New Business' and field is disabled
Issue Date	**N**	Displays Current date
Period of Cover	**Y**	Fill the period of cover (by entering the values manually or by clicking the Calendar icon). 'From Date' displays Issue Date by default. From Date should be • Greater than or equal to the Issued Date • Not more than 6 months from Issue Date • Not less than the System Date 'To Date': Displays end date of 1 year from 'From' Date but allows you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).

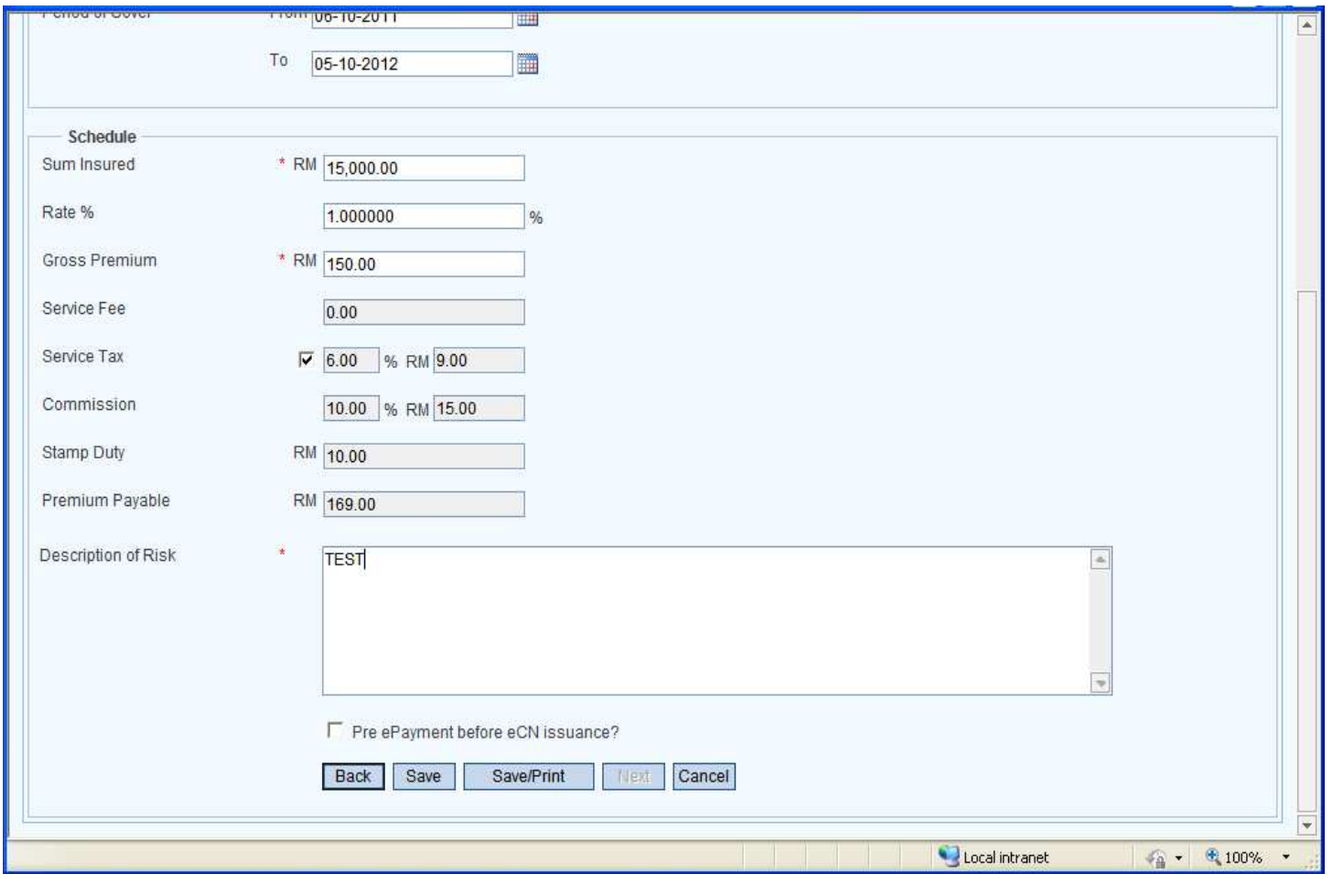


Image 1.48

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	**Y**	Enter the Sum Insured (Numerals Only)
Rate	**N**	Enter the Rate Percentage (Numerals only). It also auto calculates when Sum Insured and Gross Premium are entered.
Gross Premium	**Y**	Enter the Gross Premium (Numerals only). It also auto calculates when Sum Insured and Rate Percentage are entered.
Service Fee	**N**	Enabled and Mandatory only for 'Foreign Worker Compensation Scheme'.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service tax amount based on service tax %.
Commission %	**N**	Displays Agent's Commission %.
Commission Amount	**N**	Displays Agent's Commission amount based on Commission %.
Rebate %	**N**	Displays Rebate % if it is Corporate Agent
Rebate Amount	**N**	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Stamp Duty	**N**	Displays the Stamp Duty Amount if Master Policy is not available or applicable.
Premium Payable	**N**	Displays the Premium Amount Payable.
Description of Risk	**Y**	Enter the Description of risk. (Accepts Alphabets, Numbers and Special Characters).
Pre Epayment before eCN Issuance?	**N**	Check the Pre Epayment option if you want to pay through epayment using credit card. When you select the check box, the 'Proceed To ePayment' button is enabled. You can print the cover note once the epayment is successful.
Back	**N**	Redirects you to the previous tab: Insured Details.
Save	**N**	Saves the cover note and generates a Reference Number.
Save/Print	**N**	Saves and Prints the Cover Note with Cover note number.
Next	**N**	Redirects you to the next tab: e Payment (if you've selected 'Pre ePayment before eCN issuance' check box). Redirects you to the next tab: Receipt (if you've Printed the cover note).
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.2.2.3 Auto Shield Insurance

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

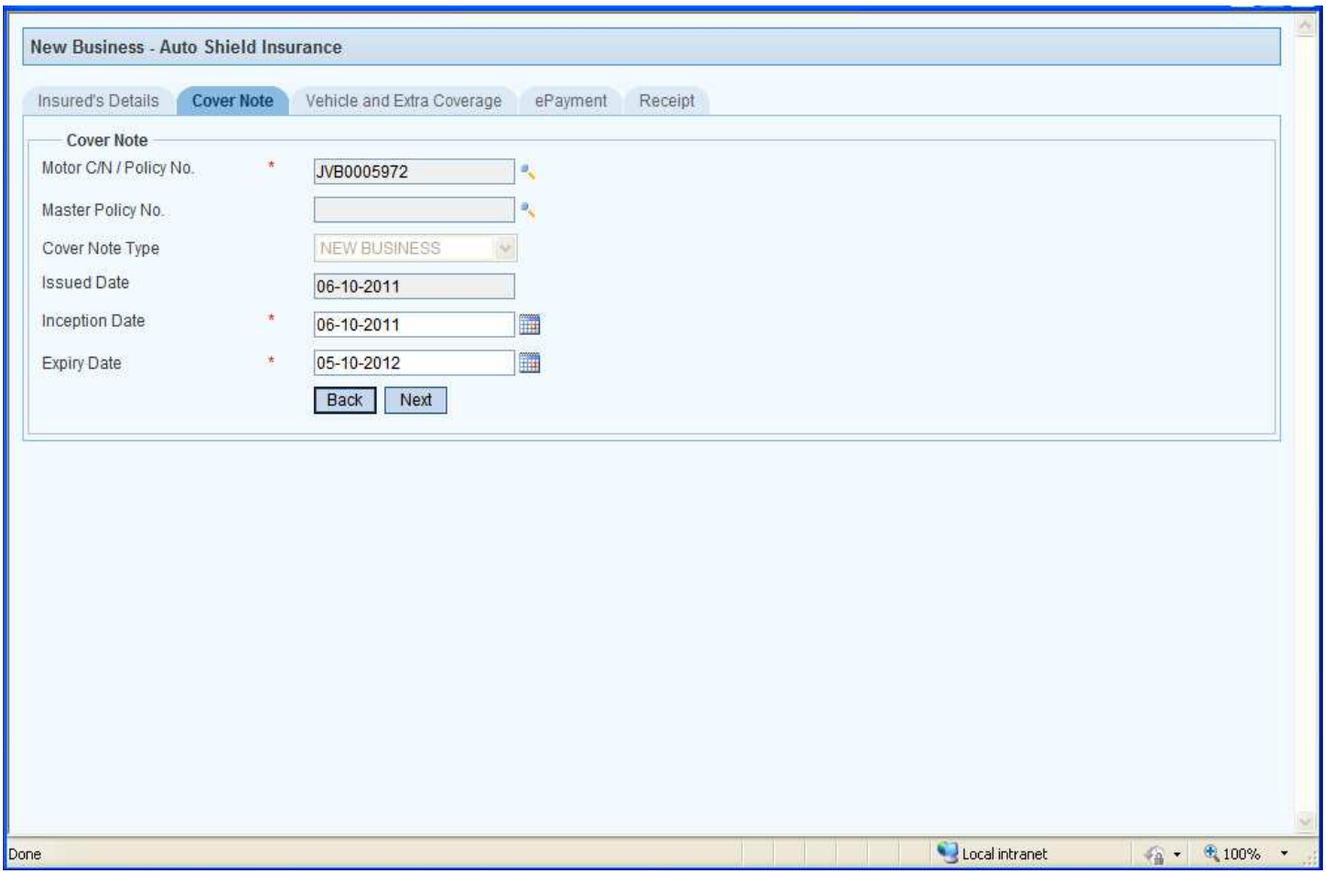


Image 1.49

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Motor C/N / Policy No.	**Y**	Click the Search button to select the Motor Cover Note No or Policy No and double click the selected record, to populate the Motor Cover Note No. The search retrieves only the Covernotes related to the selected client.
Master Policy No	**N**	Click the Search button to select the Master Policy No and double click the selected record, to populate the Master Policy No.
Covernote Type	**Y**	Displays 'New Business' and field is disabled
Issue Date	**N**	Displays the current date.
Inception Date	**Y**	Displays the current date and allows you to change.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle and Extra Coverage.

VEHICLE and EXTRA COVERAGE TAB

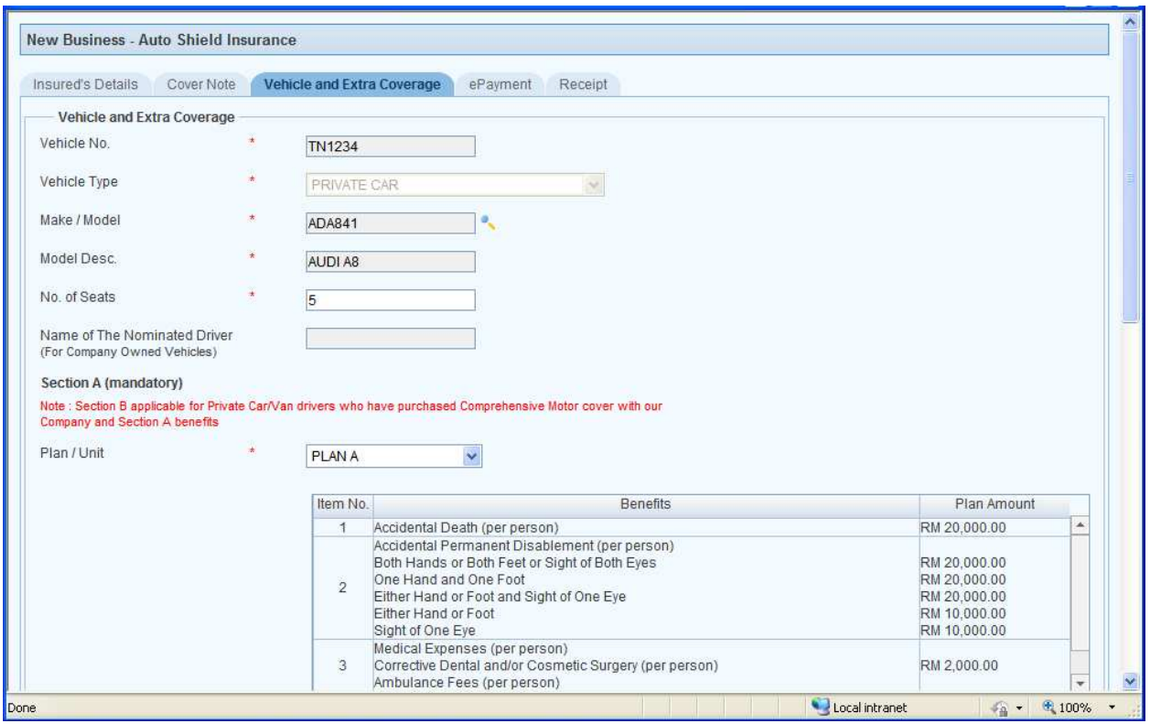


Image 1.50

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Vehicle No.	**Y**	Displays the Vehicle No. of the selected Covernote
Vehicle Type	**Y**	Displays the Vehicle Type in the drop down list, if Vehicle info is available or allows you to select it.
Make/Model	**Y**	Displays the Make/Model.
Model Desc	**Y**	Displays the Model Description.
No. of Seats	**Y**	Displays the No. of Seats.
Name of the Nominated Driver (For company owned vehicles)	**N**	Displays the Name of the Nominated Driver. The field becomes editable only for business clients (Section A).

VEHICLE and EXTRA COVERAGE Contd…

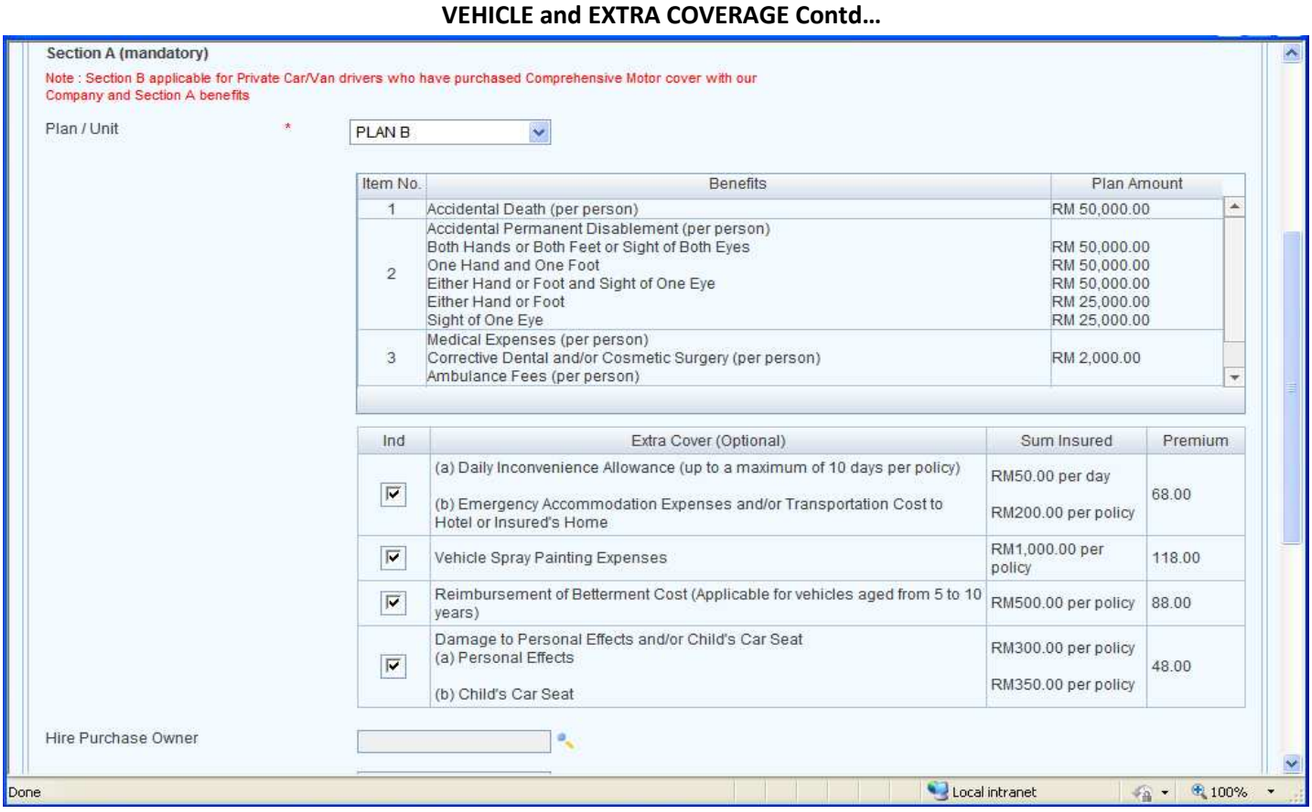


Image 1.51

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Plan/Unit	**Y**	Select the Plan / Unit from drop down list.
Grid 1 (Section A)	**N**	Displays the plan details according to the PLAN selected including: Benefits and Plan Amount.
Grid 2 (Section B)	**N**	Shows Extra coverage details: Extra Cover, Sum Insured and Premium and allows you to select one or more optionally.

VEHICLE and EXTRA COVERAGE Contd…

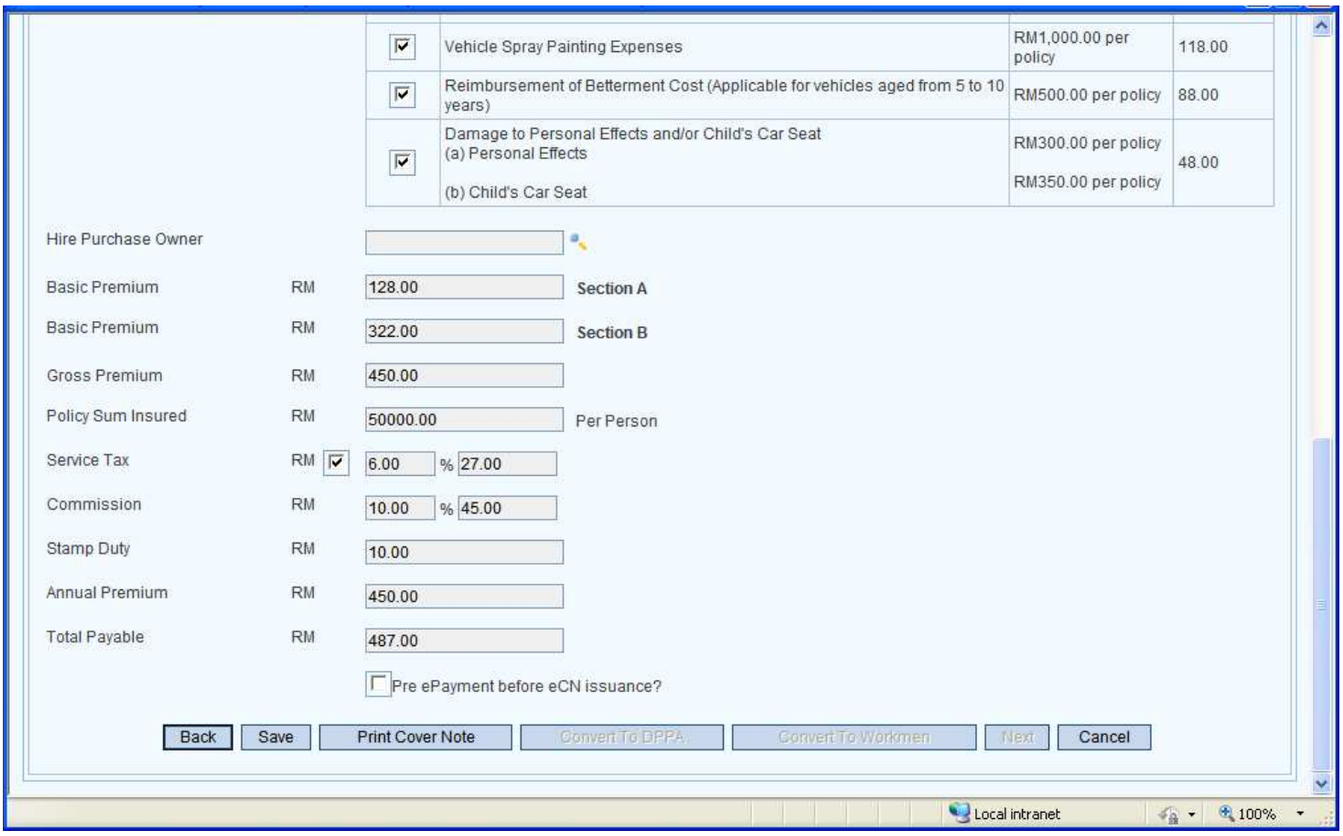


Image 1.52

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Hire Purchase Owner	**N**	Displays Hire Purchase Owner if already available and allows you to select if necessary (by clicking the Search button to invoke the search window and then double clicking the selected record).
Basic Premium (Section A)	**N**	Displays the Basic Premium (of Section A).
Basic Premium (Section B)	**N**	Displays the Basic Premium (of section B).
Gross Premium	**N**	Displays the Gross Premium.
Policy Sum Insured	**N**	Displays the Policy sum insured based on the selected Plan/Unit.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service tax amount based on service tax %.
Stamp Duty	**N**	Displays the Stamp Duty Amount if Master Policy is not available or applicable.
Commission %	**N**	Displays Agent's Commission %.
Commission Amount	**N**	Displays Agent's Commission amount based on Commission %.
Rebate %	**N**	Displays Rebate % if it is Corporate Agent
Rebate Amt	**N**	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Annual Premium	**Y**	Displays the Premium for a year.
Total Payable	**N**	Displays Total Payable amount.
Pre Epayment before eCN Issuance?	**N**	Check the Pre Epayment option if you want to pay through epayment using credit card. When you select the check box, the 'Proceed To ePayment' button is enabled. You can print the cover note once the epayment is successful.
Back	**N**	Redirects you to the previous tab: Cover Note.

Save	**N**	Saves the cover note and generates a Reference Number.
Print Covernote	**N**	Saves, Prints the details and generates the cover note.
Convert to DPPA	**N**	Redirects you to DPPA page, to Convert the generated Cover note to DPPA.
Convert to Workmen	**N**	Redirects you to Workmen page, to Convert the generated Cover note to Workmen.
Next	**N**	Redirects you to the next tab: e Payment. Button is enabled only when you've selected the 'Pre ePayment before eCN issuance' check box.
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.2.2.4 Motor Cyclist Protector

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE and VEHICLE TAB

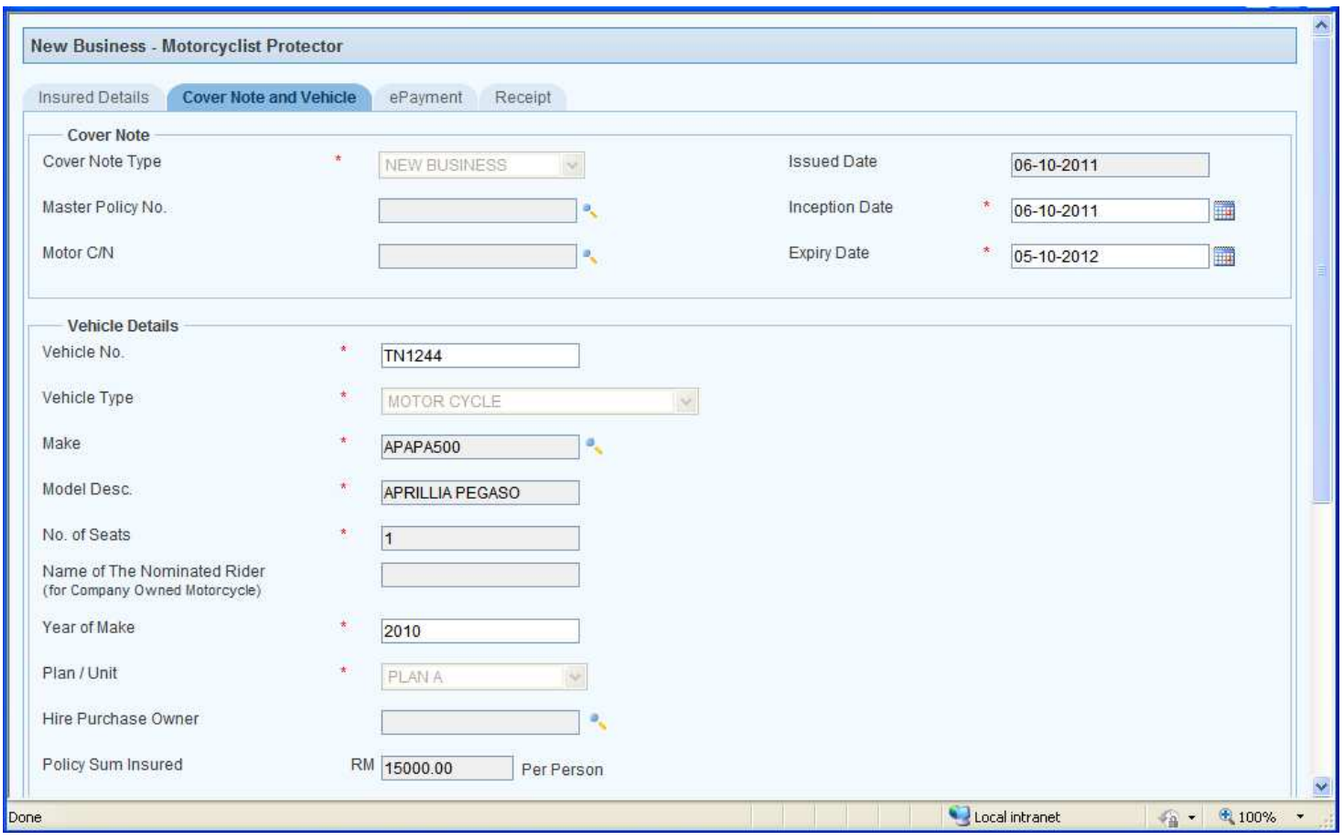


Image 1.53

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Type	**Y**	Displays 'New Business'.
Master Policy No.	**N**	Click the Search button to select the Master Policy No and double click the selected record, to populate the Master Policy No.
Motor C/N	**N**	Click the Search button to select the Motor Cover note number and double click the selected record, to populate it to the field. (Search window shows motor cycle cover notes when you've selected the class MCPA and shows cover notes excluding motorcycle when you've selected the class DPPA).
Issued Date	**N**	Displays the current date.
Inception Date	**Y**	Displays the current date and allows you to change. Entered date should be not be more than 6 months from the Issued date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Vehicle No.	**Y**	Enter the vehicle number.
Vehicle Type	**Y**	Select the Vehicle Type from the drop down list.
Make	**Y**	Click the Search button to search the Make of the vehicle and double click the selected record, to populate it to the field. (Search window shows motor cycle cover notes when you've selected the class MCPA and shows cover notes excluding motorcycle when you've selected the class DPPA).
Model Description	**Y**	Displays based on the selected Make of the vehicle and allow you to change.
No. of Seats	**Y**	Displays based on the Model selected and allows you to change.
Name of the Nominated Rider (For	**N**	Displays the Name of the Nominated Rider. The field becomes editable only for business clients.

Company Owned Motorcycle)		
Year of Make	**Y**	Displays the year of make or allows you to enter.
Plan / Unit	**Y**	Select the Plan / Unit from the drop-down list.
Hire Purchase Owner	**N**	Click the Search button to search the Hire purchase of the vehicle and double click the selected record, to populate the value to the field.
Policy Sum Insured	**N**	Displays the Policy sum insured based on the selected Plan/Unit.

VEHICLE and COVERNOTE Contd…

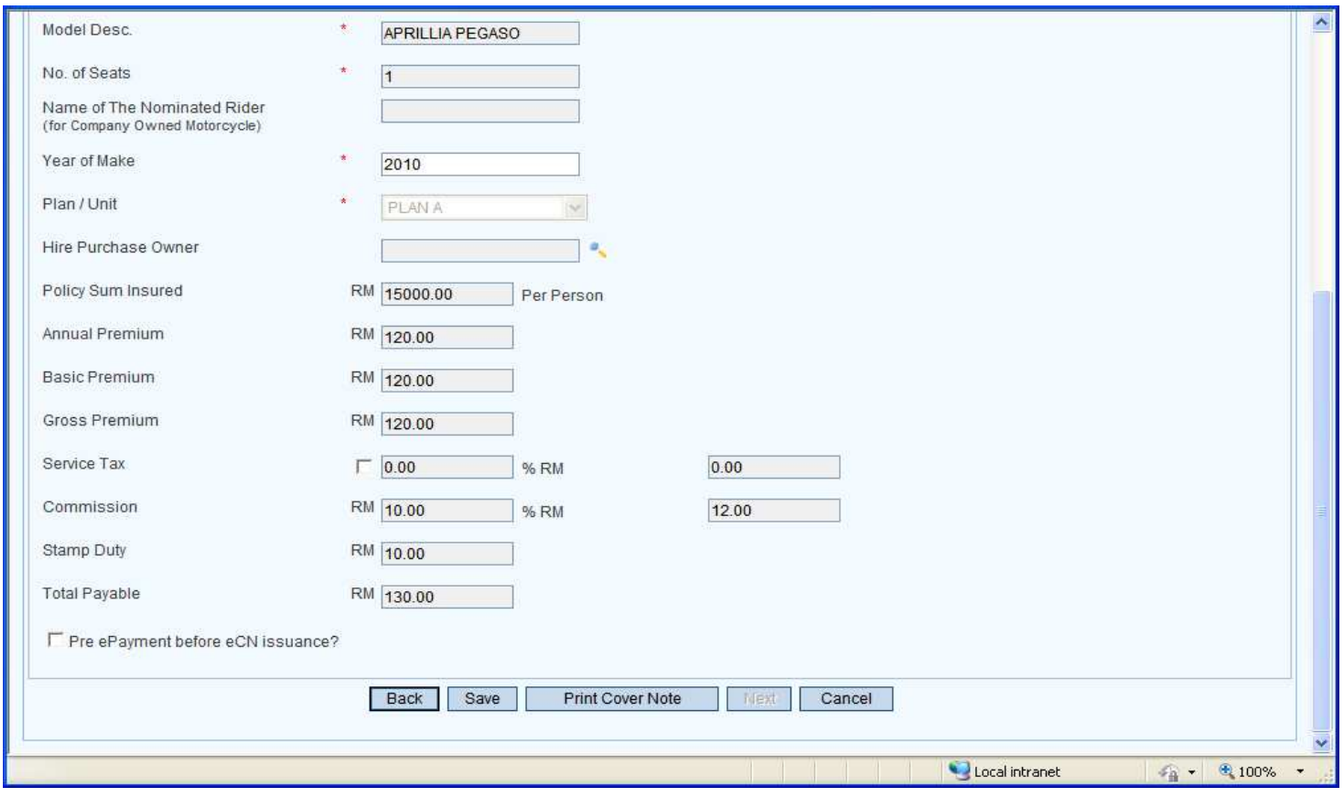


Image 1.54

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Annual Premium	**N**	Displays the Premium for a year.
Gross Premium	**N**	Displays the Gross Premium.
Basic Premium	**N**	Displays the Basic Premium.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amt	**N**	Displays the Service tax amount based on service tax %.
Stamp Duty	**N**	Displays the Stamp Duty Amount if Master Policy is not available or applicable.
Commission %	**N**	Displays Agent's Commission %.
Commission Amt	**N**	Displays Agent's Commission amount based on Commission %.
Rebate %	**N**	Displays Rebate % if it is Corporate Agent
Rebate Amt	**N**	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Total Payable	**N**	Displays Total Payable amount.
Pre Epayment before eCN Issuance?	**N**	Check the Pre Epayment option if you want to pay through epayment using credit card. When you select the check box, the 'Proceed To ePayment' button is enabled. You can print the cover note once the epayment is successful.
Back	**N**	Redirects you to the previous tab: Insured Details.
Save	**N**	Saves the cover note and generates a Reference Number.
Print Covernote	**N**	Saves, Prints the details and generates the cover note.
Next	**N**	Redirects you to the next tab: e Payment. Button is enabled only when you've selected the 'Pre ePayment before eCN issuance' check box.
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.2.2.5 Perfect Rider

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE and VEHICLE TAB

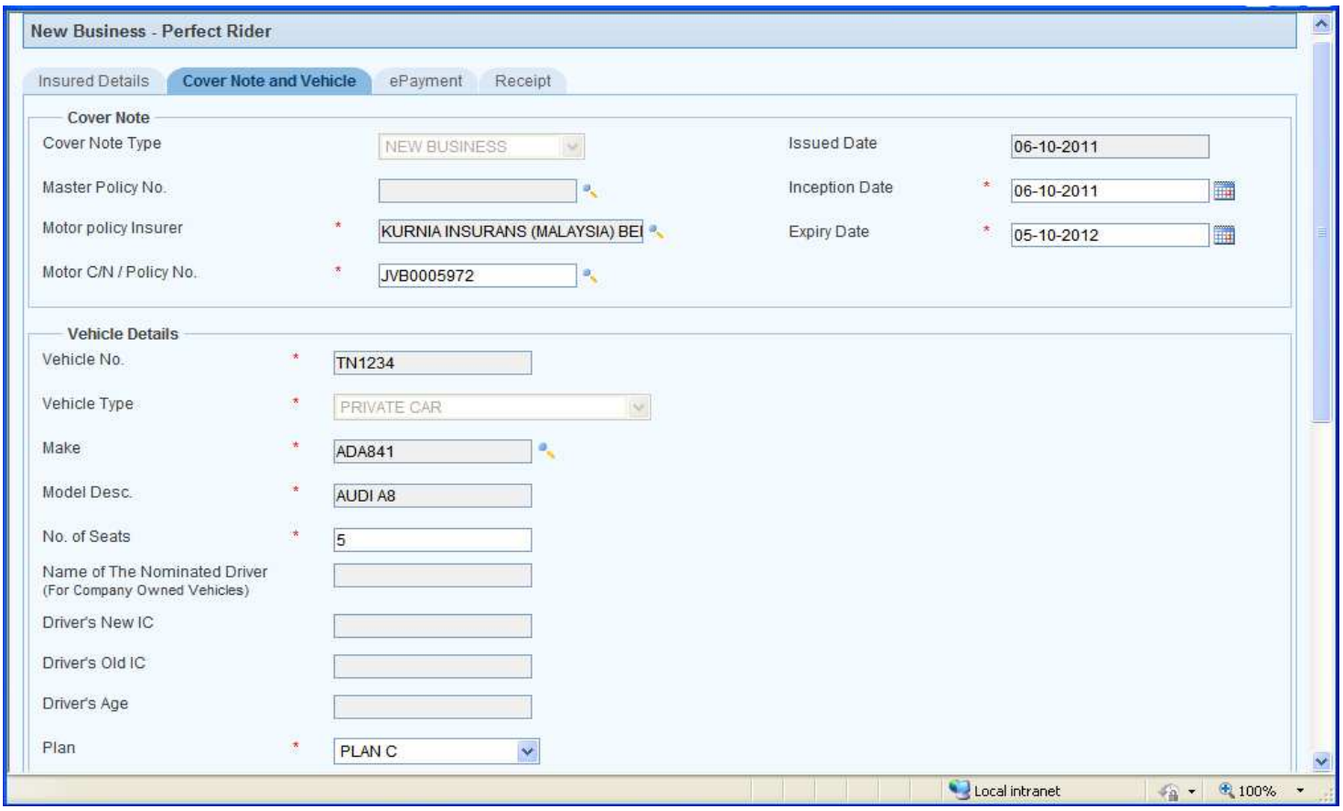


Image 1.55

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Type	**Y**	Displays 'New Business'.
Master Policy No.	**N**	Click the Search button to select the Master Policy No and double click the selected record, to populate the Master Policy No.
Motor C/N/Policy No.	**N**	Click the Search button when Motor Policy Insurance belongs to Nsure Insurance, to select the Motor Cover Note No and double click the selected record, to populate the Motor Cover Note No. If Motor Policy Insurance is other than Nsure, it is user entry.
Issued Date	**N**	Displays the current date.
Inception Date	**Y**	Displays the current date and allows you to change. Entered date should be not be more than 6 months from the Issued date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Vehicle No.	**Y**	Enter the vehicle number.
Vehicle Type	**Y**	Select the Vehicle Type from the drop down list.
Make	**Y**	Click the Search button to search the Make of the vehicle and double click the selected record, to populate it to the field. (Search window shows motor cycle cover notes when you've selected the class MCPA and shows cover notes excluding motorcycle when you've selected the class DPPA).
Model Description	**Y**	Displays based on the selected Make of the vehicle and allow you to change.
No. of Seats	**Y**	Displays based on the Model selected and allows you to change.
Name of the Nominated Rider	**N**	Displays the Name of the Nominated Rider. The field becomes editable only for business clients.
Driver's New IC, Old IC and Age	**N**	These fields become editable only for business clients, either New IC or Old IC is mandatory. Age will be auto populated when user enters New IC.
Plan	**Y**	Select the Plan from the drop–down list.

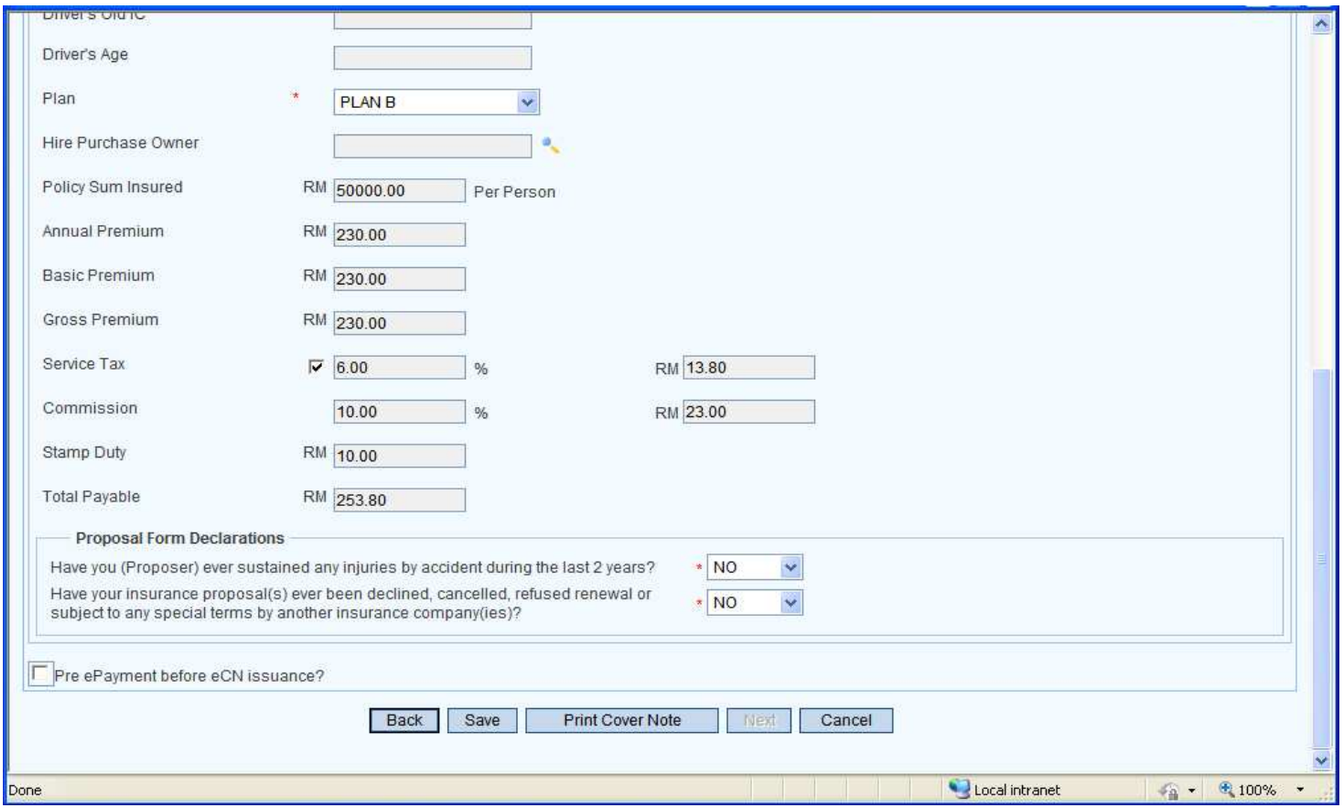


Image 1.56

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Hire Purchase Owner	**Y**	Click the Search button to search the Hire purchase of the vehicle and double click the selected record, to populate it to the field.
Policy Sum Insured	**Y**	Displays Policy sum insured based on the selected Plan/Unit.
Annual Premium	**N**	Displays the Premium for a year.
Gross Premium	**N**	Displays the Gross Premium.
Basic Premium	**N**	Displays the Basic Premium.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amt	**N**	Displays the Service tax amount based on service tax %.
Stamp Duty	**N**	Displays the Stamp Duty if Master Policy is not available or applicable.
Commission %	**N**	Displays Agent's Commission %.
Commission Amt	**N**	Displays Agent's Commission amount based on Commission %.
Rebate %	**N**	Displays Rebate % if it is Corporate Agent
Rebate Amt	**N**	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Total Payable	**N**	Displays Total Payable amount.
Proposal Form Declarations Question 1	**Y**	User has to select either YES or NO from the dropdown box relevant to the question 1
Proposal Form Declarations Question 2	**Y**	User has to select either YES or NO from the dropdown box relevant to the question 2
Pre Epayment before eCN Issuance?	**N**	Select the check box if you want to pay through epayment with the credit card. When you select the check box, the 'Proceed To ePayment' button is enabled. You can print the cover note once the epayment is successful.
Back	**N**	Redirects you to the previous tab: Insured Details.
Save	**N**	Saves the cover note and generates a Reference Number.
Print Covernote	**N**	Saves, Prints the details and generates the cover note.
Next	**N**	Redirects you to the next tab: e Payment. Button is enabled only when you've selected the 'Pre ePayment before eCN issuance' check box.
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.3 Renewal

1.1.3.1 Motor

1.1.3.1.1 Fast Renewal

FAST RENEWAL TAB

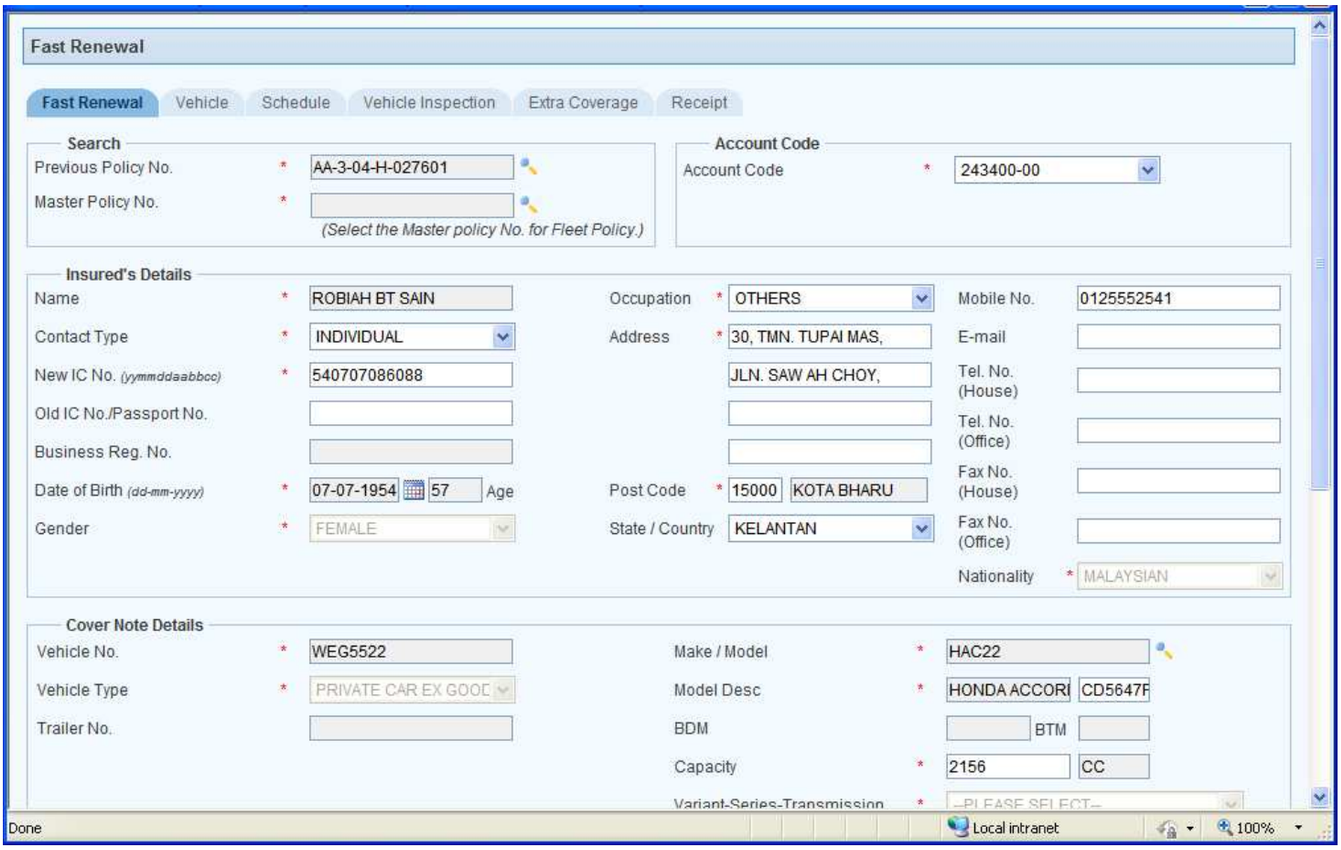


Image 1.57

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Previous Policy No.	**Y**	Click the Search button to select the Policy number and double click the selected record, to populate it to the field. Expired policy which is not more than 6 months from current date is not allowed for renewal.
Master Policy No.	**N**	Click the Search button to select the Master Policy No and double click the selected record, to populate it to the field.
Account Code	**Y**	Displays the Agent's Account Code.
Name	**Y**	Displays the name of the insured from the selected policy.
Contact Type	**Y**	Displays the Contact Type from the selected policy.
New IC No.	**N**	Displays the New IC Number from the selected policy. Field is enabled and Mandatory only for Contact Type: 'Individual'
Old IC No./Passport No.	**N**	Displays the Old IC Number or Passport number from the selected policy. Field is enabled and Mandatory only for Contact Type: 'Others'.
Business Reg. No.	**N**	Displays the Business Registration Number from the selected policy. Field is enabled and Mandatory only for Contact Type: 'Business'. 'Gender' and 'Marital Status' fields display 'Company'.
Date of Birth	**Y**	Displays the Insured's Date of birth (if New Ic Number is available)or allows you to enter (if Old Ic Number is available). Field remains disabled for Business Clients.
Gender	**Y**	Displays the Gender of the insured. Allows you to select from the drop down list when the contact type is Others.
Occupation	**Y**	Displays Insured's Occupation and allows you to change from the drop down list. Field is not mandatory when the Contact Type is Business.
Address	**Y**	Enter the Client's Address. Four Text boxes are left for the user to enter the Address in which First box is Mandatory
Post Code	**Y**	Enter the Post Code. Post Code Description and State/Country is filled automatically when Post code is entered. For regions in Malaysia, State will be displayed whereas Countries will be displayed when the corresponding code is entered. For example, 00001 code represents Singapore.
State/Country	**N**	Auto Fills when post code is entered
Mobile No.	**N**	Enter the mobile number, if available. The system checks for valid Mobile no by checking the first 3 digits (prefix)
Email	**N**	Enter the e mail id, if available. The system checks for valid email address by checking the presence of the symbols '&', '.' and texts between them.
Tel No (House)	**N**	Enter the House Telephone number, if available.

Tel No (Office)	**N**	Enter the Office Telephone number, if available.
Fax No (House)	**N**	Enter the House Fax number, if available.
Fax No (Office)	**N**	Enter the Office Fax number, if available.
Nationality	**Y**	If the Contact Type is Individual or New IC. No is entered, the Nationality field becomes disabled and automatically selected as "Malaysian". If the Contact Type is Others, the Nationality field becomes enabled and becomes mandatory and requests the user to select the Nationality. If the Contact Type is Business, the Nationality field becomes disabled.

FAST RENEWAL Contd…

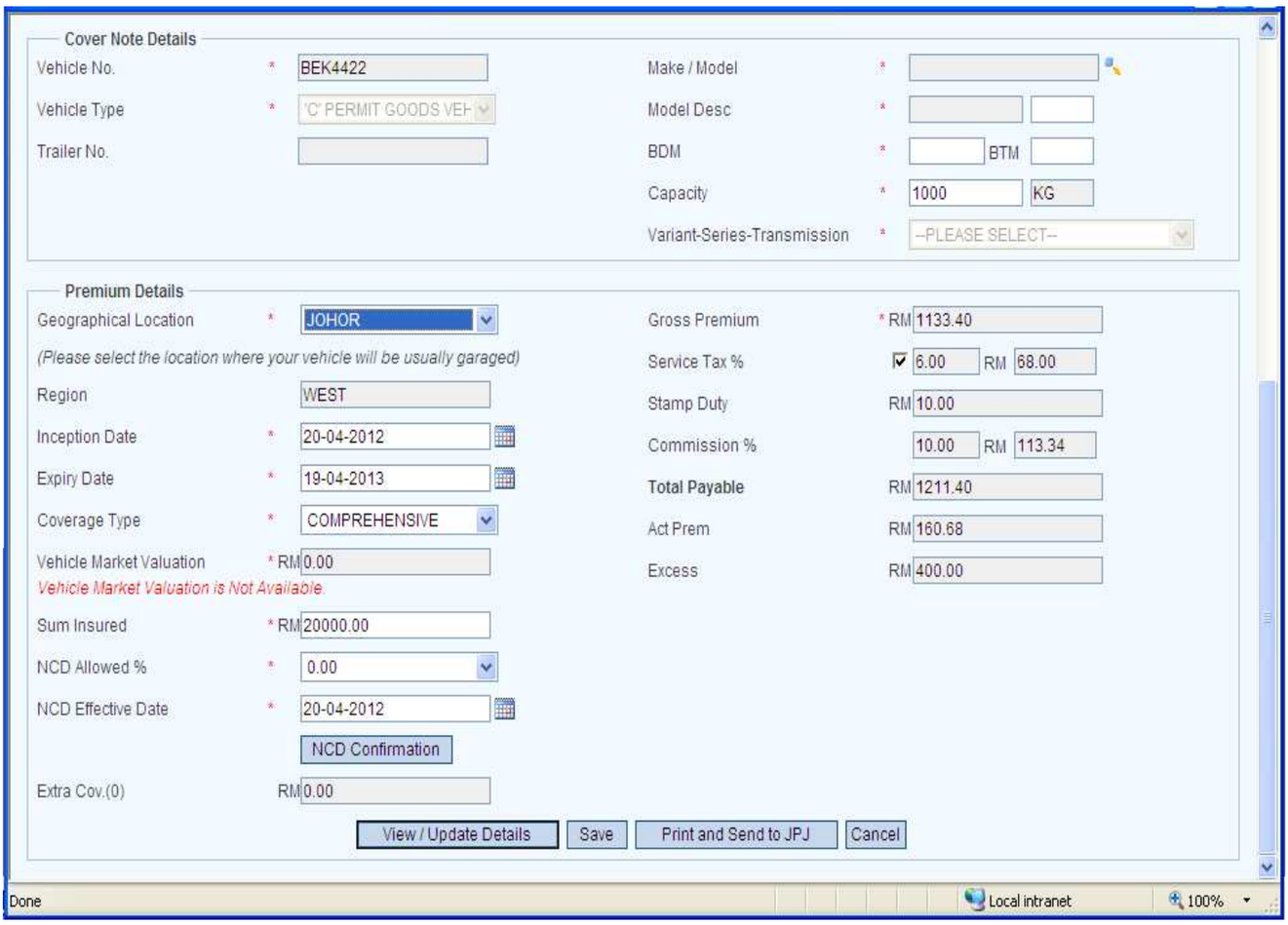


Image 1.58

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Vehicle No	**Y**	Displays the Vehicle Number. System does not allow proceeding further when the Vehicle number is blacklisted.
Vehicle Type	**Y**	Displays the Vehicle Type.
Trailer No.	**N**	Displays the Trailer Number if Trailer policy is selected.
Make/Model	**Y**	Displays the Make/Model and allow you to select (from the search window). Not displayed if the vehicle type is 'Motor Trade' or 'Motor Cycle Trade'.
Model Desc	**Y**	Displays the Model Description of the vehicle and allows you to enter addition info. If the vehicle type is 'Motor Trade' or 'Motor Cycle Trade', Model Desc is not displayed (not applicable).
BDM	**N**	Enter 'BDM' to calculate capacity for A Permit or C Permit Vehicle Type after loading in kg/tons. Field is enabled when the Vehicle type is 'A Permit or C Permit Goods Vehicle'.
BTM	**N**	Enter the weight of vehicle before loading. Enter the value, when vehicle type is 'A Permit or C Permit Goods Vehicle'. Entered value should not exceed the BDM value
Capacity	**Y**	Enter the Capacity of vehicle • Displays Capacity = BDM - BTM for A and C permit Goods Carrier. • Displays based on the vehicle type and model selected and allows you to change. • Displays 0 CC when Vehicle Type is Motor Trade or Motor Cycle Trade.
Variant-Series-Transmission	**N**	Select the variant-series-Transmission from given drop down list if available.
Geographical Location	**Y**	Displays the Insured's State but allows you to re-select. If you (the agent) belong to West Malaysia and select a state in East Malaysia, the Cover note status becomes Print Pending when you generate the cover note and is sent for PAdmin approval.
Region	**Y**	Displays West or East based on Geographical Location selected.
Inception Date	**Y**	Displays System date, if the policy has expired or displays Previous Policy's Expiry Date+1, if the policy is still in force. Allows you to change in both the cases but the

		entered date should be greater than 6 months from Issued Date.
Expiry Date	**Y**	Displays date after 1 year from Inception Date but allows you to change. If entered, it should not be greater than 2 years from the Inception date.
Coverage Type	**Y**	Displays the Policy's Coverage Type but allows you to change. When the Coverage Type is changed, for example: Convert coverage from Third Party to Comprehensive or from Third Party to Third Party Fire & Theft, System displays message: 'Conversion of Coverage from Third Party to Third Party Fire and Theft or Comprehensive are subject to physical inspection together with photographs taken'. If windscreen coverage is not included in the previous policy and added for renewal, system displays a message 'Windscreen Coverage is subject to physical inspection together with photographs taken'.
Vehicle Market Valuation	**Y**	Display the Vehicle Market Values. But it does not contain Vehicle Market Valuation
Sum Insured	**Y**	Displays the Sum Insured Amount for the vehicle and allows you to change. If the Sum Insured value is increased, System displays Confirmation message, 'Please confirm the Sum Insured'
NCD Allowed %	**N**	Displays and allows you to select the NCD Percentage from the drop down list. Displays next applicable NCD and 0.3 by default. If Renew policy is not eligible for NCD, due to claims experience, then the NCD Percentage will be 0.
Eff.Date	**N**	Displays the current date or Inception date.
Extra Cov.(1)	**N**	Displays Extra Coverage amount based on the Extra Coverage selected.
Gross Premium	**N**	Displays Gross Premium.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amt	**N**	Displays the Service tax amount based on service tax %.
Stamp Duty	**N**	Displays the Stamp Duty if Master Policy is not available or applicable.
Commission %	**N**	Displays Agent's Commission %.
Commission Amt	**N**	Displays Agent's Commission amount based on Commission %.
Total Payable	**N**	Displays Total Payable amount.
Act Prem	**N**	Displays Act Premium based on vehicle type, coverage type and sum insured entered.
Excess	**N**	Displays Excess amount based on vehicle type, coverage type and sum insured entered.
View / Update details	**N**	Redirects you to next tab: Vehicle.
Save	**N**	Saves the details.
Print And Send To JPJ	**N**	Prints the Renewal Cover Note and sends to JPJ.
Cancel	**N**	Closes the page.

Field	Mandatory (Y/N)	Description
NCD From	**N**	Click the Search button to select the Insurance Company and double click the selected record, to populate it to the field. Used to select the Insurance Company, to transfer the NCD from any other vehicle of the Insured from any Insurance company.
NCD Veh. No.	**Y**	Vehicle Number from which NCD is to be transferred. • Enter the Vehicle number if the 'NCD Source From' is other than 'Nsure Insurans'. • This field accepts Alpha Numerals, / and - only. • Search button is enabled only when the 'NCD from' selected is 'Nsure Insurans. • Displays the Vehicle number applicable for the selected client in the Search grid, select a Vehicle No. in the Result grid • Auto Populates the Policy Effective Date and Expiry Date based on the Vehicle No. selected
C/N Policy No	**Y**	• Enter Policy Number from which the NCD is transferred1. Enter the 'NCD Source From' is other than Nsure Insurans. • This field accepts only Alpha Numeric Values • Auto display the Policy No. based on the Vehicle No. Selected (if policy belongs to Nsure) • This field is non editable, if the value is auto populated
Policy Eff. Date	**Y**	Enter the policy Effective Date from which the NCD is transferred. • This field allows selecting date, if the NCD From is other than 'Nsure Insurance'. • Auto display the Policy Effective Date based on the Vehicle No. and Cover Note selected, if the NCD from is 'Nsure Insurans'. • This field is non-editable, if the date is auto displayed.
Policy Exp. Date	**Y**	Enter the policy Expiry Date from which the NCD is transferred. • If the date you enter is less than Policy Effective Date or greater than 2 years from the inception date, an alert message is displayed.

		• If the NCD from is 'Nsure Insurans', the field auto displays the Policy Expiry Date based on the Vehicle No. and Cover Note selected. In this case, the field becomes non-editable. • Cannot transfer the NCD from a policy still in force.
NCD Allowed %	**Y**	The user needs to select the applicable NCD percentage from the drop down list.
NCD Eff. Date	**Y**	Displays the NCD Effective date when the NCD reference policy belongs to Nsure.
NCD Verification %	**N**	The user needs to select the applicable NCD percentage from the drop down list. This field is used to cross check the NCD Allowed % with the user selected NCD percentage. Even though it won't rise any alerts for miss-matches, this value will be stored in the database.
Clear NCD	**N**	Clears all the details in NCD Source Panel. Select a new NCD source by clicking the Search button.
NCD Confirmation	**Y**	The user needs to click this button to avail the No Clams Discount. The Vehicle Number will be sent to the ISM, where the system checks the database with the Vehicle Number and NCD Allowed % and NCD Eff. Date will be retrieved for that Vehicle Number.
Annual Prem.	**Y**	Displays the Premium for a year.
Back	**N**	Redirects you to the previous tab: Vehicle.
Next	**N**	Redirects you to the next tab: Extra Coverage.

VEHICLE TAB

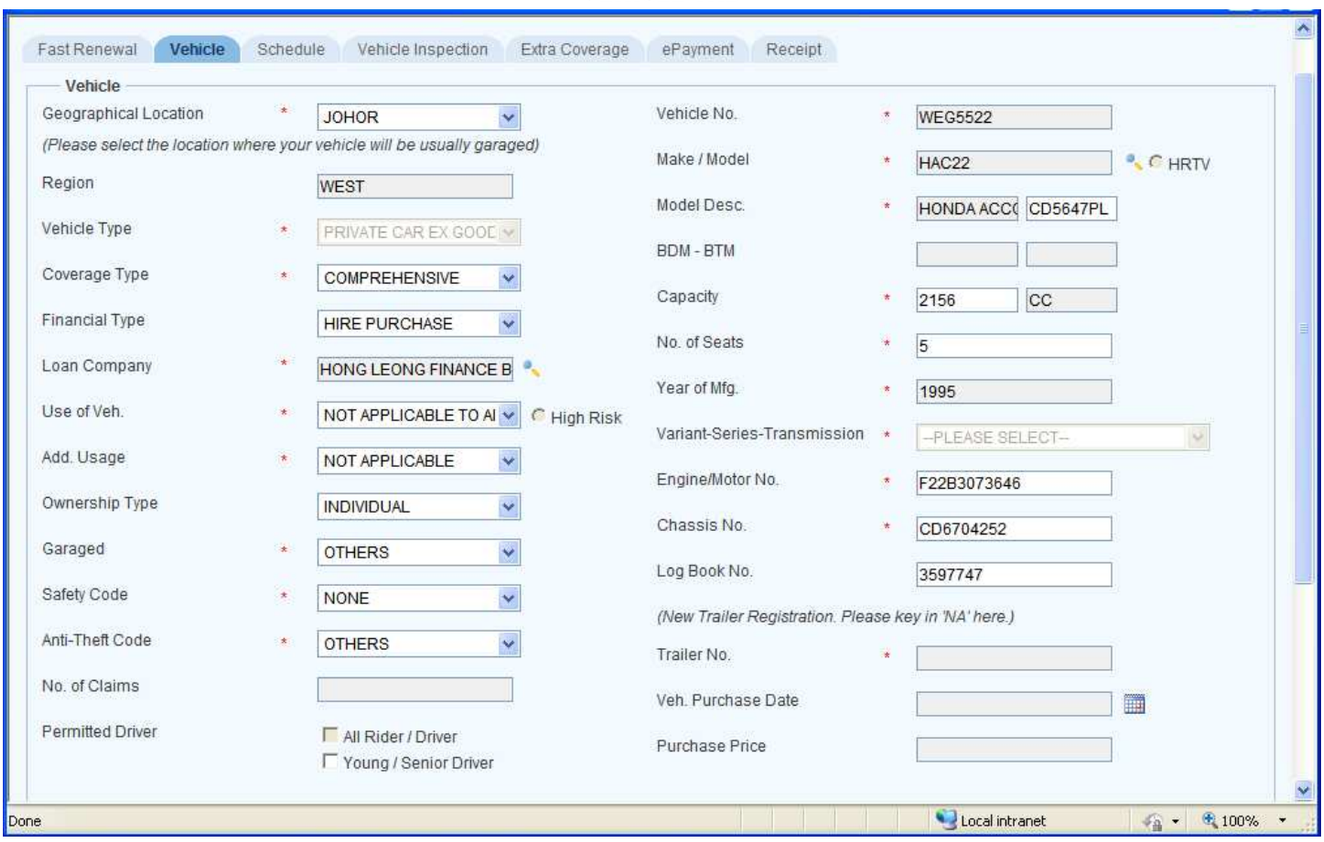


Image 1.59

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	**Y**	Displays the Insured's State and allows you to re-select. If you belong to West Malaysia and select a state in East Malaysia, the Cover note status becomes Print Pending when you generate the cover note and is sent for PAdmin approval. The same is true when you are from East region and select the West region.
Region	**N**	Displays West or East based on Geographical Location selected.
Vehicle Type	**Y**	Displays the Vehicle Type.
Coverage Type	**Y**	Select the Policy Coverage type from the drop down list.
Financial Type	**N**	Select the Financial Type from the drop down list. Field remains disabled when the selected coverage type is Third Party.
Loan Company	**N**	Clicking the Search icon lets you choose the Loan company. Field remains disabled when the Financial Type is 'Not Applicable'.
Usage of Vehicle	**Y**	Select the Usage of Vehicle from the drop down list.
Additional Usage	**Y**	Select the Additional Usage of Vehicle from the drop down list which displays applicable Additional Usages based on Vehicle Type and Coverage type. When the

		Additional Usage selected is 'Tuition Purpose', it is taken as one of the Extra Coverage.
Ownership Type	**N**	Displays 'Company' for Business clients. Allows you to select 'Individual' or 'Insured Not Driving or Riding' for Individual Clients.
Garaged	**Y**	Shows the place where the vehicle is garaged and allows you re-select.
Safety Code	**Y**	Shows the Safety feature available/applicable for the vehicle.
Anti Theft Code	**Y**	Shows the Anti Theft Code available/applicable for the vehicle.
No. of Claims	**N**	Displays the number of claims made in the preceding 2 years. The field accepts only positive whole numbers and the data entered is considered for claims loading.
Permitted Driver	**N**	Displays the Permitted Drivers and allows you to change.
Vehicle No.	**Y**	Displays the vehicle number.
Make/Model	**Y**	Displays Make/Model and allows you to re-select from the list of models available in the search window. Enter OCMOCMT, when you want to issue Trailer cover note for the Vehicle Type 'A or C permit'.
Model Description	**Y**	Displays based on the selected Make/Model and allow to enter additional info.
HRTV	**N**	Expands to High Risk Theft Vehicle. Its optional and disabled by default.
BDM	**N**	Enter 'BDM' to calculate capacity for A Permit or C Permit Vehicle Type. • Enter the weight of vehicle after loading (in kg/tons). • This field is enabled when the Vehicle type is 'A Permit or C Permit Goods Carrier' and accepts numeric values only
BTM	**N**	Enter the weight of vehicle before loading • Enter the value, when vehicle type is 'A Permit or C Permit Goods Carrier' • BTM value should not exceed the BDM value • This field accepts Numerals and Decimals only
Capacity	**Y**	Displays and allows you to enter the Capacity of the vehicle.
No. of Seats	**Y**	Displays the no. of seats upon selecting the Make / Model but allows you to change.
Year of Mfg.	**Y**	Displays the Year of manufacture.
Variant-Series-Transmission	**Y**	Select the variant-series-Transmission from given drop down list if available.
Engine/Motor No.	**Y**	Displays and allows you to enter the Engine number of the vehicle.
Chassis No.	**Y**	Displays and allows you to enter the Chassis number of the vehicle.
Log Book No.	**N**	Displays and allows you to enter the Log Book number of the vehicle.
Trailer No.	**Y** (for trailer Covernotes)	Displays and allows you to enter the trailer number if you want to issue a trailer cover note and selected the model as OCMOCMT. Applicable only for trailer cover note.
Veh. Purchase Date	**N**	Displays the Date of Purchase of Vehicle.
Purchase Price	**N**	Displays the Purchase price of the vehicle.
Permitted Drivers - 1. All Rider/Driver 2. Young/Senior Driver	**N**	The check box remains in various states based on the contact type, vehicle type, coverage type and ownership type as shown in the below table.

Contact Type: Individual	**Vehicle Type: Private Car Ex Goods**		
Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Drive**
Comprehensive	Individual	Not checked, Disabled	
	Insured Not Driving or Riding	Not checked, Disabled	
Third Party	Individual	Not checked, Disabled	
Third Party Fire & Theft	Individual	Not checked, Disabled	
Contact Type: Individual	**Vehicle Type: Motor Cycle**		
Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Drive**
Comprehensive	Individual	Checked	
	Insured Not Driving or Riding	Checked	
Third Party	Individual	Checked	
Third Party Fire & Theft	Individual	Checked	
Contact Type: Individual	**Vehicle Type: Commercial Vehicles**		
Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Drive**
Comprehensive	Individual	Not checked, Disabled	
Third Party	Individual	Not checked, Disabled	
Third Party Fire & Theft	Individual	Not checked, Disabled	
Contact Type: Business	**Vehicle Type: Private Car Ex Goods**		
Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Drive**
Comprehensive	Company	Checked	
Third Party	Company	Not checked, Disabled	
Third Party Fire & Theft	Company	Not checked, Disabled	
Contact Type: Business	**Vehicle Type: Motor Cycle**		
Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Drive**
Comprehensive	Company	Checked	
Third Party	Company	Checked, Disabled	
Third Party Fire & Theft	Company	Checked	
Contact Type:	**Vehicle Type: Private Car Ex Goods**		

		Business Coverage	**Ownership**	**All Rider/Driver**	**Young/Senior Driver**
		Comprehensive	Company	Not checked, Disabled	
		Third Party	Company	Not checked, Disabled	
		Third Party Fire & Theft	Company	Not checked, Disabled	

VEHICLE Contd…

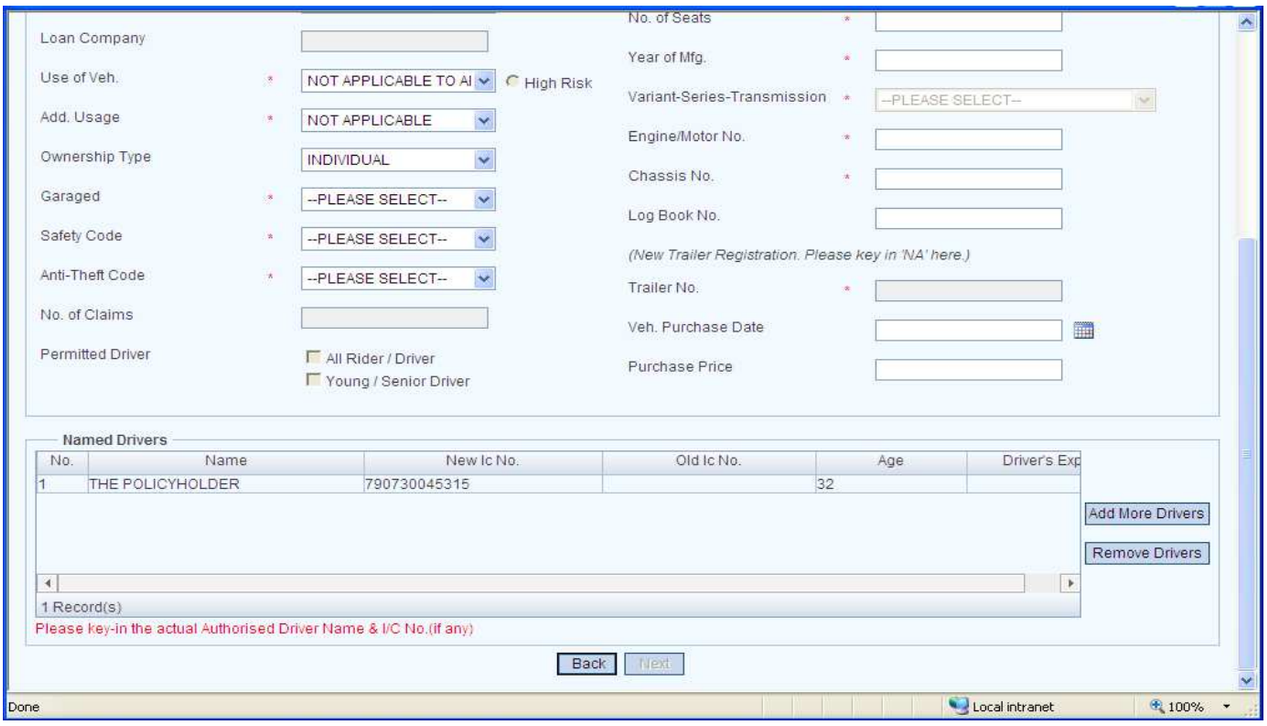


Image 1.60

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Displays the Serial Number
Name	**Y**	Enter the name of the driver. * This field allows only alphabets, space and '.' * Based on the contact type, vehicle type, coverage type, ownership type, All Driver/Rider checkbox status and the Named driver rows get different values. Sometimes the check box is also disabled. Following are the combinations of Options:

Contact Type: Individual	**Vehicle Type: Private Car Ex Goods**
Options	Description
Option 1	• By default the "THE POLICY HOLDER" is displayed in the first row. • When more than 2 drivers are added, for each additional driver, RM. 10 is added to the Extra coverage amount in schedule tab and is shown in the grid available in Extra Coverage tab.
Option 2	• All rows in the grid are empty. • If more than 2 drivers added, for each extra driver RM10 will be added to the Extra coverage amount in schedule tab and the same shown in the grid available in Extra Coverage tab.
Option 3	• The grid is non-editable. • The default data is "ANY AUTHORISED DRIVER". • Other rows are empty and will not allow to add/edit.
Option 4	• The grid is non-editable. • The default data is displayed as "All Driver".
Contact Type: Individual	**Vehicle Type: Motor Cycle**
Options	Description
Option 1	• By default "ALL RIDERS" is displayed in the 1st non-editable row. • "All Riders" amount is added in "Schedule" tab.
Option 2	• "ALL RIDERS" is displayed in the non-editable 1st row. • "All Rider Amount" is displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab.

		Contact Type: Individual / **Vehicle Type: Commercial Vehicles** Options / Description Option 1: • "ANY AUTHORISED DRIVER" will be displayed in the first row. Not allow to edit/add more drivers. • For "Motor cycle Trade" and "Motor Trade", for Trade Plate. : "Name" field will display '"ANY AUTHORISED DRIVER' in the first row and it is not editable. • For "Motor cycle Trade" and "Motor Trade", for Named Driver: Enter the name of the drivers. Click ADD button to add more drivers. You can add up to 8 drivers. Option 2: • "ALL RIDERS" will be displayed in the non-editable 1st row. "All Rider Amount" will be displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab. **Contact Type: Business** / **Vehicle Type: Private Car Ex Goods** Options / Description Option 1: • "ALL DRIVERS" will be displayed by default in the non-editable 1st row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and will be displayed in the "Extra Coverage" tab. • If unchecked, the first row will get cleared and adding 2 drives will be allowed. This will remove the "Extra Coverage Amount" in "Schedule" and "Extra Coverage" tab. • If 3rd driver is added, the "All rider/Driver" check box will get auto checked and "All DRIVER" will be displayed in 1st non-editable row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and displayed in "Extra Coverage" tab. Option 2: • Non-editable 1st row - "ANY AUTHORISED DRIVER". • Other rows are empty and not allow to edit/add **Contact Type: Business** / **Vehicle Type: Motor Cycle** Options / Description Option 1: • "ALL RIDERS" will be displayed in the non-editable first row. "All Rider Amounts in schedule tab. • If unchecked, then adding only one named driver is allowed in the first row (by emptying it) and no more drivers can be added, other rows are non-editable. Option 2: • Default data will be displayed as "ALL RIDER" in the 1st non-editable row. • No more drivers is allowed to add/edit and "All Rider Amount" will be displayed in "Schedule" tab. **Contact Type: Business** / **Vehicle Type: Commercial Vehicles** Options / Description Option 1: • Default data is displayed as "ANY AUTHORIZED DRIVER" • the grid is not allowed to add/edit.
New IC. No.	**N**	Enter the New IC No. of the Named Driver.
Old IC. No.	**N**	Enter the Old IC No. of the Named Driver.
Age	**N**	Enter the age of the Named Driver. This field accepts 2 digit whole numbers.
Drivers Exp.	**N**	Enter the no. of years of driving experience for the named driver. • This field accepts only whole numbers • When driver's experience is greater than driver's age or driver's experience is greater than allowed age, the system displays error message.
Add More Drivers	**N**	Click the button to 'Add more drivers' in the grid. • Adds a new row upon clicking the Add more Drivers button. • It allows adding Maximum of 8 drivers totally. It displays an alert message " You can add up to 8 drivers only", upon clicking Add more drivers after adding 8 Named Drivers
Remove Drivers	**N**	Removes a selected row in the grid.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule. • Prompts you to capture the Named Drivers and Engine and chassis number properly, upon clicking the 'Next' button. • Click 'YES' to proceed to Schedule Tab or 'NO' to verify again.

SCHEDULE TAB

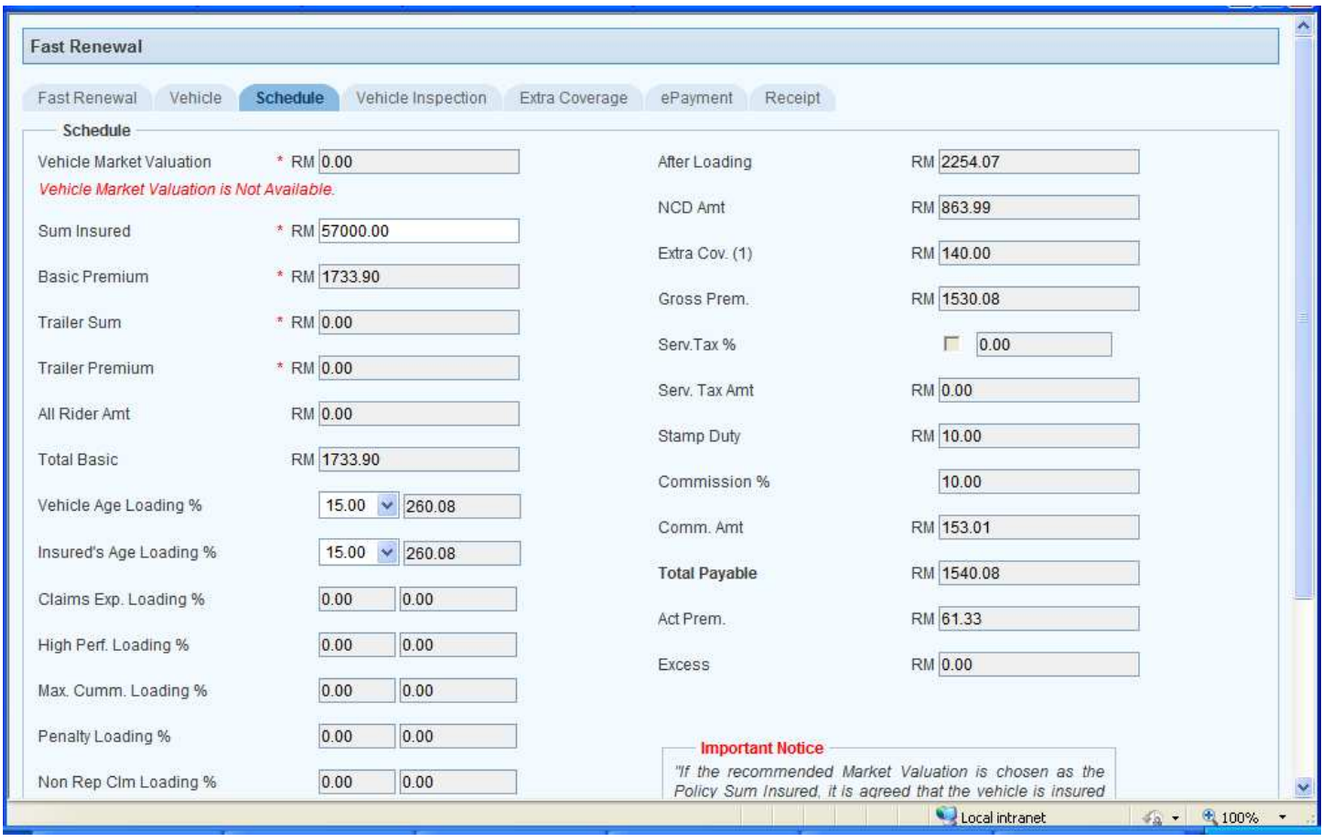


Image 1.61

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Vehicle Market Valuation	**Y**	The valuation is made available through the ISM-ABI website. The value is based on the vehicle code and Year of manufacture. If the age of the vehicle is greater than 10 Years, this field and Sum Insured field will be Zero.
Sum Insured	**Y**	Enter the Sum Insured amount. • Displays Error message, when the Sum Insured entered is not within the limits for the selected Vehicle Type and Coverage Type as maintained in Flexi guide for the corresponding agent. 7. Displays Sum Insured as 0 when the Coverage type is Third party. • Displays the Sum Insured as 0 when the vehicle type is Trailer
Basic Premium	**Y**	• Displays Basic Premium based on Class of vehicle, Coverage type, POC, Cubic capacity and Region as per tariff. • For motorcycle, Basic premium is inclusive of additional usage tariff. • Basic Premium = SRATE * (Base Premium + Additional Premium) **Short Rate table** **Period** / **Days/Months** / **S Rate %** 0 / Day / 0.00% 7 / Days / 12.50% 1 / Month / 25.00% 2 / Months / 37.50% 3 / Months / 50.00% 4 / Months / 62.50% 5 / Months / 75.00% 6 / Months / 75.00% 7 / Months / 87.50% 8 / Months / 87.00% 9 / Months / 100.00% 10 / Months / 100.00% 11 / Months / 100.50% 12 / Months / 75.00%
Trailer Sum	**Y**	Enter the trailer sum insured (applicable only Trailer cover note).
Trailer Premium	**Y**	Displays the trailer premium (applicable only Trailer cover note).
All Rider Amt	**Y**	Displays the All Rider Amount (applicable only for Vehicle Type: Motor Cycle).
Total Basic	**Y**	Displays Total basic premium. * Total Basic Premium = Basic Premium or Trailer premium + All Rider Amount.
Vehicle Age Loading %	**Y**	You can reduce or increase the value of Loading % Based on Age of Vehicle. But when increased it should not exceed maximum loading applicable.
Insured's Age	**Y**	Displays the value based on Age of Insured.

Loading %		
Claims Exp. Loading %	Y	Displays Loading % based on Number of Claims.
High Perf. Loading %	Y	Displays High Performance Loading % based on Model selected.
Max. Cumm. Loading %	Y	Displays Maximum Loading Percentage applicable.
After Loading	Y	Displays After Loading Amount. * After Loading Amount = Total Basic + Loading Amount.
NCD Amt	N	Displays NCD Amount based on the NCD % applicable.
Extra Cov. (1)	N	Displays the amount based on the Extra Coverage selected.
Gross Prem.	Y	Displays Gross Premium. * Gross Premium = Total Premium + Loading Amount + Extra Coverage amount (if applicable) – NCD Amount. * Validates for the minimum premium limit in underwriting guidelines and Flexi guide settings.
Serv.Tax %	N	Displays the Service tax % (only for Business clients).
Serv. Tax Amt	N	Displays the Service tax amount which is calculated based on the Service Tax % (only for Business clients).
Stamp Duty	N	Displays the Stamp Duty if Master Policy is not available or applicable.
Commission %	N	Displays Agent's Commission %.
Comm. Amt	N	Displays Agent's Commission amount based on Commission %.
Total Payable	N	Displays Total Payable amount.
Act Prem.	N	Displays Act Premium based on vehicle type, coverage type and sum insured entered.
Excess	N	Displays Excess amount based on vehicle type, coverage type and sum insured entered.

SCHEDULE Contd…

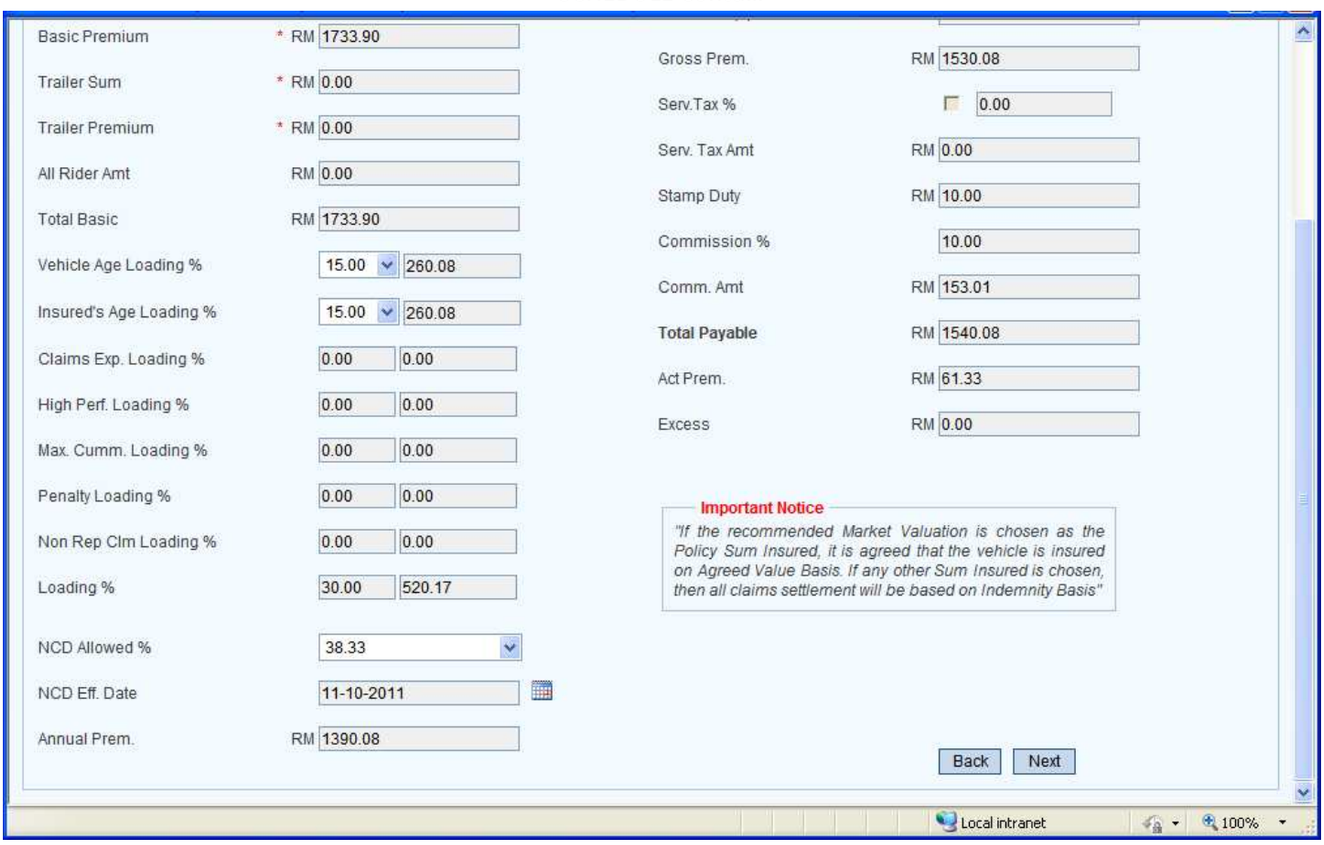


Image 1.62

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Loading %	N	Calculates the Loading Amount based on the Loading %
NCD Allowed %	N	Displays NCD Percentage (next applicable level) and allows you to change.
NCD Eff. Date	N	Displays Current date.
Annual Prem.	Y	Displays the Premium for a year.
Back	N	Redirects you to the previous tab: Vehicle.
Next	N	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE TAB

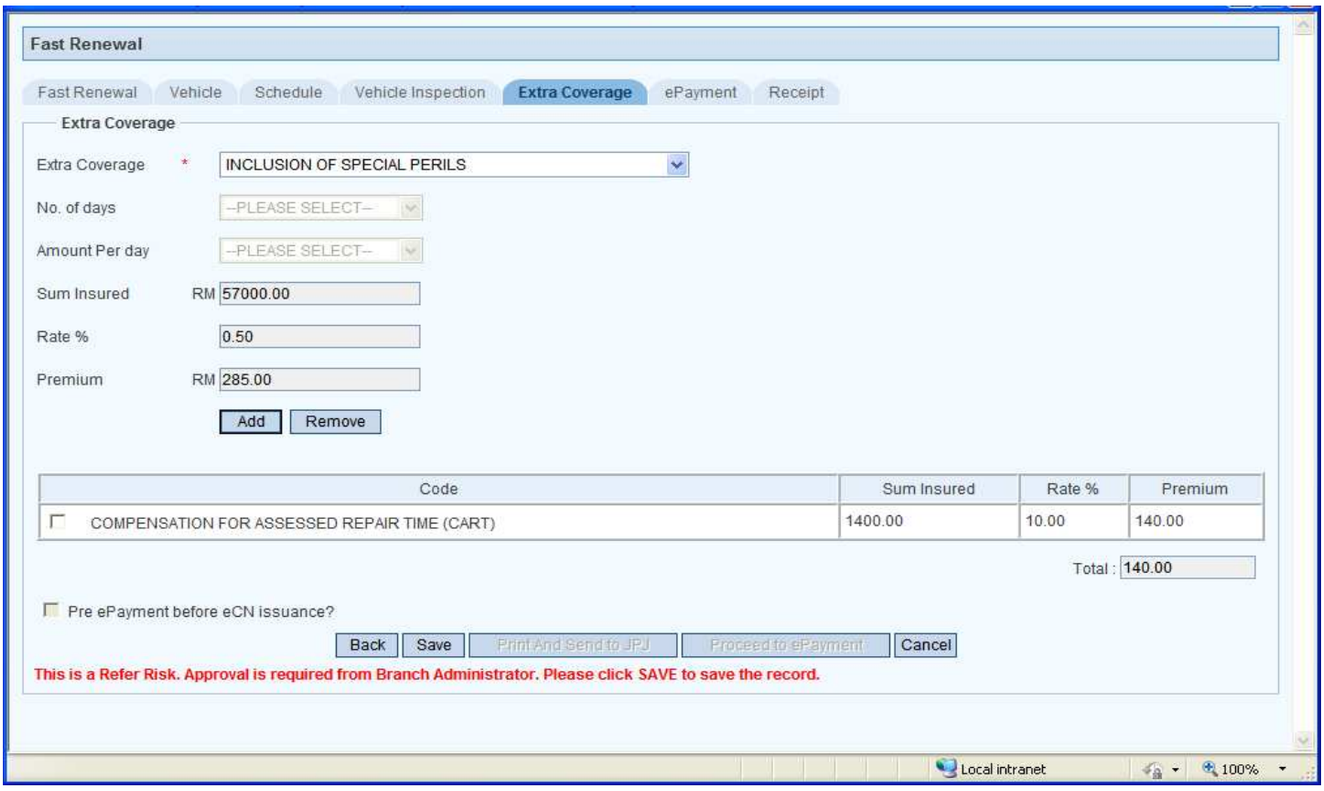


Image 1.63

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Select the Extra Coverage from the drop down list.
No. of days	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User needs to select the No. of Days from the Drop Down List.
Amount Per day	**N**	Enabled only when the Extra Coverage selected is "Compensation For Assessed Repair Time (CART)". User need to select the Amount Per Day from the Drop Down List. Based on the values in "No. of Days" and "Amount Per Day", Sum Insured is calculated and Premium is calculated as: Premium = Sum Insured * Rate %
Sum Insured	**N**	Displays Automatically when certain Extra Coverage's are selected. The following are the Extra Coverage's which will load Sum Insured automatically. The Vehicle Sum Insured is loaded in these cases: * Inclusion of Special Perils * Strike, Riot and Civil Commotion The following are the Extra Coverage's which will request the user to Key-in the Sum Insured. This field is **Mandatory** in these cases: * NGV Gas * Windscreen Damage (Tempered/Laminated Glass Inclusive Labor Cost) * Windscreen Damage (Tinting Film Inclusive Labor Cost) The following are the cases where there will be no Sum Insured, instead the premium will be calculated by using the Vehicle Sum Insured and Rate%: * Legal Liability of Passengers * Legal Liability to Passengers
Rate %	**N**	Displays Rate % based on the extra coverage selected.
Premium	**N**	Displays the premium amount for the extra coverage selected.
Add	**N**	Adds the selected Extra coverage in the grid
Remove	**N**	Removes the selected row in extra coverage grid.
Data Grid	**N**	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium. If the Coverage Type is 'Comprehensive', when the Extra Coverage Page is loaded for the first time of that transaction, a message asking the client "This Comprehensive Policy is inclusive of CART Coverage. Please click OK to include CART or Please click CANCEL to remove CART". If the user clicks OK, CART will be added, else CART is removed. The user can also remove the CART even after adding that.
Total	**N**	Displays the sum of premium amounts for the extra coverage added.
Pre ePayment before eCN issuance?	**N**	Select the check box if you want to pay through ePayment with the credit card. When you select the checkbox, the 'Proceed To ePayment' button is enabled. You can print the cover note once the ePayment is successful.
Back	**N**	Redirects you to the previous tab: Schedule.
Save	**N**	Saves the cover note and generates a Reference Number.
Print and Send to JPJ	**N**	Saves the details, generates the cover note number, prints it and sends it to JPJ. If pre ePayment is not checked, you can click this button to print the cover note and

		send to JPJ.
Proceed to ePayment	**N**	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.3.2 Non Motor

1.1.3.2.1 DPPA/MCPA

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE and VEHICLE TAB

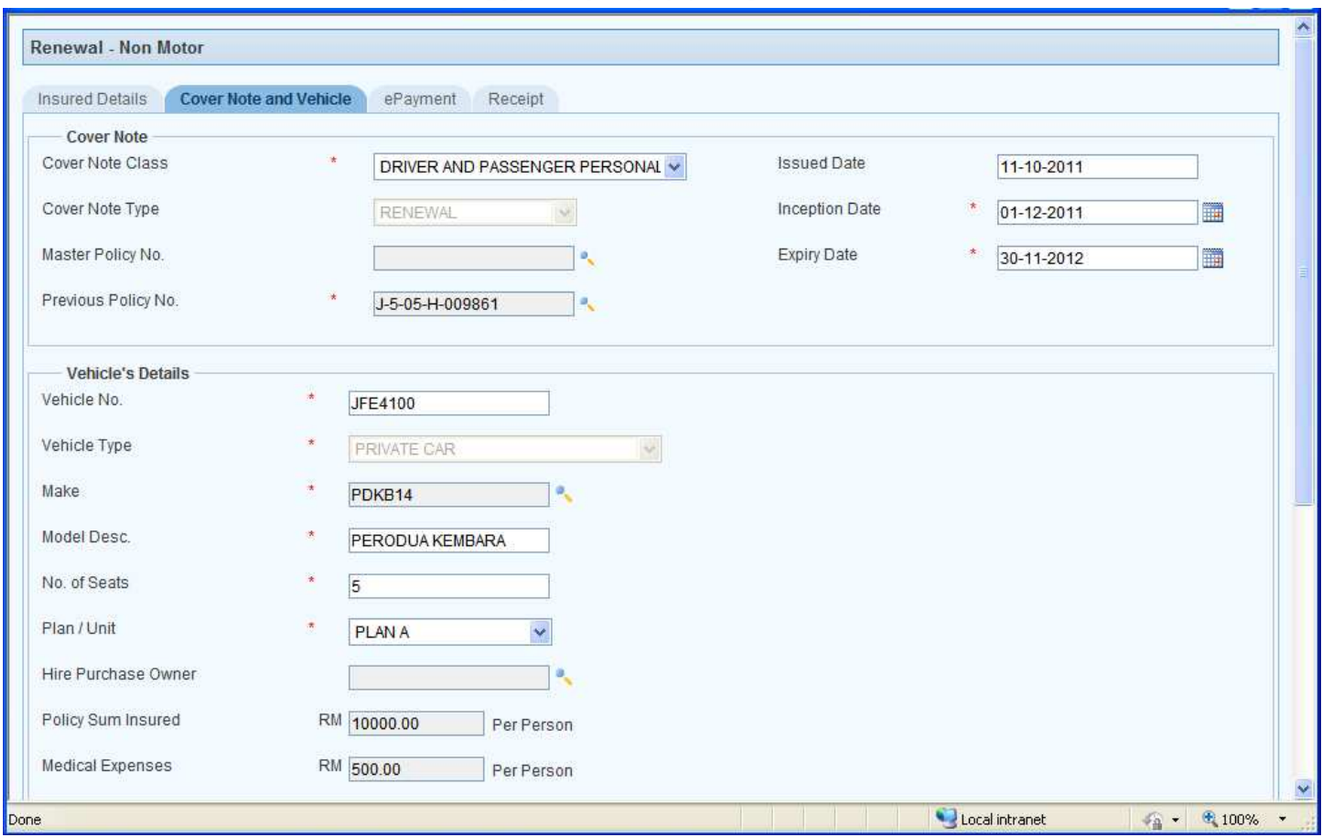


Image 1.64

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Covernote Class	**Y**	Select the Cover Note class from the drop down list.
Cover Note Type	**Y**	Displays Renewal'.
Master Policy No.	**N**	Click the Search button to select the Master Policy No and double click the selected record, to populate the Master Policy No.
Previous Policy No	**N**	Click the Search button to select the Previous Policy number and double click the selected record, to populate it to the field. (Search window shows MCPA Policies when you've selected the class MCPA and shows DPPA policies when you've selected the class DPPA).
Issued Date	**N**	Displays the current date.
Inception Date	**Y**	Displays the date of one day after the expiry date of Previous Policy and allows you to change. Entered date should be not be more than 6 months from the Issued date or before the issue date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Vehicle No.	**Y**	Displays as in the policy if available and asks the user to enter.
Vehicle Type	**Y**	Displays as in the policy
Make	**Y**	Displays as in the policy or the user can click the Search button to search the Make of the vehicle and double click the selected record, to populate it to the field.
Model Description	**Y**	Displays based on the selected Make of the vehicle and allow you to change.
No. of Seats	**Y**	Displays based on the Model selected and allows you to change.
Plan / Unit	**Y**	Select the Plan / Unit from the drop–down list.
Hire Purchase Owner	**Y**	Click the Search button to search the Hire purchase of the vehicle and double click the selected record, to populate it to the field.
Policy Sum Insured	**Y**	Displays Policy sum insured based on the selected Plan/Unit.
Medical Expenses	**Y**	Displays medical expenses based on the selected Plan/Unit.

COVERNOTE and VEHICLE TAB

Contd…

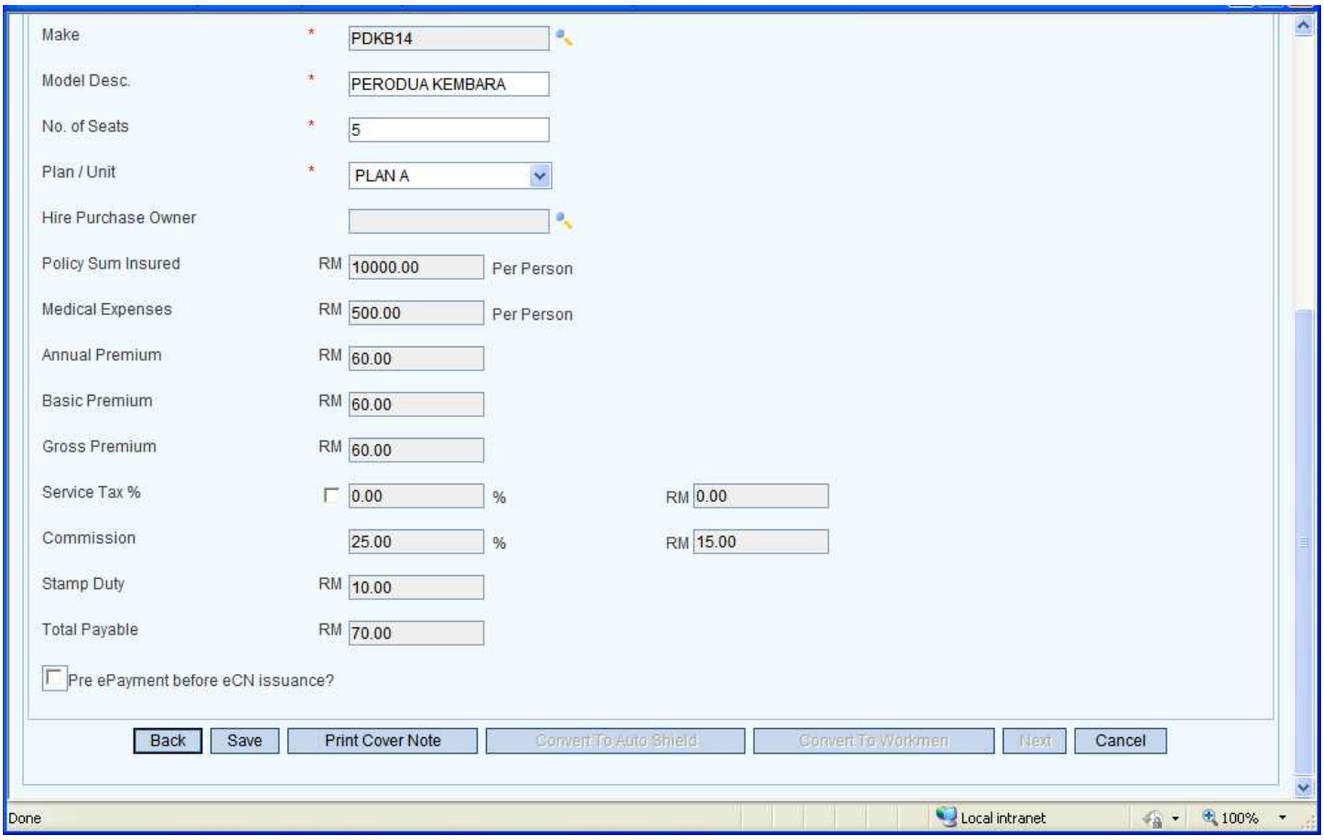


Image 1.65

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Annual Premium	**N**	Displays the Premium for one year
Basic Premium	**N**	Displays the Basic Premium
Gross Premium	**N**	Displays the Gross Premium
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service tax amount based on service tax %.
Commission %	**N**	Displays Agent's Commission %.
Commission Amount	**N**	Displays Agent's Commission amount based on Commission %.
Rebate %	**N**	Displays Rebate % if it is Corporate Agent
Rebate Amount	**N**	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Stamp Duty	**N**	Displays the Stamp Duty Amount if Master Policy is not available or applicable.
Total Payable	**N**	Displays the Total Amount Payable.
Pre Epayment before eCN Issuance?	**N**	Check the Pre Epayment option if you want to pay through epayment using credit card. When you select the check box, the 'Proceed To ePayment' button is enabled. You can print the cover note once the epayment is successful.
Back	**N**	Redirects you to the previous tab: Cover Note.
Save	**N**	Saves the cover note and generates a Reference Number.
Print Covernote	**N**	Saves, Prints the details and generates the cover note.
Convert to Auto Shield	**N**	Redirects you to Auto Shield Insurance page, to Convert the generated Cover note to Auto Shield Insurance.
Convert to Workmen	**N**	Redirects you to Workmen page, to Convert the generated Cover note to Workmen.
Next	**N**	Redirects you to the next tab: e Payment. Button is enabled only when you've selected the 'Pre ePayment before eCN issuance' check box.
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.3.2.2 Non Motor eCN

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE and SCHEDULE TAB

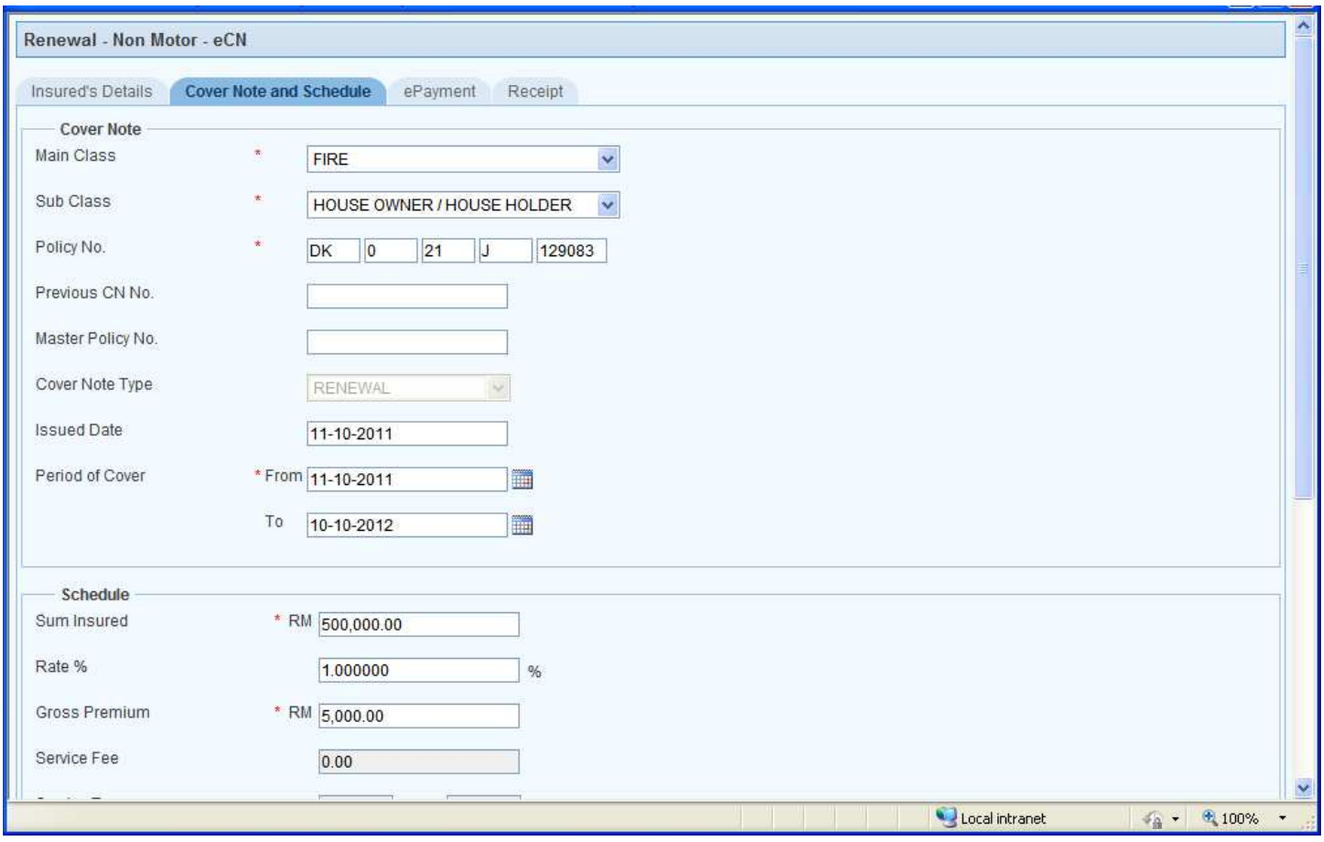


Image 1.66

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Main Class	**Y**	Select the Main class from the drop down list.
Sub Class	**Y**	Select the Sub class from the drop down list.
Policy No	**Y**	Enter the Policy Number
Previous CN No	**N**	Enter the Previous Covernote Number
Master Policy No	**N**	Enter the Master Policy Number if available
Covernote Type	**N**	Displays 'New Business' and field is disabled
Issue Date	**N**	Displays Current date
Period of Cover	**Y**	Fill the period of cover (by entering the values manually or by clicking the Calendar icon). 'From Date' displays Issue Date by default. From Date should be • Greater than or equal to the Issued Date • Not more than 6 months from Issue Date • Not less than the System Date 'To Date': Displays end date of 1 year from 'From' Date but allows you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).

COVERNOTE and SCHEDULE TAB

Contd…

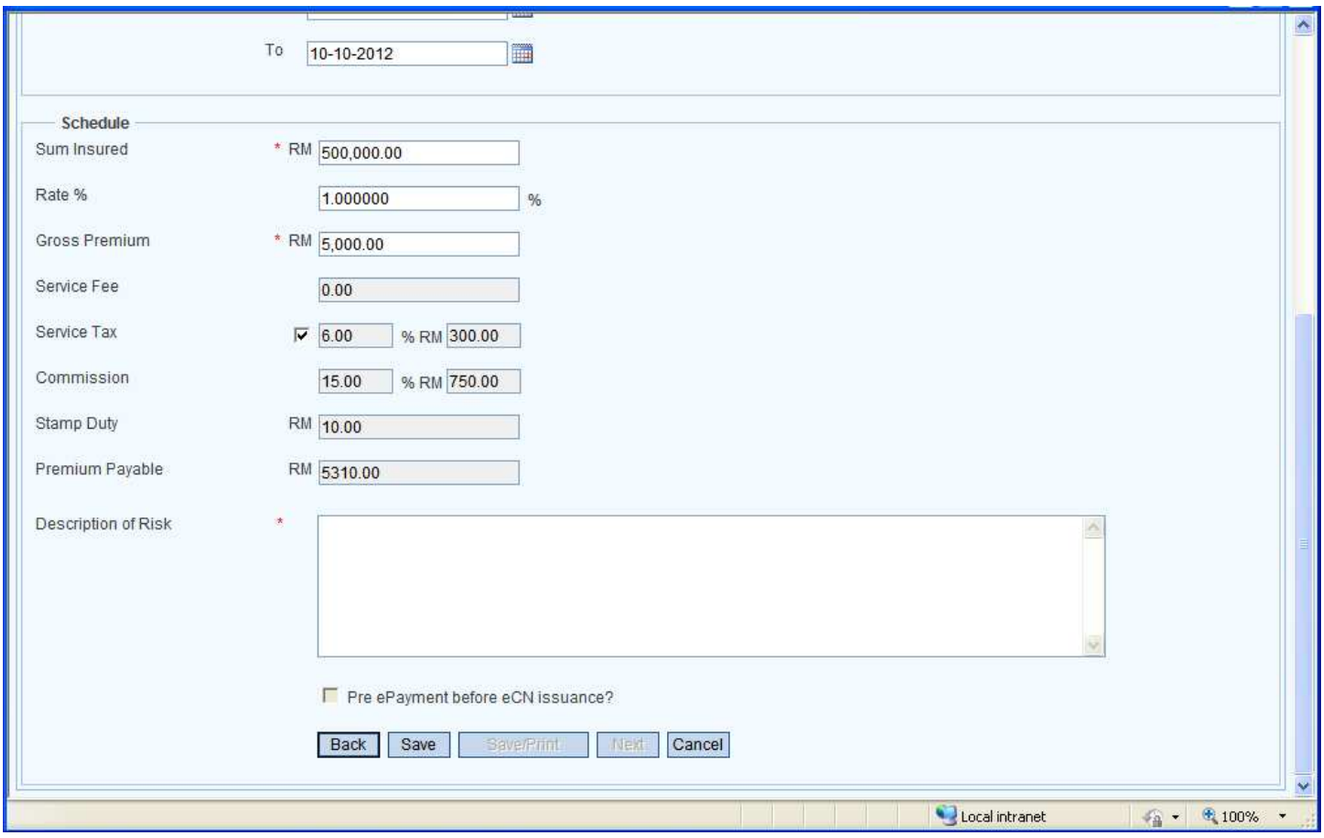


Image 1.67

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	**Y**	Enter the Sum Insured (Numerals Only)
Rate	**N**	Enter the Rate Percentage (Numerals only). It also auto calculates when Sum Insured and Gross Premium are entered.
Gross Premium	**Y**	Enter the Gross Premium (Numerals only). It also auto calculates when Sum Insured and Rate Percentage are entered.
Service Fee	**N**	Enabled and Mandatory only for 'Foreign Worker Compensation Scheme'.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service tax amount based on service tax %.
Commission %	**N**	Displays Agent's Commission %.
Commission Amount	**N**	Displays Agent's Commission amount based on Commission %.
Rebate %	**N**	Displays Rebate % if it is Corporate Agent
Rebate Amount	**N**	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Stamp Duty	**N**	Displays the Stamp Duty Amount if Master Policy is not available or applicable.
Premium Payable	**N**	Displays the Premium Amount Payable.
Description of Risk	**Y**	Enter the Description of risk. (Accepts Alphabets, Numbers and Special Characters).
Pre Epayment before eCN Issuance?	**N**	Check the Pre Epayment option if you want to pay through epayment using credit card. When you select the check box, the 'Proceed To ePayment' button is enabled. You can print the cover note once the epayment is successful.
Back	**N**	Redirects you to the previous tab: Insured Details.
Save	**N**	Saves the cover note and generates a Reference Number.
Save/Print	**N**	Saves and Prints the Cover Note with Cover note number.
Next	**N**	Redirects you to the next tab: e Payment (if you've selected 'Pre ePayment before eCN issuance' check box). Redirects you to the next tab: Receipt (if you've Printed the cover note).
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.3.2.3 Auto Shield Insurance

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

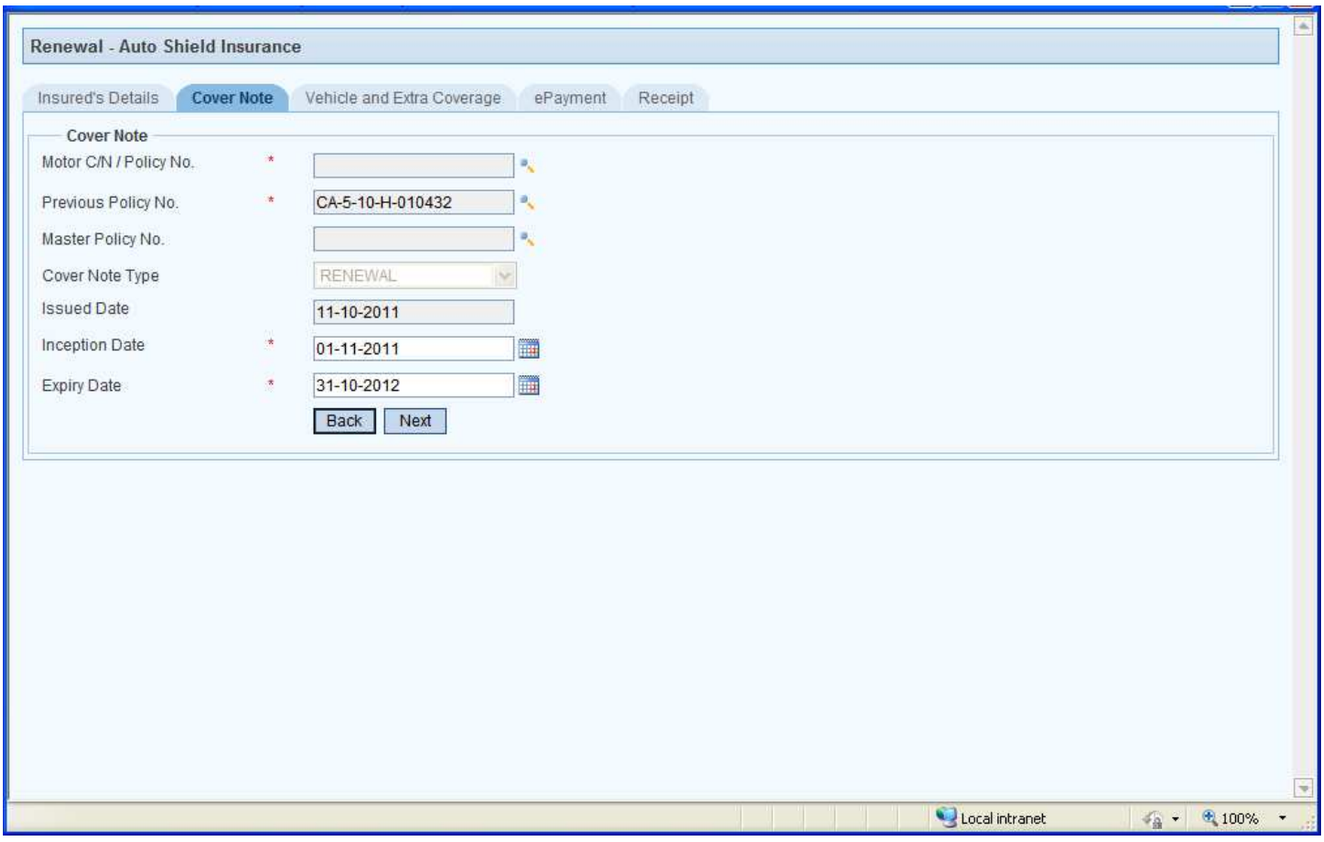


Image 1.68

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Motor C/N / Policy No.	**N**	Click the Search button to select the Motor Cover Note No or Policy No and double click the selected record, to populate the Motor Cover Note No. The search retrieves only the Covernotes related to the selected client.
Previous Policy No	**Y**	The user needs to select the policy which has to be renewed
Master Policy No	**N**	Click the Search button to select the Master Policy No and double click the selected record, to populate the Master Policy No.
Covernote Type	**Y**	Displays 'Renewal' and field is disabled
Issue Date	**N**	Displays the current date.
Inception Date	**Y**	Displays the date of one day after the expiry date of Previous Policy and allows you to change. Entered date should be not be more than 6 months from the Issued date or before the issue date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle and Extra Coverage.

VEHICLE and EXTRA COVERAGE TAB

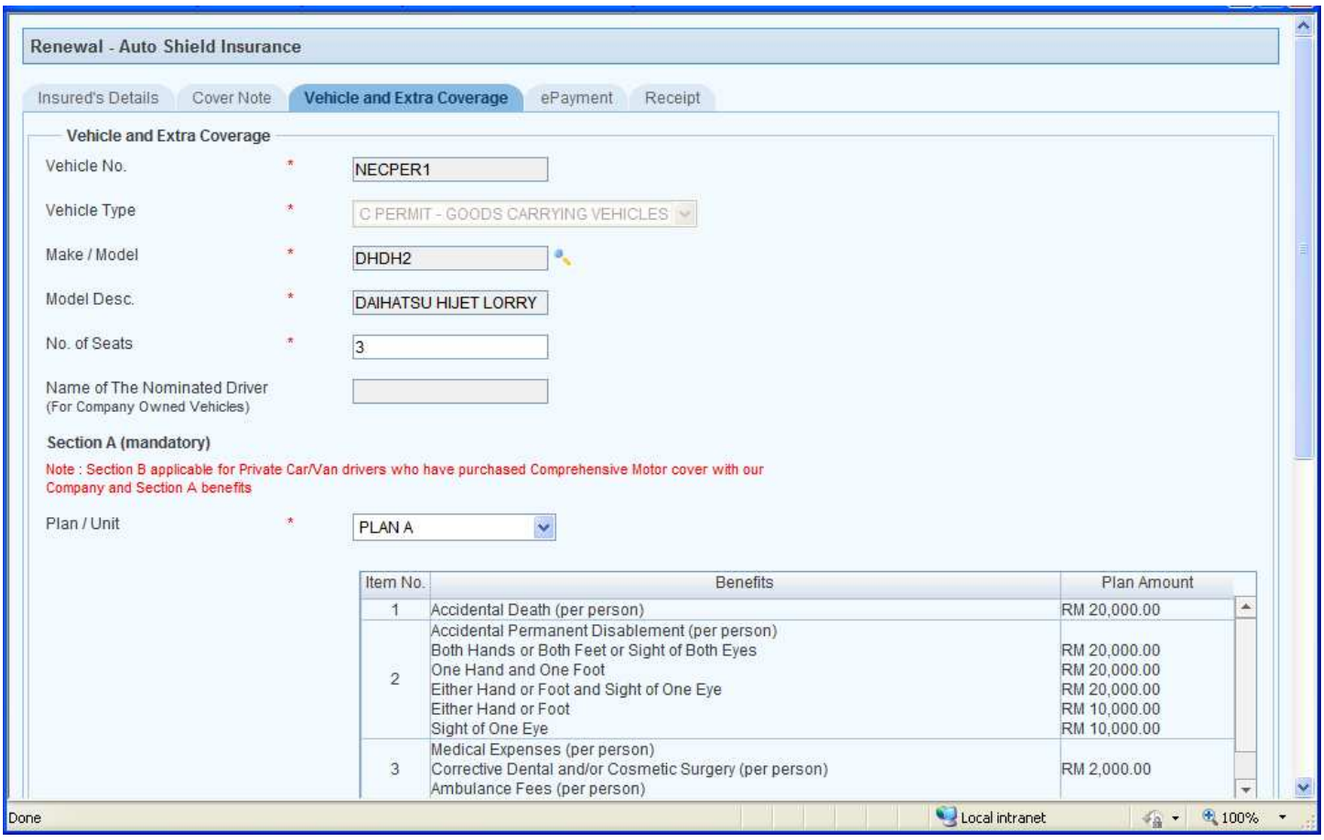


Image 1.69

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Vehicle No.	**Y**	Displays the Vehicle No. of the selected Covernote
Vehicle Type	**Y**	Displays the Vehicle Type in the drop down list, if Vehicle info is available or allows you to select it.
Make/Model	**Y**	Displays the Make/Model.
Model Desc	**Y**	Displays the Model Description.
No. of Seats	**Y**	Displays the No. of Seats.
Name of the Nominated Driver (For company owned vehicles)	**N**	Displays the Name of the Nominated Driver. The field becomes editable only for business clients (Section A).

VEHICLE and EXTRA COVERAGE

Contd…

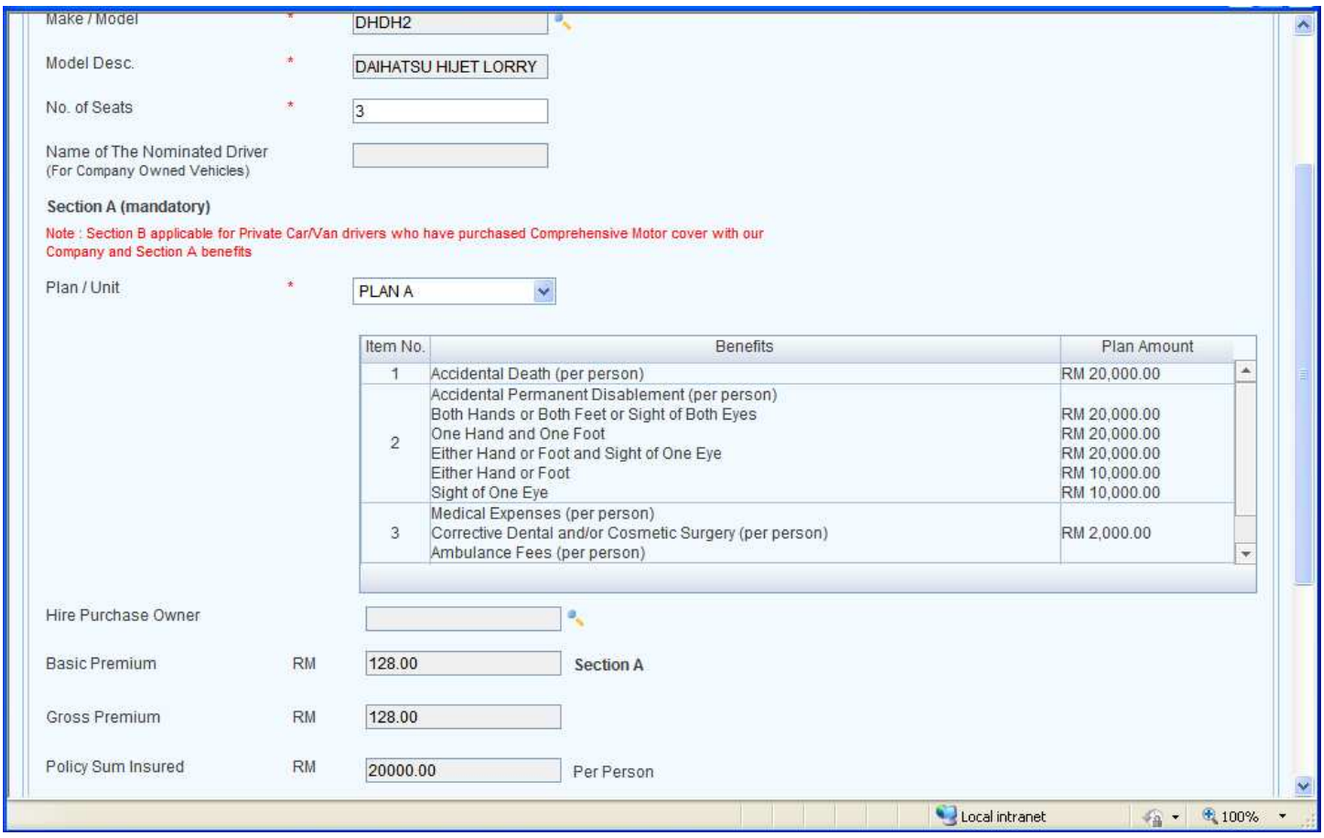


Image 1.70

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Plan/Unit	**Y**	Select the Plan / Unit from drop down list.
Grid 1 (Section A)	**N**	Displays the plan details according to the PLAN selected including: Benefits and Plan Amount.
Grid 2 (Section B)	**N**	Shows Extra coverage details: Extra Cover, Sum Insured and Premium and allows you to select one or more optionally.

VEHICLE and EXTRA COVERAGE Contd…

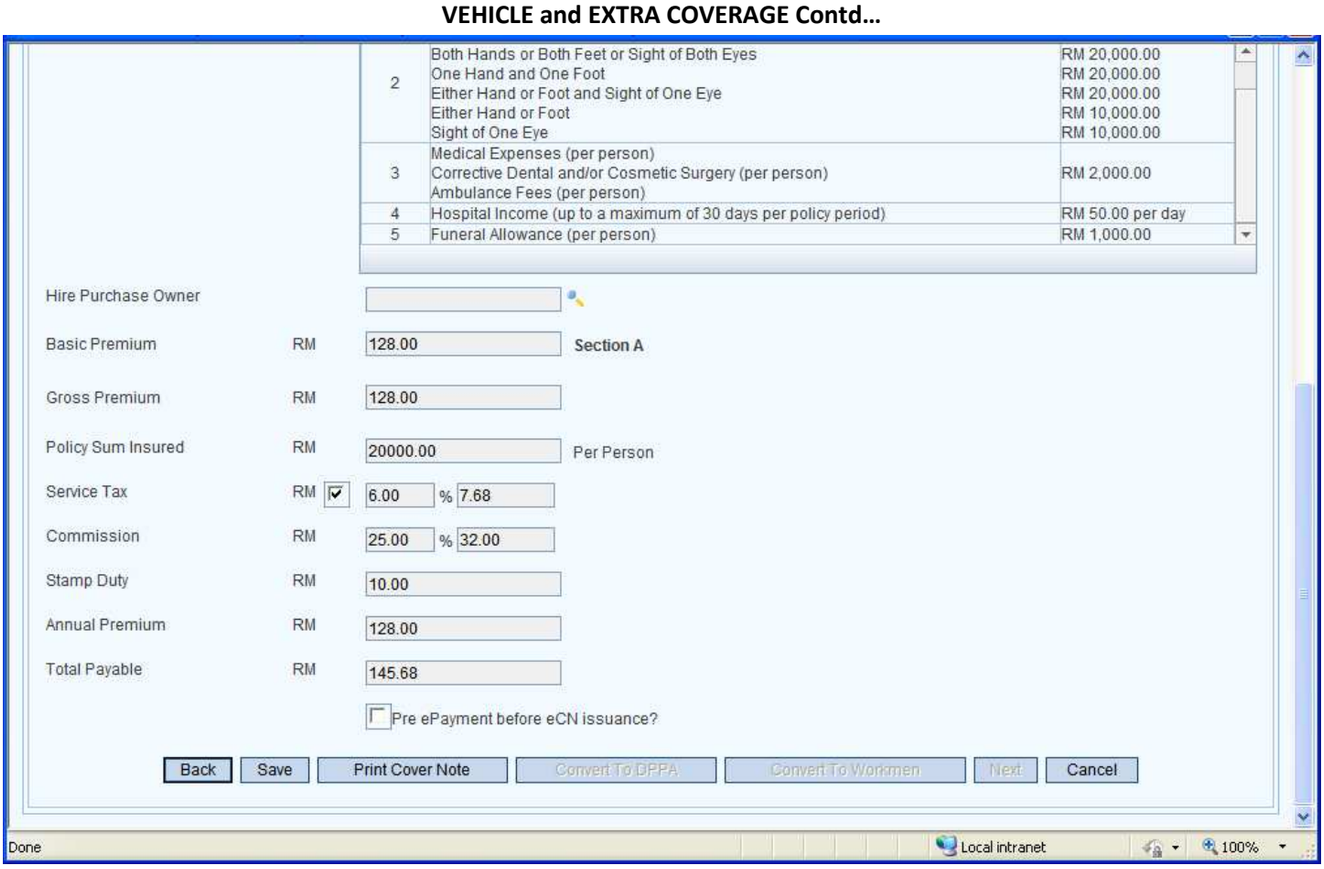


Image 1.71

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Hire Purchase Owner	**N**	Displays Hire Purchase Owner if already available and allows you to select if necessary (by clicking the Search button to invoke the search window and then double clicking the selected record).
Basic Premium (Section A)	**N**	Displays the Basic Premium (of Section A).
Gross Premium	**N**	Displays the Gross Premium.
Policy Sum Insured	**N**	Displays the Policy sum insured based on the selected Plan/Unit.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service tax amount based on service tax %.
Stamp Duty	**N**	Displays the Stamp Duty Amount if Master Policy is not available or applicable.
Commission %	**N**	Displays Agent's Commission %.
Commission Amount	**N**	Displays Agent's Commission amount based on Commission %.
Rebate %	**N**	Displays Rebate % if it is Corporate Agent
Rebate Amt	**N**	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Annual Premium	**Y**	Displays the Premium for a year.
Total Payable	**N**	Displays Total Payable amount.
Pre Epayment before eCN Issuance?	**N**	Check the Pre Epayment option if you want to pay through epayment using credit card. When you select the check box, the 'Proceed To ePayment' button is enabled. You can print the cover note once the epayment is successful.
Back	**N**	Redirects you to the previous tab: Cover Note.
Save	**N**	Saves the cover note and generates a Reference Number.
Print Covernote	**N**	Saves, Prints the details and generates the cover note.
Convert to DPPA	**N**	Redirects you to DPPA page, to Convert the generated Cover note to DPPA.
Convert to Workmen	**N**	Redirects you to Workmen page, to Convert the generated Cover note to Workmen.
Next	**N**	Redirects you to the next tab: e Payment. Button is enabled only when you've selected the 'Pre ePayment before eCN issuance' check box.
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.3.2.4 Motor Cyclist Protector

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB and VEHICLE TAB

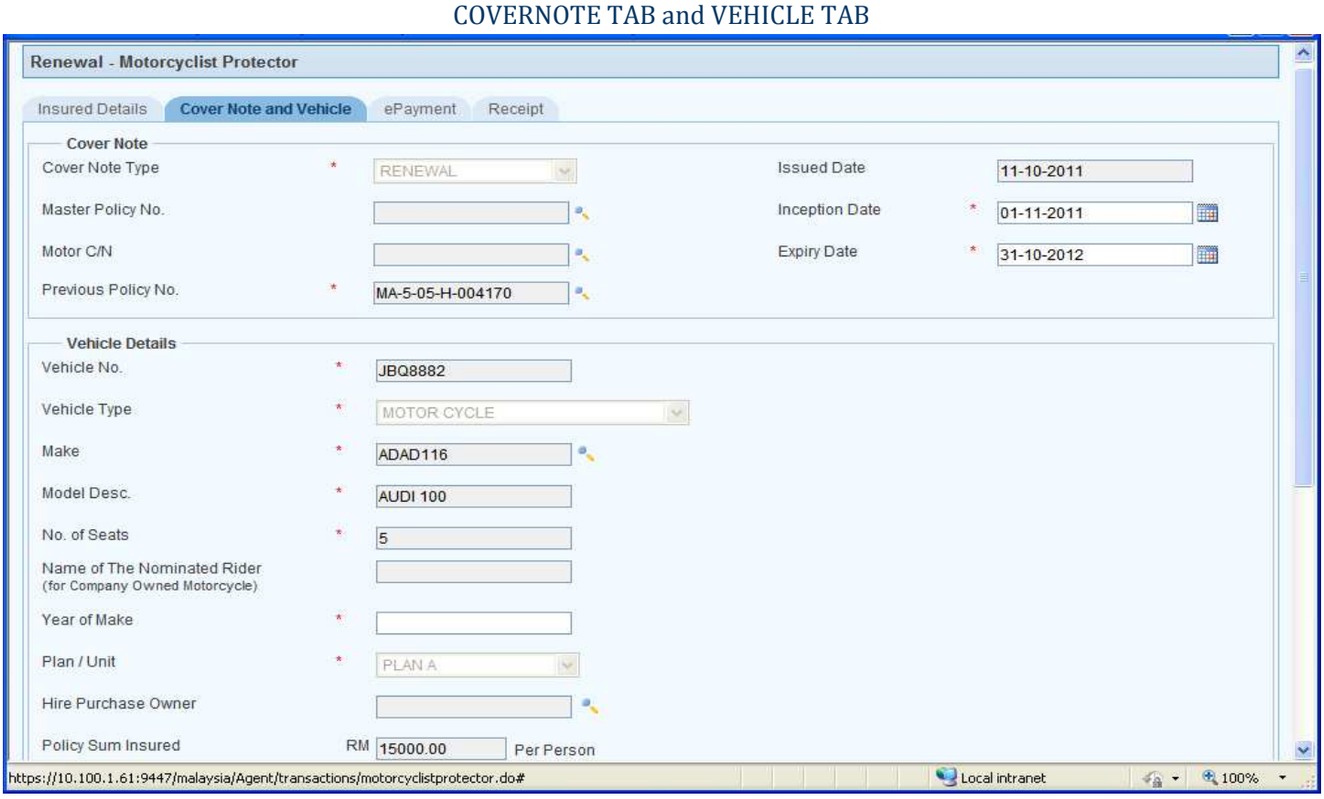


Image 1.72

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Type	**Y**	Displays 'Renewal'.
Master Policy No.	**N**	Click the Search button to select the Master Policy No and double click the selected record, to populate the Master Policy No.
Motor C/N	**N**	Click the Search button to select the Motor Cover note number and double click the selected record, to populate it to the field. (Search window shows motor cycle cover notes when you've selected the class MCPA and shows cover notes excluding motorcycle when you've selected the class DPPA).
Previous Policy No	**Y**	The user has to select the policy number using the search Icon which has to be renewed.
Issued Date	**N**	Displays the current date.
Inception Date	**Y**	Displays the date of one day after the expiry date of Previous Policy and allows you to change. Entered date should be not be more than 6 months from the Issued date or before the issue date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Vehicle No.	**Y**	Displays as in the Policy and disabled
Vehicle Type	**Y**	Displays as in the Policy and disabled
Make	**Y**	Displays as in the Policy or user can click the Search button to search the Make of the vehicle and double click the selected record, to populate it to the field. (Search window shows motor cycle cover notes when you've selected the class MCPA and shows cover notes excluding motorcycle when you've selected the class DPPA).
Model Description	**Y**	Displays based on the selected Make of the vehicle and allow you to change.
No. of Seats	**Y**	Displays based on the Model selected and allows you to change.
Name of the Nominated Rider (For Company Owned Motorcycle)	**N**	Displays the Name of the Nominated Rider. The field becomes editable only for business clients.
Year of Make	**Y**	Displays the year of make or allows you to enter.
Plan / Unit	**Y**	Displays as in the Policy and disabled
Hire Purchase Owner	**N**	Click the Search button to search the Hire purchase of the vehicle and double click the selected record, to populate the value to the field.
Policy Sum Insured	**N**	Displays the Policy sum insured based on the selected Plan/Unit.

COVERNOTE and VEHICLE TAB

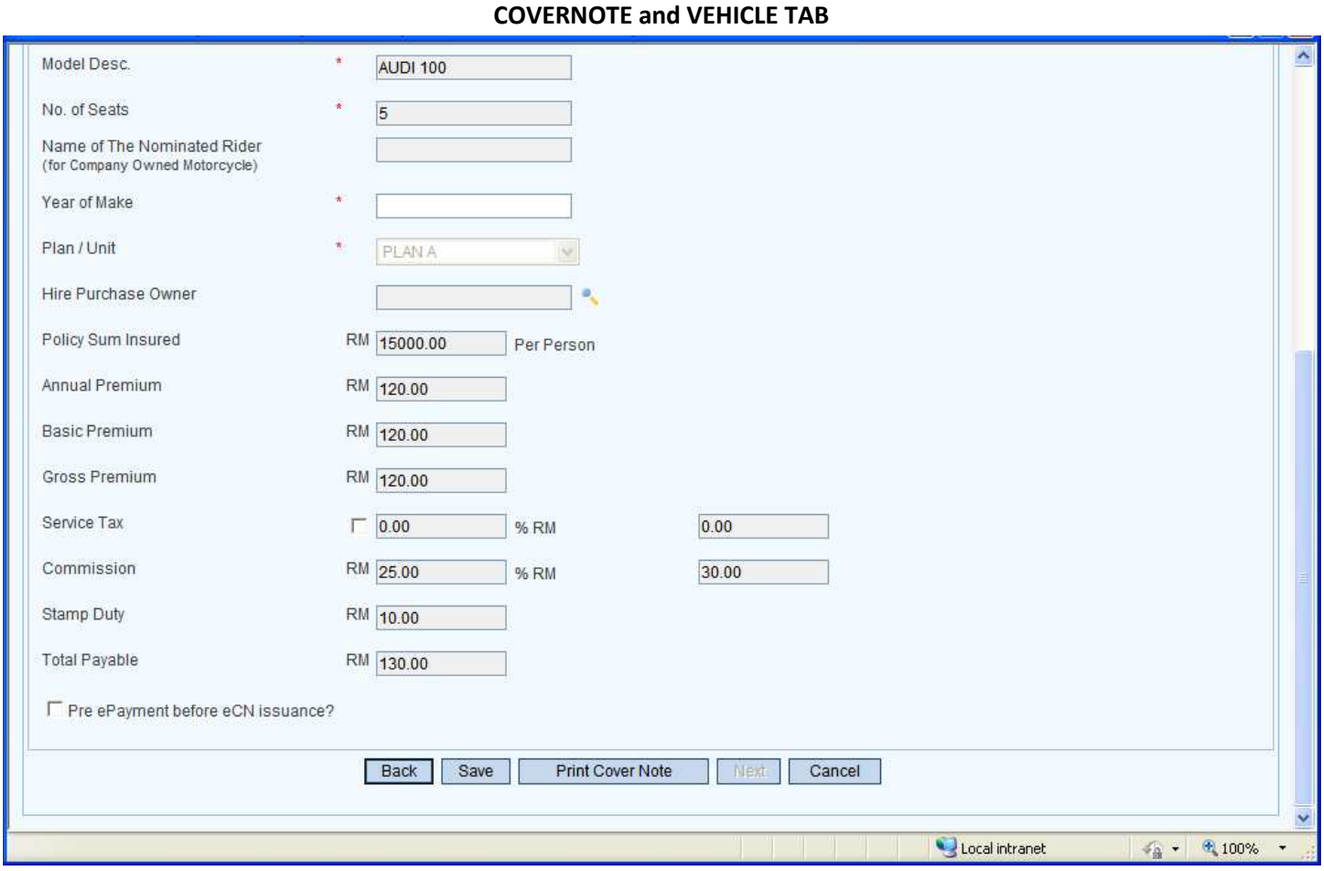


Image 1.73

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Annual Premium	**N**	Displays the Premium for a year.
Gross Premium	**N**	Displays the Gross Premium.
Basic Premium	**N**	Displays the Basic Premium.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amt	**N**	Displays the Service tax amount based on service tax %.
Stamp Duty	**N**	Displays the Stamp Duty Amount if Master Policy is not available or applicable.
Commission %	**N**	Displays Agent's Commission %.
Commission Amt	**N**	Displays Agent's Commission amount based on Commission %.
Rebate %	**N**	Displays Rebate % if it is Corporate Agent
Rebate Amt	**N**	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Total Payable	**N**	Displays Total Payable amount.
Pre Epayment before eCN Issuance?	**N**	Check the Pre Epayment option if you want to pay through epayment using credit card. When you select the check box, the 'Proceed To ePayment' button is enabled. You can print the cover note once the epayment is successful.
Back	**N**	Redirects you to the previous tab: Insured Details.
Save	**N**	Saves the cover note and generates a Reference Number.
Print Covernote	**N**	Saves, Prints the details and generates the cover note.
Next	**N**	Redirects you to the next tab: e Payment. Button is enabled only when you've selected the 'Pre ePayment before eCN issuance' check box.
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.3.2.5 Perfect Rider

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB and VEHICLE TAB

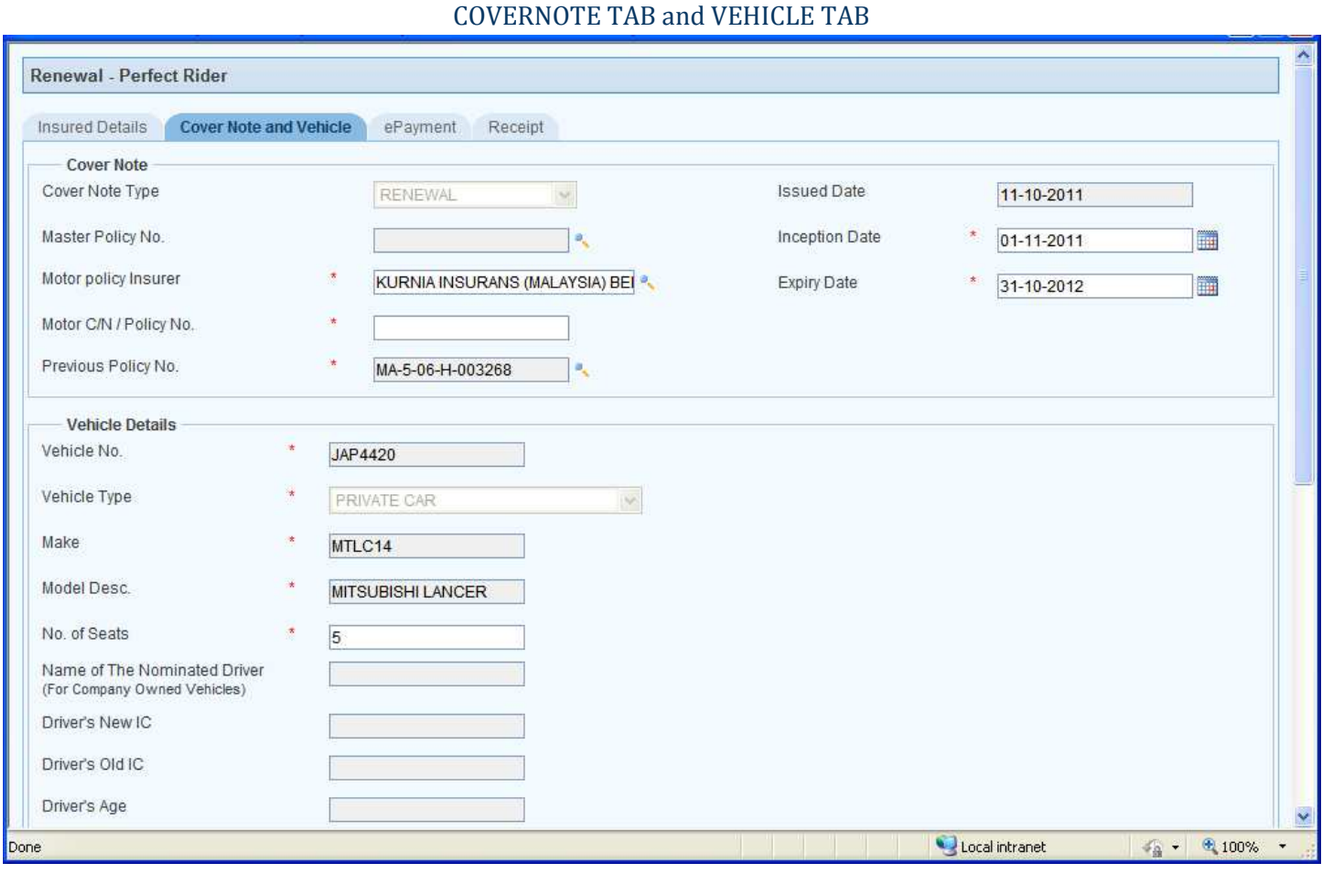


Image 1.74

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Type	**Y**	Displays 'New Business'.
Master Policy No.	**N**	Click the Search button to select the Master Policy No and double click the selected record, to populate the Master Policy No.
Motor Policy Insurer	**Y**	Displays 'NSURE INSURANS (MALAYSIA) BERHAD' by default but allows user to change
Motor C/N/Policy	**N**	Click the Search button when Motor Policy Insurance belongs to Nsure Insurance, to

No.		select the Motor Cover Note No and double click the selected record, to populate the Motor Cover Note No. If Motor Policy Insurance is other than Nsure, it is user entry.
Issued Date	**N**	Displays the current date.
Inception Date	**Y**	Displays the date of one day after the expiry date of Previous Policy and allows you to change. Entered date should be not be more than 6 months from the Issued date or before the issue date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Vehicle No.	**Y**	Enter the vehicle number.
Vehicle Type	**Y**	Select the Vehicle Type from the drop down list.
Make	**Y**	Click the Search button to search the Make of the vehicle and double click the selected record, to populate it to the field. (Search window shows motor cycle cover notes when you've selected the class MCPA and shows cover notes excluding motorcycle when you've selected the class DPPA).
Model Description	**Y**	Displays based on the selected Make of the vehicle and allow you to change.
No. of Seats	**Y**	Displays based on the Model selected and allows you to change.
Name of the Nominated Rider	**N**	Displays the Name of the Nominated Rider. The field becomes editable only for business clients.
Driver's New IC, Old IC and Age	**N**	These fields become editable only for business clients, either New IC or Old IC is mandatory. Age will be auto populated when user enters New IC.

COVERNOTE and VEHICLE TAB

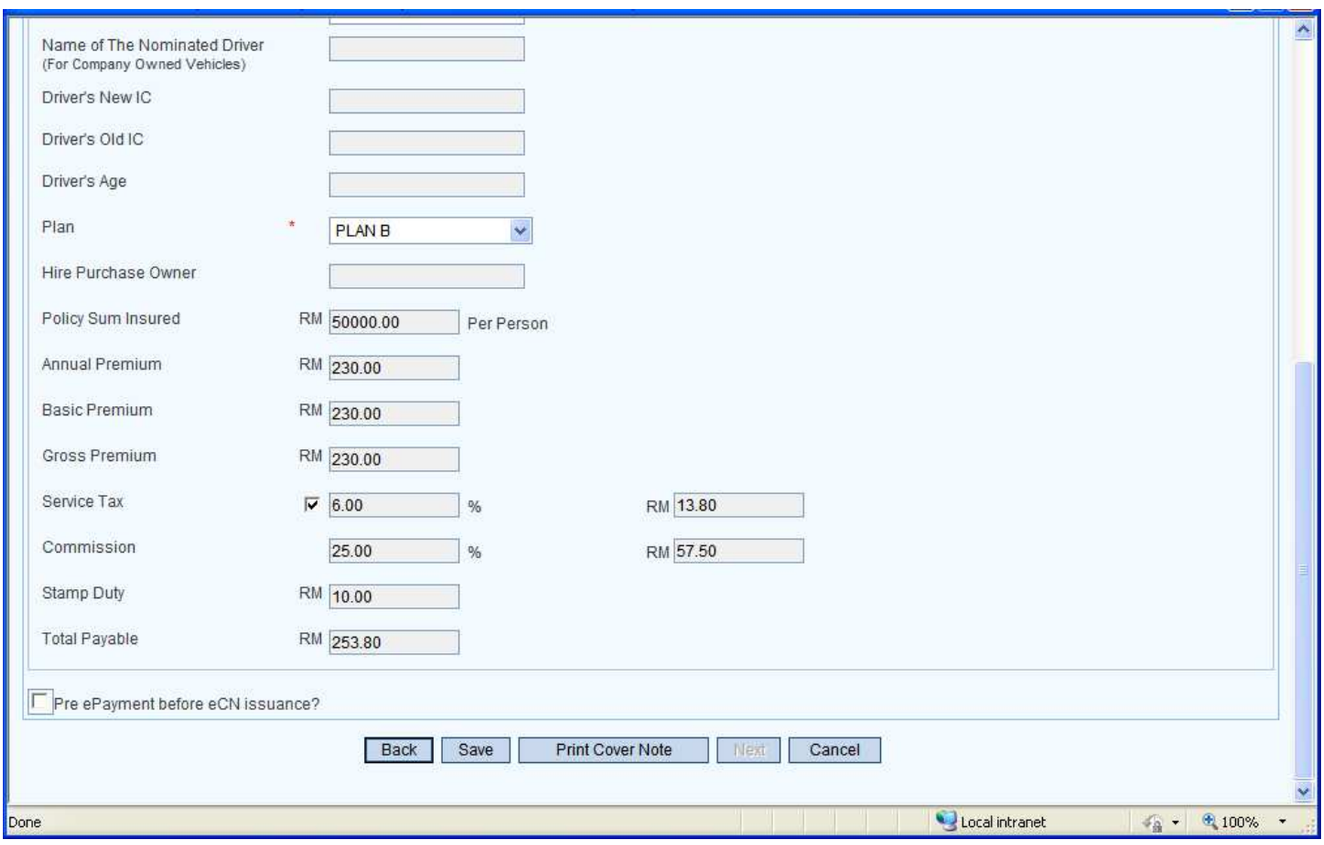


Image 1.75

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Plan	**Y**	Select the Plan from the drop–down list.
Hire Purchase Owner	**Y**	Displays if data is available
Policy Sum Insured	**Y**	Displays Policy sum insured based on the selected Plan/Unit.
Annual Premium	**N**	Displays the Premium for a year.
Gross Premium	**N**	Displays the Gross Premium.
Basic Premium	**N**	Displays the Basic Premium.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amt	**N**	Displays the Service tax amount based on service tax %.
Stamp Duty	**N**	Displays the Stamp Duty if Master Policy is not available or applicable.
Commission %	**N**	Displays Agent's Commission %.
Commission Amt	**N**	Displays Agent's Commission amount based on Commission %.
Rebate %	**N**	Displays Rebate % if it is Corporate Agent

Rebate Amt	**N**	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Total Payable	**N**	Displays Total Payable amount.
Pre Epayment before eCN Issuance?	**N**	Select the check box if you want to pay through epayment with the credit card. When you select the check box, the 'Proceed To ePayment' button is enabled. You can print the cover note once the epayment is successful.
Back	**N**	Redirects you to the previous tab: Insured Details.
Save	**N**	Saves the cover note and generates a Reference Number.
Print Covernote	**N**	Saves, Prints the details and generates the cover note.
Next	**N**	Redirects you to the next tab: e Payment. Button is enabled only when you've selected the 'Pre ePayment before eCN issuance' check box.
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.4 EPayment

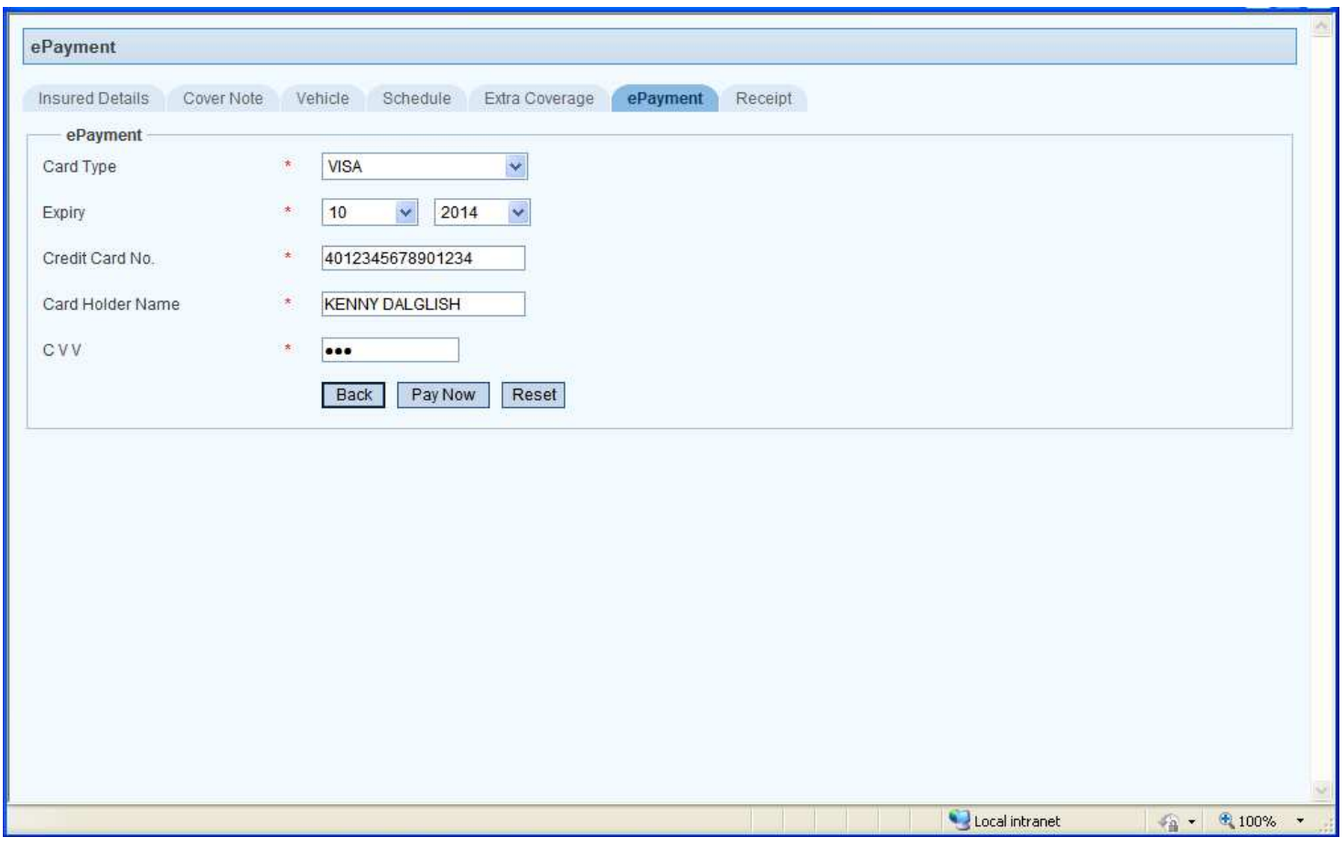


Image 1.76

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Card Type	**Y**	Select the Card Type from the drop down list.
Expiry	**Y**	Select the card Expiry month from the drop down lists. Displays current month and year by default.
Credit Card No.	**Y**	Enter the Credit card number (accepts only 16 digit numeric). The system also checks for valid Credit Card number such as for Visa cards, the starting digit should be 4 and for Master cards, it should start with 5
Card Holder Name	**Y**	Enter the Card holder name.
CVV	**Y**	Enter the CVV number.
Back	**N**	Redirects you to the previous tab.
Pay Now	**N**	Submits the ePayment request details and displays the Payment status (below image).
Reset	**N**	Clears all entries to the default values (like when the page loaded for the first time).

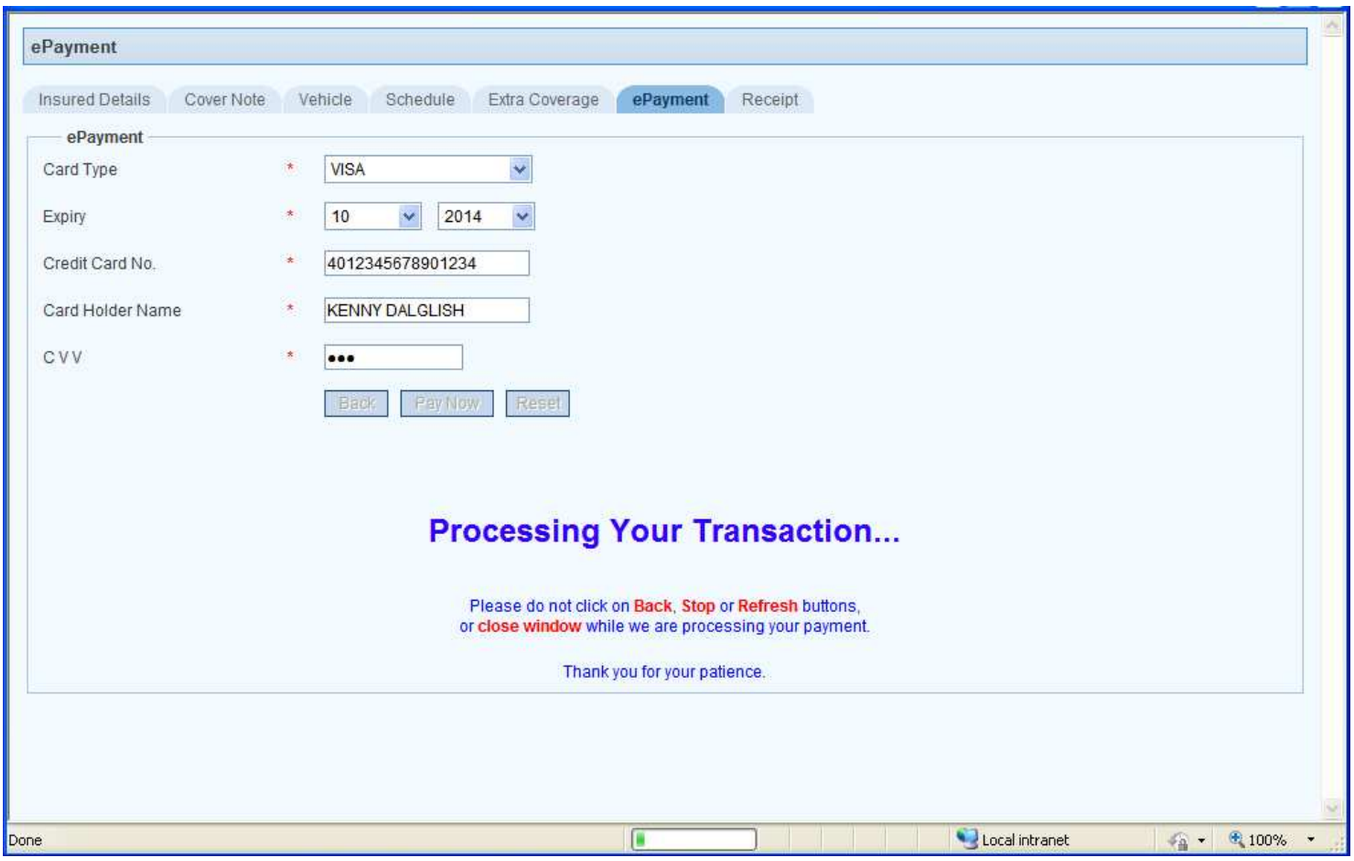


Image 1.77

Image 1.78

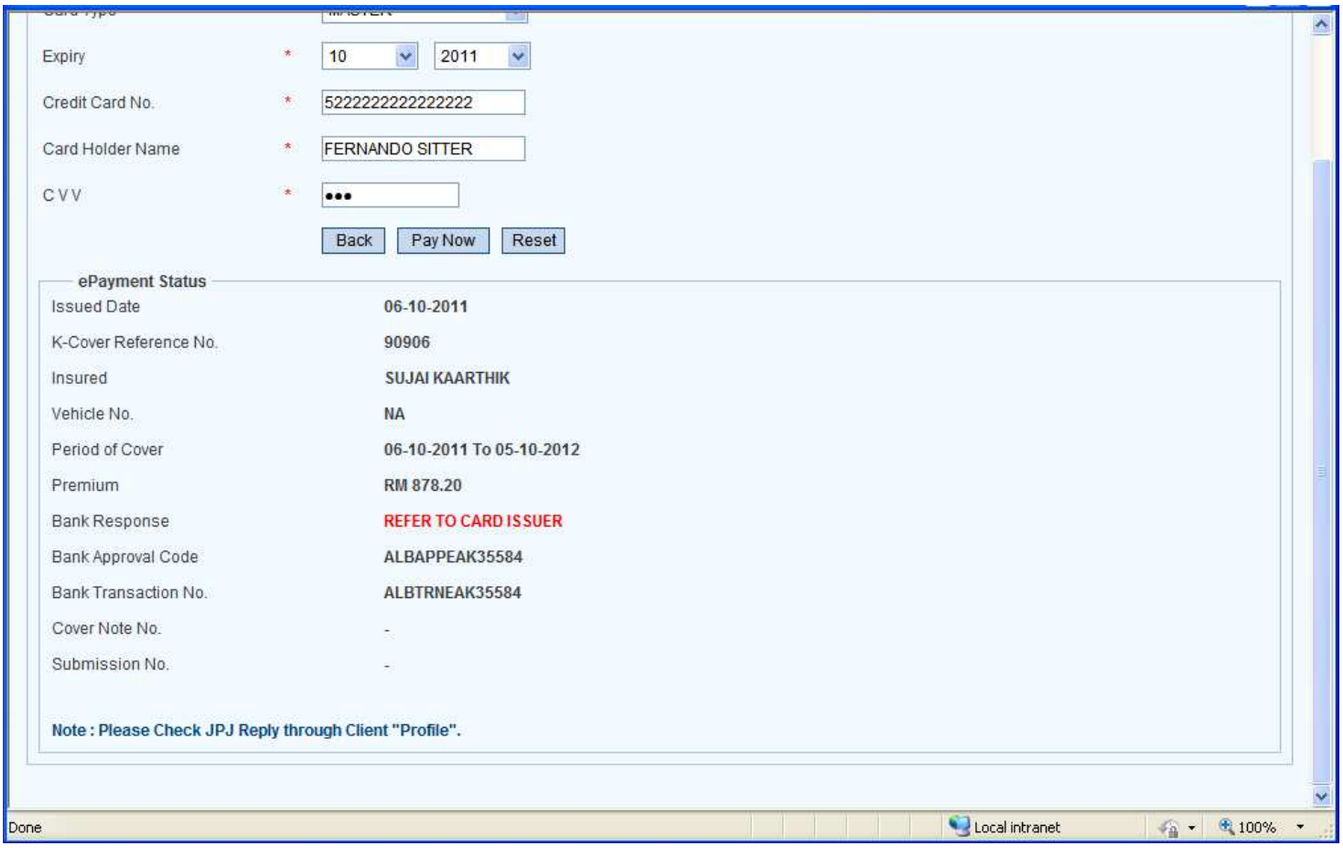


Image 1.79

User Interface		
Field	**Mandatory (Y/N)**	**Description**
ePayment Status	**N**	Displays the ePayment Response Status details after ePayment including: Issue date, K-Cover Reference No, Insured, Vehicle No, Period of Cover, Premium, Bank Response, Bank Approval Code, Bank Transaction No, Cover Note No and Submission Batch No. Once the ePayment is successful, the Cover Note is submitted to Nsure and sent to JPJ. The Cover Note status becomes 'Submitted' and you can print the submission Sheet for this Cover note using the 'Submission Sheet' form available under the 'Print' menu.
Print This Page	**N**	Prints the page with e Payment details.
Print Cover Note	**N**	Prints the Covernote

1.1.5 Road Tax Purpose

1.1.5.1 Road Tax Purpose

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

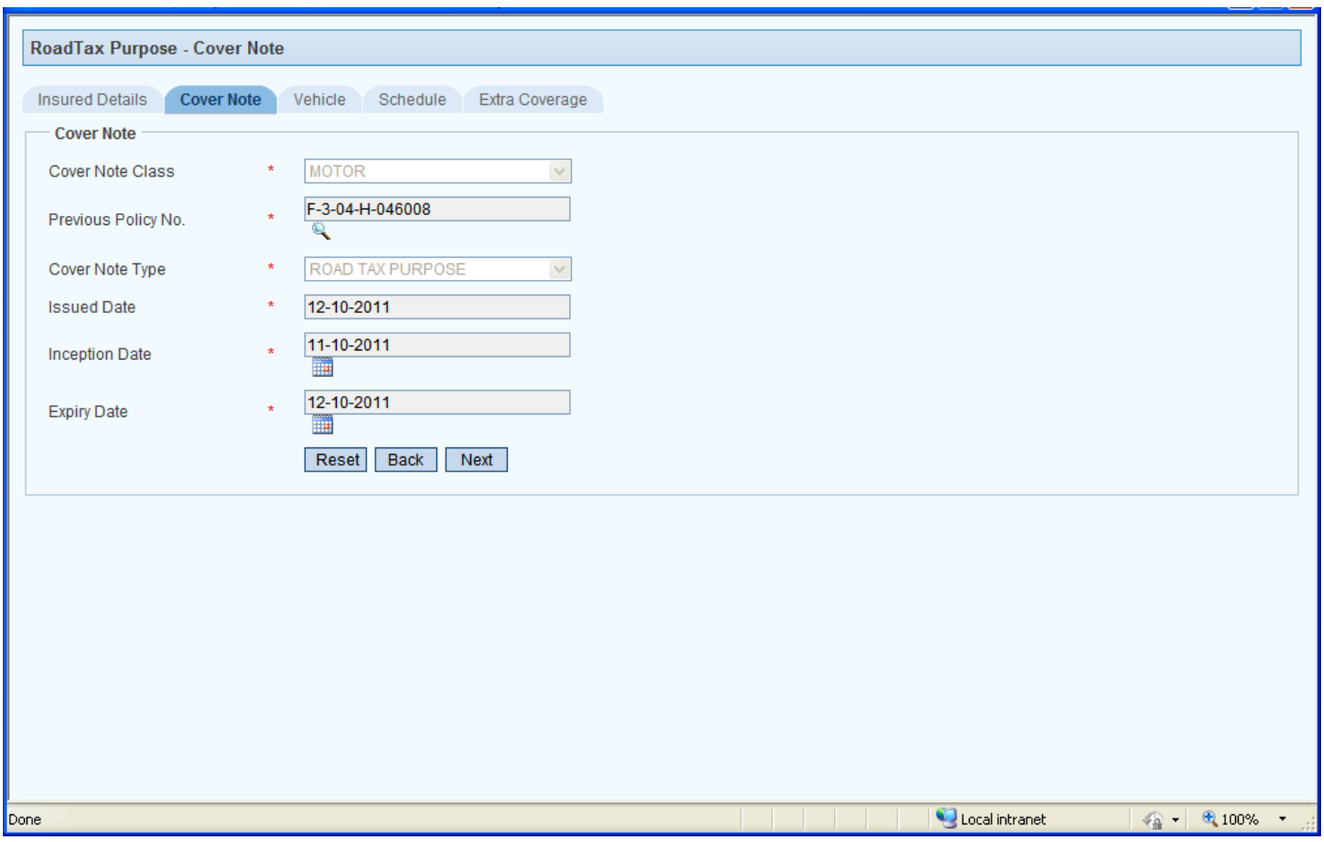


Image 1.80

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**N**	Displays 'Motor'.
Previous Policy No.	**N**	Select the Policy using the search option for which the Road Tax purpose Covernote has to issued
Cover Note Type	**Y**	Displays as 'Road Tax Purpose' and the field is disabled
Issued Date	**N**	Displays the System's date.
Inception Date	**Y**	Displays the Policy's Inception date and not allow the user to edit
Expiry Date	**Y**	Displays the Policy's Expiry date and not allow the user to edit
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle.

VEHICLE TAB

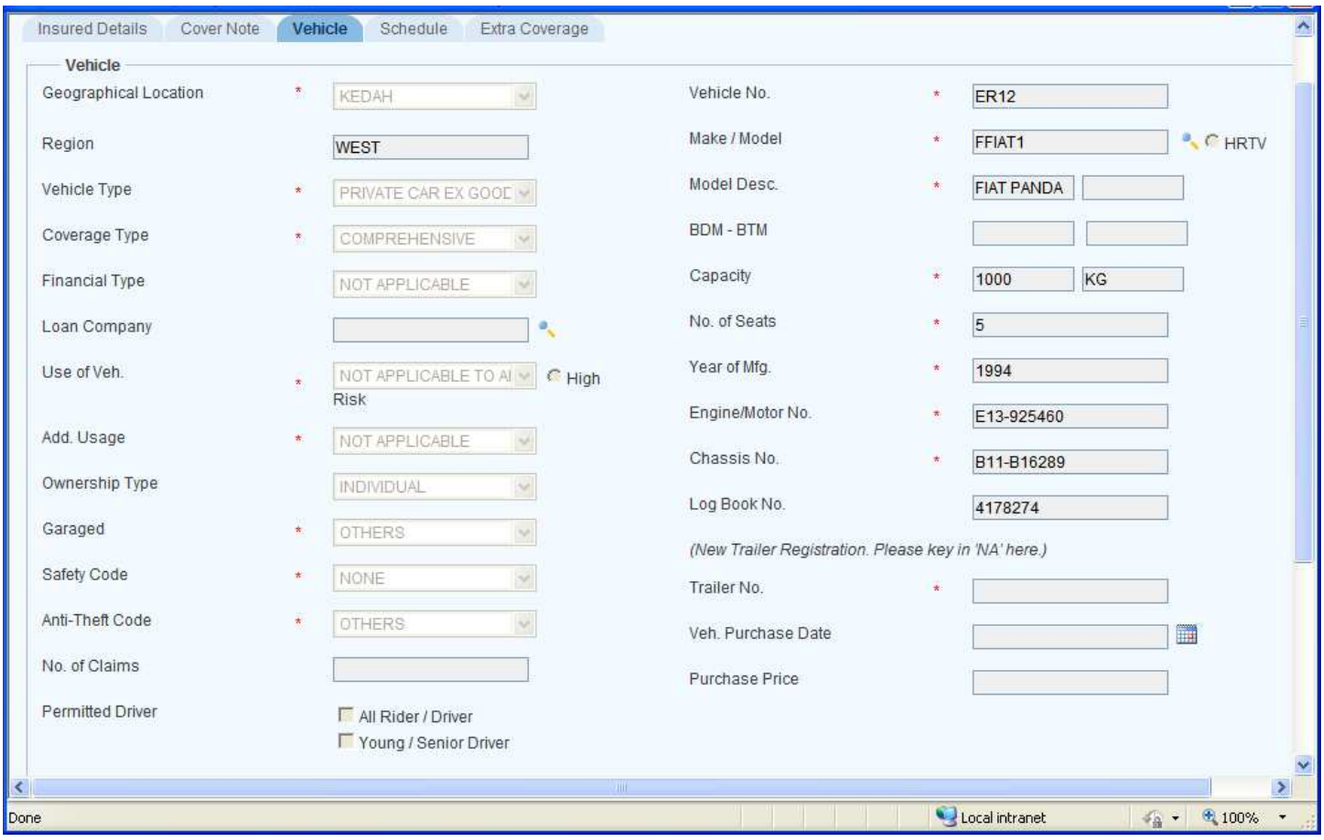


Image 1.81

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	Y	Disabled and displays as in the selected Policy
Region	N	Disabled and displays as in the selected Policy
Vehicle Type	Y	Disabled and displays as in the selected Policy
Coverage Type	Y	Disabled and displays as in the selected Policy
Financial Type	N	Disabled and displays as in the selected Policy
Loan Company	N	Disabled and displays as in the selected Policy
Usage of Vehicle	Y	Disabled and displays as in the selected Policy
Additional Usage	Y	Disabled and displays as in the selected Policy
Ownership Type	N	Disabled and displays as in the selected Policy
Garaged	Y	Disabled and displays as in the selected Policy
Safety Code	Y	Disabled and displays as in the selected Policy
Anti Theft Code	Y	Disabled and displays as in the selected Policy
No. of Claims	N	Disabled and displays as in the selected Policy
Permitted Drivers - 1. All Rider/Driver 2. Young/Senior Driver	N	Disabled and displays as in the selected Policy
Vehicle No.	Y	Disabled and displays as in the selected Policy
Make/Model	Y	Disabled and displays as in the selected Policy
Model Description	Y	Disabled and displays as in the selected Policy
HRTV	N	Disabled and displays as in the selected Policy
BDM	N	Disabled and displays as in the selected Policy
BTM	N	Disabled and displays as in the selected Policy
Capacity	Y	Disabled and displays as in the selected Policy
No. of Seats	Y	Disabled and displays as in the selected Policy
Year of Mfg.	Y	Disabled and displays as in the selected Policy
Variant-Series-Transmission	N	Disabled and displays as in the selected Policy
Engine/Motor No.	Y	Disabled and displays as in the selected Policy
Chassis No.	Y	Disabled and displays as in the selected Policy
Log Book No.	N	Disabled and displays as in the selected Policy
Trailer No.	N	Disabled and displays as in the selected Policy
Vehicle Purchase Date	N	Disabled and displays as in the selected Policy
Purchase Price	N	Disabled and displays as in the selected Policy

VEHICLE TAB Contd…

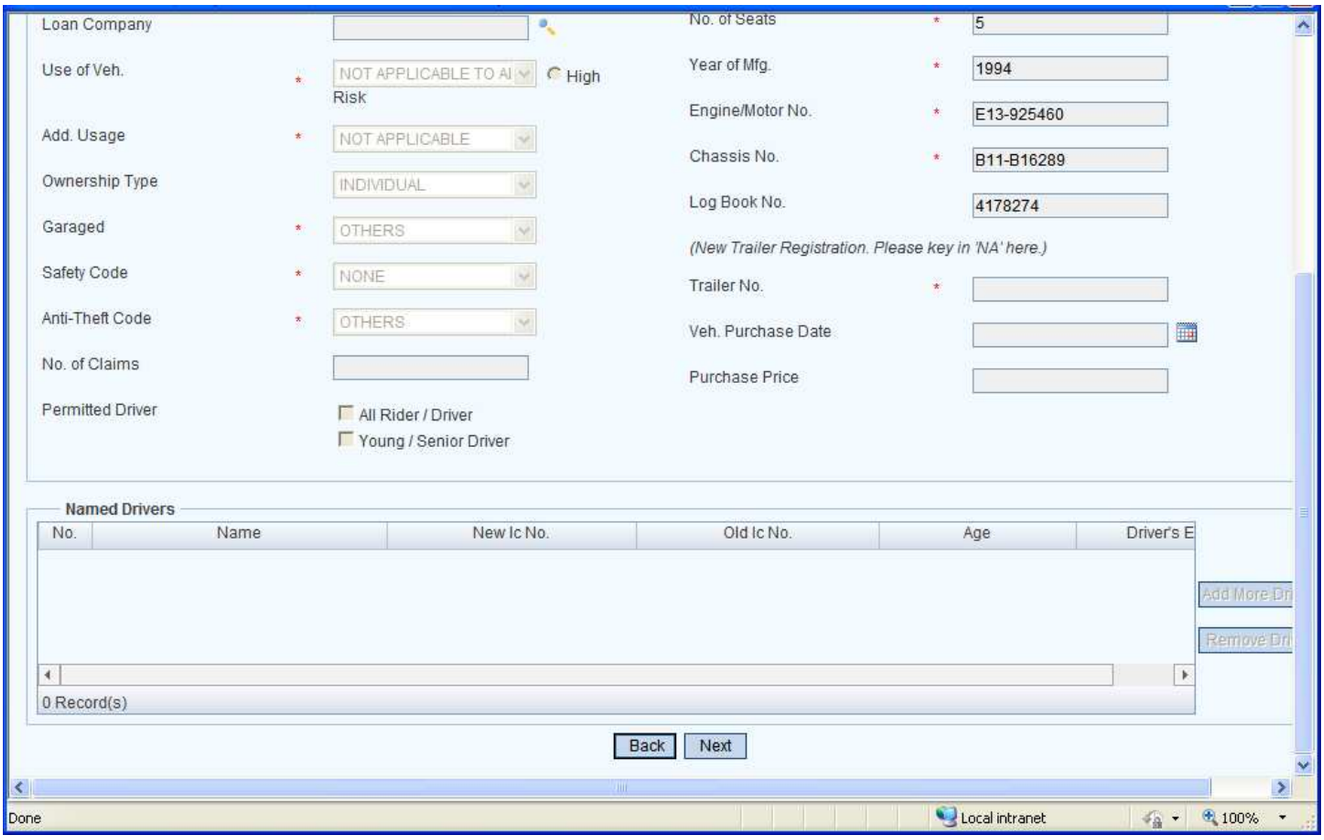


Image 1.82

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Disabled and displays as in the selected Policy
Name	**Y**	Disabled and displays as in the selected Policy
New IC. No.	**N**	Disabled and displays as in the selected Policy
Old IC. No.	**N**	Disabled and displays as in the selected Policy
Age	**N**	Disabled and displays as in the selected Policy
Drivers Exp.	**N**	Disabled and displays as in the selected Policy
Add More Drivers	**N**	Disabled
Remove Drivers	**N**	Disabled
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule.

SCHEDULE TAB

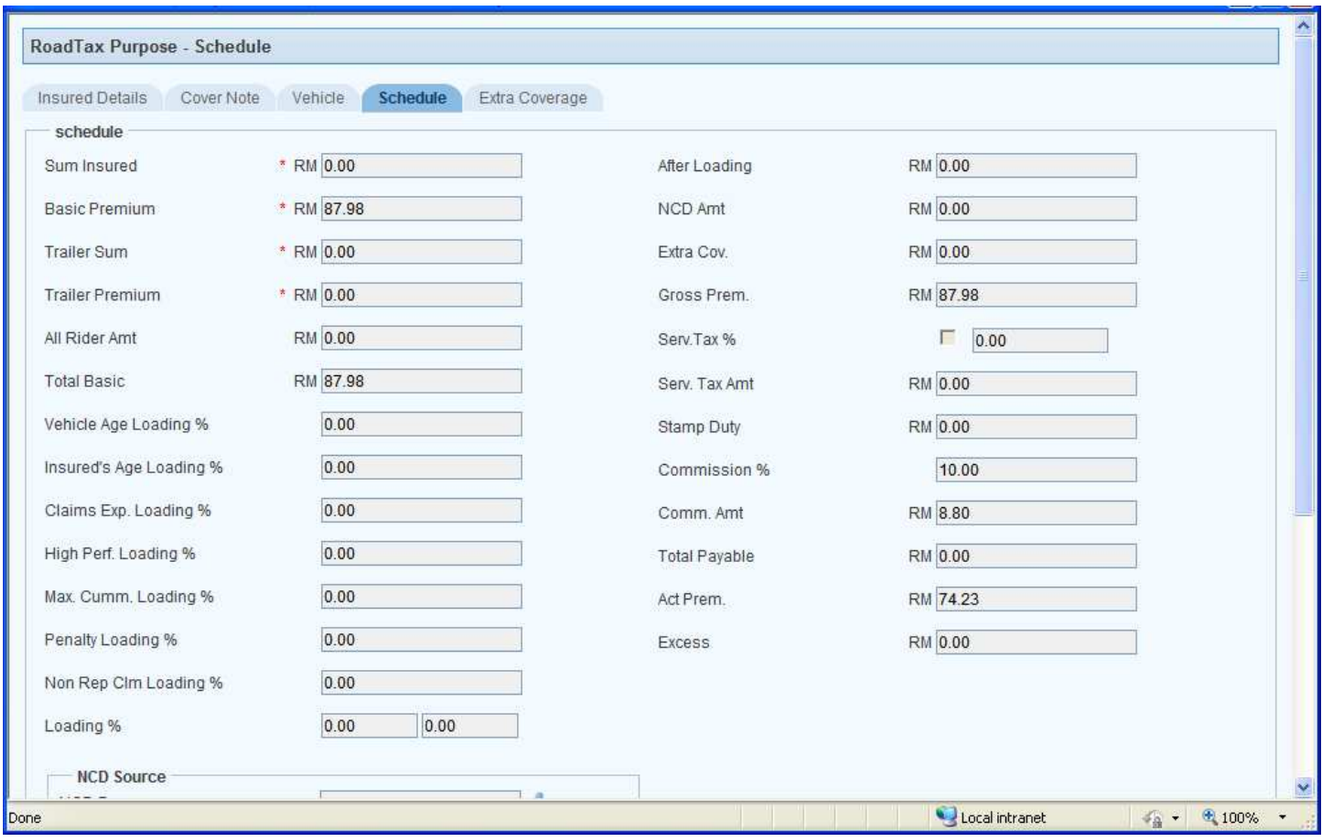


Image 1.83

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	Y	Disabled and displays as in the selected Policy
Basic Premium	Y	Disabled and displays as in the selected Policy
Trailer Sum	Y	Disabled and displays as in the selected Policy
Trailer Premium	Y	Disabled and displays as in the selected Policy
All Rider Amt	Y	Disabled and displays as in the selected Policy
Total Basic	Y	Disabled and displays as in the selected Policy
Vehicle Age Loading %	Y	Disabled and displays as in the selected Policy
Insured's Age Loading %	Y	Disabled and displays as in the selected Policy
Claims Exp. Loading %	Y	Disabled and displays as in the selected Policy
High Perf. Loading %	Y	Disabled and displays as in the selected Policy
Max. Cumm. Loading %	Y	Disabled and displays as in the selected Policy
Loading %	Y	Disabled and displays as in the selected Policy
After Loading	Y	Disabled and displays as in the selected Policy
NCD Amt	N	Disabled and displays as in the selected Policy
Extra Cov. (1)	N	Disabled and displays as in the selected Policy
Gross Prem.	Y	Disabled and displays as in the selected Policy
Serv.Tax %	N	Disabled and displays as in the selected Policy
Serv. Tax Amt	N	Disabled and displays as in the selected Policy
Stamp Duty	N	Disabled and displays as in the selected Policy
Commission %	N	Disabled and displays as in the selected Policy
Comm. Amt	N	Disabled and displays as in the selected Policy
Rebate %	N	Disabled and displays as in the selected Policy
Rebate Amt	N	Disabled and displays as in the selected Policy
Total Payable	N	Disabled and displays as in the selected Policy
Act Prem.	N	Disabled and displays as in the selected Policy
Excess	N	Disabled and displays as in the selected Policy

SCHEDULE TAB

Contd…

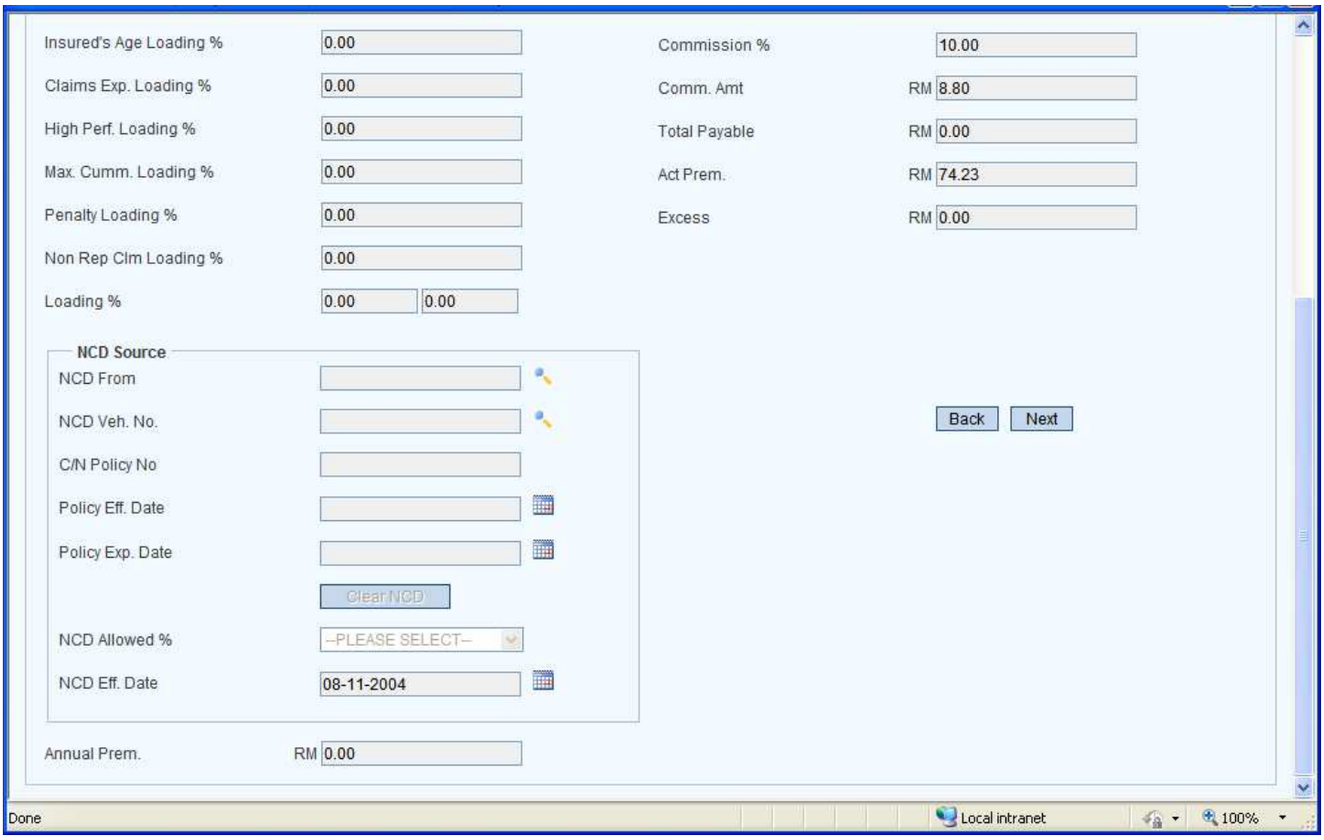


Image 1.84

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	**N**	Disabled and displays as in the selected Policy
NCD Veh. No.	**N**	Disabled and displays as in the selected Policy
C/N Policy No	**N**	Disabled and displays as in the selected Policy
Policy Eff. Date	**N**	Disabled and displays as in the selected Policy
Policy Exp. Date	**N**	Disabled and displays as in the selected Policy
NCD Allowed %	**N**	Disabled and displays as in the selected Policy
NCD Eff. Date	**N**	Disabled and displays as in the selected Policy
Clear NCD	**N**	Disabled and displays as in the selected Policy
Annual Prem.	**Y**	Disabled and displays as in the selected Policy
Back	**N**	Redirects you to the previous tab: Vehicle.
Next	**N**	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE TAB

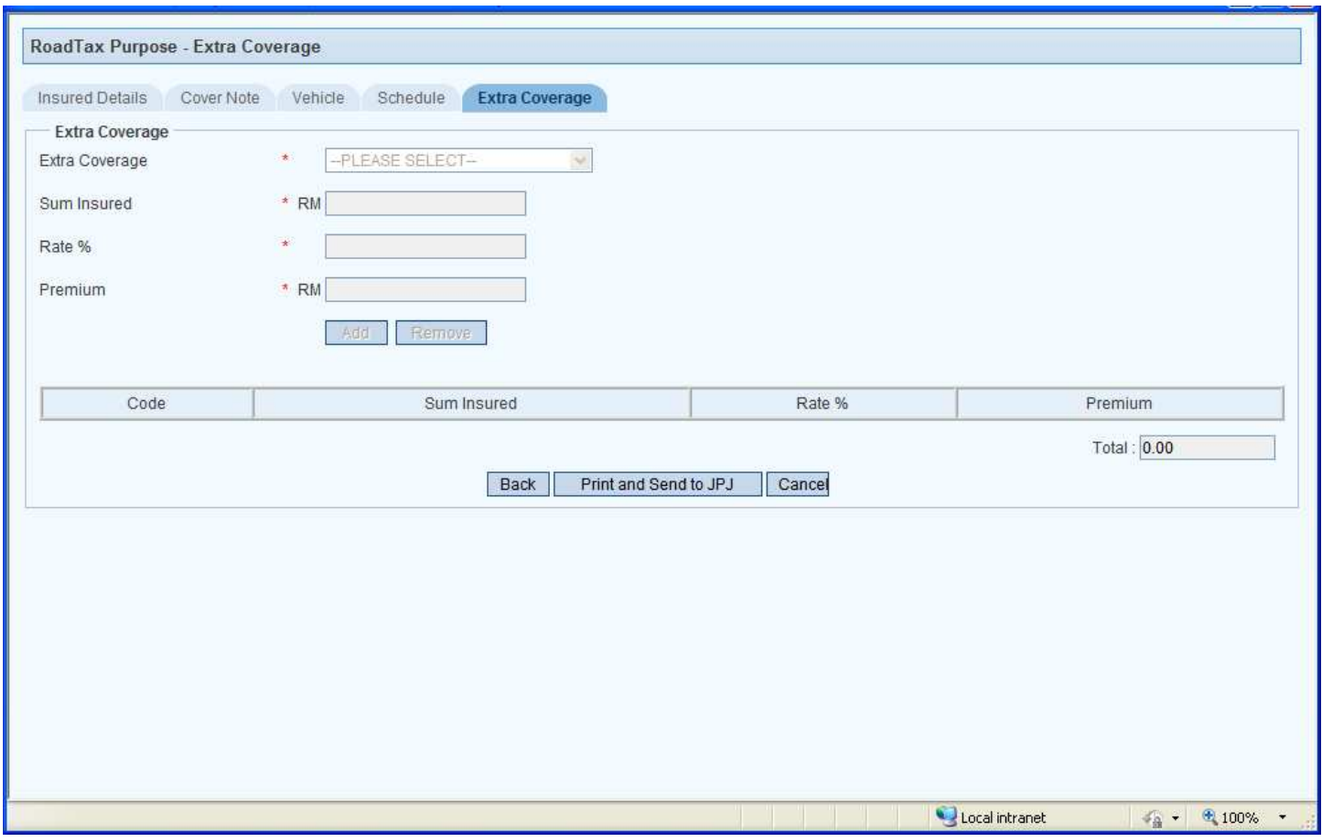


Image 1.85

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Disabled and displays as in the selected Policy
Sum Insured	**N**	Disabled and displays as in the selected Policy
Rate %	**N**	Disabled and displays as in the selected Policy
Premium	**N**	Disabled and displays as in the selected Policy
Add	**N**	Disabled
Remove	**N**	Disabled
Data Grid	**N**	Disabled and displays as in the selected Policy
Total	**N**	Disabled and displays as in the selected Policy
Back	**N**	Redirects you to the previous tab: Schedule.
Print and Send to JPJ	**N**	Saves the details, generates the cover note number, prints it and sends it to JPJ.
Cancel	**N**	Closes the page

1.1.5.2 Road Tax Purpose (Old Owner)

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

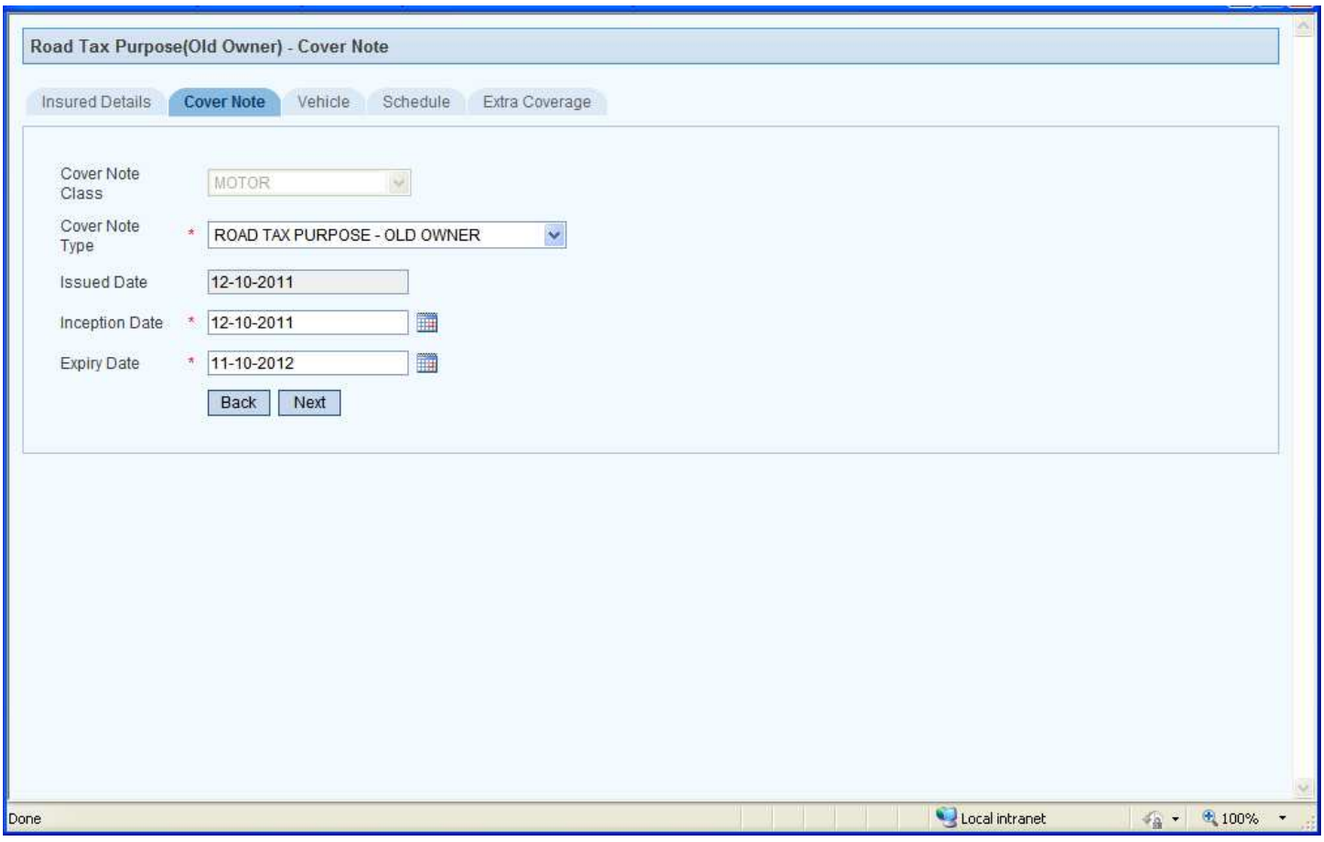


Image 1.86

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**N**	Displays 'Motor'.
Cover Note Type	**Y**	Select the Cover Note Type: 'Road Tax Purpose – Old Owner' from the drop down list.
Issued Date	**N**	Displays the System's date.
Inception Date	**Y**	Displays the current date and allows you to change. Entered date should be not be more than 6 months from the Issued date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle.

VEHICLE TAB

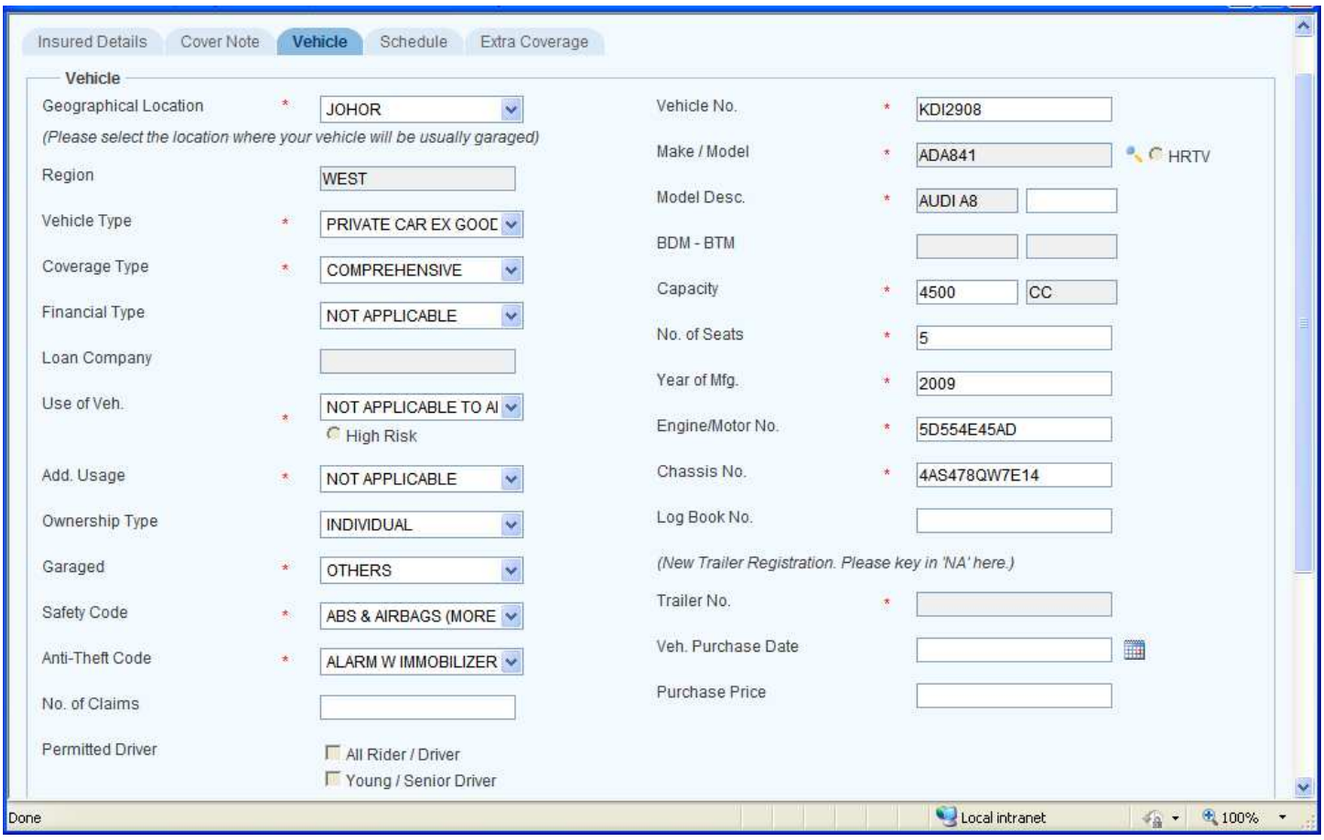


Image 1.87

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	Y	Displays the Insured's State but you can select any other state available in the drop down list. If you belong to West Malaysia and select a state in East Malaysia or vice versa, the Cover note status becomes **Print Pending** when you generate the cover note and are sent for PAdmin approval.
Region	N	Displays West or East based on Geographical Location selected.
Vehicle Type	Y	Select the vehicle type from the drop down list. * If "A Permit" or C Permit Vehicle Type is selected: System prompts you with the Message "Is This a high risk vehicle? (Petroleum, Diesel & Bitumen Tankers, LPG Gas, Timber Jinkers, Long Trailers & Low loader?" * To issue Cover note for this type of High risk vehicle, Click Yes button in the Message box and select the Use of Vehicle. * If the vehicle is of not high risk, then Click No and Use of Vehicle field is not applicable. System also prompts you to select the model as OCMOCMT for issuing cover note for trailers. * If "Motor Trade" or "Motor Cycle Trade" Vehicle Type is selected, system alerts you with the message "To Issue Motor Trade or Motor Cycle Trade Covernote, Please make sure the Make/Model Code is 'MTPMTP'". * On clicking OK, the system automatically selects the Make/Model field to MTPMTP, Model Description as MOTOR TRADE, Capacity as 0 CC, No. of Seats as 00, Year of Mfg as 0000, Engine/Motor No as AS PER RIMV, Chassis No. as AS PER RIMV and Log Book No as NA
Coverage Type	Y	Select the Policy Coverage type from the drop down list.
Financial Type	N	Select the Financial Type from the drop down list. Field remains disabled when the selected coverage type is Third Party.
Loan Company	N	Clicking the Search icon lets you choose the Loan company. Field remains disabled when the Financial Type is 'Not Applicable'.
Usage of Vehicle	Y	Select the Usage of Vehicle from the drop down list.
Additional Usage	Y	Select the Additional Usage of Vehicle from the drop down list which displays applicable Additional Usages based on Vehicle Type and Coverage type. When the Additional Usage selected is 'Tuition Purpose', it is taken as one of the Extra Coverage.
Ownership Type	N	Displays 'Company' for Business clients. Allows you to select 'Individual' or 'Insured Not Driving or Riding' for Individual Clients.
Garaged	Y	Shows the place where the vehicle is garaged and allows you re-select.
Safety Code	Y	Shows the Safety feature available/applicable for the vehicle.
Anti Theft Code	Y	Shows the Anti Theft Code available/applicable for the vehicle.
No. of Claims	N	Displays the number of claims made in the preceding 2 years. The field accepts only positive whole numbers and the data entered is considered for claims loading.

<table>
<tr><td>Permitted Drivers -
1. All Rider/Driver
2. Young/Senior Driver</td><td>N</td><td>The check box remains in various states based on the contact type, vehicle type, coverage type and ownership type as shown in the below table.
<table>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td rowspan="2">Comprehensive</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Insured Not Driving or Riding</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Individual</th><th colspan="3">Vehicle Type: Commercial Vehicles</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Individual</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td colspan="4"></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Motor Cycle</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Checked</td><td></td></tr>
<tr><th>Contact Type: Business</th><th colspan="3">Vehicle Type: Private Car Ex Goods</th></tr>
<tr><th>Coverage</th><th>Ownership</th><th>All Rider/Driver</th><th>Young/Senior Driver</th></tr>
<tr><td>Comprehensive</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
<tr><td>Third Party Fire & Theft</td><td>Company</td><td>Not checked, Disabled</td><td></td></tr>
</table></td></tr>
<tr><td>Vehicle No.</td><td>Y</td><td>User should enter the Vehicle Number</td></tr>
<tr><td>Make/Model</td><td>Y</td><td>Allows the user to select any model from the list displayed in the search window. When Vehicle type is A permit or C permit vehicles and you want to issue Trailer cover note, you should enter the Make as 'OCMOCMT'.</td></tr>
<tr><td>Model Description</td><td>Y</td><td>Displays based on the selected Make/Model and allow the user to enter additional info.</td></tr>
<tr><td>HRTV</td><td>N</td><td>Expands to High Risk Theft Vehicle. It's optional and disabled by default.</td></tr>
<tr><td>BDM</td><td>N</td><td>Enter 'BDM' to calculate capacity for A Permit or C Permit Vehicle Type.
* Enter the weight of vehicle after loading (in kg/tons).
* This field is enabled when the Vehicle type is 'A Permit or C Permit Goods Carrier' and accepts numeric values only</td></tr>
<tr><td>BTM</td><td>N</td><td>Enter the weight of vehicle before loading
* Enter the value, when vehicle type is 'A Permit or C Permit Goods Carrier'
* BTM value should not exceed the BDM value
* This field accepts Numerals and Decimals only</td></tr>
<tr><td>Capacity</td><td>Y</td><td>Enter the Cubic capacity of the vehicle.
* Displays Capacity = BDM – BTM for A and C permit Goods Carrier.
* Displays based on the vehicle type and model selected and allows you to change.
* Displays 0 CC when Vehicle Type is Motor Trade or Motor Cycle Trade.
* If the user selects a electric vehicle, the CC will be displayed as WATT in the front end. The CC to WATT conversion is done using the appropriate formula</td></tr>
<tr><td>No. of Seats</td><td>Y</td><td>Displays the no. of seats upon selecting the Make / Model but allows you to change.</td></tr>
<tr><td>Year of Mfg.</td><td>Y</td><td>Enter the manufacture year of the vehicle.</td></tr>
<tr><td>Variant-Series-Transmission</td><td>N</td><td>Displays based on the selected Make/Model and Model Description and CC. Its applicable only to a particular set of Vehicles</td></tr>
<tr><td>Engine/Motor No.</td><td>Y</td><td>Enter the Engine number of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Chassis No.</td><td>Y</td><td>Enter the Chassis No. of the vehicle.
Signals message if the entered number is blacklisted.</td></tr>
<tr><td>Log Book No.</td><td>N</td><td>Enter the Log Book No. of the vehicle.</td></tr>
<tr><td>Trailer No.</td><td>Y
(for trailer</td><td>Enter the trailer number if you want to issue a trailer cover note and selected the model as OCMOCMT (applicable only for trailer cover note)</td></tr>
</table>

	Covernotes)	
Vehicle Purchase Date	**N**	Enter Date of Purchase of Vehicle.
Purchase Price	**N**	Enter the Purchase price of the vehicle.

VEHICLE TAB – Contd…

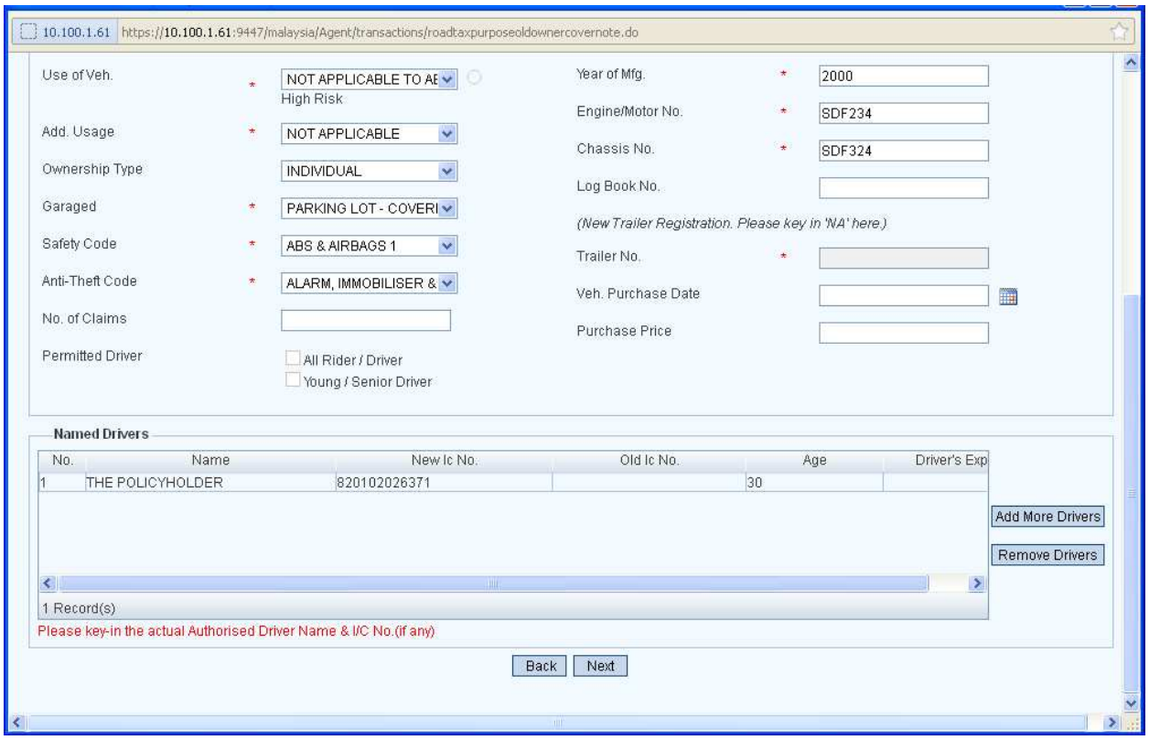


Image 1.88

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Displays the Serial Number
Name	**Y**	Enter the name of the driver. * This field allows only alphabets, space and '.' * Based on the contact type, vehicle type, coverage type, ownership type, All Driver/Rider checkbox status and the Named driver rows get different values. Sometimes the check box is also disabled. Following are the combinations of Options:

Contact Type: Individual	**Vehicle Type: Private Car Ex Goods**
Options	Description
Option 1	• By default the "THE POLICY HOLDER" is displayed in the first row. • When more than 2 drivers are added, for each additional driver, RM. 10 is added to the Extra coverage amount in schedule tab and is shown in the grid available in Extra Coverage tab.
Option 2	• All rows in the grid are empty. • If more than 2 drivers added, for each extra driver RM10 will be added to the Extra coverage amount in schedule tab and the same shown in the grid available in Extra Coverage tab.
Option 3	• The grid is non-editable. • The default data is "ANY AUTHORISED DRIVER". • Other rows are empty and will not allow to add/edit.
Option 4	• The grid is non-editable. • The default data is displayed as "All Driver".
Contact Type: Individual	**Vehicle Type: Motor Cycle**
Options	Description
Option 1	• By default "ALL RIDERS" is displayed in the 1st non-editable row. • "All Riders" amount is added in "Schedule" tab.
Option 2	• "ALL RIDERS" is displayed in the non-editable 1st row. • "All Rider Amount" is displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab.

		Contact Type: Individual / **Vehicle Type: Commercial Vehicles** Options / Description Option 1: • "ANY AUTHORISED DRIVER" will be displayed in the first row. Not allow to edit/add more drivers. • For "Motor cycle Trade" and "Motor Trade", for Trade Plate. : "Name" field will display '"ANY AUTHORISED DRIVER' in the first row and it is not editable. • For "Motor cycle Trade" and "Motor Trade", for Named Driver: Enter the name of the drivers. Click ADD button to add more drivers. You can add up to 8 drivers. Option 2: • "ALL RIDERS" will be displayed in the non-editable 1st row. "All Rider Amount" will be displayed in "Schedule" tab. • If uncheck the "All Rider/Driver" check box, then "THE POLICY HOLDER" will be displayed in the non-editable 1st row. • All other rows are empty and non-editable. This will remove the "All Rider Amount" in the "Schedule" tab. **Contact Type: Business** / **Vehicle Type: Private Car Ex Goods** Options / Description Option 1: • "ALL DRIVERS" will be displayed by default in the non-editable 1st row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and will be displayed in the "Extra Coverage" tab. • If unchecked, the first row will get cleared and adding 2 drives will be allowed. This will remove the "Extra Coverage Amount" in "Schedule" and "Extra Coverage" tab. • If 3rd driver is added, the "All rider/Driver" check box will get auto checked and "All DRIVER" will be displayed in 1st non-editable row. The "Extra Coverage" 50RM will be added in the "Schedule" tab and displayed in "Extra Coverage" tab. Option 2: • Non-editable 1st row - "ANY AUTHORISED DRIVER". • Other rows are empty and not allow to edit/add **Contact Type: Business** / **Vehicle Type: Motor Cycle** Options / Description Option 1: • "ALL RIDERS" will be displayed in the non-editable first row. "All Rider Amounts in schedule tab. • If unchecked, then adding only one named driver is allowed in the first row (by emptying it) and no more drivers can be added, other rows are non-editable. Option 2: • Default data will be displayed as "ALL RIDER" in the 1st non-editable row. • No more drivers is allowed to add/edit and "All Rider Amount" will be displayed in "Schedule" tab. **Contact Type: Business** / **Vehicle Type: Commercial Vehicles** Options / Description Option 1: • Default data is displayed as "ANY AUTHORIZED DRIVER" • the grid is not allowed to add/edit.
New IC. No.	**N**	Enter the New IC No. of the Named Driver.
Old IC. No.	**N**	Enter the Old IC No. of the Named Driver.
Age	**N**	Enter the age of the Named Driver. This field accepts 2 digit whole numbers.
Drivers Exp.	**N**	Enter the no. of years of driving experience for the named driver. • This field accepts only whole numbers • When driver's experience is greater than driver's age or driver's experience is greater than allowed age, the system displays error message.
Add More Drivers	**N**	Click the button to 'Add more drivers' in the grid. • Adds a new row upon clicking the Add more Drivers button. • It allows adding Maximum of 8 drivers totally. It displays an alert message " You can add up to 8 drivers only", upon clicking Add more drivers after adding 8 Named Drivers
Remove Drivers	**N**	Removes a selected row in the grid.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule. • Prompts you to capture the Named Drivers and Engine and chassis number properly, upon clicking the 'Next' button. • Click 'YES' to proceed to Schedule Tab or 'NO' to verify again.

SCHEDULE TAB

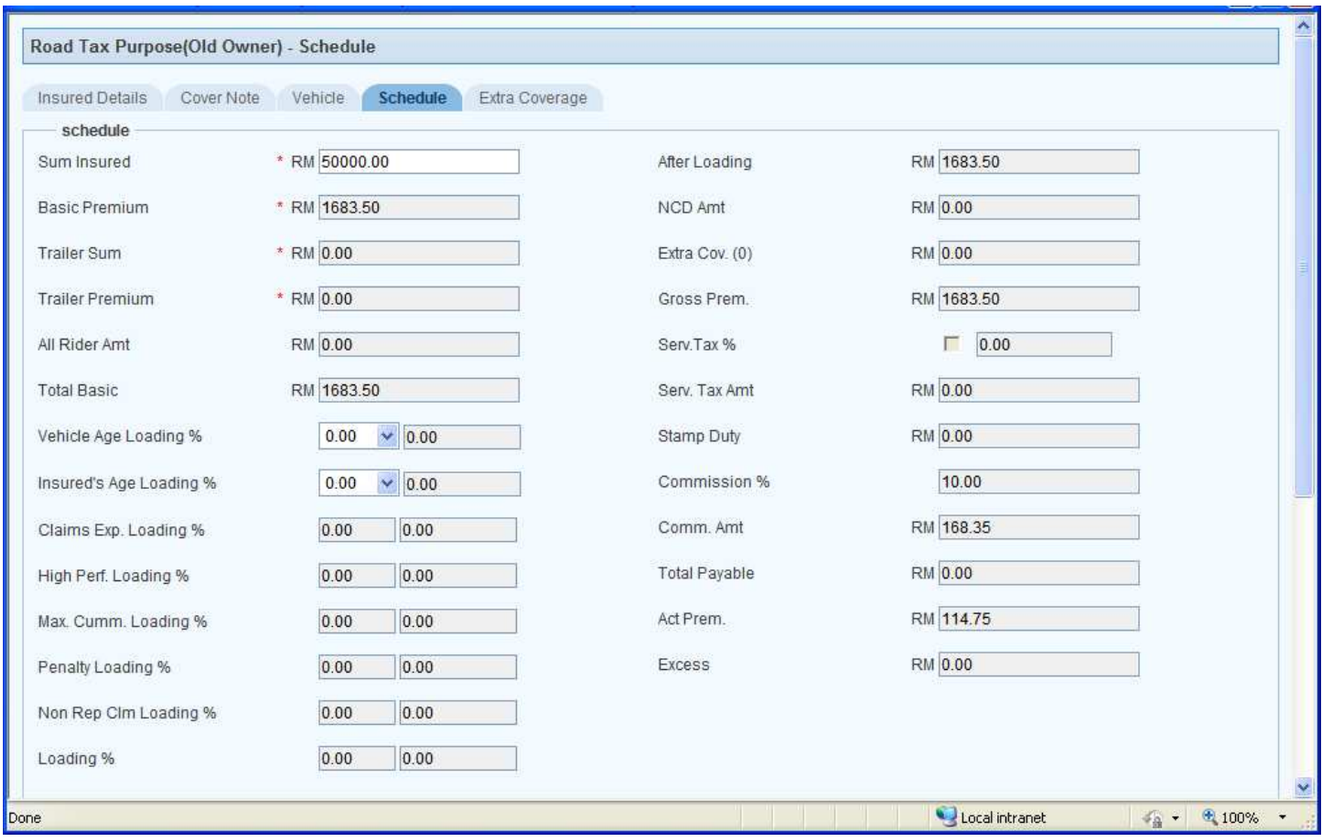


Image 1.89

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	Y	Enter the Sum Insured amount. • Displays Error message, when the Sum Insured entered is not within the limits for the selected Vehicle Type and Coverage Type as maintained in Flexi guide for the corresponding agent. 8. Displays Sum Insured as 0 when the Coverage type is Third party. • Displays the Sum Insured as 0 when the vehicle type is Trailer
Basic Premium	Y	• Displays Basic Premium based on Class of vehicle, Coverage type, POC, Cubic capacity and Region as per tariff. • For motorcycle, Basic premium is inclusive of additional usage tariff. • Basic Premium = SRATE * (Base Premium + Additional Premium)

Short Rate table

Period	Days/Months	S Rate %
0	Day	0.00%
7	Days	12.50%
1	Month	25.00%
2	Months	37.50%
3	Months	50.00%
4	Months	62.50%
5	Months	75.00%
6	Months	75.00%
7	Months	87.50%
8	Months	87.00%
9	Months	100.00%
10	Months	100.00%
11	Months	100.50%
12	Months	75.00%

Trailer Sum	Y	Enter the trailer sum insured (applicable only Trailer cover note).
Trailer Premium	Y	Displays the trailer premium (applicable only Trailer cover note).
All Rider Amt	Y	Displays the All Rider Amount (applicable only for Vehicle Type: Motor Cycle).
Total Basic	Y	Displays Total basic premium. * Total Basic Premium = Basic Premium or Trailer premium + All Rider Amount.
Vehicle Age Loading %	Y	You can reduce or increase the value of Loading % Based on Age of Vehicle. But when increased it should not exceed maximum loading applicable.
Insured's Age Loading %	Y	Displays the value based on Age of Insured.
Claims Exp. Loading %	Y	Displays Loading % based on Number of Claims.
High Perf.	Y	Displays High Performance Loading % based on Model selected.

Loading %		
Max. Cumm. Loading %	Y	Displays Maximum Loading Percentage applicable.
Loading %	Y	Displays Final Loading % based on Age of Vehicle and Number of claims obtained. You are allowed only to increase the value and while doing so, and it should not exceed the max cumulative loading.
After Loading	Y	Displays After Loading Amount. * After Loading Amount = Total Basic + Loading Amount.
NCD Amt	N	Displays NCD Amount based on the NCD % applicable.
Extra Cov. (1)	N	Displays the amount based on the Extra Coverage selected.
Gross Prem.	Y	Displays Gross Premium. * Gross Premium = Total Premium + Loading Amount + Extra Coverage amount (if applicable) – NCD Amount. * Validates for the minimum premium limit in underwriting guidelines and Flexi guide settings.
Serv.Tax %	N	Displays the Service tax % (only for Business clients).
Serv. Tax Amt	N	Displays the Service tax amount which is calculated based on the Service Tax % (only for Business clients).
Stamp Duty	N	Displays the Stamp Duty if Master Policy is not available or applicable.
Commission %	N	Displays Agent's Commission %.
Comm. Amt	N	Displays Agent's Commission amount based on Commission %.
Total Payable	N	Displays Total Payable amount.
Act Prem.	N	Displays Act Premium based on vehicle type, coverage type and sum insured entered.
Excess	N	Displays Excess amount based on vehicle type, coverage type and sum insured entered.

SCHEDULE TAB – Contd

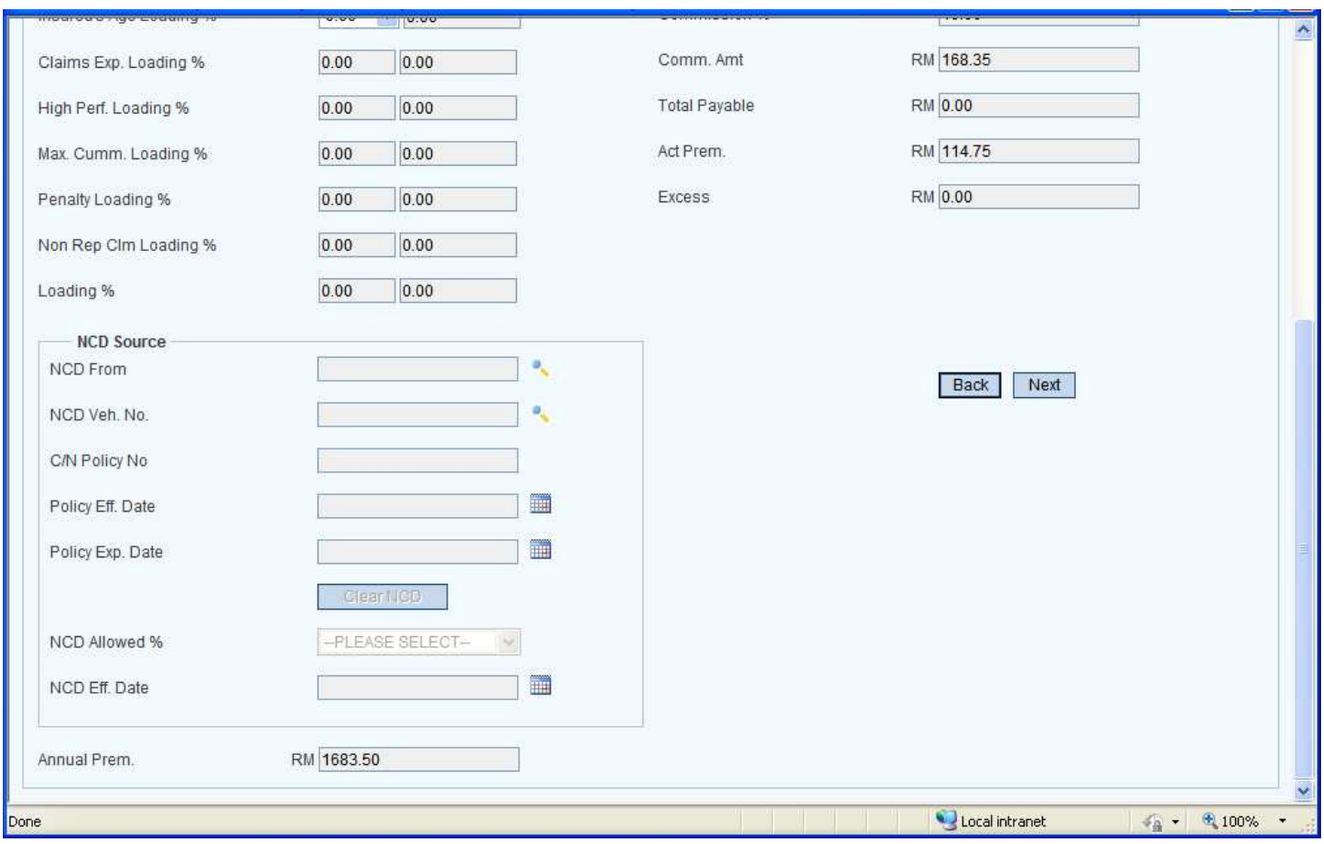


Image 1.90

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	N	Disabled
NCD Veh. No.	N	Disabled
C/N Policy No	N	Disabled
Policy Eff. Date	N	Disabled
Policy Exp. Date	N	Disabled
NCD Allowed %	N	Disabled
NCD Eff. Date	N	Disabled
Clear NCD	N	Disabled
Annual Prem.	Y	Displays the Annual Premium
Back	N	Redirects you to the previous tab: Vehicle.
Next	N	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE TAB

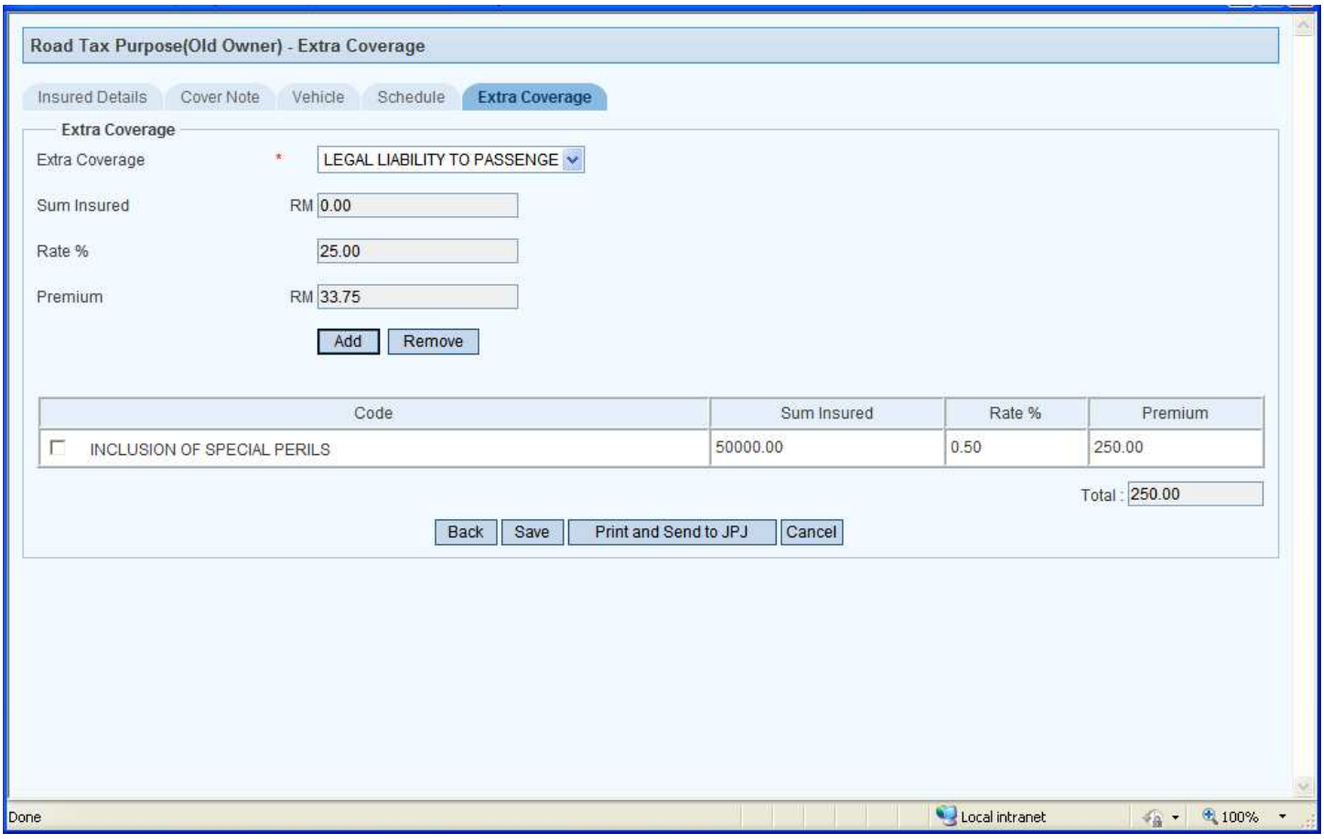


Image 1.91

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Select the Extra Coverage from the drop down list.
Sum Insured	**N**	Displays Automatically when certain Extra Coverage's are selected. The following are the Extra Coverage's which will load Sum Insured automatically. The Vehicle Sum Insured is loaded in these cases: * Inclusion of Special Perils * Strike, Riot and Civil Commotion The following are the Extra Coverage's which will request the user to Key-in the Sum Insured. This field is **Mandatory** in these cases: * NGV Gas * Windscreen Damage (Tempered/Laminated Glass Inclusive Labor Cost) * Windscreen Damage (Tinting Film Inclusive Labor Cost) The following are the cases where there will be no Sum Insured, instead the premium will be calculated by using the Vehicle Sum Insured and Rate%: * Legal Liability of Passengers * Legal Liability to Passengers
Rate %	**N**	Displays Rate % based on the extra coverage selected.
Premium	**N**	Displays the premium amount for the extra coverage selected.
Add	**N**	Adds the selected Extra coverage in the grid
Remove	**N**	Removes the selected row in extra coverage grid.
Data Grid	**N**	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium.
Total	**N**	Displays the sum of premium amounts for the extra coverage added.
Back	**N**	Redirects you to the previous tab: Schedule.
Save	**N**	Saves the cover note and generates a Reference Number.
Print and Send to JPJ	**N**	Saves the details, generates the cover note number, prints it and sends it to JPJ.
Cancel	**N**	Closes the page

1.1.6 E Endorsement

1.1.6.1 Motor E Endorsement (JPJ)

1.1.6.1.1 Extension Prorate

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

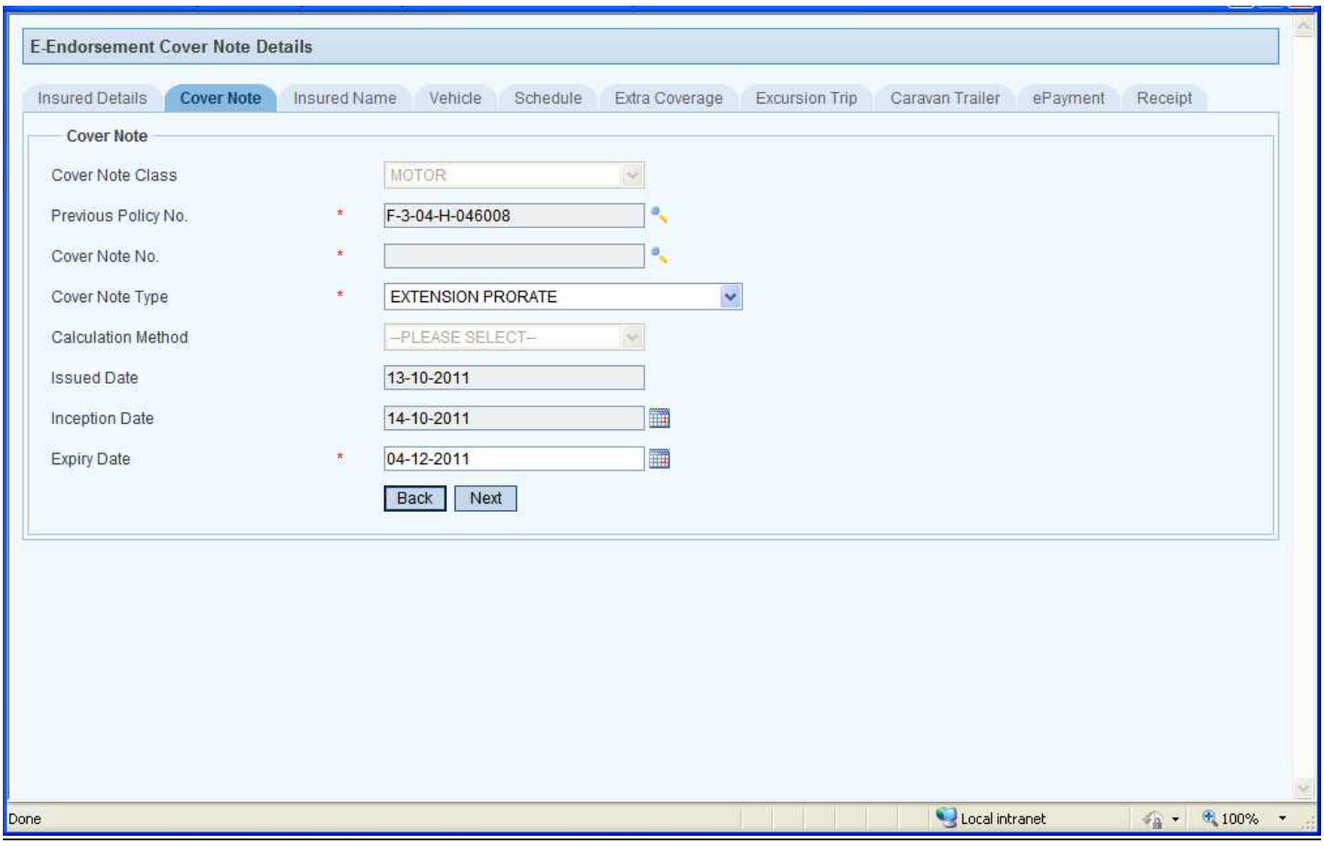


Image 1.92

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	N	Displays 'Motor'.
Previous Policy No	Y	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow proceeding if the policy is canceled or the vehicle/chassis/engine number is blacklisted or policy has expired. **Applicable only if the Cover Note is processed as Policy.**
Cover Note No.	Y	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow to proceed if the cover note is canceled or the vehicle/chassis/engine number is blacklisted.
Cover Note Type	Y	Select the Cover Note Type: 'Extension Prorate' from the drop down list.
Calculation Method	N	Disabled by default.
Issued Date	N	Displays the current date.
Inception Date	N	Displays next day after policy/cover note expiry date.
Expiry Date	Y	Allows you to select the date as specified below. • It should not be lesser than the Inception Date • It should not be greater than 10 days from the Inception date **When the entered date is greater than 10 days from the inception date, the Cover Note Type changes to 'Extension Short Period' automatically after prompting you a message.**
Back	N	Redirects you to the previous tab: Insured Details.
Next	N	Redirects you to the next tab: Vehicle.

VEHICLE TAB

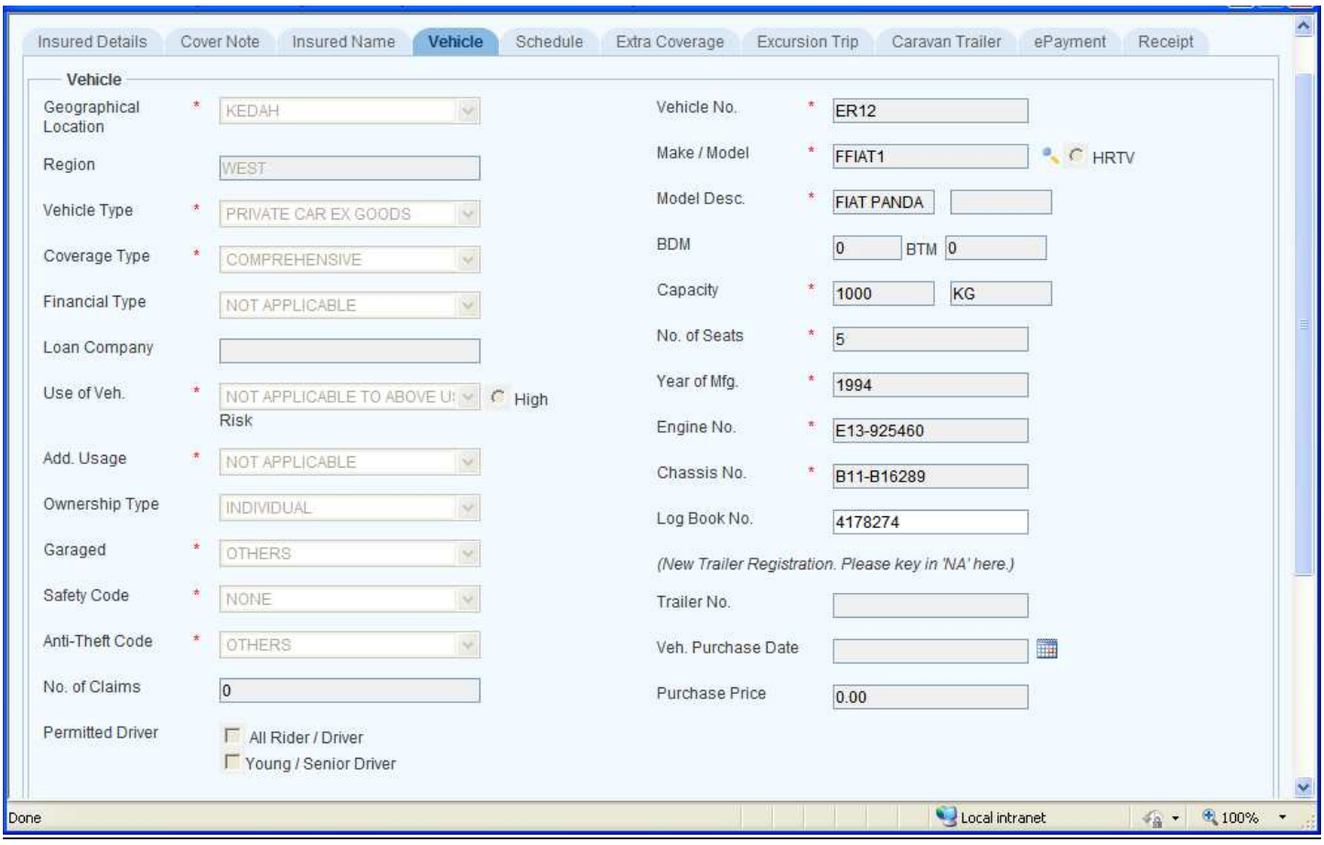


Image 1.93

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	Y	Displays the Insured's State
Region	N	Displays West or East based on Geographical Location.
Vehicle Type	Y	Displays Vehicle Type.
Coverage Type	Y	Displays Coverage Type.
Financial Type	N	Displays Financial Type.
Loan Company	N	Displays Loan Company.
Use of Veh	Y	Displays Usage of Vehicle.
Add. Usage	Y	Displays Additional Usage of the vehicle.
Ownership Type	N	Displays Ownership Type.
Garaged	Y	Displays Garaged Type.
Safety Code	Y	Displays Safety Code.
Anti-Theft Code	Y	Displays Anti Theft Code.
No. of Claims	N	Displays number of claims made in the preceding 2 years.
Vehicle No.	Y	Displays Vehicle Number.
Make / Model	Y	Displays Make/Model of the vehicle.
Model Desc.	Y	Displays Model Description of the vehicle.
HRTV	N	High Risk Theft Vehicle. Its optional and disabled by default.
BDM	N	Displays weight of the vehicle after loading.
BTM	N	Displays weight of the vehicle before loading.
Capacity	Y	Displays Capacity (CC or Kg) of the vehicle.
No. of Seats	Y	Displays Number of Seats available in the vehicle.
Year of Mfg.	Y	Displays Manufacturing Year of the vehicle.
Engine No.	Y	Displays Engine number of the vehicle.
Chassis No.	Y	Displays Chassis number of the vehicle.
Log Book No.	N	Displays Log Book number of the vehicle.
Trailer No.	N	Displays Trailer number if present (applicable only for trailer cover note).
Veh. Purchase Date	N	Displays Purchase Date of the vehicle.
Purchase Price	N	Displays Purchase price of the vehicle.

VEHICLE TAB Contd…

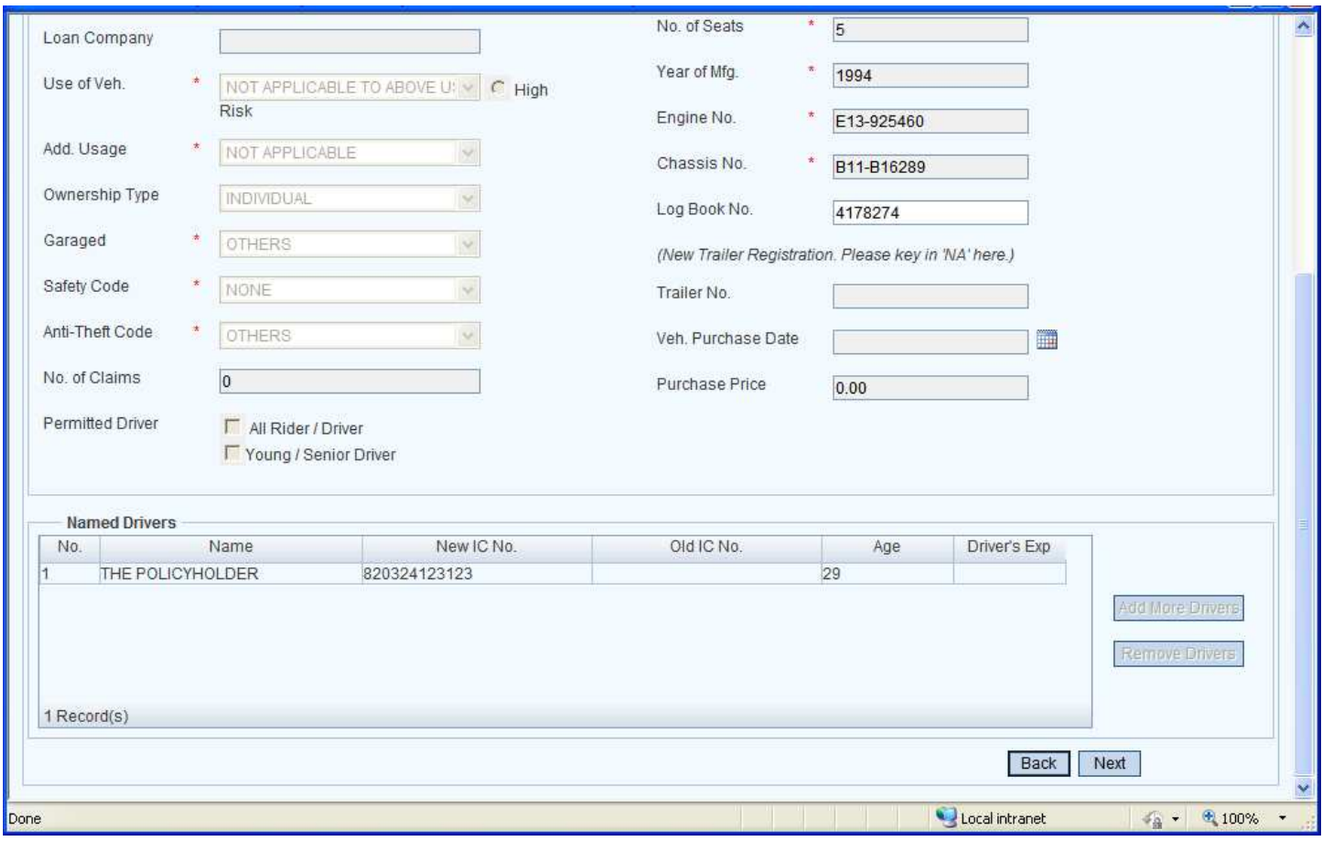


Image 1.94

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Permitted Drivers - All Driver / Rider	N	Displays permitted drivers based on the selected Cover note/Policy.
Permitted Drivers – Young / Senior Driver	N	Displays permitted drivers (Young/Senior Driver) based on the selected Cover note/Policy.
Named Drivers Grid	**N**	Displays the named driver details including: No., Name, New IC No., Old IC No., Age and Driver's Experience.
Add More Drivers	**N**	Disabled.
Remove Drivers	**N**	Disabled.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule.

SCHEDULE DETAILS

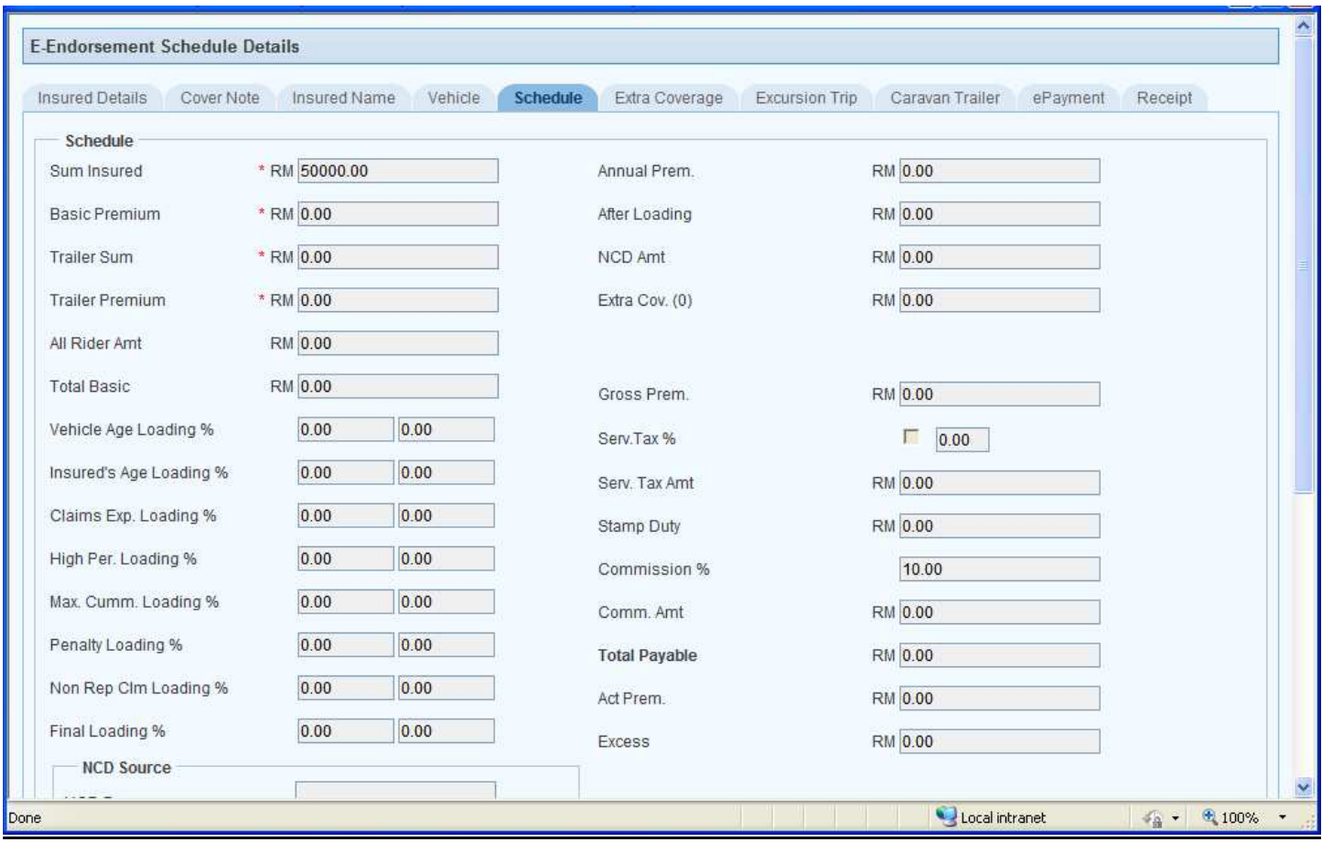


Image 1.95

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	**Y**	Displays the Amount for which the vehicle is insured.
Basic Premium	**Y**	Displays the Basic Premium.
Trailer Sum	**Y**	Displays the trailer sum (applicable only when the Vehicle Type is A Permit or C Permit and Trailer Cover Note).
Trailer Premium	**Y**	Displays the trailer premium (applicable only when the Vehicle Type is A Permit or C Permit and Trailer Cover Note)
All Rider Amt	**Y**	Display the All Rider Amount (applicable only if Selected Vehicle Type is Motor Cycle).
Total Basic	N	Displays the Total basic premium. (Total Basic = Basic Premium + All Rider Premium)
Vehicle Age Loading %	**Y**	Loading % based on Age of Vehicle.
Insured's Age Loading %	**Y**	Loading % based on Age of Insured.
Claims Exp. Loading %	**Y**	Loading % based on Number of Claims.
High Per. Loading %	**Y**	Loading % based on Model Selected
Max. Cumm. Loading %	**Y**	Maximum Loading Percentage.
Final Loading %	**Y**	Final Loading % based on Age of Vehicle and Number of claims obtained.
Final Loading Amt	**Y**	Final Amount calculated based on loading %. (Final Loading amount = Total basic * loading percentage %)
Annual Prem.	**Y**	Displays the Premium for a year.
After Loading	**Y**	Displays After Loading Amount. (After Loading Amt = Total Basic + Loading Amount)
NCD Amt	**N**	Displays amount based on NCD % of the total Premium.
Extra Cov. (0)	N	Displays extra coverage's amount.
Gross Prem.	N	Displays Gross Premium. (Gross Premium = Total Premium + Loading Amount + Extra Coverage amount - NCD Amount).
Serv.Tax %	N	Displays Service tax % (applicable only for Business clients).
Serv. Tax Amt	**N**	Displays Service Tax Amount based on the service tax %.
Stamp Duty	**N**	Displays the Stamp Duty.
Commission %	**N**	Displays the Agents Commission %.
Comm. Amt	**N**	Displays the Commission Amount based on Commission % of Gross Premium.
Total Payable	**N**	Displays the total payable. (Total Payable = Gross Premium + Service tax amount)
Act Premium	N	Displays Act Premium based on vehicle type, coverage type and sum insured entered.

Excess	N	Displays Excess amount based on vehicle type, coverage type and sum insured entered.
Back	N	Redirects to the next tab: Vehicle.
Next	N	Redirects to the next tab: Extra Coverage.

SCHECULE DETAILS Contd…

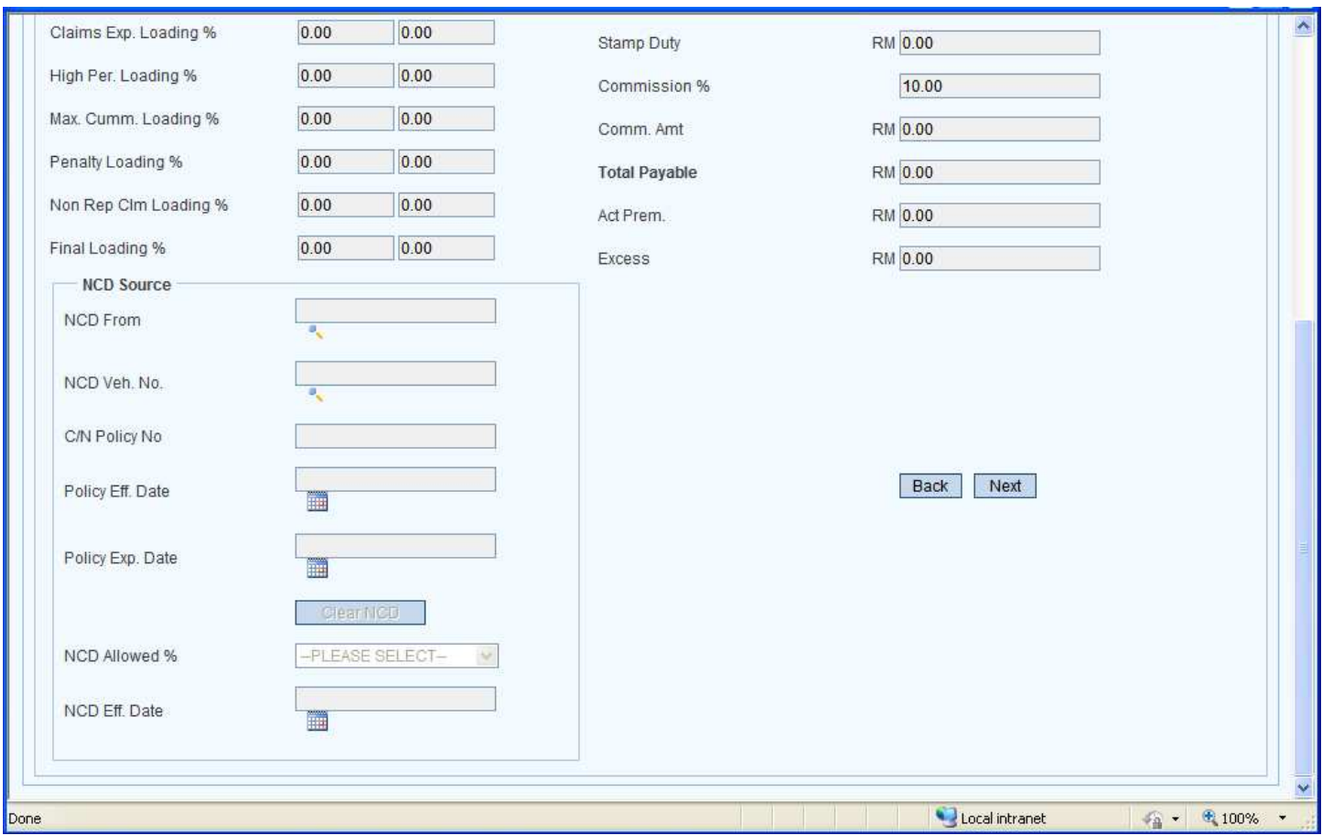


Image 1.96

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	**N**	Display NCD Source from where NCD is obtained (if NCD is available in the Previous Policy).
NCD Veh. No.	**N**	Displays the Vehicle Number from which NCD is obtained (if NCD is available in the Previous Policy).
C/N Policy No	**N**	Displays the Policy Number for NCD Verification (if NCD is available in the Previous Policy).
Policy Eff. Date	**N**	Displays the Policy's Effective Date (if NCD is available in the Previous Policy).
Policy Exp. Date	**N**	Displays the Policy's Expiry Date (if NCD is available in the Previous Policy).
NCD Allowed %	**N**	Displayed NCD Allowed % based on the selected cover note or policy. (If claims have already been made, during extension, NCD % will be 0 for extension).
NCD Eff. Date	**N**	Displays NCD Effective Date based on the selected policy or cover note (if NCD is available in the Previous Policy).
Clear NCD	**N**	Disabled by default.

EXTRA COVERAGE TAB

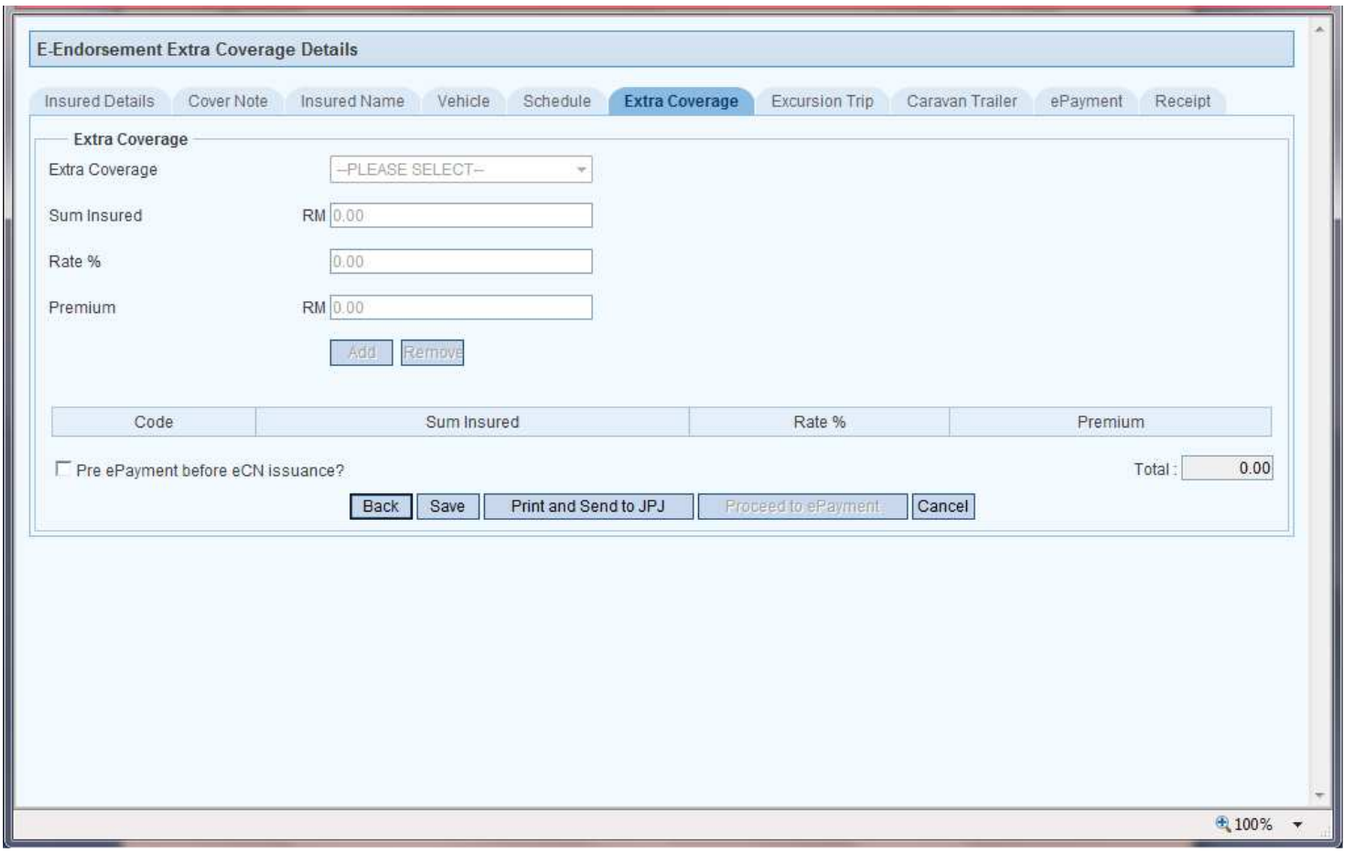


Image 1.97

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	N	Disabled by default.
Sum Insured	N	Disabled by default.
Rate %	N	Disabled by default.
Premium	N	Disabled by default.
Add	N	Disabled by default.
Remove	N	Disabled by default.
Grid (Extra Coverage)	N	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium.
Total	N	Displays the sum of premium amounts for the extra coverage available.
Pre Epayment before eCN issuance?	N	Select the check box if you want to pay through epayment with the credit card. When you select the check box, the 'Proceed To epayment' button is enabled. You can print the cover note once the payment is successful.
Back	N	Redirects you to the previous tab: Schedule.
Save	N	Saves the cover note and generates a Reference Number.
Print And Send To JPJ	N	Saves the details, generates the cover note number, prints it and sends it to JPJ. **If pre e payment is not checked, you can click this button to print the cover note and send to JPJ**.
Proceed to e Payment	N	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'

For ePayment and Receipt process, please refer to 1.1.4

1.1.6.1.2 Extension Short Period

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

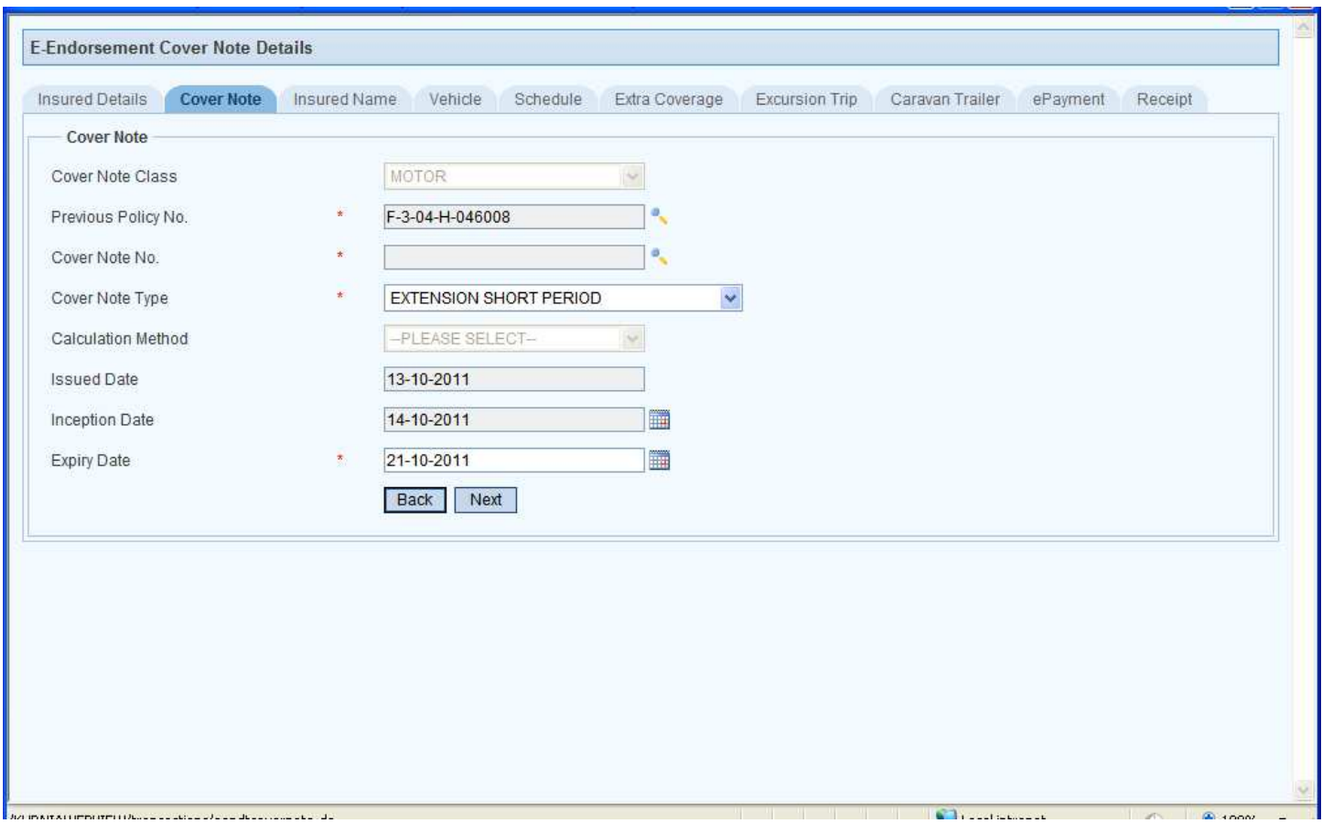


Image 1.98

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	N	Displays 'Motor'.
Previous Policy No	**Y**	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow to proceed if the policy is canceled or the vehicle/chassis/engine number is blacklisted or policy has expired. **Applicable only if the Cover Note is processed as Policy.**
Cover Note No.	**Y**	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow to proceed if the cover note is canceled or the vehicle/chassis/engine number is blacklisted.
Cover Note Type	**Y**	Select the Cover Note Type: 'Extension Prorate' from the drop down list.
Calculation Method	N	Disabled by default.
Issued Date	N	Displays the current date.
Inception Date	N	Displays next day after policy/cover note expiry date.
Expiry Date	**Y**	Allows you to select the date as specified below. • It should not be lesser than the Inception Date • It should not be greater than 10 days from the Inception date When the entered date is greater than 10 days from the inception date, the Cover Note Type changes to 'Extension Short Period' automatically after prompting you a message.
Back	N	Redirects you to the previous tab: Insured Details.
Next	N	Redirects you to the next tab: Vehicle.

VEHICLE DETAILS

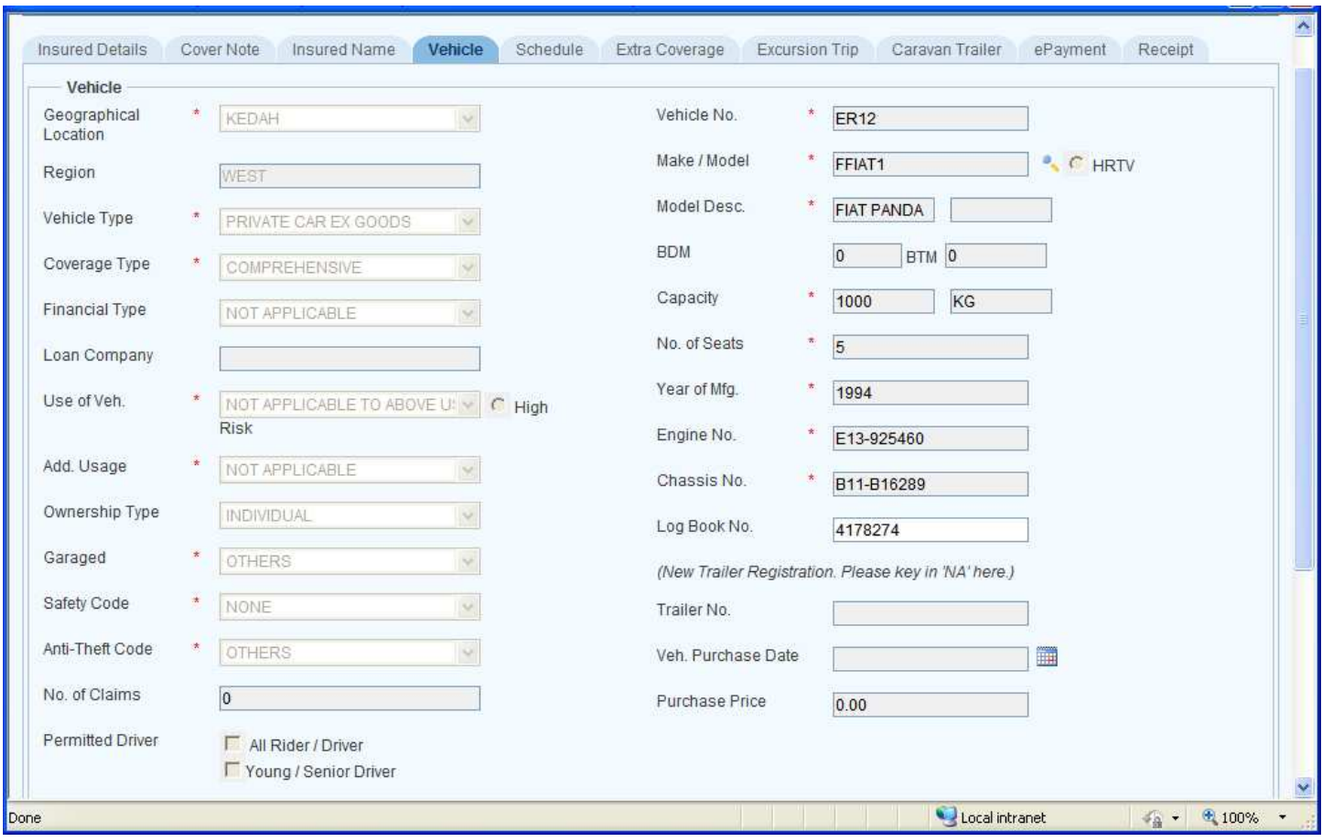


Image 1.99

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Area	Y	Displays Insured's State.
Region	**N**	Displays West or East based on Geographical Location.
Vehicle Type	**Y**	Displays Vehicle Type.
Coverage Type	**Y**	Displays Coverage Type.
Financial Type	N	Displays Financial Type.
Loan Company	N	Displays Loan Company.
Use of Veh	**Y**	Displays Usage of Vehicle.
Add. Usage	**Y**	Displays Additional Usage of the vehicle.
Ownership Type	N	Displays Ownership Type.
Garaged	**Y**	Displays Garaged Type.
Safety Code	**Y**	Displays Safety Code.
Anti-Theft Code	**Y**	Displays Anti Theft Code.
No. of Claims	N	Displays number of claims made in the preceding 2 years.
Vehicle No.	**Y**	Displays Vehicle Number.
Make / Model	**Y**	Displays Make/Model of the vehicle.
Model Desc.	**Y**	Displays Model Description of the vehicle.
HRTV	N	High Risk Theft Vehicle. It's optional and disabled by default.
BDM	N	Displays weight of the vehicle after loading.
BTM	N	Displays weight of the vehicle before loading.
Capacity	**Y**	Displays Capacity (CC or Kg) of the vehicle.
No. of Seats	**Y**	Displays Number of Seats available in the vehicle.
Year of Mfg.	**Y**	Displays Manufacturing Year of the vehicle.
Engine No.	**Y**	Displays Engine number of the vehicle.
Chassis No.	**Y**	Displays Chassis number of the vehicle.
Log Book No.	N	Displays Log Book number of the vehicle.
Trailer No.	N	Displays Trailer number if present (applicable only for trailer cover note).
Veh. Purchase Date	N	Displays Purchase Date of the vehicle.
Purchase Price	N	Displays Purchase price of the vehicle.
Permitted Drivers - All Driver / Rider	N	Displays permitted drivers based on the selected Cover note/Policy.
Permitted Drivers – Young / Senior Driver	N	Displays permitted drivers (Young/Senior Driver) based on the selected Cover note/Policy.

VEHICLE TAB

Contd…

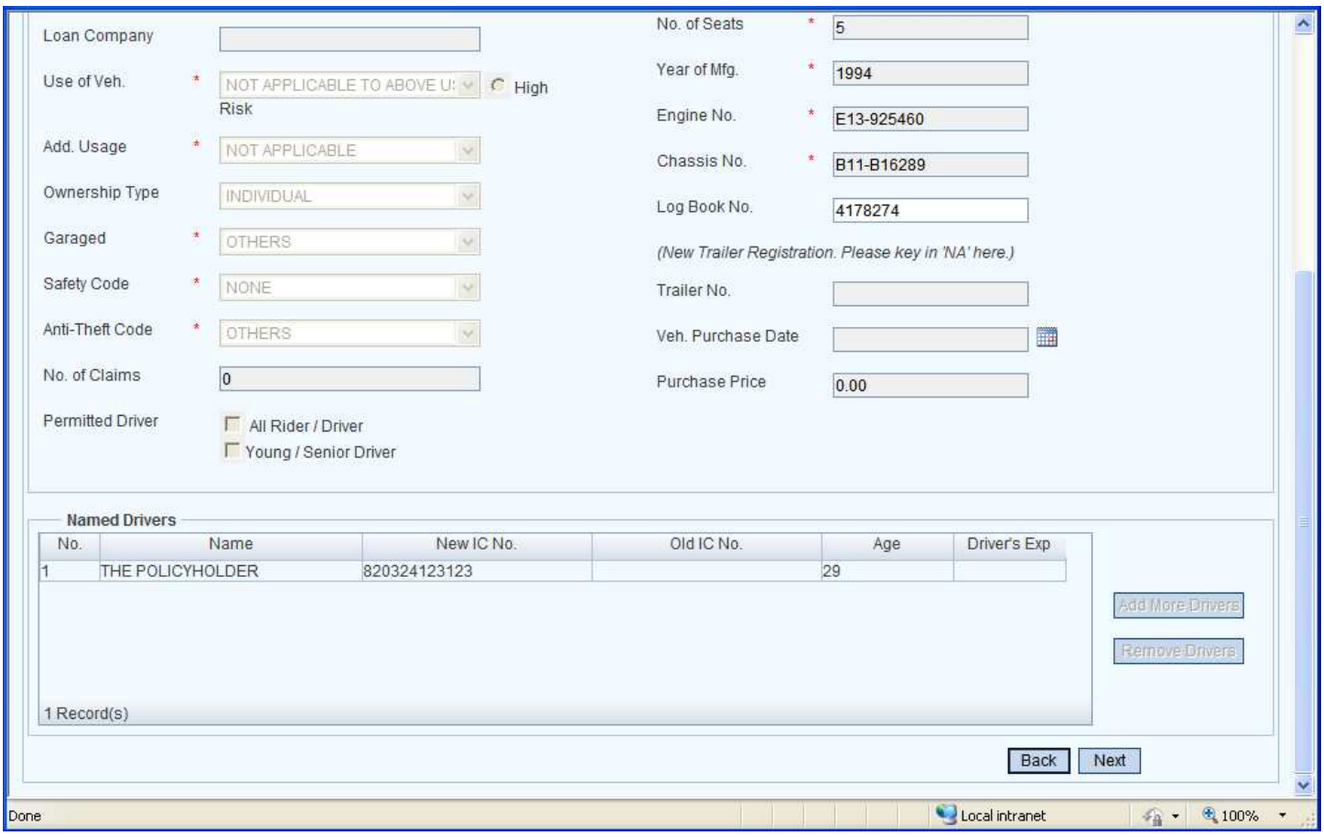


Image 1.100

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Named Drivers Grid	**N**	Displays the named driver details including: No., Name, New IC No., Old IC No., Age and Driver's Experience.
Add More Drivers	**N**	Disabled.
Remove Drivers	**N**	Disabled.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule.

SCHEDULE TAB

Image 1.101

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	**Y**	Displays the Amount for which the vehicle is insured
Basic Premium	**Y**	Displays the Basic Premium.
Trailer Sum	**Y**	Displays the trailer sum (applicable only when the Vehicle Type is A Permit or C Permit and Trailer Cover Note).
Trailer Premium	**Y**	Displays the trailer premium (applicable only when the Vehicle Type is A Permit or C Permit and Trailer Cover Note)
All Rider Amt	**Y**	Display the All Rider Amount (applicable only if Selected Vehicle Type is Motor Cycle).
Total Basic	N	Displays the Total basic premium. (Total Basic = Basic Premium + All Rider Premium)
Vehicle Age Loading %	**Y**	Loading % based on Age of Vehicle.
Insured's Age Loading %	**Y**	Loading % based on Age of Insured.
Claims Exp. Loading %	**Y**	Loading % based on Number of Claims.
High Per. Loading %	**Y**	Loading % based on Model Selected
Max. Cumm. Loading%	**Y**	Maximum Loading Percentage.
Final Loading %	**Y**	Final Loading % based on Age of Vehicle and Number of claims obtained.
Final Loading Amt	**Y**	Final Amount calculated based on loading %. (Final Loading amount = Total basic * loading percentage %)
Annual Prem.	**Y**	Displays the Premium for a year.
After Loading	**Y**	Displays After Loading Amount. (After Loading Amt = Total Basic + Loading Amount)
NCD Amt	**N**	Displays amount based on NCD % of the total Premium.
Extra Cov. (0)	N	Displays extra coverage's amount.
Gross Prem.	N	Displays Gross Premium. (Gross Premium = Total Premium + Loading Amount + Extra Coverage amount - NCD Amount).
Serv.Tax %	N	Displays Service tax % (applicable only for Business clients).
Serv. Tax Amt	**N**	Displays Service Tax Amount based on the service tax %.
Stamp Duty	**N**	Displays the Stamp Duty.
Commission %	**N**	Displays the Agents Commission %.
Comm. Amt	**N**	Displays the Commission Amount based on Commission % of Gross Premium.
Total Payable	**N**	Displays the total payable. (Total Payable = Gross Premium + Service tax amount)
Act Premium	N	Displays the Act premium amount.
Excess	N	Displays Excess amount based on vehicle type, coverage type and sum insured entered.
Back	N	Redirects to the next tab: Vehicle.
Next	N	Redirects to the next tab: Extra Coverage.

SCHEDULE TAB

Contd…

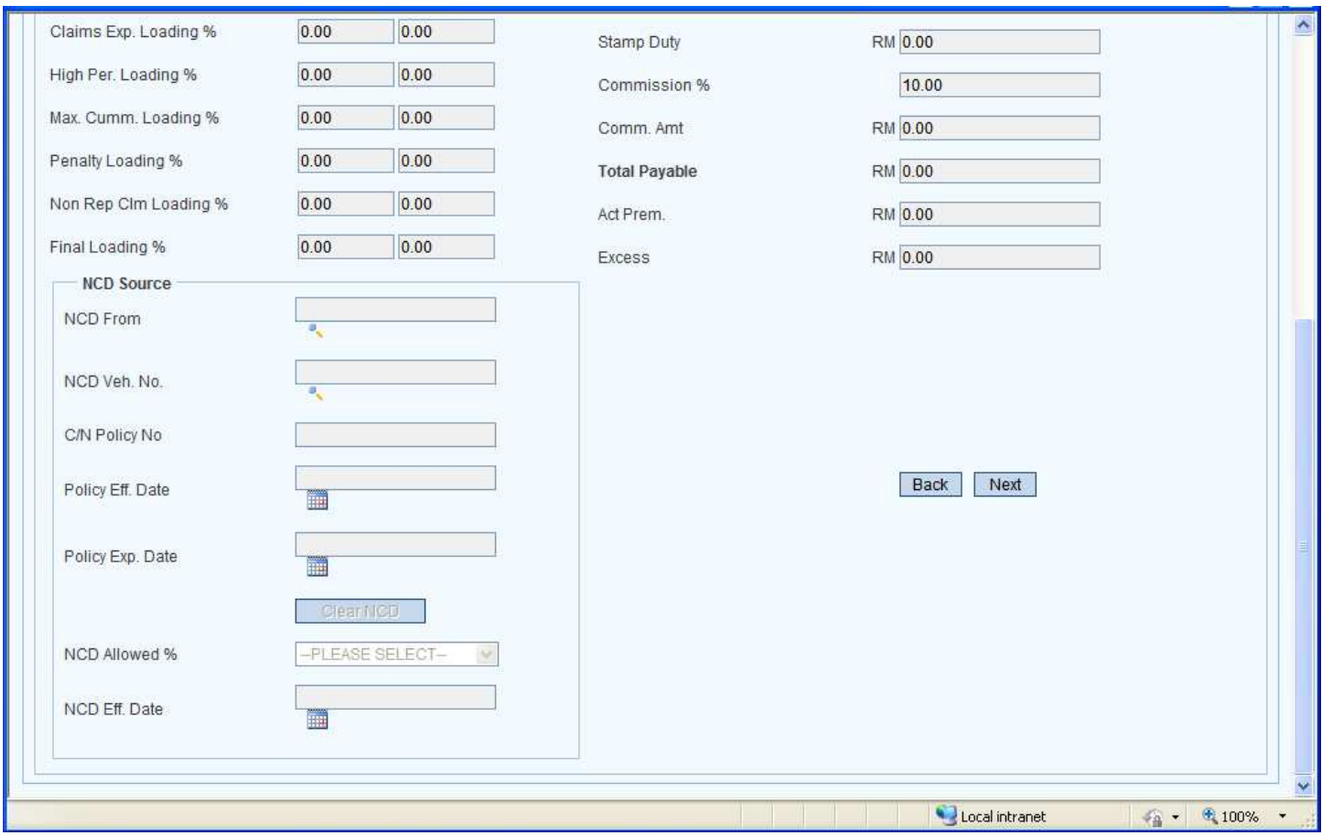


Image 1.102

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	**N**	Display NCD Source from where NCD is obtained (if NCD is available in the Previous Policy).
NCD Veh. No.	**N**	Displays the Vehicle Number from which NCD is obtained (if NCD is available in the Previous Policy).
C/N Policy No	**N**	Displays the Policy Number for NCD Verification (if NCD is available in the Previous Policy).
Policy Eff. Date	**N**	Displays the Policy's Effective Date (if NCD is available in the Previous Policy).
Policy Exp. Date	**N**	Displays the Policy's Expiry Date (if NCD is available in the Previous Policy).
NCD Allowed %	**N**	Displayed NCD Allowed % based on the selected cover note or policy. (If claims have already been made, during extension, NCD % will be 0 for extension).
NCD Eff. Date	**N**	Displays NCD Effective Date based on the selected policy or cover note (if NCD is available in the Previous Policy).
Clear NCD	**N**	Disabled by default.

EXTRA COVERAGE TAB

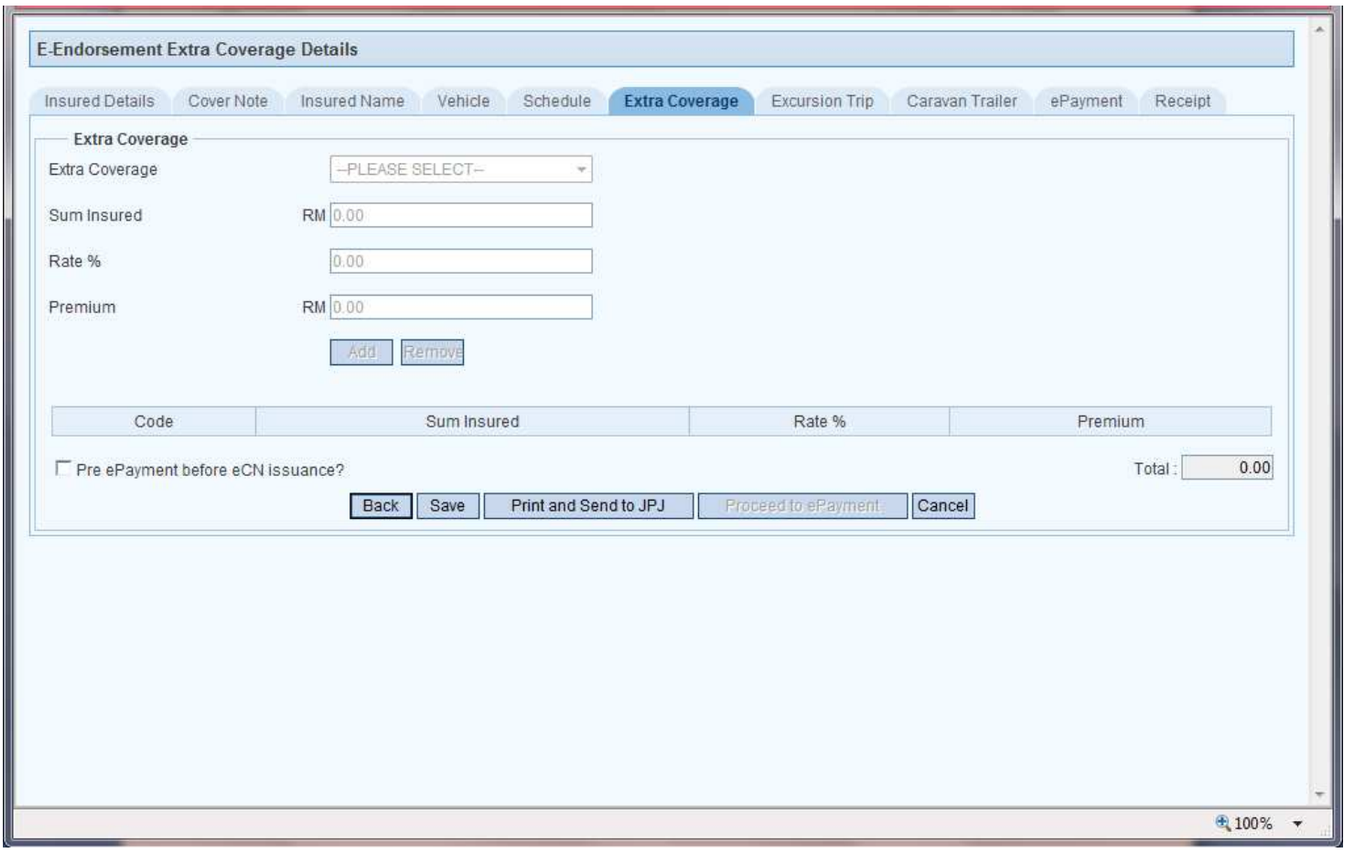


Image 1.103

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	N	Disabled by default.
Sum Insured	N	Disabled by default.
Rate %	N	Disabled by default.
Premium	N	Disabled by default.
Add	N	Disabled by default.
Remove	N	Disabled by default.
Grid (Extra Coverage)	N	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium.
Total	N	Displays the sum of premium amounts for the extra coverage available.
Pre Epayment before eCN issuance?	N	Select the check box if you want to pay through epayment with the credit card. When you select the check box, the 'Proceed To epayment' button is enabled. You can print the cover note once the payment is successful.
Back	N	Redirects you to the previous tab: Schedule.
Save	N	Saves the cover note and generates a Reference Number.
Print And Send To JPJ	N	Saves the details, generates the cover note number, prints it and sends it to JPJ. **If pre e payment is not checked, you can click this button to print the cover note and send to JPJ**.
Proceed to e Payment	N	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'

For ePayment and Receipt process, please refer to 1.1.4

1.1.6.1.3 Transfer of Interest

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

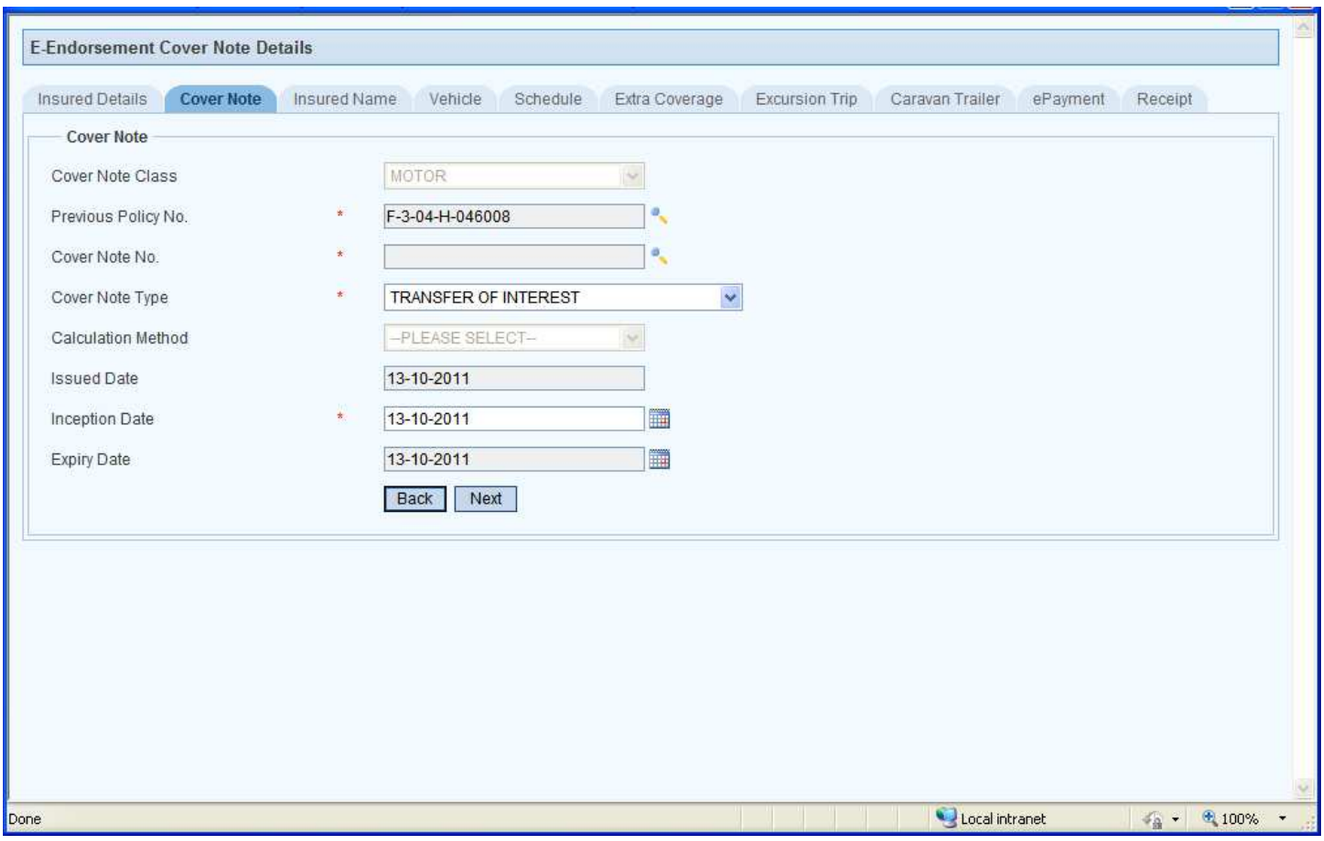


Image 1.104

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	N	Displays 'Motor'.
Previous Policy No	**Y**	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow proceeding if the policy is canceled or the vehicle/chassis/engine number is blacklisted or policy has expired. **Applicable only if the Cover Note is processed as Policy.**
Cover Note No.	**Y**	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow proceeding if the cover note is canceled or the vehicle/chassis/engine number is blacklisted.
Cover Note Type	**Y**	Select the Cover Note Type: 'Transfer of Interest' from the drop down list.
Calculation Method	N	Disabled by default.
Issued Date	**Y**	Displays the current date.
Inception Date	N	Displays Current Date and allows you to change. Entered date should not be greater than 6 months from the Inception Date and should be less than policy expiry date
Expiry Date	N	Displays the expiry date of the policy/cover note.
Back	N	Redirects you to the previous tab: Insured Details.
Next	N	Redirects you to the next tab: Insured Details. • This is to select the transferee i.e., the person whom it needs to be transferred to. • System does not allow to proceed further, if the Transferee's New Ic/Old Ic/Business Reg. No is blacklisted. • Clicking Next Button from the 'Insured Details' tab redirects you to the next tab: Vehicle.

TRANSFEREE INSURED DETAILS TAB

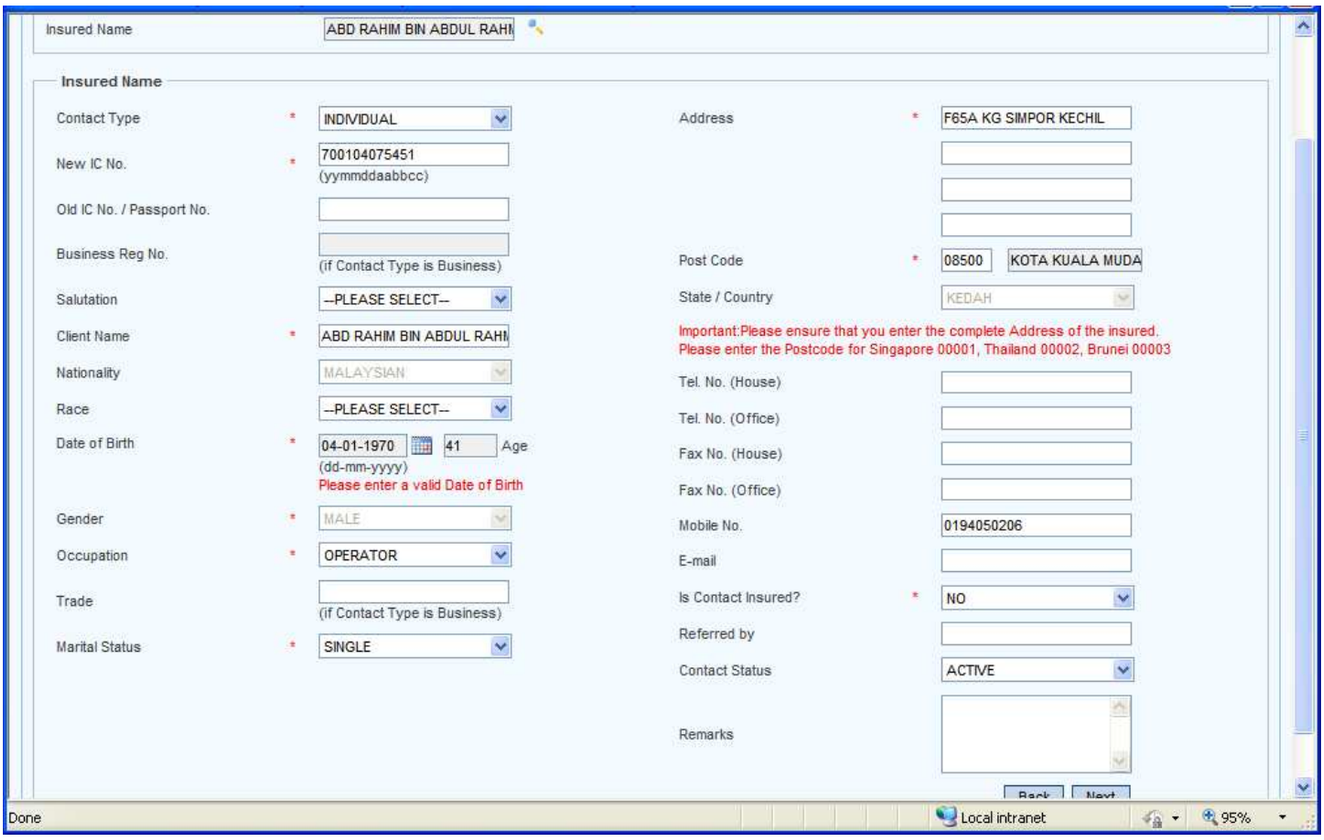


Image 1.105

The user cannot select the same client which was chosen in the client profile tab. As for other details, please refer to Image 1.2 and Image 1.3

VEHICLE TAB

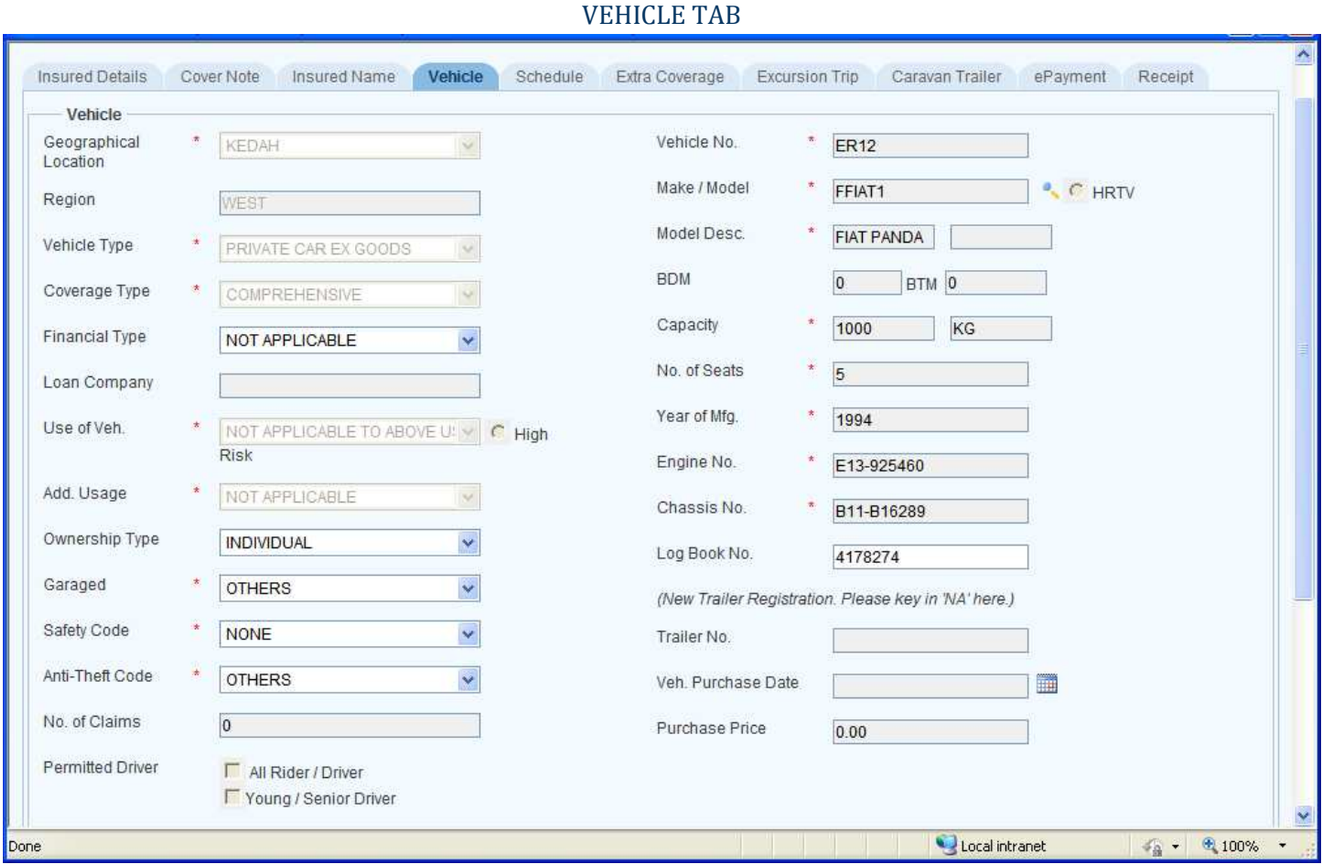


Image 1.106

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	**Y**	Displays the geographical location of the Insured
Region	**N**	Displays West or East based on Geographical Location.
Vehicle Type	**Y**	Displays Vehicle Type.

Coverage Type	Y	Displays Coverage Type.
Financial Type	N	Displays Financial Type and allows you to select it as per Transferee's requirement.
Loan Company	N	Displays Loan Company.
Use of Veh	Y	Displays Usage of Vehicle.
Add. Usage	Y	Displays Additional Usage of the vehicle.
Ownership Type	N	Displays Ownership Type and allows you to select it as per Transferee's requirement.
Garaged	Y	Displays Garaged Type and allows you to select it as per Transferee's requirement.
Safety Code	Y	Displays Safety Code and allows you to select it as per Transferee's requirement.
Anti-Theft Code	Y	Displays Anti Theft Code and allows you to select it as per Transferee's requirement.
No. of Claims	N	Displays number of claims made in the preceding 2 years.
Vehicle No.	Y	Displays Vehicle Number.
Make / Model	Y	Displays Make/Model of the vehicle.
Model Desc.	Y	Displays Model Description of the vehicle.
HRTV	N	High Risk Theft Vehicle. It's optional and disabled by default.
BDM	N	Displays weight of the vehicle after loading.
BTM	N	Displays weight of the vehicle before loading.
Capacity	Y	Displays Capacity (CC or Kg) of the vehicle.
No. of Seats	Y	Displays Number of Seats available in the vehicle.
Year of Mfg.	Y	Displays Manufacturing Year of the vehicle.
Engine No.	Y	Displays Engine number of the vehicle.
Chassis No.	Y	Displays Chassis number of the vehicle.
Log Book No.	N	Displays Log Book number of the vehicle.
Trailer No.	N	Displays Trailer number if present (applicable only for trailer cover note).
Veh. Purchase Date	N	Displays Purchase Date of the vehicle.
Purchase Price	N	Displays Purchase price of the vehicle.
Permitted Drivers - All Driver / Rider	N	Displays permitted drivers based on the selected Cover note/Policy.
Permitted Drivers – Young / Senior Driver	N	Displays permitted drivers (Young/Senior Driver) based on the selected Cover note/Policy.

VEHICLE TAB Contd…

Image 1.107

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Displays the serial number for the named drivers.
Name	**Y**	Displays the Name of the named drivers.
New IC No.	**N**	Displays the New IC Number of the named drivers.
Old IC No.	**N**	Displays the Old Ic Number of the named drivers.
Age	**N**	Displays the Name of the named drivers.
Drivers Exp.	**N**	Displays the Experience of the named drivers.
Add More Drivers	**N**	Disabled.
Remove Drivers	**N**	Disabled.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule.

SCHEDULE TAB

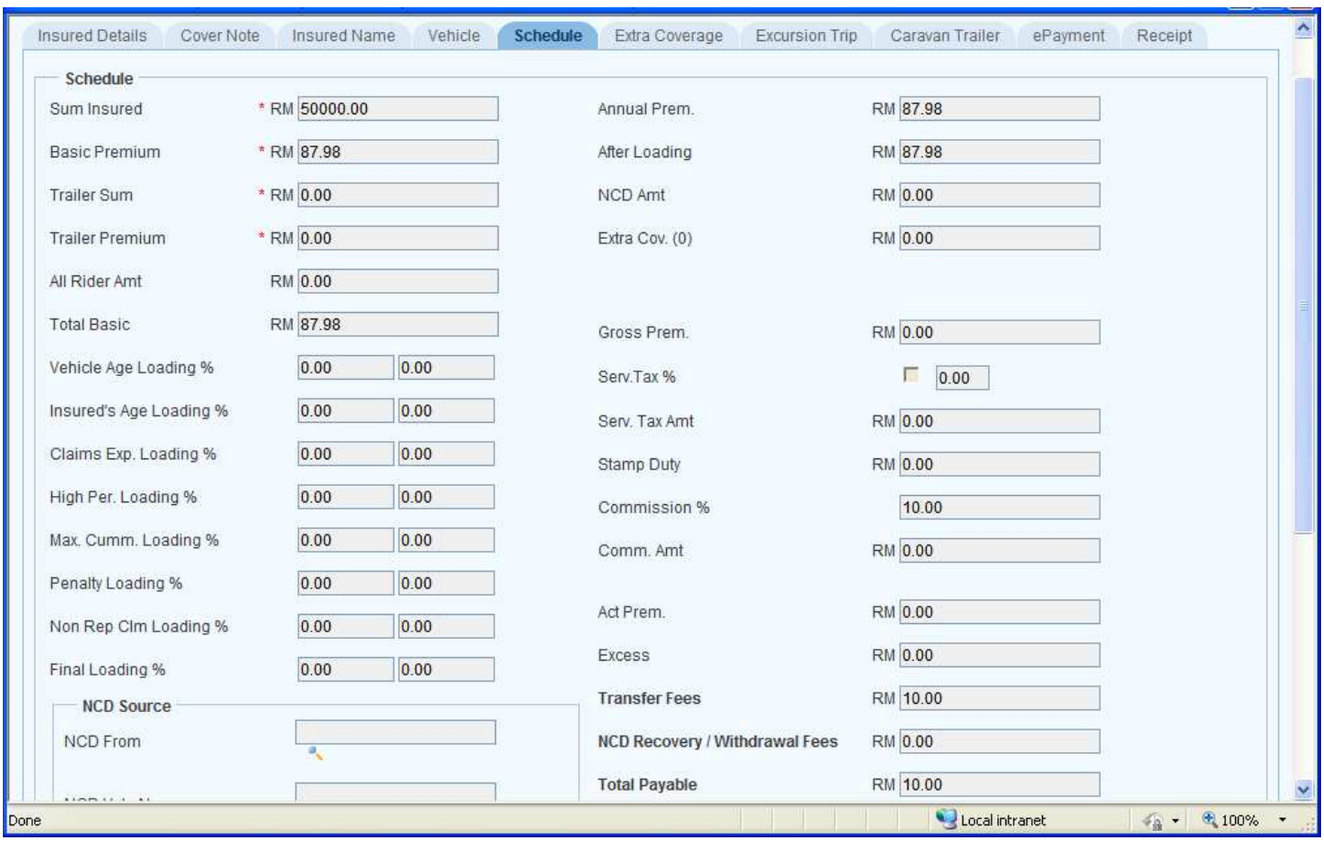


Image 1.108

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	**Y**	Displays the Amount for which the vehicle is insured.
Basic Premium	**Y**	Displays the Basic Premium.
Trailer Sum	**Y** (for Trailer policy)	Displays the trailer sum (when the Vehicle Type is A Permit or C Permit and Trailer Cover Note).
Trailer Premium	**Y** (for Trailer policy)	Displays the trailer premium (when the Vehicle Type is A Permit or C Permit and Trailer Cover Note)
All Rider Amt	**Y** (if Selected Vehicle Type is Motor Cycle)	Display the All Rider Amount if Selected Vehicle Type is Motor Cycle.
Total Basic	N	Displays the Total basic premium as Basic Premium + All Rider Premium. (if any)
Loading %	**Y**	Final Loading % based on Age of Vehicle and Number of claims obtained.
Loading Amt	**Y**	Final Amount calculated based on loading %. Loading amount = Total basic *loading percentage%.
After Loading	**N**	Displays Amount obtained from Total Basic + Loading Amount.
NCD Amt	**N**	Displays amount based on NCD % of the total Premium.
Extra Cov. (0)	**Y**	Displays extra coverage's amount
Gross Prem.	N	Calculated using formula Total Premium + Loading Amount + Extra Coverage amount (if applicable) - NCD Amount.
Serv.Tax %	N	Displays Service tax % (applicable only for Business clients).
Serv. Tax Amt	**N**	Displays Service Tax Amount based on the service tax %.
Stamp Duty	**Y**	Displays the Stamp Duty.

Commission %	Y	Displays the Agents Commission %.
Comm. Amt	Y	Displays the Commission Amount based on Commission % of Gross Premium.
Act Premium	Y	Displays the Act premium amount.
Excess	N	Displays Excess amount based on vehicle type, coverage type and sum insured entered.
Transfer Fees	Y	Displays Transfer Fees.
NCD Recovery / Withdrawal Fees	Y	Displays NCD Recovery/Withdrawal fees.
Total Payable	Y	Displays the total payable (Gross Premium + Service tax amount + Transfer fee + Ncd Recovery/Withdrawal fee) by the Transferee (new insured).

SCHEDULE TAB Contd…

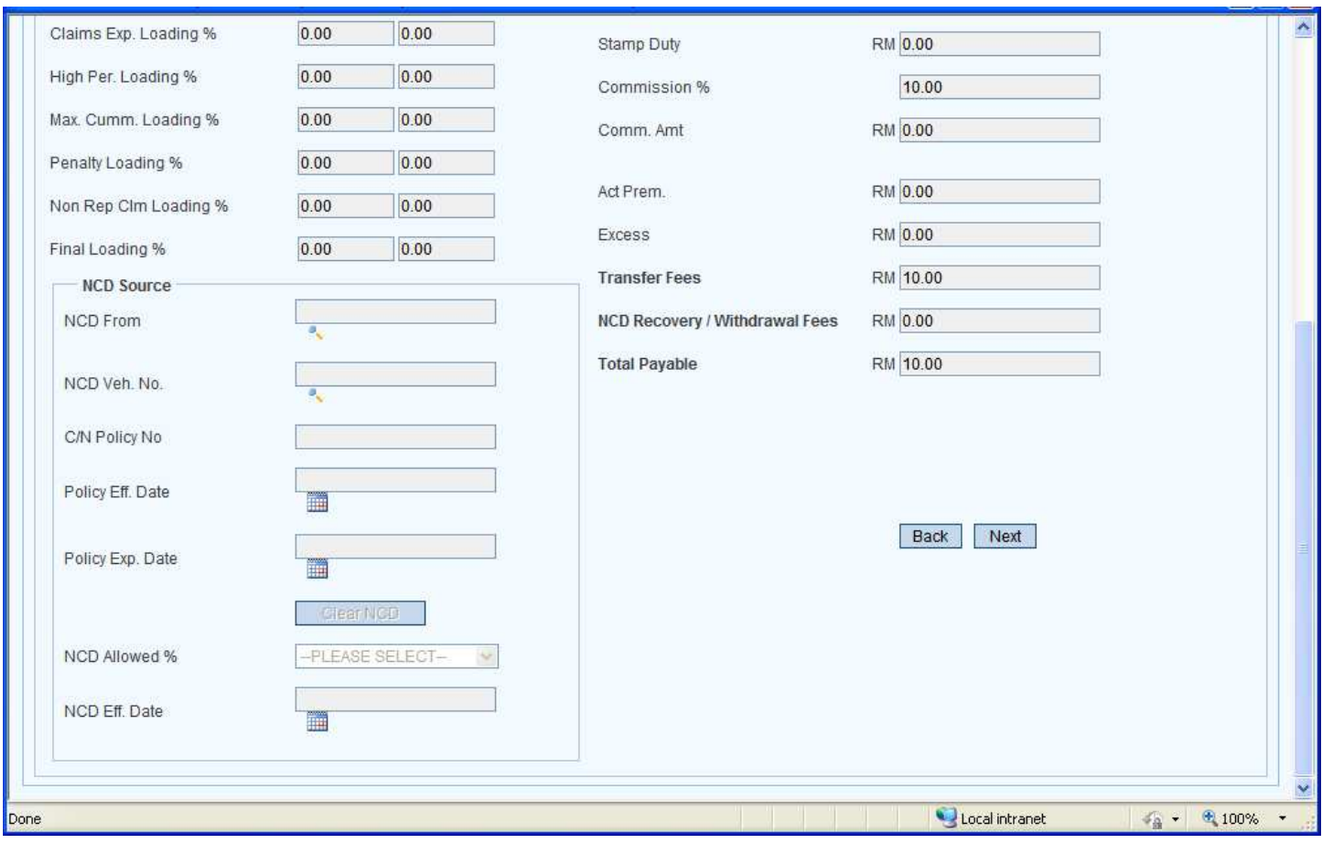


Image 1.109

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	Y (if NCD available for Previous Policy)	Display NCD Source from where NCD is obtained.
NCD Veh. No.	Y (if NCD available for Previous Policy)	Displays the Vehicle Number from which NCD is obtained.
C/N Policy No	Y (if NCD available for Previous Policy)	Displays the Policy Number for NCD Verification.
Policy Eff. Date	Y (if NCD available for Previous Policy)	Displays the Policy's Effective Date.
Policy Exp. Date	Y (if NCD available for Previous Policy)	Displays the Policy's Expiry Date.
NCD Allowed %	Y (if NCD available for Previous Policy)	Auto displayed based on the selected policy or cover note. If claims have already been made, during extension NCD % will be 0 for extension.
NCD Eff. Date	Y (if NCD available for Previous	Displayed based on the selected policy or cover note

	Policy)	
Clear NCD	**N**	This button is disabled by default.
Annual Prem	**N**	Displays the Premium for a year.
Back	N	Redirects to the next tab: Vehicle.
Next	N	Redirects to the next tab: Extra Coverage.

EXTRA COVERAGE TAB

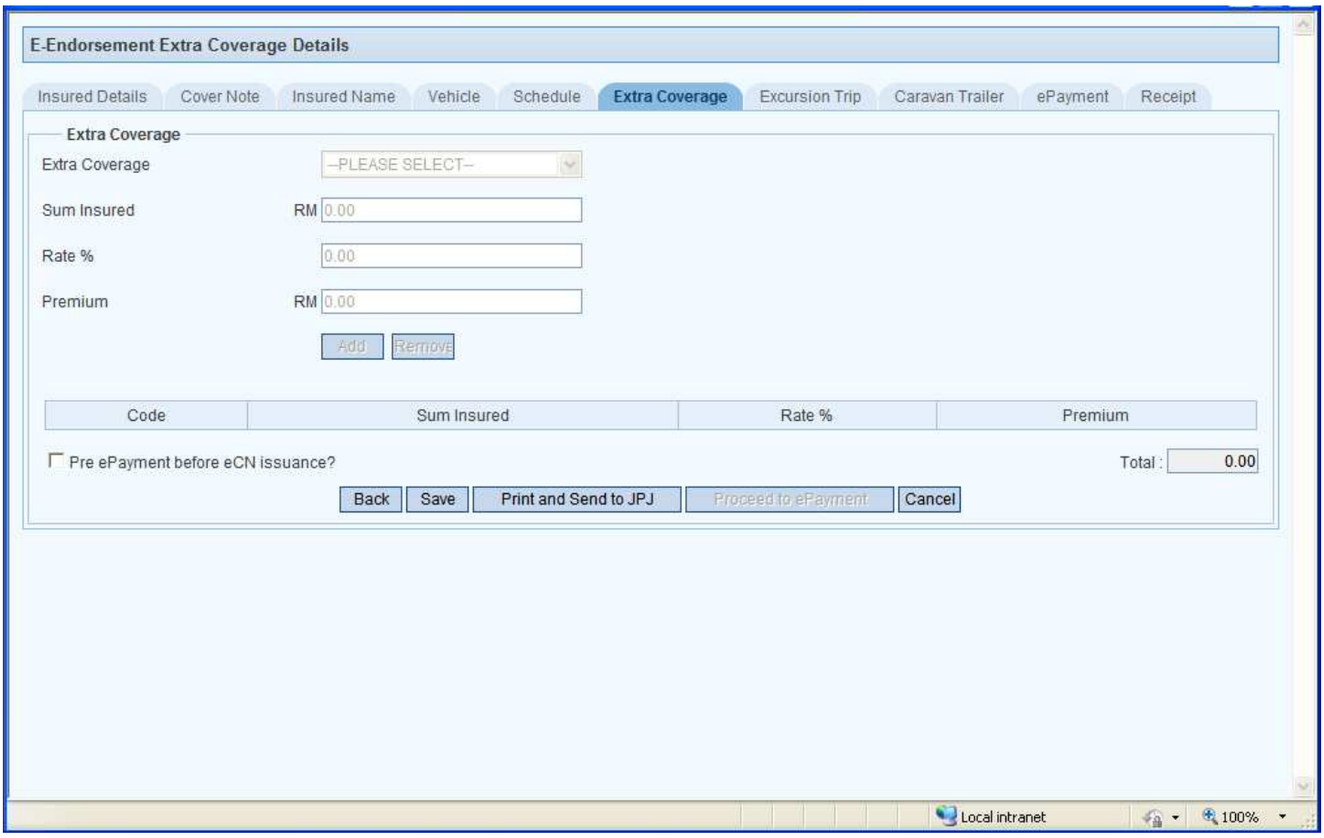


Image 1.110

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	N	Disabled by default.
Sum Insured	N	Disabled by default.
Rate %	N	Disabled by default.
Premium	N	Disabled by default.
Add	N	Disabled by default.
Remove	N	Disabled by default.
Grid (Extra Coverage)	N	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium.
Total	N	Displays the sum of premium amounts for the extra coverage available.
Pre Epayment before eCN issuance?	N	Select the check box if you want to pay through epayment with the credit card. When you select the check box, the 'Proceed To epayment' button is enabled. You can print the cover note once the payment is successful.
Back	N	Redirects you to the previous tab: Schedule.
Save	N	Saves the cover note and generates a Reference Number.
Print And Send To JPJ	N	Saves the details, generates the cover note number, prints it and sends it to JPJ. If pre e payment is not checked, you can click this button to print the cover note and send to JPJ.
Proceed to e Payment	N	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'

For ePayment and Receipt process, please refer to 1.1.4

1.1.6.1.4 Change of Engine Number

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

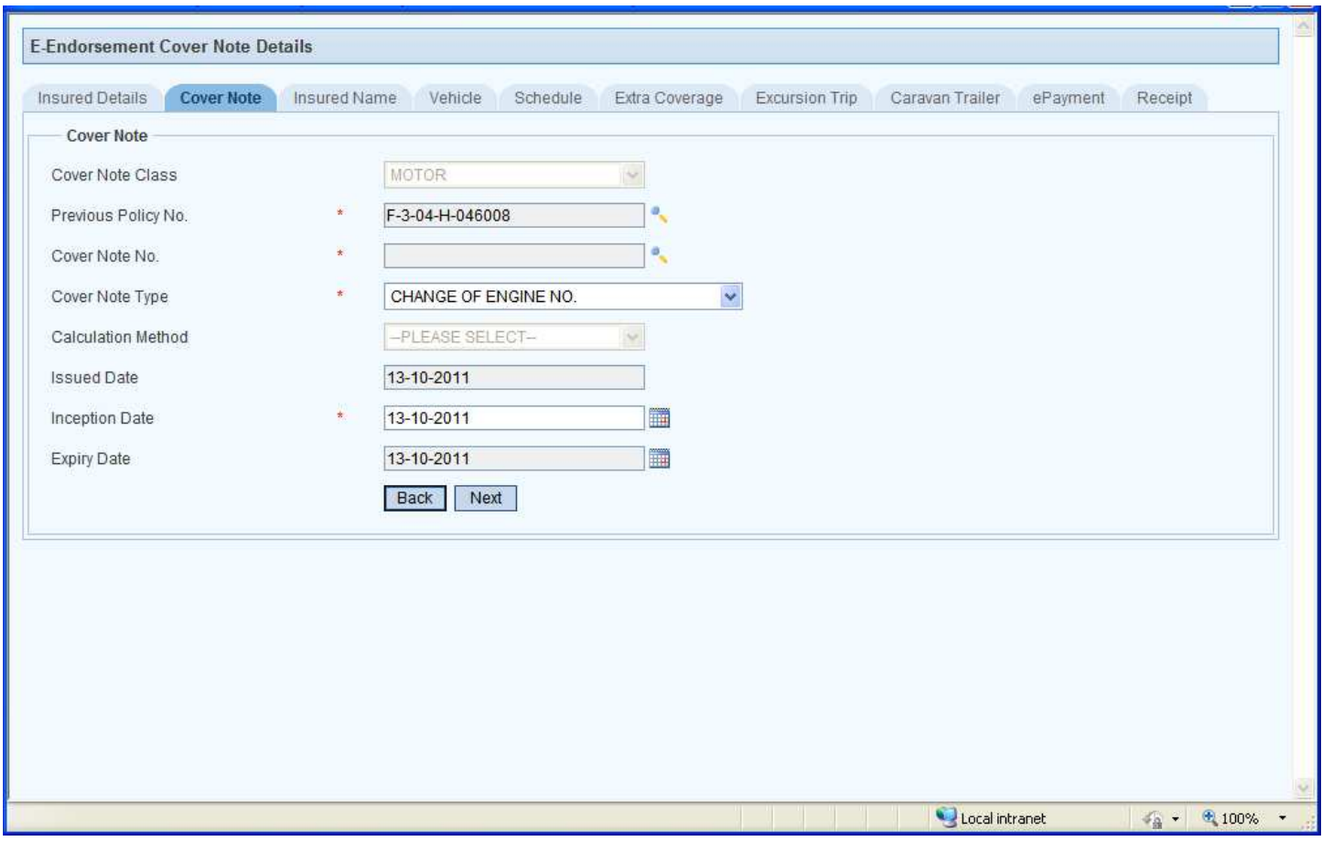


Image 1.111

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	N	Displays 'Motor'.
Previous Policy No	**Y**	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow proceeding if the policy is canceled or the vehicle/chassis/engine number is blacklisted or policy has expired. **Applicable only if the Cover Note is processed as Policy.**
Cover Note No.	**Y**	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow proceeding if the cover note is canceled or the vehicle/chassis/engine number is blacklisted.
Cover Note Type	**Y**	Select the Cover Note Type: 'Change of Engine No.' from the drop down list.
Calculation Method	N	Disabled by default.
Issued Date	**Y**	Displays the current date.
Inception Date	**Y**	Displays Current Date and allows you to change. Entered date should not be greater than 6 months from the Inception Date and should be less than policy expiry date
Expiry Date	N	Displays the expiry date of the policy/cover note.
Back	N	Redirects you to the previous tab: Insured Details.
Next	N	Redirects you to the next tab: Vehicle.

VEHICLE TAB

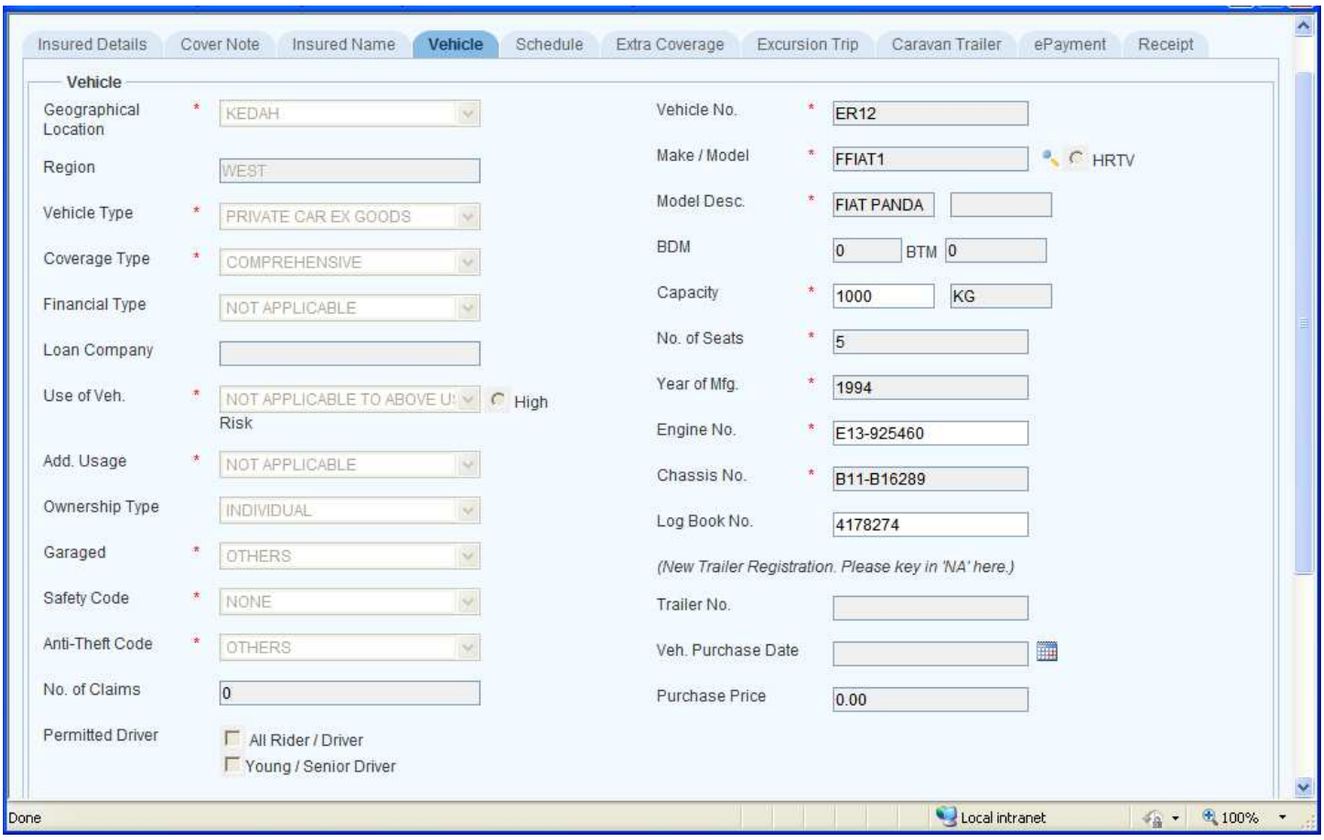


Image 1.112

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	**Y**	Displays Insured's State.
Region	**N**	Displays West or East based on Geographical Location.
Vehicle Type	**Y**	Displays Vehicle Type.
Coverage Type	**Y**	Displays Coverage Type.
Financial Type	N	Displays Financial Type.
Loan Company	N	Displays Loan Company.
Use of Veh	**Y**	Displays Usage of Vehicle.
Add. Usage	**Y**	Displays Additional Usage of the vehicle.
Ownership Type	N	Displays Ownership Type.
Garaged	**Y**	Displays Garaged Type.
Safety Code	**Y**	Displays Safety Code.
Anti-Theft Code	**Y**	Displays Anti Theft Code.
No. of Claims	N	Displays number of claims made in the preceding 2 years.
Vehicle No.	**Y**	Displays Vehicle Number.
Make / Model	**Y**	Displays Make/Model of the vehicle.
Model Desc.	**Y**	Displays Model Description of the vehicle.
HRTV	N	High Risk Theft Vehicle. It's optional and disabled by default.
BDM	N	Displays weight of the vehicle after loading.
BTM	N	Displays weight of the vehicle before loading.
Capacity	**Y**	Displays Capacity (CC or Kg) of the vehicle.
No. of Seats	**Y**	Displays Number of Seats available in the vehicle.
Year of Mfg.	**Y**	Displays Manufacturing Year of the vehicle.
Engine No.	**Y**	Displays Engine number of the vehicle but prompts you to enter the new Engine number.
Chassis No.	**Y**	Displays Chassis number of the vehicle.
Log Book No.	N	Displays Log Book number of the vehicle.
Trailer No.	**Y** (for trailer Covernotes)	Displays Trailer number of the vehicle (if present).
Veh. Purchase Date	N	Displays Purchase Date of the vehicle.
Purchase Price	N	Displays Purchase price of the vehicle.
Permitted Drivers - All Driver / Rider	N	Displays permitted drivers based on the selected Cover note/Policy.
Permitted Drivers – Young / Senior Driver	N	Displays permitted drivers (Young/Senior Driver) based on the selected Cover note/Policy.

VEHICLE TAB Contd…

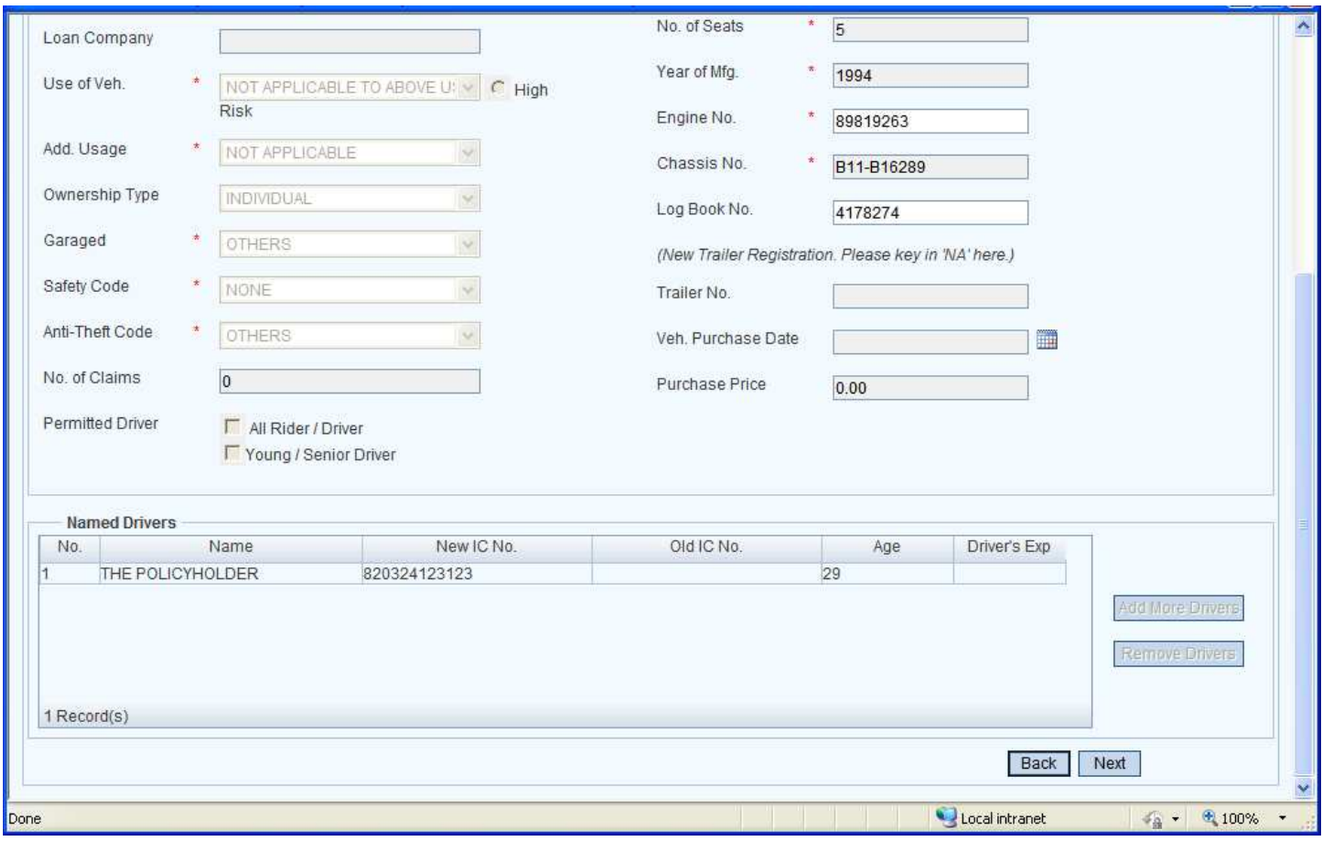


Image 1.113

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Displays the serial number for the named drivers.
Name	**Y**	Displays the Name of the named drivers.
New IC No.	**N**	Displays the New IC Number of the named drivers.
Old IC No.	**N**	Displays the Old Ic Number of the named drivers.
Age	**N**	Displays the Name of the named drivers.
Drivers Exp.	**N**	Displays the Experience of the named drivers.
Add More Drivers	**N**	Disabled.
Remove Drivers	**N**	Disabled.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule.

SCHEDULE PAGE

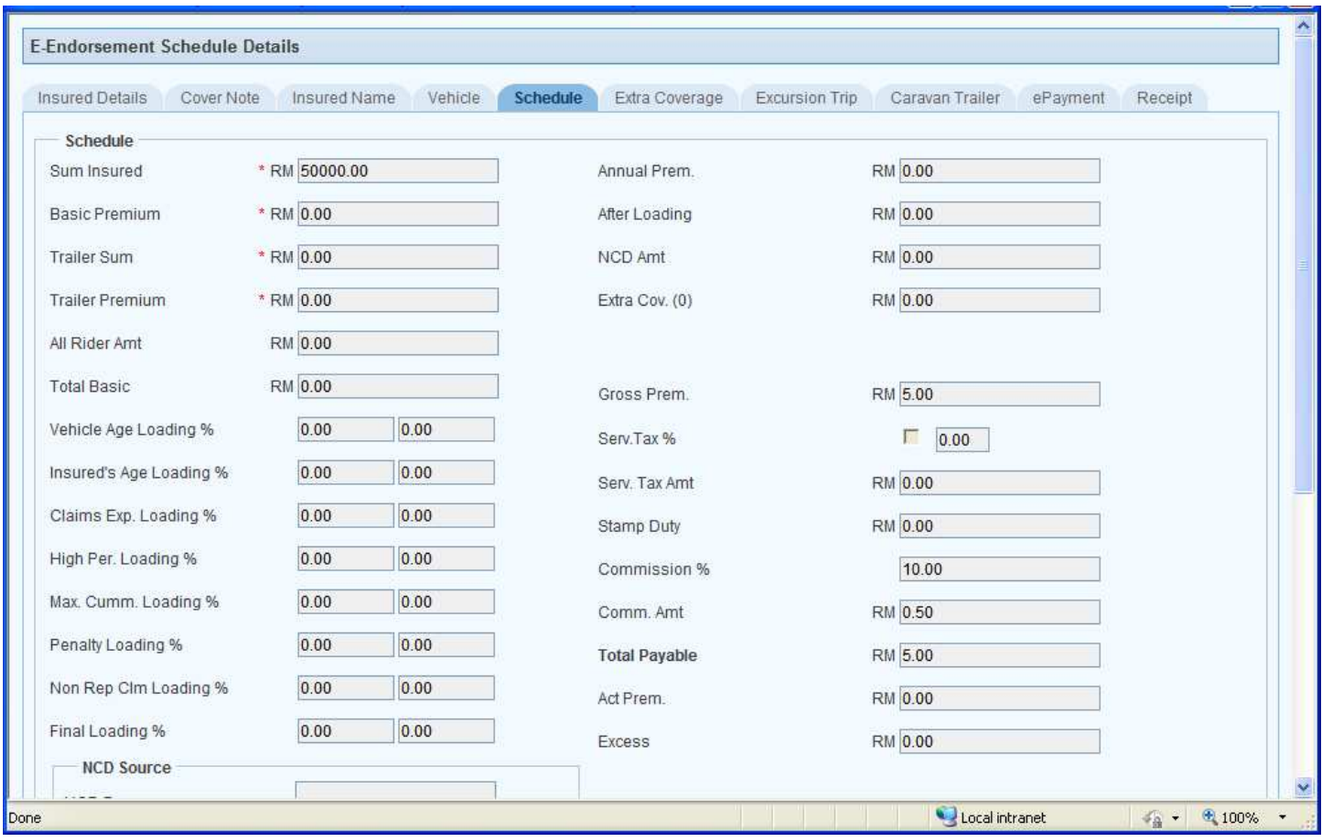


Image 1.114

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	**Y**	Displays the Sum Insured
Basic Premium	**Y**	Displays the Basic Premium.
Trailer Sum	**Y**	Displays the trailer sum (applicable only when the Vehicle Type is A Permit or C Permit and Trailer Cover Note).
Trailer Premium	**Y**	Displays the trailer premium (applicable only when the Vehicle Type is A Permit or C Permit and Trailer Cover Note)
All Rider Amt	**Y**	Display the All Rider Amount (applicable only if Selected Vehicle Type is Motor Cycle).
Total Basic	N	Displays the Total basic premium. (Total Basic = Basic Premium + All Rider Premium)
Vehicle Age Loading %	**Y**	Loading % based on Age of Vehicle.
Insured Age Loading %	**Y**	Loading % based on Age of Insured.
Claims Exp Loading %	**Y**	Loading % based on Number of Claims.
High Performance Loading %	**Y**	Loading % based on Model Selected
Maximum Cumulative Loading %	**Y**	Maximum Loading Percentage
Final Loading %	**Y**	Final Loading % based on Age of Vehicle and Number of claims obtained.
Final Loading Amt	**Y**	Final Amount calculated based on loading %. (Final Loading amount = Total basic * loading percentage %)
Annual Premium	**N**	Displays the Premium for a year.
After Loading	**N**	Displays After Loading Amount. (After Loading Amt = Total Basic + Loading Amount)
NCD Amt	**N**	Displays amount based on NCD % of the total Premium.
Extra Cov. (3)	**N**	Displays extra coverage's amount.
Gross Prem.	N	Displays Gross Premium. (Gross Premium = Total Premium + Loading Amount + Extra Coverage amount - NCD Amount).
Serv.Tax %	N	Displays Service tax % (applicable only for Business clients).
Serv. Tax Amt	**N**	Displays Service Tax Amount based on the service tax %.
Stamp Duty	**N**	Displays the Stamp Duty.
Commission %	**N**	Displays the Agents Commission %.
Comm. Amt	**N**	Displays the Commission Amount based on Commission % of Gross Premium.
Act Premium	**Y**	Displays the Act premium amount.
Total Payable	N	Displays Excess amount based on vehicle type, coverage type and sum insured entered.
Act Prem.	N	Displays the Act premium amount.
Excess	N	Displays Excess amount based on vehicle type, coverage type and sum insured

SCHEDULE TAB Contd…

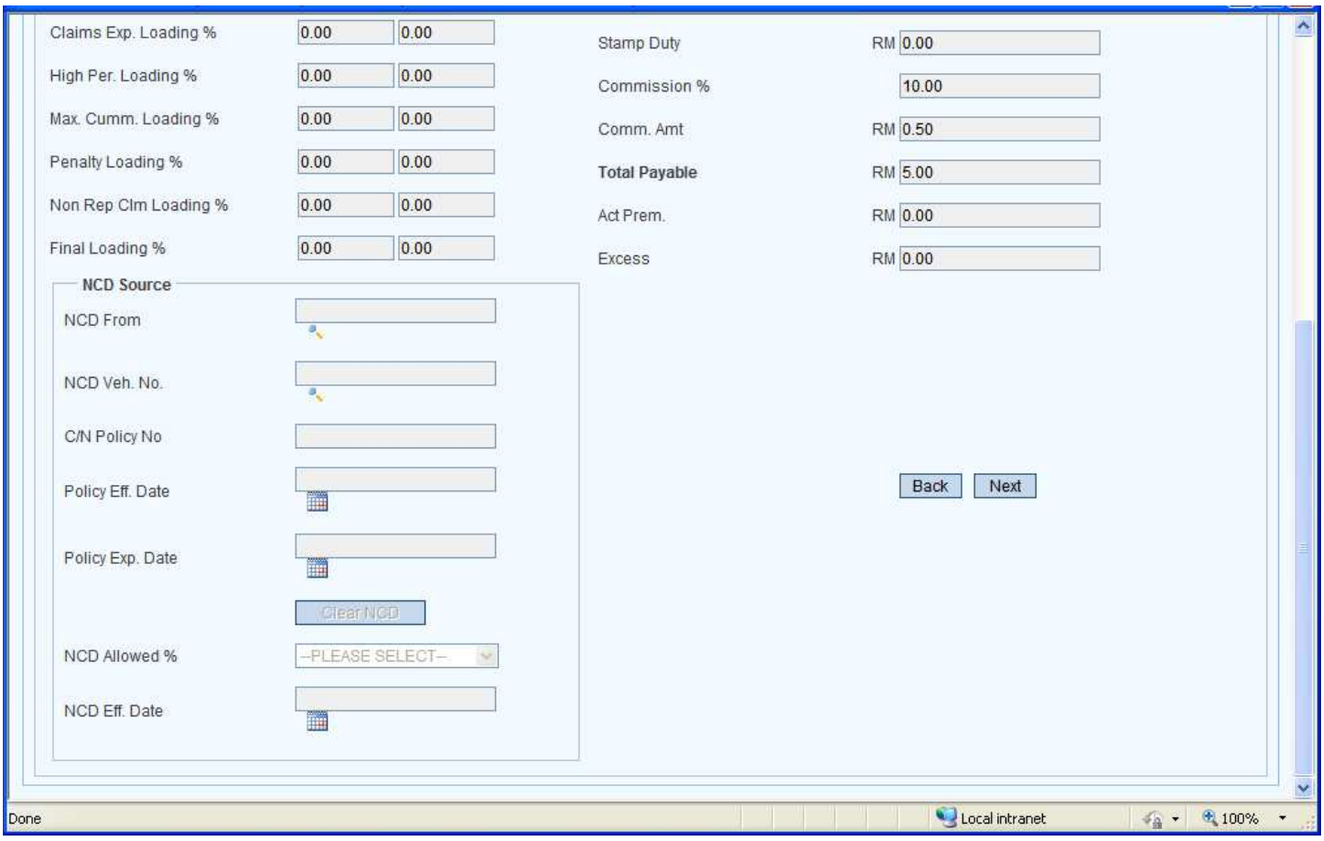


Image 1.115

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	N	Display NCD Source from where NCD is obtained (if NCD is available in the Previous Policy).
NCD Veh. No.	N	Displays the Vehicle Number from which NCD is obtained (if NCD is available in the Previous Policy).
C/N Policy No	N	Displays the Policy Number for NCD Verification (if NCD is available in the Previous Policy).
Policy Eff. Date	N	Displays the Policy's Effective Date (if NCD is available in the Previous Policy).
Policy Exp. Date	N	Displays the Policy's Expiry Date (if NCD is available in the Previous Policy).
NCD Allowed %	N	Displayed NCD Allowed % based on the selected cover note or policy. (If claims have already been made, during extension, NCD % will be 0 for extension).
NCD Eff. Date	N	Displays NCD Effective Date based on the selected policy or cover note (if NCD is available in the Previous Policy).
Clear NCD	**N**	Disabled by default.
Back	N	Redirects to the next tab: Vehicle.
Next	N	Redirects to the next tab: Extra Coverage.

EXTRA COVERAGE TAB

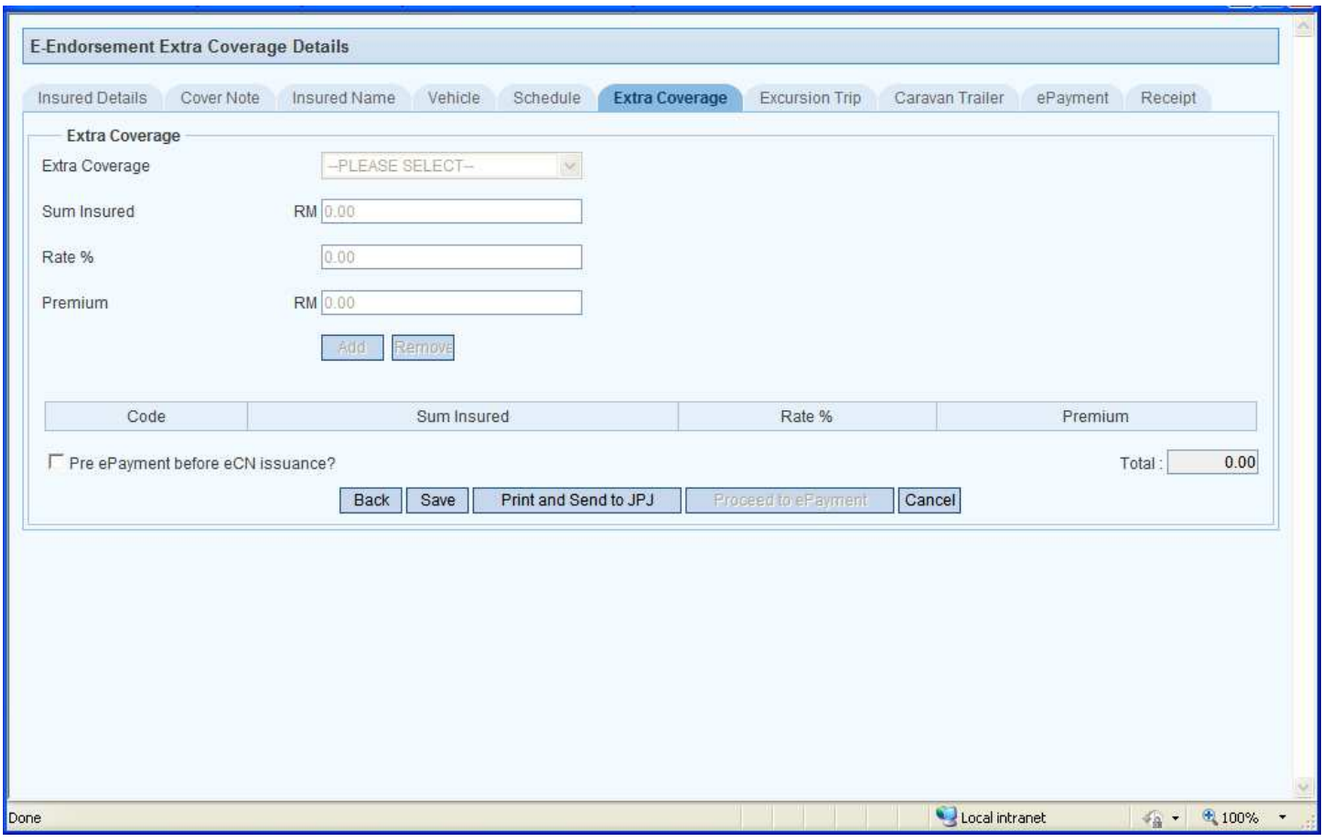


Image 1.116

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	N	Disabled by default.
Sum Insured	N	Disabled by default.
Rate %	N	Disabled by default.
Premium	N	Disabled by default.
Add	N	Disabled by default.
Remove	N	Disabled by default.
Grid (Extra Coverage)	N	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium.
Total	N	Displays the sum of premium amounts for the extra coverage available.
Pre Epayment before eCN issuance?	N	Select the check box if you want to pay through epayment with the credit card. When you select the check box, the 'Proceed To epayment' button is enabled. You can print the cover note once the payment is successful.
Back	N	Redirects you to the previous tab: Schedule.
Save	N	Saves the cover note and generates a Reference Number.
Print And Send To JPJ	N	Saves the details, generates the cover note number, prints it and sends it to JPJ. If pre e payment is not checked, you can click this button to print the cover note and send to JPJ.
Proceed to e Payment	N	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'

For ePayment and Receipt process, please refer to 1.1.4

1.1.6.1.5 Interchange Vehicle Numbers

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

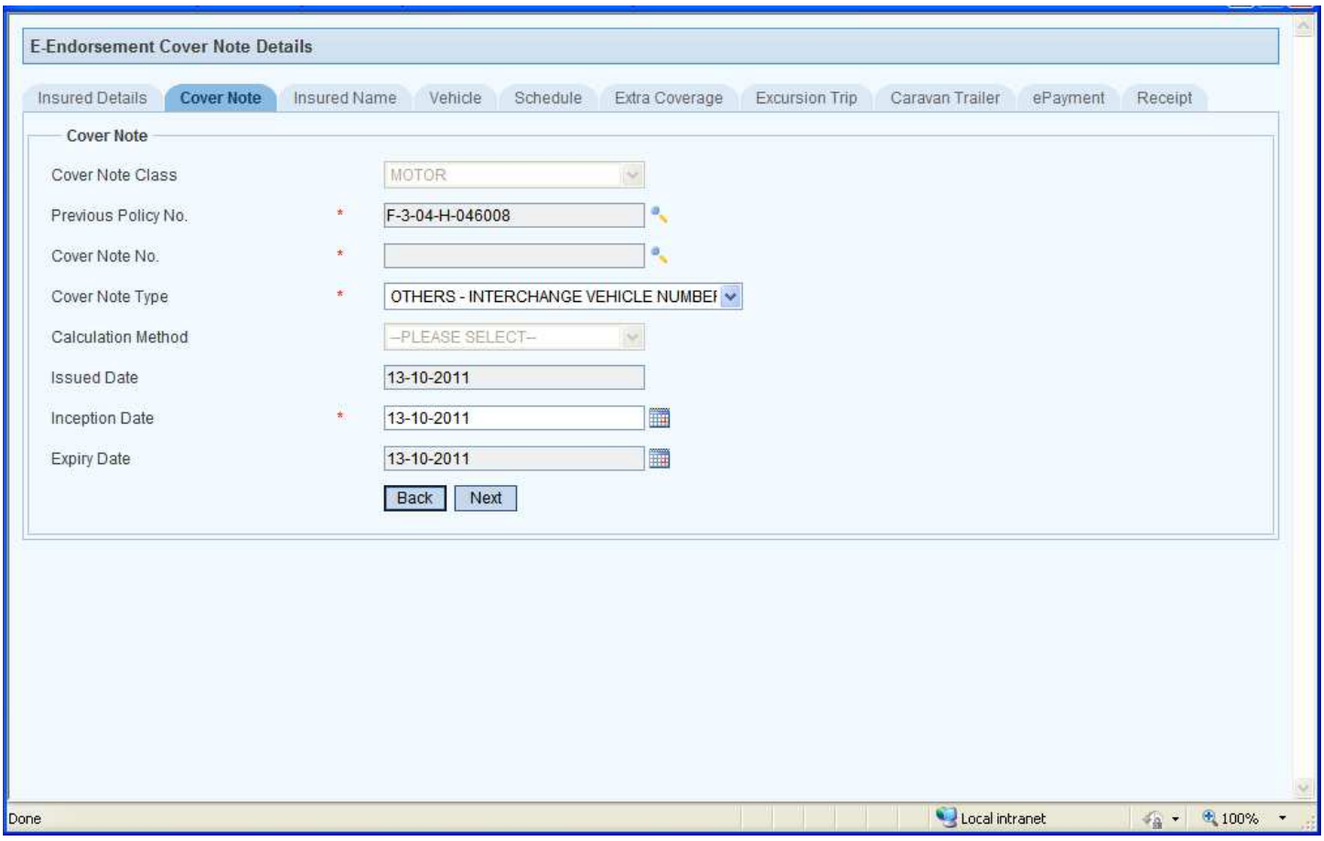


Image 1.117

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	N	Displays 'Motor'.
Previous Policy No	**Y**	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow proceeding if the policy is canceled or the vehicle/chassis/engine number is blacklisted or policy has expired. **Applicable only if the Cover Note is processed as Policy.**
Cover Note No.	**Y**	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow proceeding if the cover note is canceled or the vehicle/chassis/engine number is blacklisted.
Cover Note Type	**Y**	Select the Cover Note Type: 'Others - Interchange Vehicle Number' from the drop down list.
Calculation Method	N	Disabled by default.
Issued Date	**Y**	Displays the current date.
Inception Date	**Y**	Displays Current Date and allows you to change. Entered date should not be greater than 6 months from the Inception Date and should be less than policy expiry date
Expiry Date	N	Displays the expiry date of the policy/cover note.
Back	N	Redirects you to the previous tab: Insured Details.
Next	N	Redirects you to the next tab: Vehicle.

VEHICLE TAB

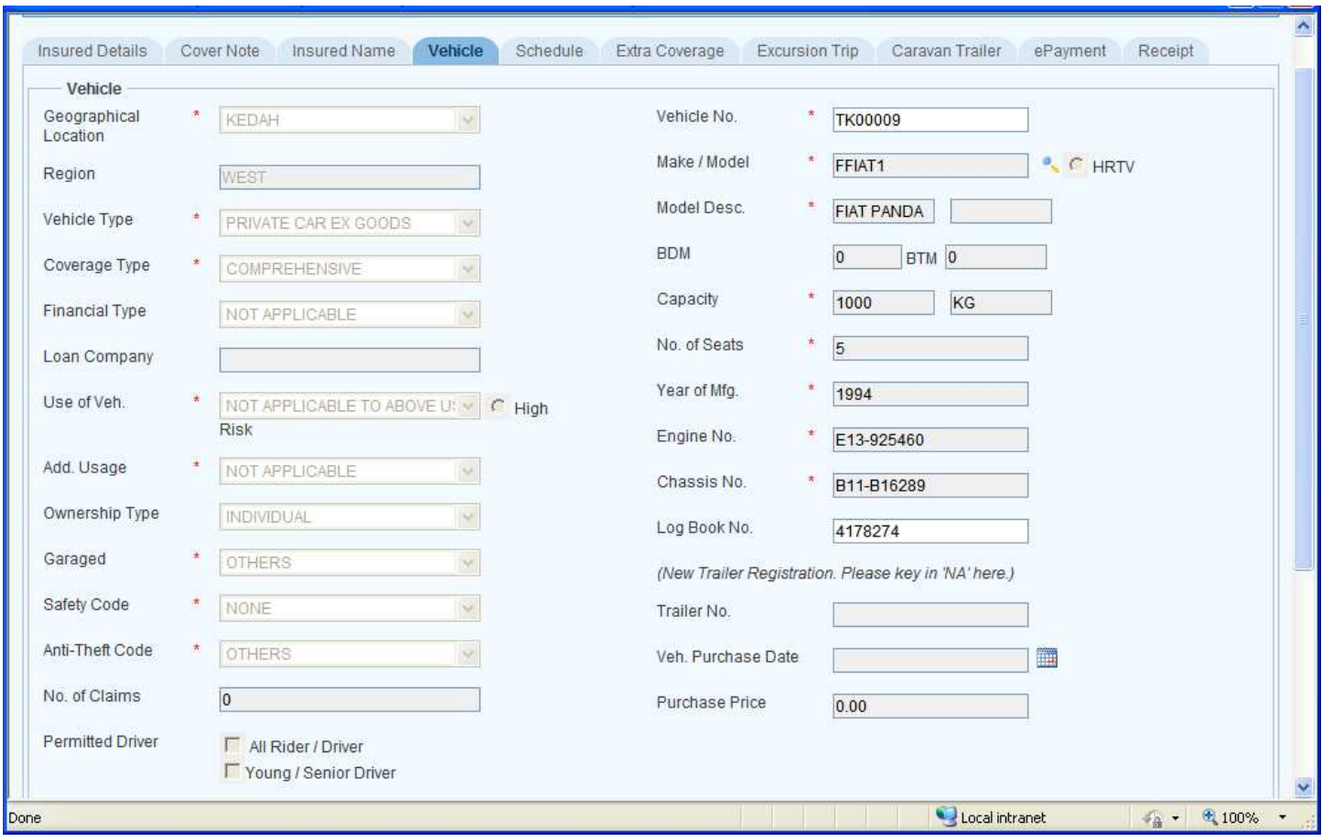


Image 1.118

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	Y	Displays Insured's State.
Region	Y	Displays West or East based on Geographical Location
Vehicle Type	Y	Displays Vehicle Type.
Coverage Type	Y	Displays Coverage Type.
Financial Type	N	Displays Financial Type and allows you to select it as per Transferee's requirement.
Loan Company	N	Displays Loan Company.
Use of Veh	Y	Displays Usage of Vehicle.
Add. Usage	Y	Displays Additional Usage of the vehicle.
Ownership Type	N	Displays Ownership Type and allows you to select it as per Transferee's requirement.
Garaged	Y	Displays Garaged Type and allows you to select it as per Transferee's requirement.
Safety Code	Y	Displays Safety Code and allows you to select it as per Transferee's requirement.
Anti-Theft Code	Y	Displays Anti Theft Code and allows you to select it as per Transferee's requirement.
No. of Claims	N	Displays number of claims made in the preceding 2 years.
Vehicle No.	Y	Displays Vehicle Number as NA.
Make / Model	Y	Displays Make/Model of the vehicle.
Model Desc.	Y	Displays Model Description of the vehicle.
HRTV	N	High Risk Theft Vehicle. Its optional and disabled by default.
BDM	N	Displays weight of the vehicle after loading.
BTM	N	Displays weight of the vehicle before loading.
Capacity	Y	Displays Capacity (CC or Kg) of the vehicle.
No. of Seats	Y	Displays Number of Seats available in the vehicle.
Year of Mfg.	Y	Displays Manufacturing Year of the vehicle.
Engine No.	Y	Displays Engine number of the vehicle.
Chassis No.	Y	Displays Chassis number of the vehicle.
Log Book No.	N	Displays Log Book number of the vehicle.
Trailer No.	Y (for trailer Covernotes)	Displays Trailer number of the vehicle (if present).
Veh. Purchase Date	N	Displays Purchase Date of the vehicle.
Purchase Price	N	Displays Purchase price of the vehicle.

VEHICLE TAB Contd…

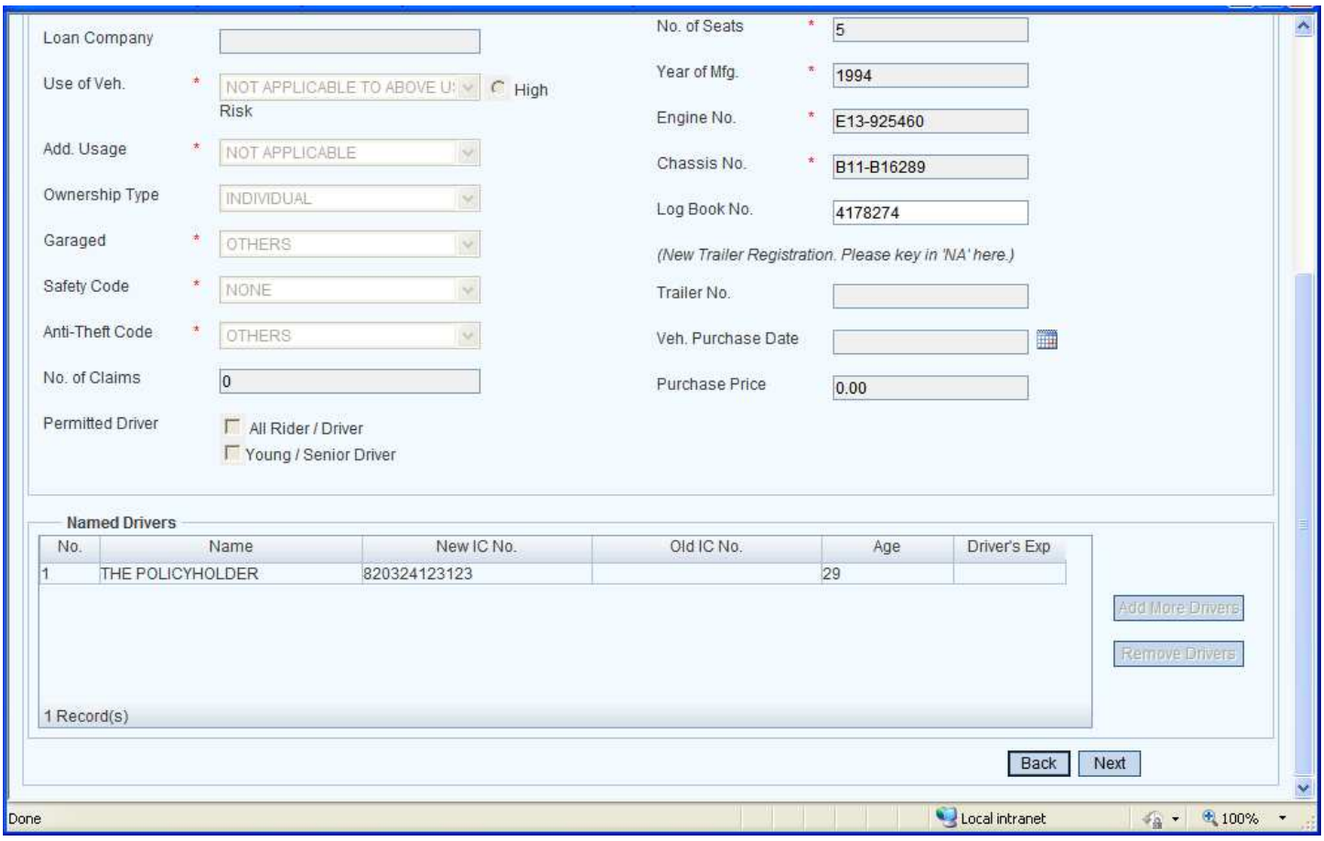


Image 1.119

User Interface		
Field	**Mandatory (Y/N)**	**Description**
No	**N**	Displays the serial number for the named drivers.
Name	**Y**	Displays the Name of the named drivers.
New IC No.	**N**	Displays the New IC Number of the named drivers.
Old IC No.	**N**	Displays the Old Ic Number of the named drivers.
Age	**N**	Displays the Name of the named drivers.
Drivers Exp.	**N**	Displays the Experience of the named drivers.
Add More Drivers	**N**	Disabled.
Remove Drivers	**N**	Disabled.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Schedule.
Permitted Drivers - All Driver / Rider	N	Displays permitted drivers based on the selected Covernote/Policy.
Permitted Drivers – Young / Senior Driver	N	Displays permitted drivers (Young/Senior Driver) based on the selected Covernote/Policy.

SCHEDULE TAB

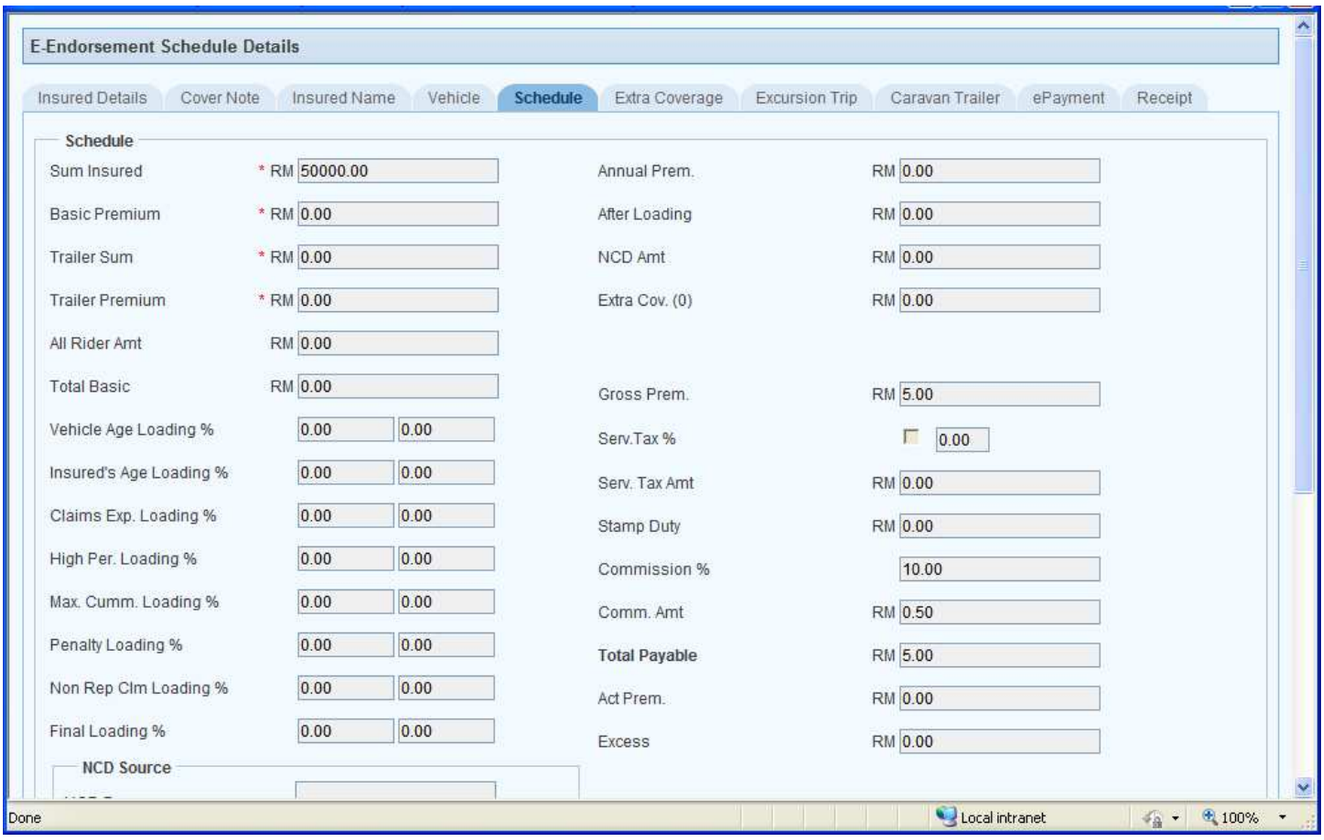


Image 1.120

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	**Y**	Displays the Amount for which the vehicle is insured.
Basic Premium	**Y**	Displays the Basic Premium.
Trailer Sum	**Y**	Displays the trailer sum (applicable only when the Vehicle Type is A Permit or C Permit and Trailer Cover Note).
Trailer Premium	**Y**	Displays the trailer premium (applicable only when the Vehicle Type is A Permit or C Permit and Trailer Cover Note)
All Rider Amt	**Y**	Display the All Rider Amount (applicable only if Selected Vehicle Type is Motor Cycle).
Total Basic	N	Displays the Total basic premium. (Total Basic = Basic Premium + All Rider Premium)
Vehicle Age Loading %	**Y**	Loading % based on Age of Vehicle.
Insured's Age Loading %	**Y**	Loading % based on Age of Insured.
Claims Exp. Loading %	**Y**	Loading % based on Number of Claims.
High Per. Loading %	**Y**	Loading % based on Model Selected
Max. Cumm. Loading %	**Y**	Maximum Loading Percentage
Final Loading %	**Y**	Final Loading % based on Age of Vehicle and Number of claims obtained.
Final Loading Amt	**Y**	Final Amount calculated based on loading %. (Final Loading amount = Total basic * loading percentage %)
Annual Premium	**N**	Displays the Premium for a year.
After Loading	**N**	Displays After Loading Amount. (After Loading Amt = Total Basic + Loading Amount)
NCD Amt	**N**	Displays amount based on NCD % of the total Premium.
Extra Cov. (2)	**N**	Displays extra coverage's amount.
Gross Prem.	N	Displays Gross Premium. (Gross Premium = Total Premium + Loading Amount + Extra Coverage amount - NCD Amount).
Serv.Tax %	N	Displays Service tax % (applicable only for Business clients).
Serv. Tax Amt	**N**	Displays Service Tax Amount based on the service tax %.
Stamp Duty	**N**	Displays the Stamp Duty.
Commission %	N	Displays the Agents Commission %.
Comm. Amt	N	Displays the Commission Amount based on Commission % of Gross Premium.
Act Premium	N	Displays the Act premium amount.
Excess	N	Displays Excess amount based on vehicle type, coverage type and sum insured entered.
Total Payable	N	Displays the total payable. (Total Payable = Gross Premium + Service tax amount)

Act Premium	N	Displays the Actual premium amount.
Excess	N	Displays Excess amount based on vehicle type, coverage type and sum insured entered.
Back	N	Redirects to the next tab: Vehicle.
Next	N	Redirects to the next tab: Extra Coverage.

SCHEDULE TAB Contd…

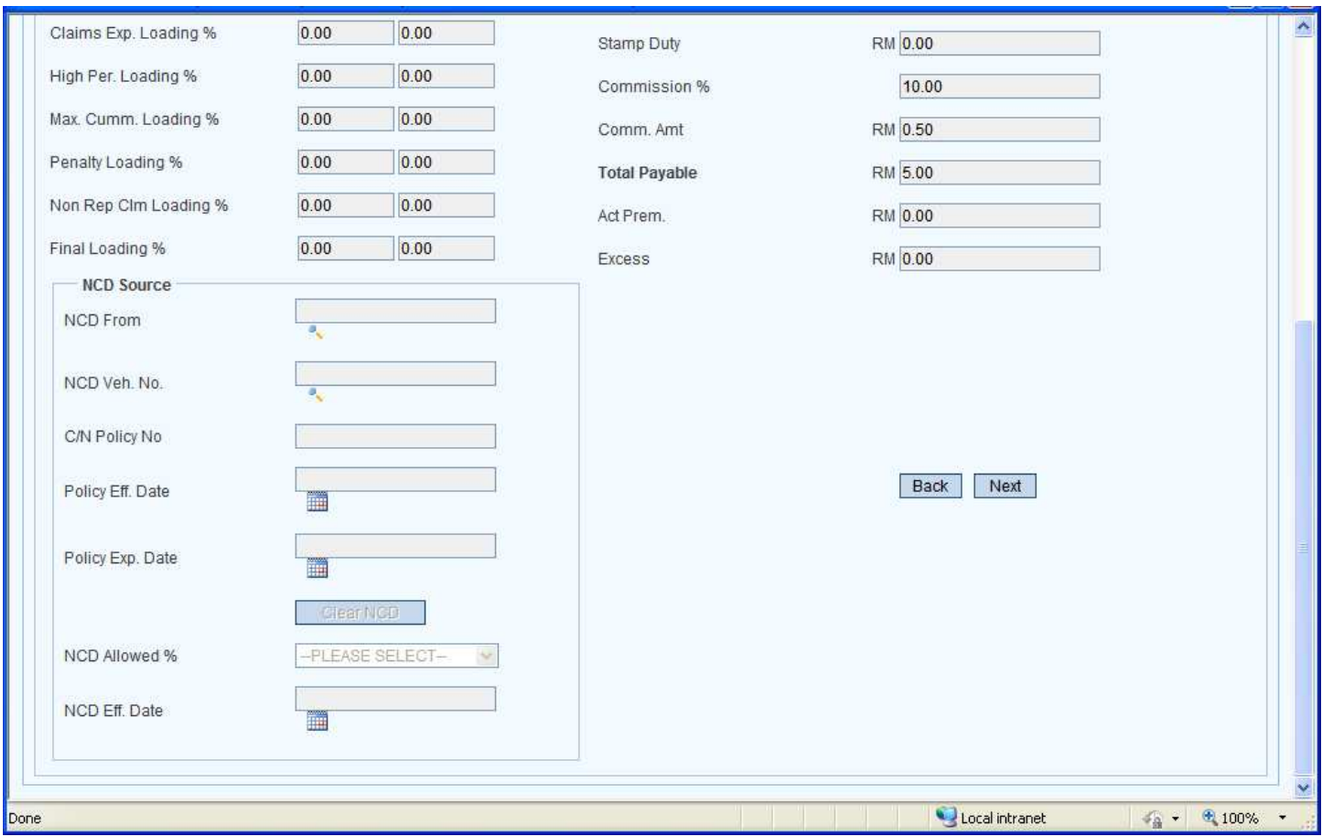


Image 1.121

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	N	Display NCD Source from where NCD is obtained (if NCD is available in the Previous Policy).
NCD Veh. No.	N	Displays the Vehicle Number from which NCD is obtained (if NCD is available in the Previous Policy).
C/N Policy No	N	Displays the Policy Number for NCD Verification (if NCD is available in the Previous Policy).
Policy Eff. Date	N	Displays the Policy's Effective Date (if NCD is available in the Previous Policy).
Policy Exp. Date	N	Displays the Policy's Expiry Date (if NCD is available in the Previous Policy).
NCD Allowed %	N	Displayed NCD Allowed % based on the selected cover note or policy. (If claims have already been made, during extension, NCD % will be 0 for extension).
NCD Eff. Date	N	Displays NCD Effective Date based on the selected policy or cover note (if NCD is available in the Previous Policy).
Clear NCD	**N**	Disabled by default.
Back	N	Redirects to the next tab: Vehicle.
Next	N	Redirects to the next tab: Extra Coverage.

EXTRA COVERAGE TAB

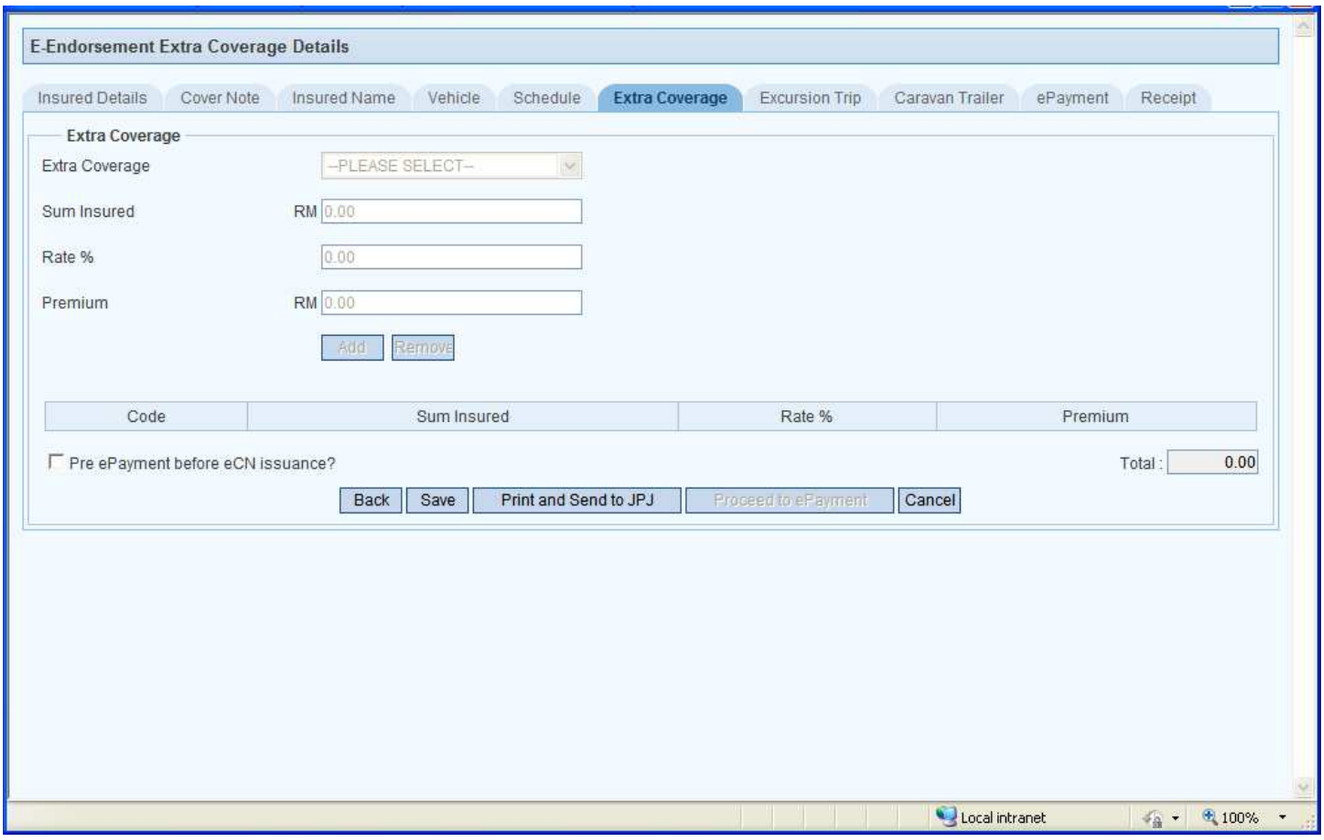


Image 1.122

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	N	Disabled by default.
Sum Insured	N	Disabled by default.
Rate %	N	Disabled by default.
Premium	N	Disabled by default.
Add	N	Disabled by default.
Remove	N	Disabled by default.
Grid (Extra Coverage)	N	Displays the extra coverage details added to the cover note including: Extra Coverage Code, Sum Insured, Rate % and Premium.
Total	N	Displays the sum of premium amounts for the extra coverage available.
Pre Epayment before eCN issuance?	N	Select the check box if you want to pay through epayment with the credit card. When you select the check box, the 'Proceed To epayment' button is enabled. You can print the cover note once the payment is successful.
Back	N	Redirects you to the previous tab: Schedule.
Save	N	Saves the cover note and generates a Reference Number.
Print And Send To JPJ	N	Saves the details, generates the cover note number, prints it and sends it to JPJ. If pre e payment is not checked, you can click this button to print the cover note and send to JPJ.
Proceed to e Payment	N	Redirects you to the ePayment tab. Enabled only when you've selected the check box: 'Pre Epayment before eCN issuance?'

For ePayment and Receipt process, please refer to 1.1.4

1.1.6.1.6 Caravan Trailer

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

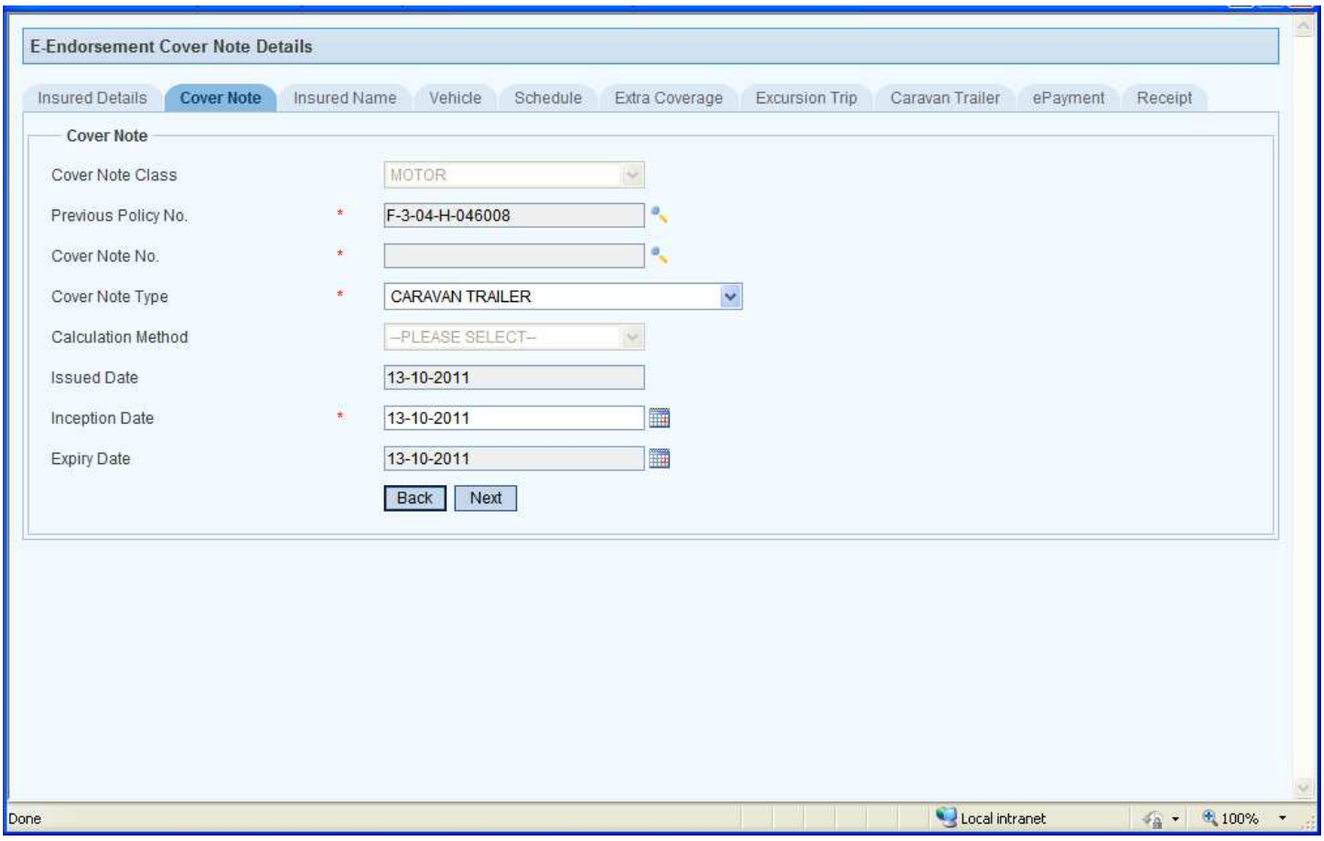


Image 1.123

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	N	Displays 'Motor'.
Previous Policy No	**Y**	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow proceeding if the policy is canceled or the vehicle/chassis/engine number is blacklisted or policy has expired. Applicable only if the Cover Note is processed as Policy.
Cover Note No.	**Y**	Click the Search button and double click selected record in the Search Window to populate the value to the field. Does not allow proceeding if the cover note is canceled or the vehicle/chassis/engine number is blacklisted.
Cover Note Type	**Y**	Select the Cover Note Type: 'Caravan Trailer' from the drop down list.
Calculation Method	N	Disabled by default.
Issued Date	**Y**	Displays the current date.
Inception Date	**Y**	Displays Current Date and allows you to change. **Entered date should not be greater than 6 months from the Inception Date and should be less than policy expiry date.**

CARAVAN TRAILER TAB

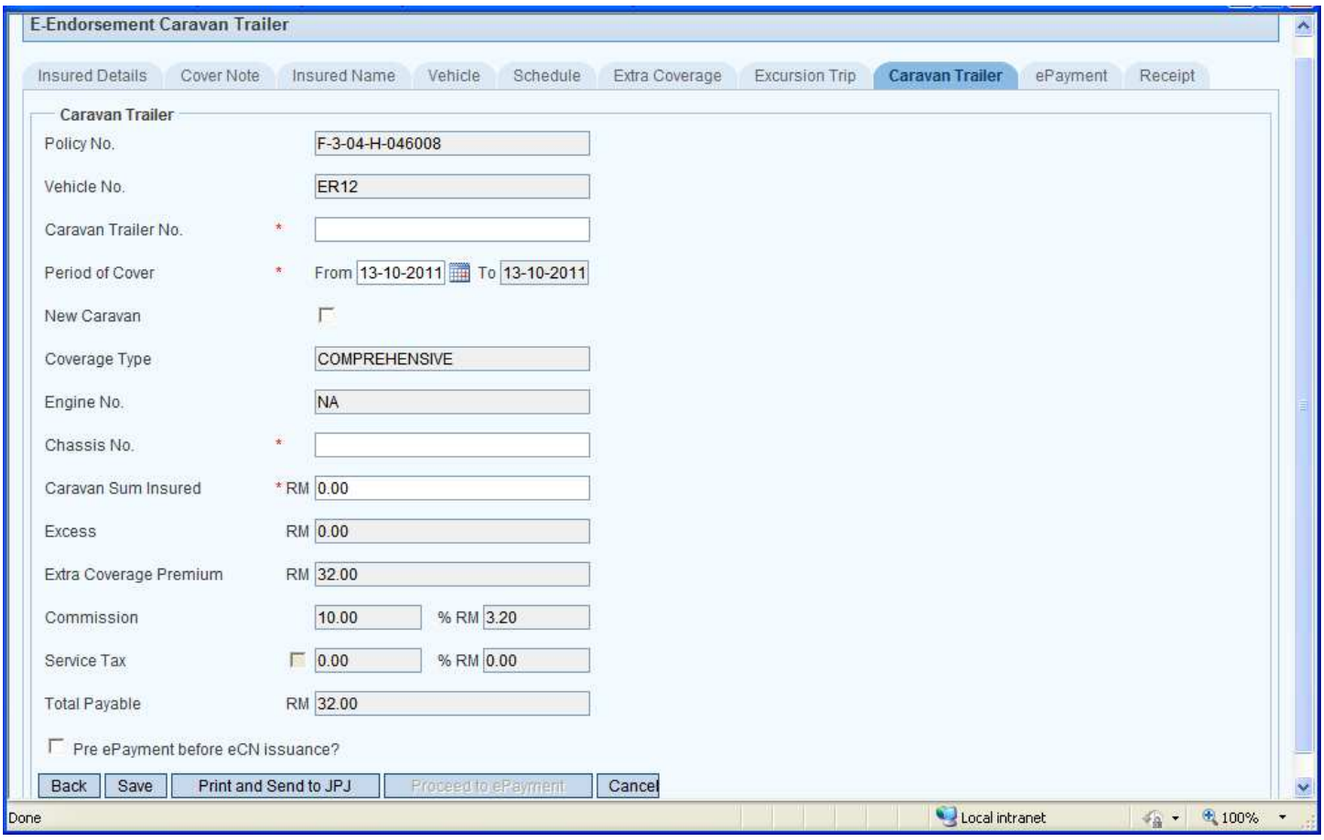


Image 1.124

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Policy No.	Y	Displays the Policy No based on the selected policy or cover note.
Vehicle No.	Y	Displays Vehicle Number.
Caravan Trailer No.	Y	Enter the Caravan Trailer No. If New Caravan check box is selected, the Caravan Trailer No. is displayed as 'NA'.
Period of Cover	Y	Enter Cover Note period. From Date displays Issue Date by default. From Date should be Greater than or equal to the Issued Date. However, date more than 6 months from the Issued date and less than the current date are not allowed. Policy expiry date is displayed as Endorsement Expiry Date.
New Caravan	Y	Check the New Caravan to issue Cover Note for unregistered Caravan Trailer. If New Caravan is checked, the Caravan Trailer No., will be NA.
Coverage Type	Y	Displays Coverage Type.
Engine No.	Y	Displays Engine number of the vehicle (Prompts if blacklisted).
Chassis No.	Y	Displays Chassis number of the vehicle (Prompts if blacklisted).
Caravan Sum Insured	Y	Enter the Sum Insured amount for Caravan.
Excess	**N**	Displays Excess value based on excess %.
Extra Coverage Premium	Y	Displays premium for extra coverage.
Commission %	Y	Displays the Agents Commission %.
Commission Amount	Y	Displays the Commission Amount (Gross Premium * Commission %) based on Commission % of Gross Premium.
Service Tax %	N	Displays Service tax (applicable only for Business clients).
Service Tax Amount	N	Displays Service Tax Amount based on the service tax %.
Back	N	Redirects you to the previous tab: Schedule.
Save	N	Saves the Covernote and generates a Reference Number.
Print And Send To JPJ	N	Saves and Prints cover note and sends it to JPJ. If pre epayment is not checked, you can click this button to print the Covernote and send to JPJ.
Pre Epayment before eCN Issuance	N	Check the Pre Epayment option if the Client wants to pay using credit card through epayment mode. Upon checking the Pre Epayment check box the 'Proceed To ePayment' button is enabled and you can print the Covernote after the epayment is successful.
Cancel	Y	Cancels all the entries made and closes the screen.

1.1.6.2 Motor E Endorsement (Non JPJ)

1.1.6.2.1 Motor E Endorsement (Non JPJ) With Premium

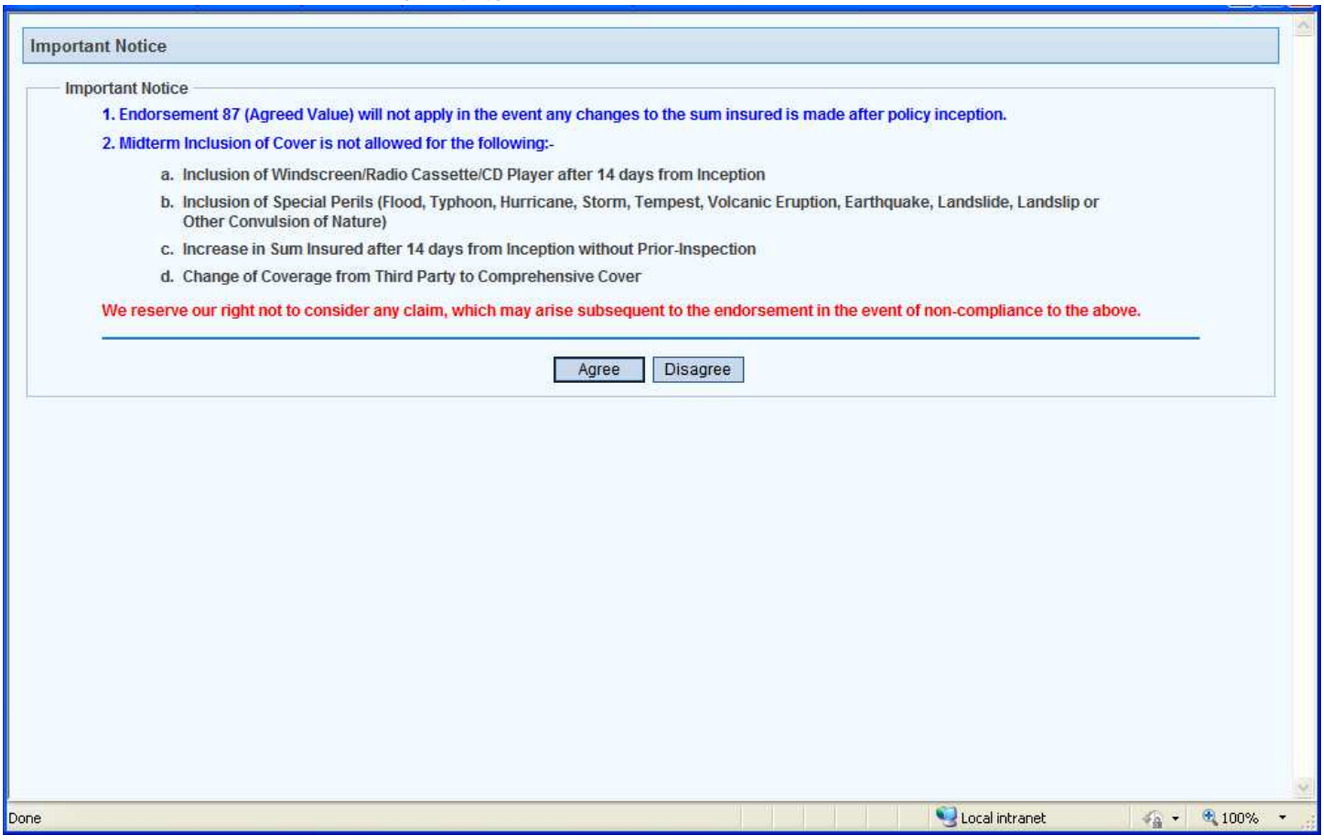


Image 1.125

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Agree	N	Redirects you to the page: e Endorsement Non JPJ with Premium. (Click the button to when you agree the Terms and proceed to issue e Endorsement).
Previous Policy No	N	Closes the page. (Click the button to when you do not agree the Terms).

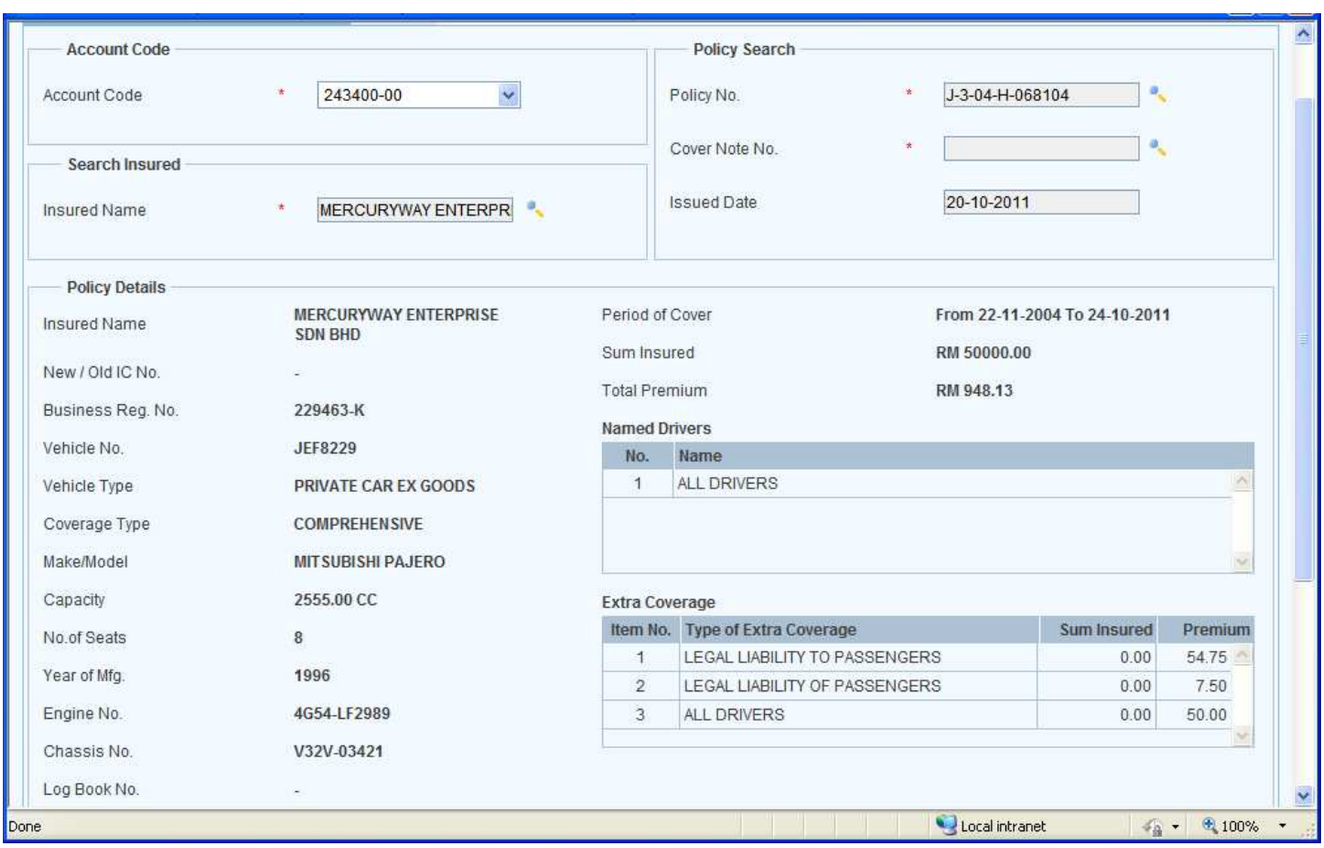


Image 1.126

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Agent Code	Y	Displays the agents account code.
Insured Name	Y	Click search button, to invoke the search window and double click the selected record, to populate the Insured's name to the field. **Does not allow proceeding if the New Ic/Old Ic/Business Registration number of the Insured selected is blacklisted.**
Policy No	Y	Click search button, to invoke the search window and double click the selected **record, to populate the Policy number to the field. System does not allow proceeding if the vehicle number of the selected Policy is blacklisted.**
Cover Note No	Y	Click search button, to invoke the search window and double click the selected record, to populate the Cover Note number to the field. **System does not allow proceeding if the vehicle number of the selected Cover Note is blacklisted.**
Issued Date	N	Displays Current Date.
Insured Name	N	Displays Insured Name.
New / Old IC No	N	Displays New IC or Old IC number (for Contact Type: Individual and Others).
Business Reg. No	N	Displays Business Registration number (for Contact Type: Business).
Vehicle No	N	Displays Vehicle Number.
Vehicle Type	N	Displays Vehicle Type.
Coverage Type	N	Displays Coverage Type.
Make/Model	N	Displays Make and Model of the vehicle.
Capacity	N	Displays Capacity of the Vehicle.
No. of Seats	N	Displays Number of Seats available in the Vehicle.
Year of Mfg	N	Displays Manufacturing Year of the Vehicle.
Engine No	N	Displays Engine Number.
Chassis No	N	Displays Chassis Number.
Log Book No	N	Displays the Log Book Number if available.
Period of Cover	N	Displays the Period Of Cover.
Sum Insured	N	Displays the Sum Insured.
Total Premium	N	Displays the Total Premium.
Grid (Named drivers)	N	Displays the Named drivers available.
Grid (Extra Coverage)	N	Displays the Extra Coverage available.

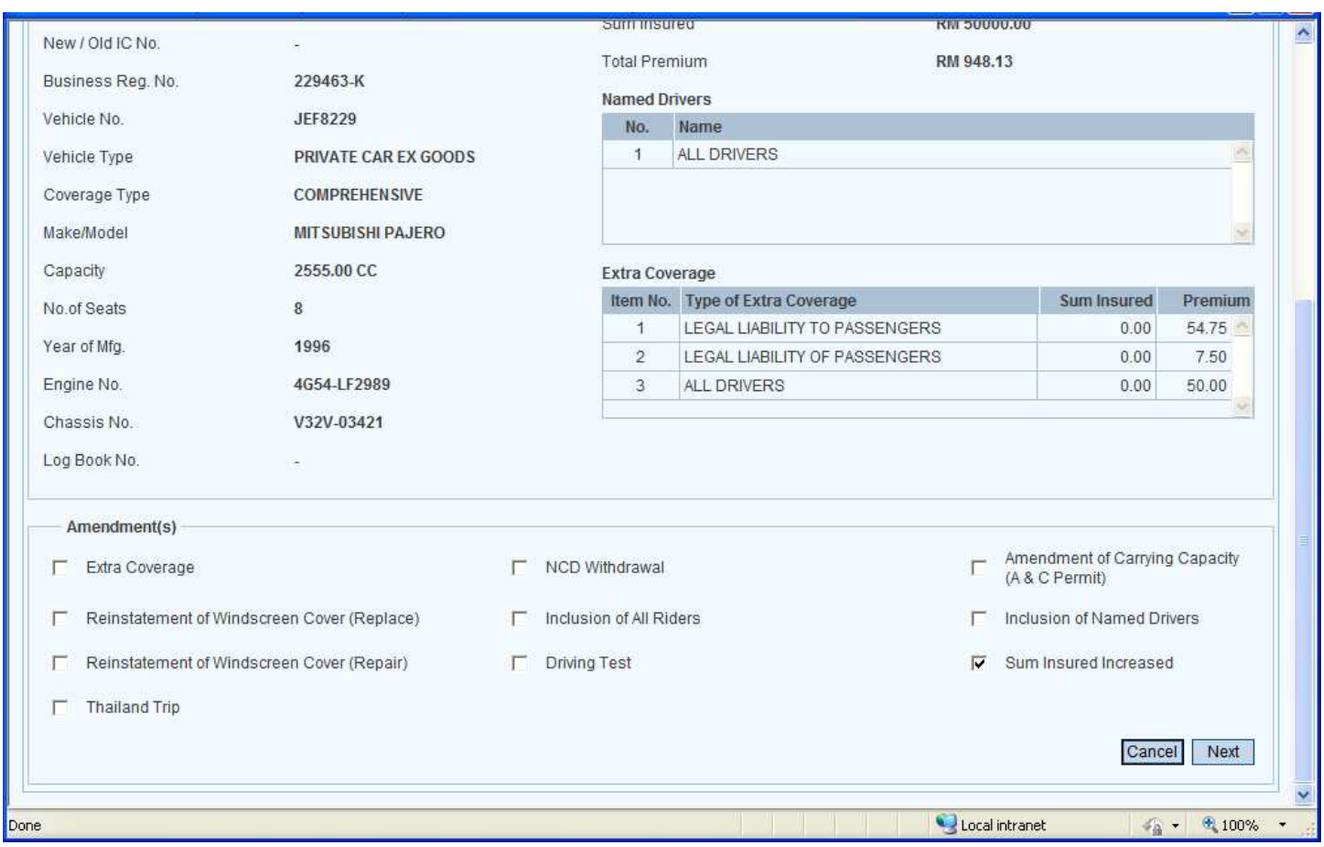


Image 1.127

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Amendments	**Y**	Displays the below amendments available for Endorsement. • Extra Coverage • Reinstatement of Windscreen Cover (Replace) • Reinstatement of Windscreen Cover (Repair) • NCD Recovery • NCD Withdrawal • Inclusion of All Riders • Driving Test • Thailand Trip • Amendment of Carrying Capacity (A & C Permit) • Inclusion of Named Drivers • Sum Insured Increased **You can select only one amendment at a time.**
Cancel	N	Closes the page.
Next	**Y**	Redirects you the next tab as per the selected amendment.

MOTOR E ENDORSEMENT (NON JPJ) WITH PREMIUM EXTRA COVERAGE

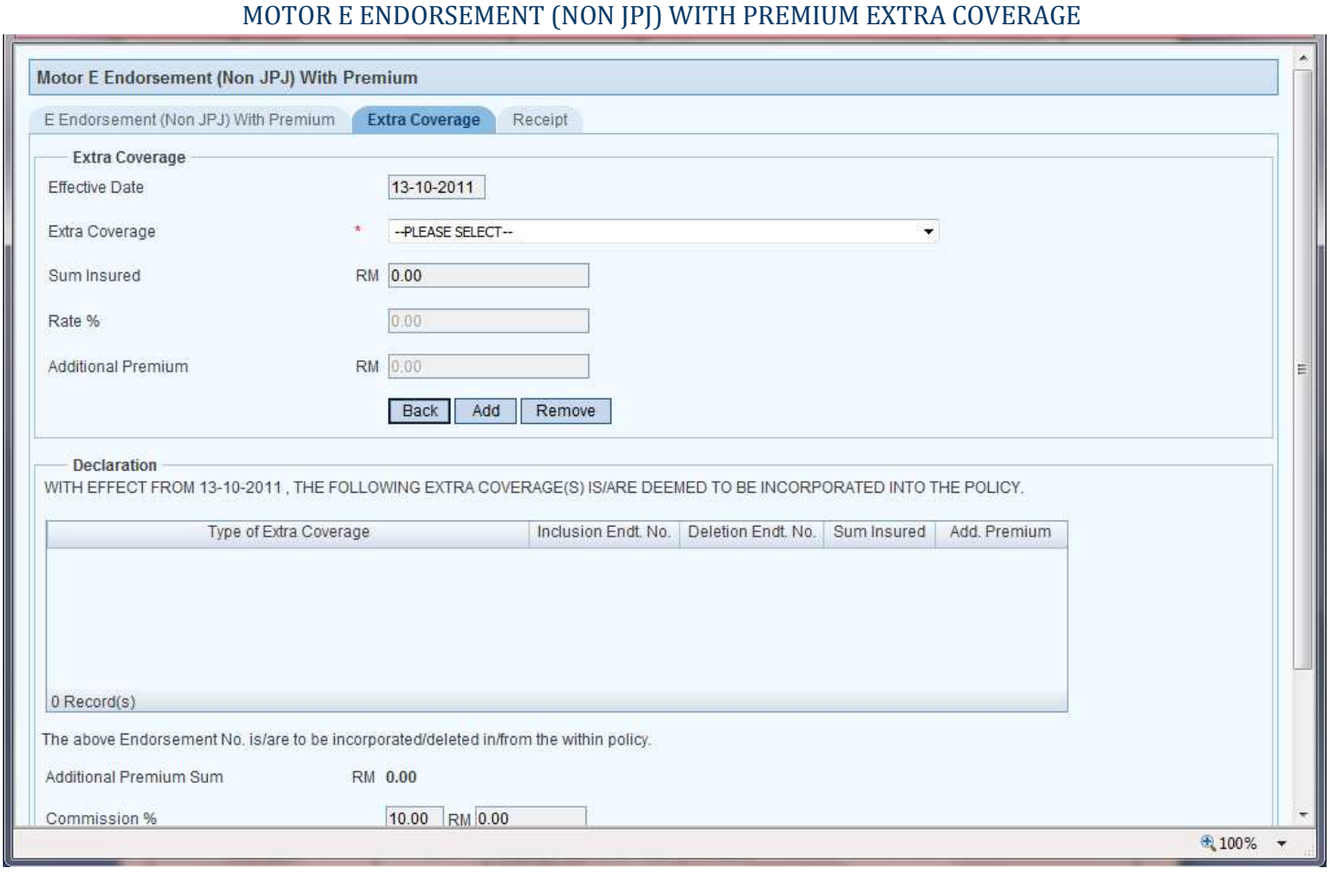


Image 1.128

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective Date	**N**	Displays Current Date (or Inception date for future dated policy/cover note).
Extra Coverage	**Y**	Select Extra Coverage from the drop down list.
Sum Insured	**N**	Displays the insured amount for the selected extra coverage.
Rate %	**N**	Displays the Rate Percent for the selected extra coverage.
Additional Premium	**N**	Displays Additional Premium amount for the selected extra coverage.
Back	N	Closes the amendment page and redirects you to the previous tab: e Endorsement (Non JPJ) with Premium.
Add	N	Adds selected extra coverage in the grid.
Remove	N	Removes a selected row from the grid.

DECLARATION DETAILS

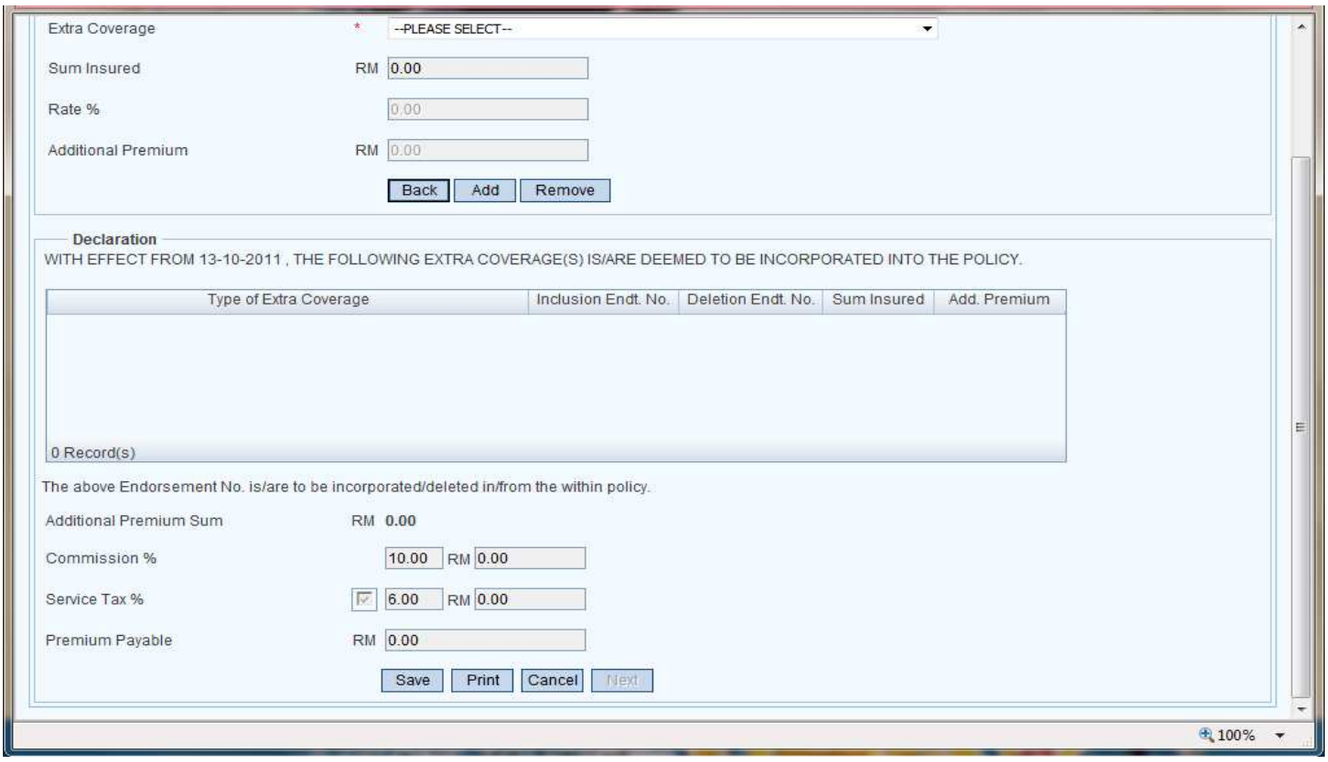


Image 1.129

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Additional Premium Sum	**N**	Displays the Sum of Additional Premium amount for all extra coverages selected.
Commission %	**N**	Displays Agent's Commission %.
Commission Amount	**N**	Displays Commission Amount based on Commission % (of Sum of Additional Premium).
Service Tax %	**N**	Displays Service tax % (applicable only for Business clients).
Service Tax Amount	**N**	Displays Service Tax Amount based on the service tax %.
Premium Payable	**N**	Displays the Premium Payable.
Save	**N**	Saves the cover note and generates a Reference Number.
Print	**N**	Saves the details, generates the cover note number and prints it.
Cancel	**N**	Closes the screen.
Next	**N**	Redirects you to Receipt tab (Button is enabled only when the cover note is successfully printed).

RECEIPT TAB

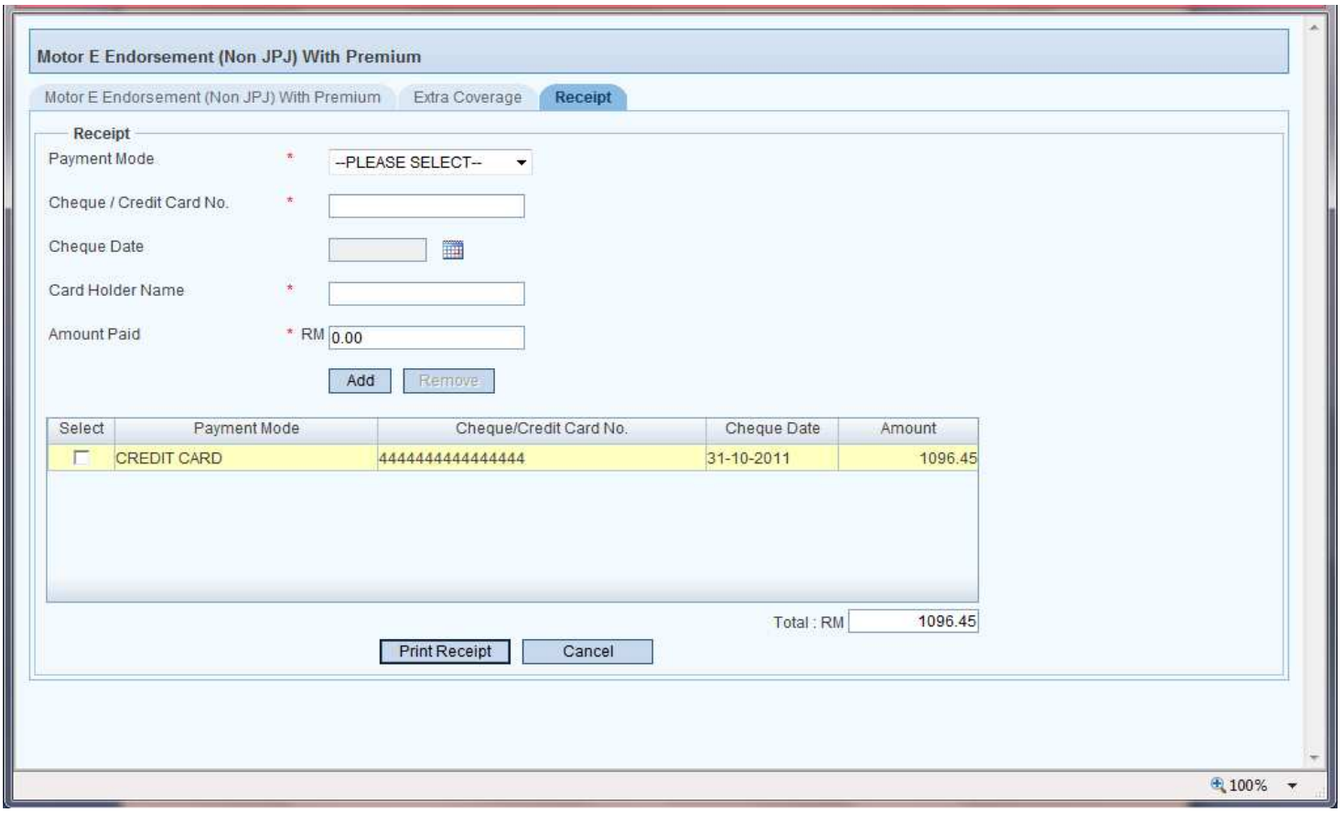


Image 1.130

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	Select the Payment Mode from the drop down list.
Cheque / Credit Card No.	**Y**	Accepts 6 digits for payment thru Cheque and 16 digits for payment thru Credit Card. **Enabled only when the Payment mode selected is Cheque or Credit Card.**
Cheque Date	**Y**	Enter the Cheque Date. **Enabled only when the selected payment mode is Cheque.**
Card Holder Name	**Y**	Enter the Card holder name. **Enabled only when the selected payment mode is Credit Card.**
Amount Paid	**Y**	Enter the Amount you want to pay thru the selected payment mode.
Add	**N**	Adds the payment details in the grid.
Remove	**N**	Removes the selected row from the grid.
Grid	**N**	Displays the payment details including: Payment Mode, Cheque/Credit Card No., Cheque Date, Amount and Card Holder Name.
Total	**N**	Displays the Total amount to be paid.
Print Receipt	**N**	Prints the receipt.
Cancel	**N**	Closes the page.

REINSTATEMENT OF WINDSCREEN COVER (REPLACE)

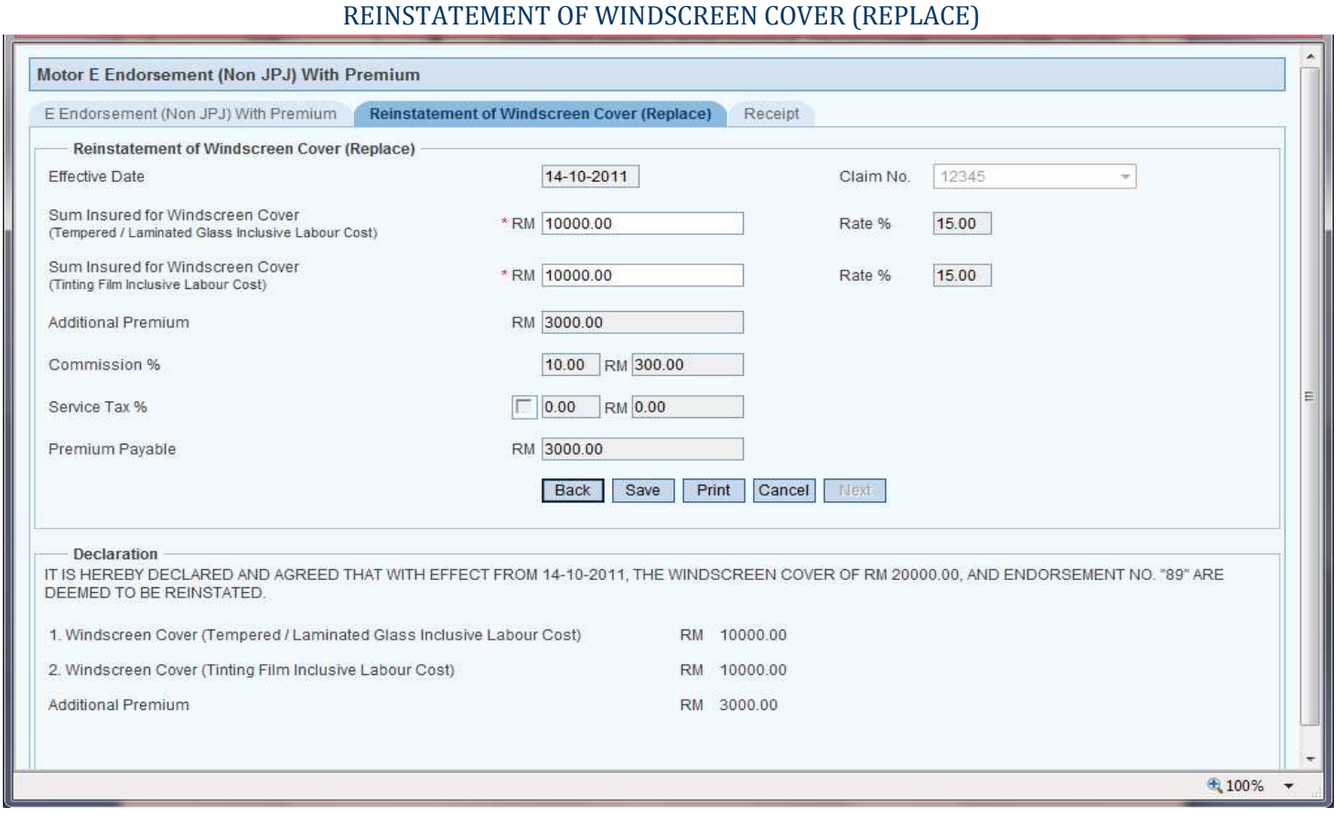


Image 1.131

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective Date	N	Displays the current date (or Inception date for future dated policy/cover note).
Sum Insured for Windscreen Cover (Tempered / Laminated Glass Inclusive Labor Cost)	Y	Enter the Sum Insured amount for Windscreen Cover (Tempered/Laminated Glass Inclusive Labor Cost).
Sum Insured for Windscreen Cover (Tinting Film Inclusive Labor Cost)	Y	Enter the Sum Insured amount for Windscreen Cover (Tinting Film Inclusive Labor Cost).
Rate %	N	Displays the Rate Percent.
Additional Premium	N	Displays Additional Premium.
Commission %	N	Displays Agents Commission %.
Commission Amount	N	Displays Commission Amount based on Commission % of Additional Premium.
Service Tax %	N	Displays Service tax % (applicable only for Business clients).
Service Tax Amount	N	Displays Service Tax Amount based on the service tax %.
Premium Payable	N	Displays Premium Payable.
Claim No	Y	Displays the Policy number that has been claimed.
Back	N	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ with Premium.
Save	N	Saves the cover note and generates a Reference Number.
Next	N	Redirects you to Receipt tab (Button is enabled only when the cover note is successfully printed).
Print	N	Removes a selected row from the grid.
Cancel	N	Closes the screen.

RECEIPT TAB

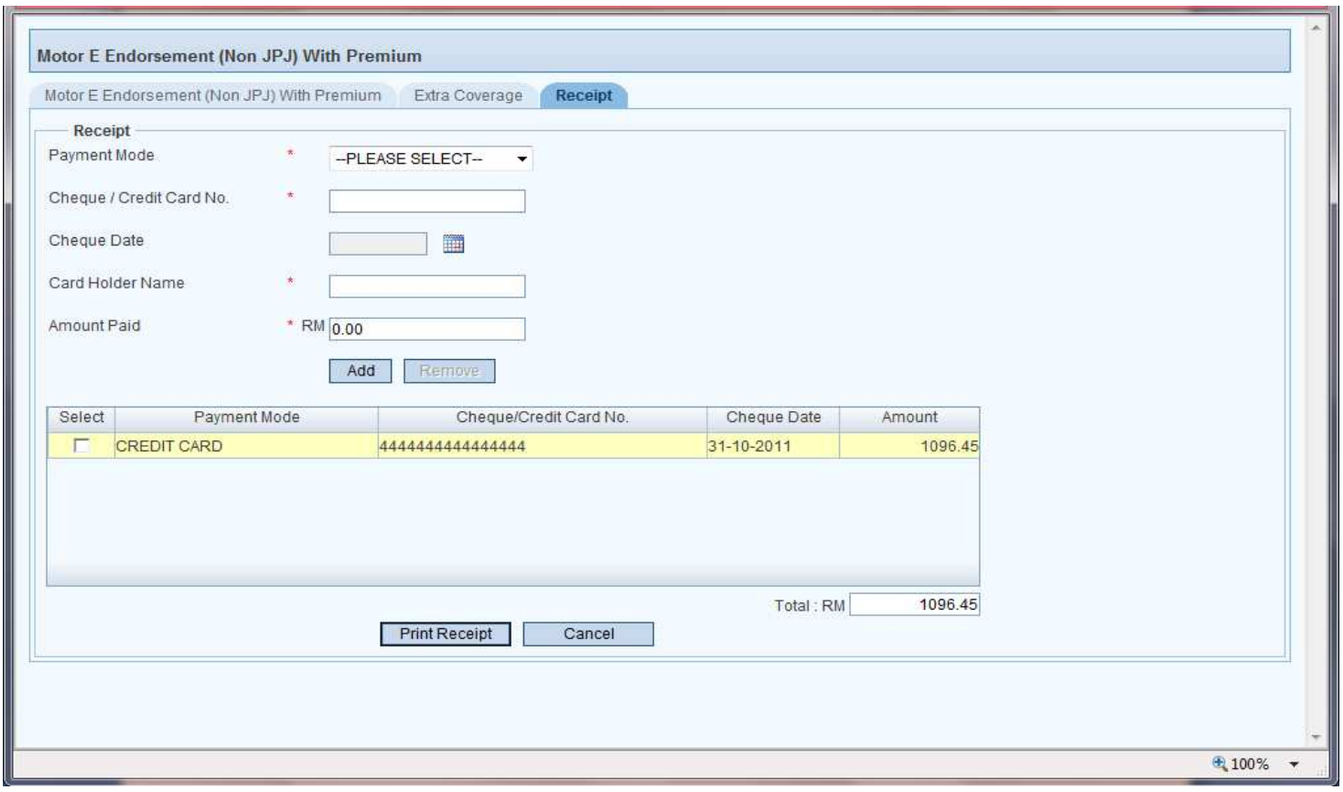


Image 1.132

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	Select the Payment Mode from the drop down list.
Cheque / Credit Card No.	**Y**	Accepts 6 digits for payment thru Cheque and 16 digits for payment thru Credit Card. **Enabled only when the Payment mode selected is Cheque or Credit Card.**
Cheque Date	**Y**	Enter the Cheque Date. **Enabled only when the selected payment mode is Cheque.**
Card Holder Name	**Y**	Enter the Card holder name. **Enabled only when the selected payment mode is Credit Card.**
Amount Paid	**Y**	Enter the Amount you want to pay thru the selected payment mode.
Add	**N**	Adds the payment details in the grid.
Remove	**N**	Removes the selected row from the grid.
Grid	**N**	Displays the payment details including: Payment Mode, Cheque/Credit Card No., Cheque Date, Amount and Card Holder Name.
Total	**N**	Displays the Total amount to be paid.
Print Receipt	**N**	Prints the receipt.
Cancel	**N**	Closes the page.

REINSTATEMENT OF WINDSCREEN COVER (REPAIR)

Image 1.133

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective Date	**N**	Displays the current date (or Inception date for future dated policy/cover note).
Sum Insured for Windscreen Cover (Tinting Film Inclusive Labor Cost)	**Y**	Enter the Sum Insured amount for Windscreen Cover (Tinting Film Inclusive Labor Cost).
Rate %	**N**	Displays the Rate Percent.
Additional Premium	**N**	Displays Additional Premium.
Commission %	**N**	Displays Agents Commission %.
Commission Amount	**N**	Displays Commission Amount based on Commission % of Additional Premium.
Service Tax %	**N**	Displays Service tax % (applicable only for Business clients).
Service Tax Amount	**N**	Displays Service Tax Amount based on the service tax %.
Premium Payable	**N**	Displays Premium Payable.
Claim No	**Y**	Displays the Policy number that has been claimed.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ with Premium.
Save	**N**	Saves the cover note and generates a Reference Number.
Next	**N**	Redirects you to Receipt tab (Button is enabled only when the cover note is successfully printed).
Print	**N**	Removes a selected row from the grid.
Cancel	**N**	Closes the screen.

RECEIPT TAB

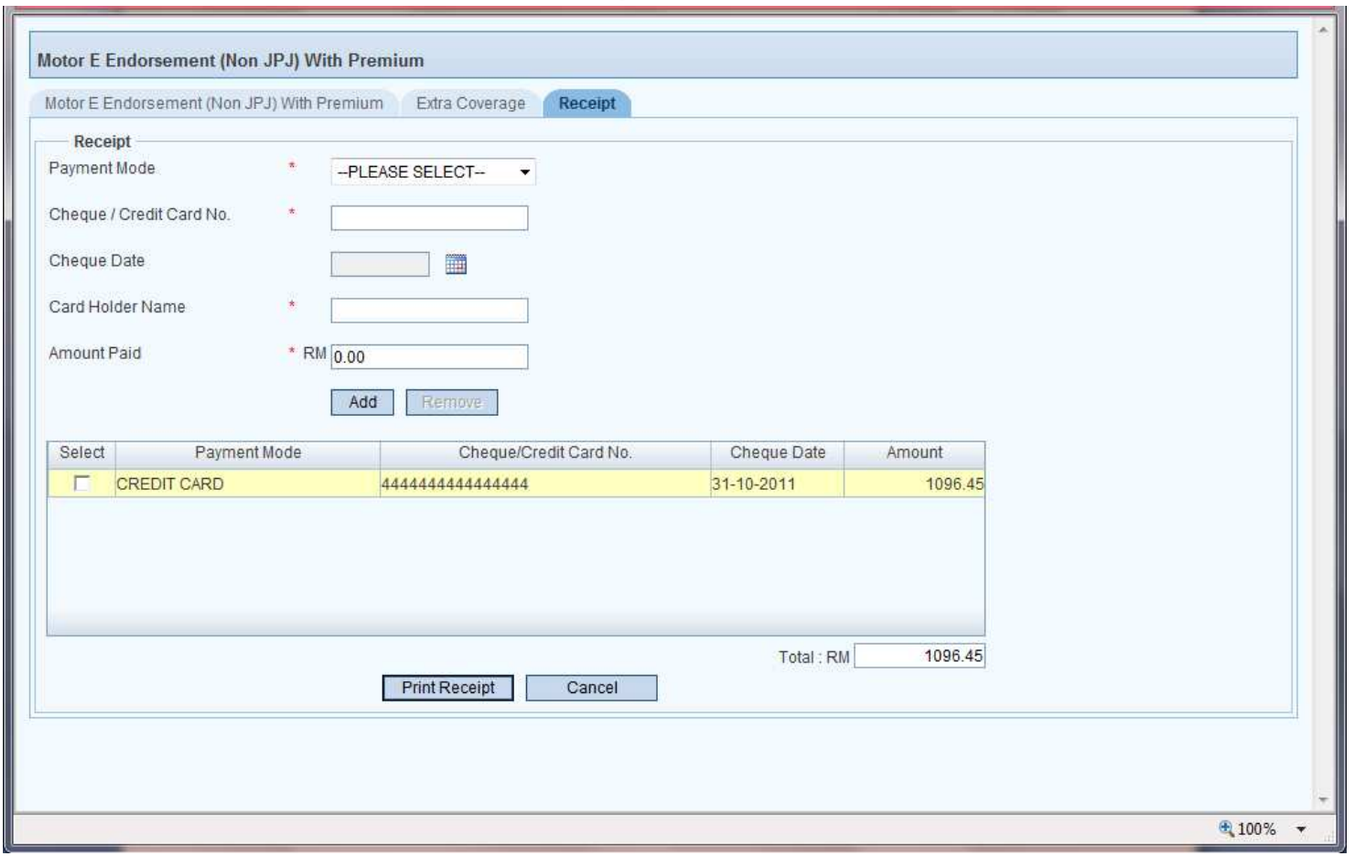


Image 1.134

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	Select the Payment Mode from the drop down list.
Cheque / Credit Card No.	**Y**	Accepts 6 digits for payment thru Cheque and 16 digits for payment thru Credit Card. **Enabled only when the Payment mode selected is Cheque or Credit Card.**
Cheque Date	**Y**	Enter the Cheque Date. **Enabled only when the selected payment mode is Cheque.**
Card Holder Name	**Y**	Enter the Card holder name. **Enabled only when the selected payment mode is Credit Card.**
Amount Paid	**Y**	Enter the Amount you want to pay thru the selected payment mode.
Add	**N**	Adds the payment details in the grid.
Remove	**N**	Removes the selected row from the grid.
Grid	**N**	Displays the payment details including: Payment Mode, Cheque/Credit Card No., Cheque Date, Amount and Card Holder Name.
Total	**N**	Displays the Total amount to be paid.
Print Receipt	**N**	Prints the receipt.
Cancel	**N**	Closes the page.

THAILAND TRIP

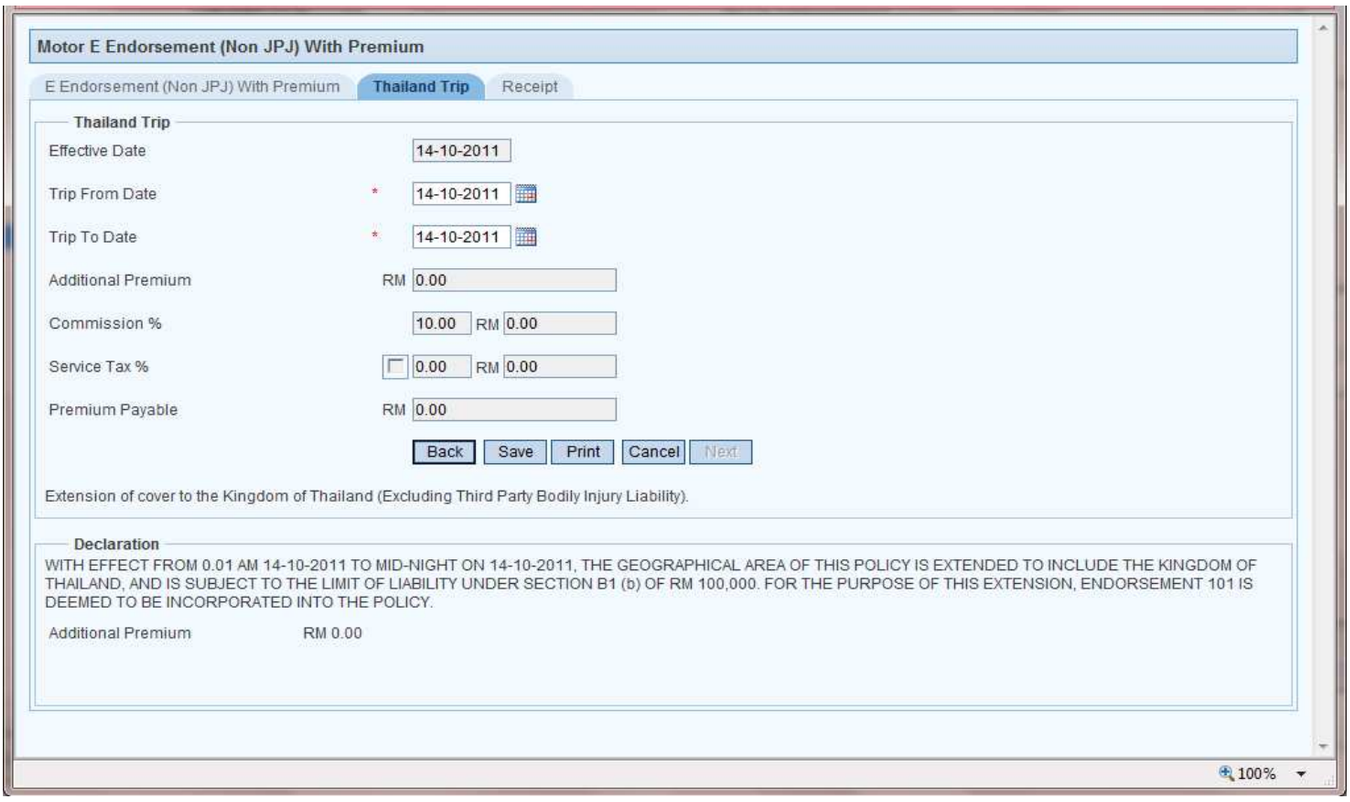


Image 1.135

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective Date	**N**	Displays Current date (or Inception date for future dated policy/cover note).
Trip From Date	**Y**	Enter the Trip From Date. (Allows date greater than or equal the Effective Date).
Trip To Date	**Y**	Enter the Trip To Date. Allows date greater than or equal to Trip From Date..
Additional Premium	**N**	Displays Additional Premium.
Commission %	**N**	Enter the Amount you want to pay thru the selected payment mode.
Commission Amount	**N**	Displays Commission Amount based on Commission % of Additional Premium.
Service Tax %	**N**	Displays Service tax % (applicable only for Business clients).
Service Tax Amount	**N**	Displays Service Tax Amount based on the service tax %.
Premium Payable	**N**	Displays Premium Payable.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ with Premium.
Save	**N**	Saves the cover note and generates a Reference Number.
Print	**N**	Saves the details, generates the Cover note Number and prints it.
Cancel	**N**	Closes the page.
Next	**N**	Redirects you to Receipt tab (Button is enabled only when the cover note is successfully printed).

RECEIPT TAB

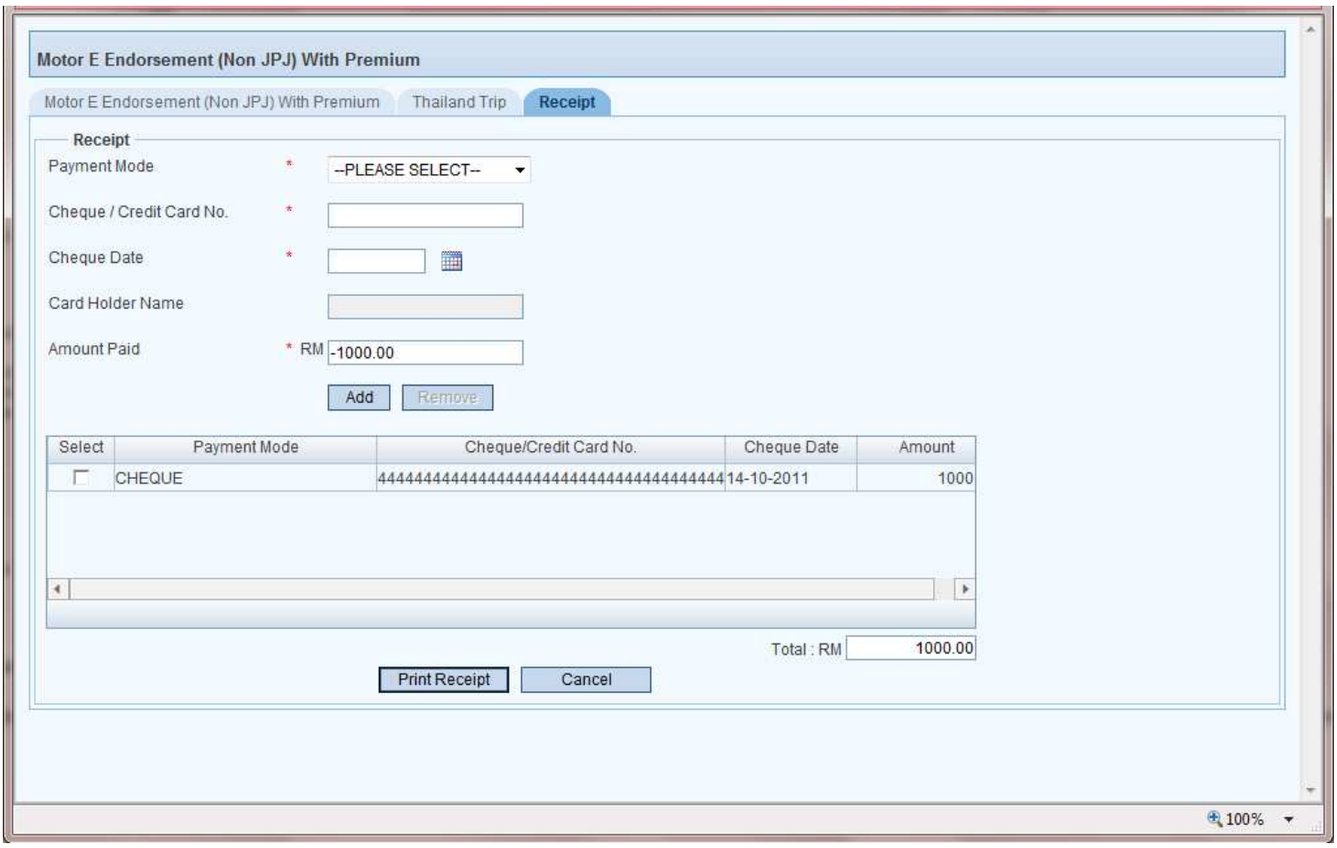


Image 1.136

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	Select the Payment Mode from the drop down list.
Cheque / Credit Card No.	**Y**	Accepts 6 digits for payment thru Cheque and 16 digits for payment thru Credit Card. **Enabled only when the Payment mode selected is Cheque or Credit Card.**
Cheque Date	**Y**	Enter the Cheque Date. **Enabled only when the selected payment mode is Cheque.**
Card Holder Name	**Y**	Enter the Card holder name. **Enabled only when the selected payment mode is Credit Card.**
Amount Paid	**Y**	Enter the Amount you want to pay thru the selected payment mode.
Add	**N**	Adds the payment details in the grid.
Remove	**N**	Removes the selected row from the grid.
Grid	**N**	Displays the payment details including: Payment Mode, Cheque/Credit Card No., Cheque Date, Amount and Card Holder Name.
Total	**N**	Displays the Total amount to be paid.
Print Receipt	**N**	Prints the receipt.
Cancel	**N**	Closes the page.

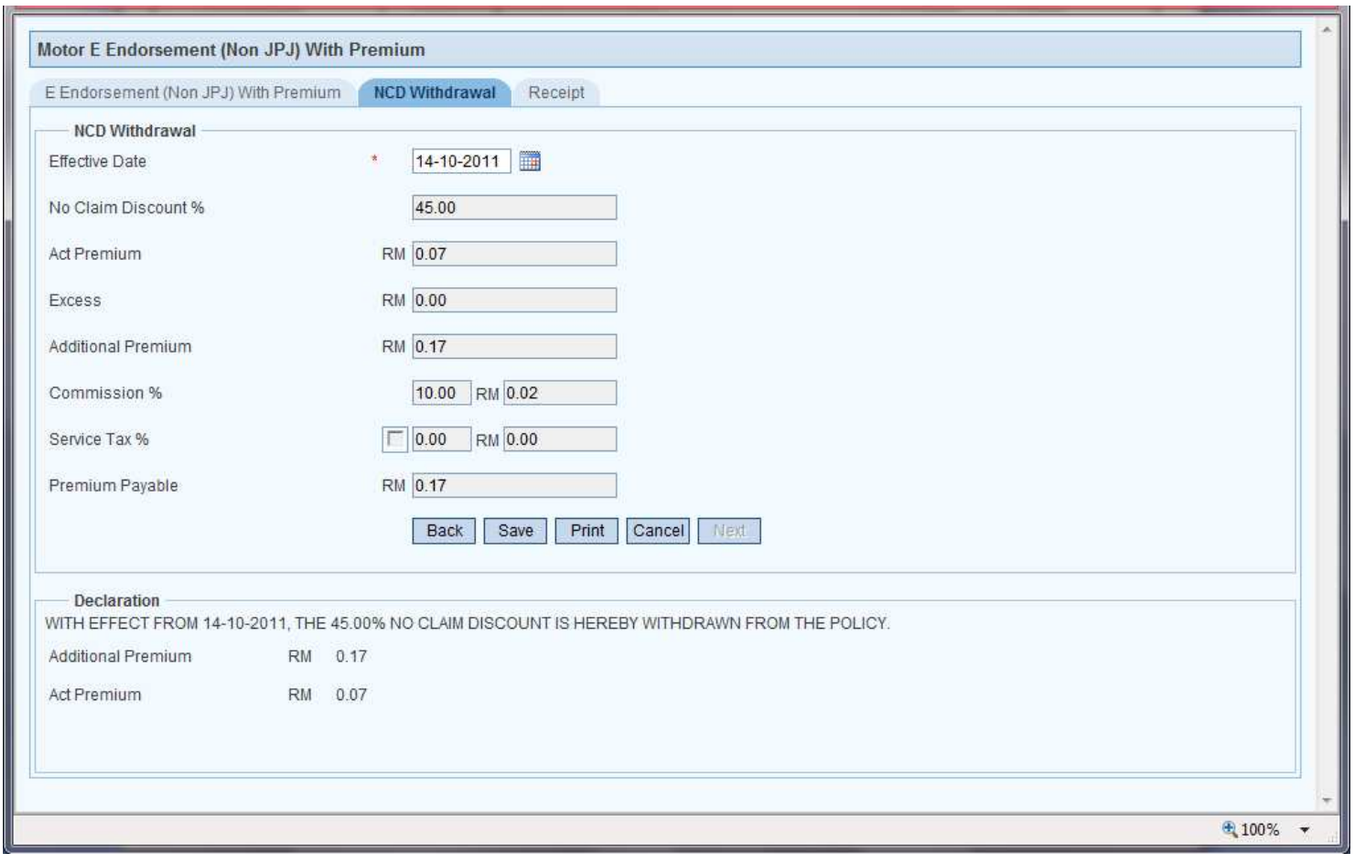


Image 1.137

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective Date	**N**	Displays Current Date (or Inception date for future dated policy/cover note). Allows selecting future date or 14 back-days from the current date.
No Claim Discount %	**N**	Displays NCD %.
Act Premium	**Y**	Displays Act Premium.
Excess	**Y**	Displays Excess Amount.
Additional Premium	**N**	Displays Additional Premium.
Commission %	**N**	Displays Agents Commission %.
Commission Amount	**N**	Displays Commission Amount based on Commission % of Additional Premium.
Service Tax %	**N**	Displays Service tax % (applicable only for Business clients).
Service Amount	**N**	Displays Service Tax Amount based on the service tax %.
Premium Payable	**N**	Displays Premium Payable.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ with Premium.
Save	**N**	Saves the cover note and generates a Reference Number.
Print	**N**	Saves the details, generates the Cover note Number and prints it.
Cancel	**N**	Closes the page.
Next	**N**	Redirects you to Receipt tab (Button is enabled only when the cover note is successfully printed).

RECEIPT TAB

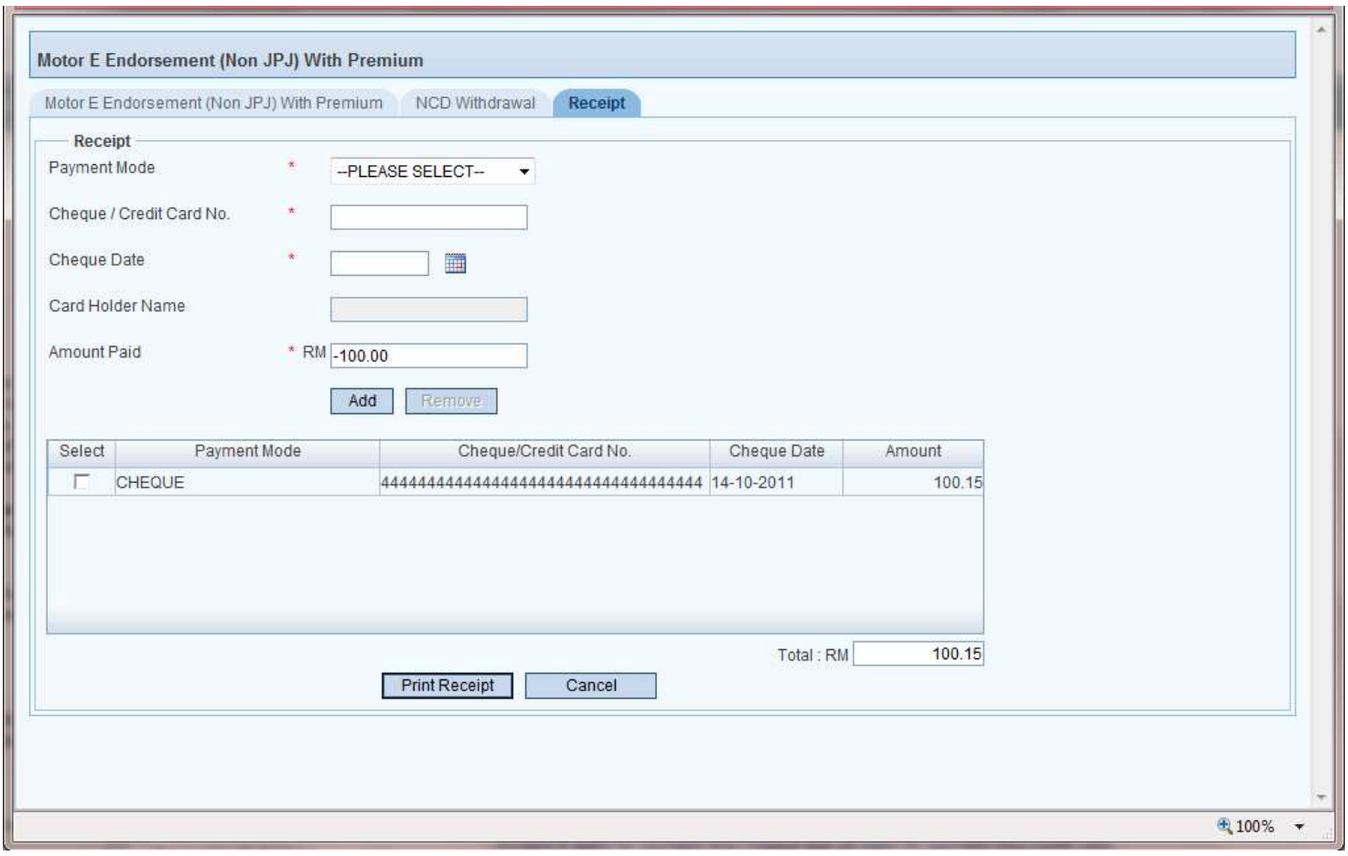


Image 1.138

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	Select the Payment Mode from the drop down list.
Cheque / Credit Card No.	**Y**	Accepts 6 digits for payment thru Cheque and 16 digits for payment thru Credit Card. **Enabled only when the Payment mode selected is Cheque or Credit Card.**
Cheque Date	**Y**	Enter the Cheque Date. **Enabled only when the selected payment mode is Cheque.**
Card Holder Name	**Y**	Enter the Card holder name. **Enabled only when the selected payment mode is Credit Card.**
Amount Paid	**Y**	Enter the Amount you want to pay thru the selected payment mode.
Add	**N**	Adds the payment details in the grid.
Remove	**N**	Removes the selected row from the grid.
Grid	**N**	Displays the payment details including: Payment Mode, Cheque/Credit Card No., Cheque Date, Amount and Card Holder Name.
Total	**N**	Displays the Total amount to be paid.
Print Receipt	**N**	Prints the receipt.
Cancel	**N**	Closes the page.

INCLUSION OF ALL RIDERS

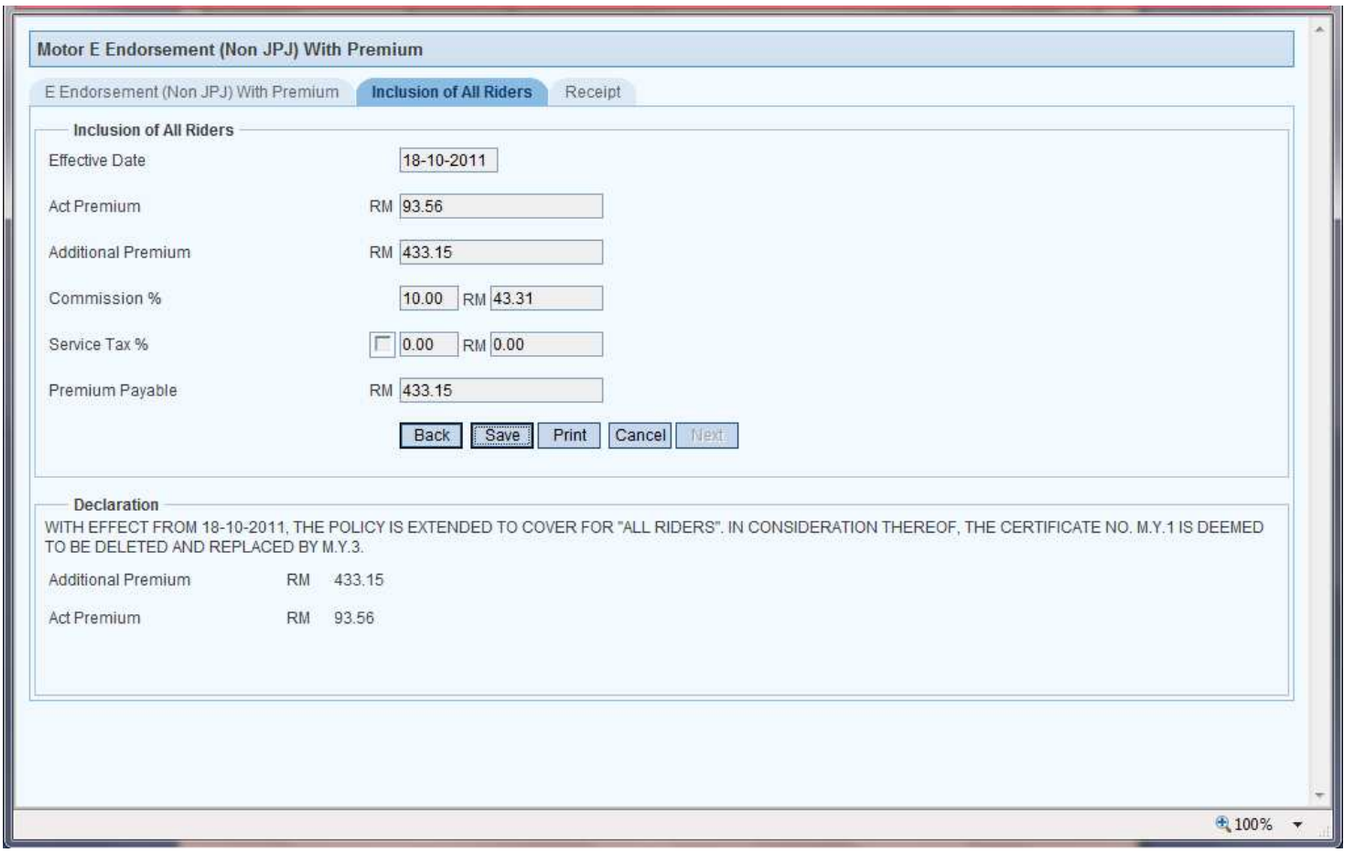


Image 1.139

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective Date	**N**	Displays Current date (or Inception date for future dated policy/cover note).
Act Premium	**Y**	Displays Act Premium.
Additional Premium	**N**	Displays Additional Premium.
Commission %	**N**	Displays Agents Commission %.
Commission Amount	**N**	Displays Commission Amount based on Commission % of Additional Premium.
Service Tax %	**N**	Displays Service tax % (applicable only for Business clients).
Service Amount	**N**	Displays Service Tax Amount based on the service tax %.
Premium Payable	**N**	Displays Premium Payable.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ with Premium.
Save	**N**	Saves the cover note and generates a Reference Number.
Print	**N**	Saves the details, generates the Cover note Number and prints it.
Cancel	**N**	Closes the page.
Next	**N**	Redirects you to Receipt tab (Button is enabled only when the cover note is successfully printed).

RECEIPT TAB

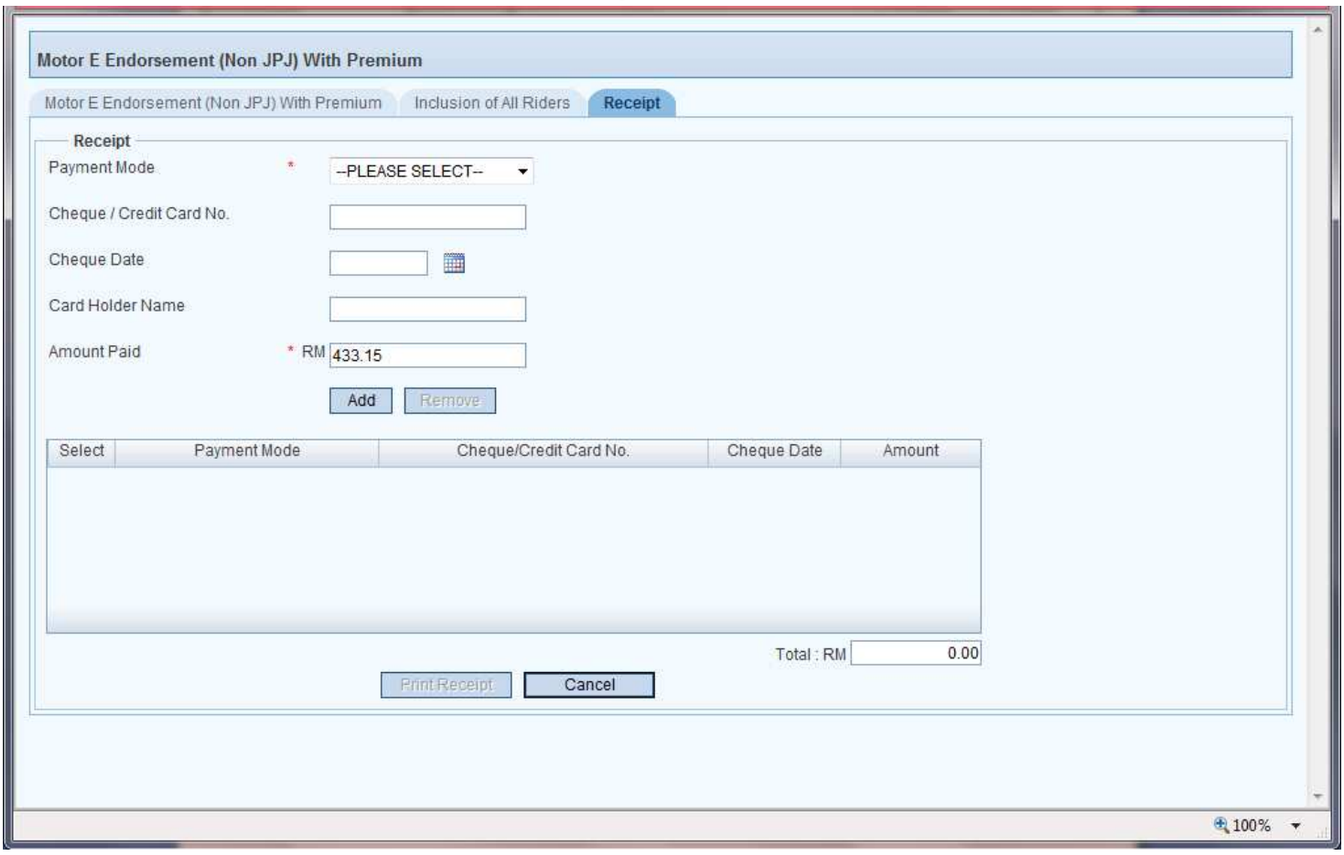


Image 1.140

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	Select the Payment Mode from the drop down list.
Cheque / Credit Card No.	**Y**	Accepts 6 digits for payment thru Cheque and 16 digits for payment thru Credit Card. **Enabled only when the Payment mode selected is Cheque or Credit Card.**
Cheque Date	**Y**	Enter the Cheque Date. **Enabled only when the selected payment mode is Cheque.**
Card Holder Name	**Y**	Enter the Card holder name. **Enabled only when the selected payment mode is Credit Card.**
Amount Paid	**Y**	Enter the Amount you want to pay thru the selected payment mode.
Add	**N**	Adds the payment details in the grid.
Remove	**N**	Removes the selected row from the grid.
Grid	**N**	Displays the payment details including: Payment Mode, Cheque/Credit Card No., Cheque Date, Amount and Card Holder Name.
Total	**N**	Displays the Total amount to be paid.
Print Receipt	**N**	Prints the receipt.
Cancel	**N**	Closes the page.

DRIVING TEST

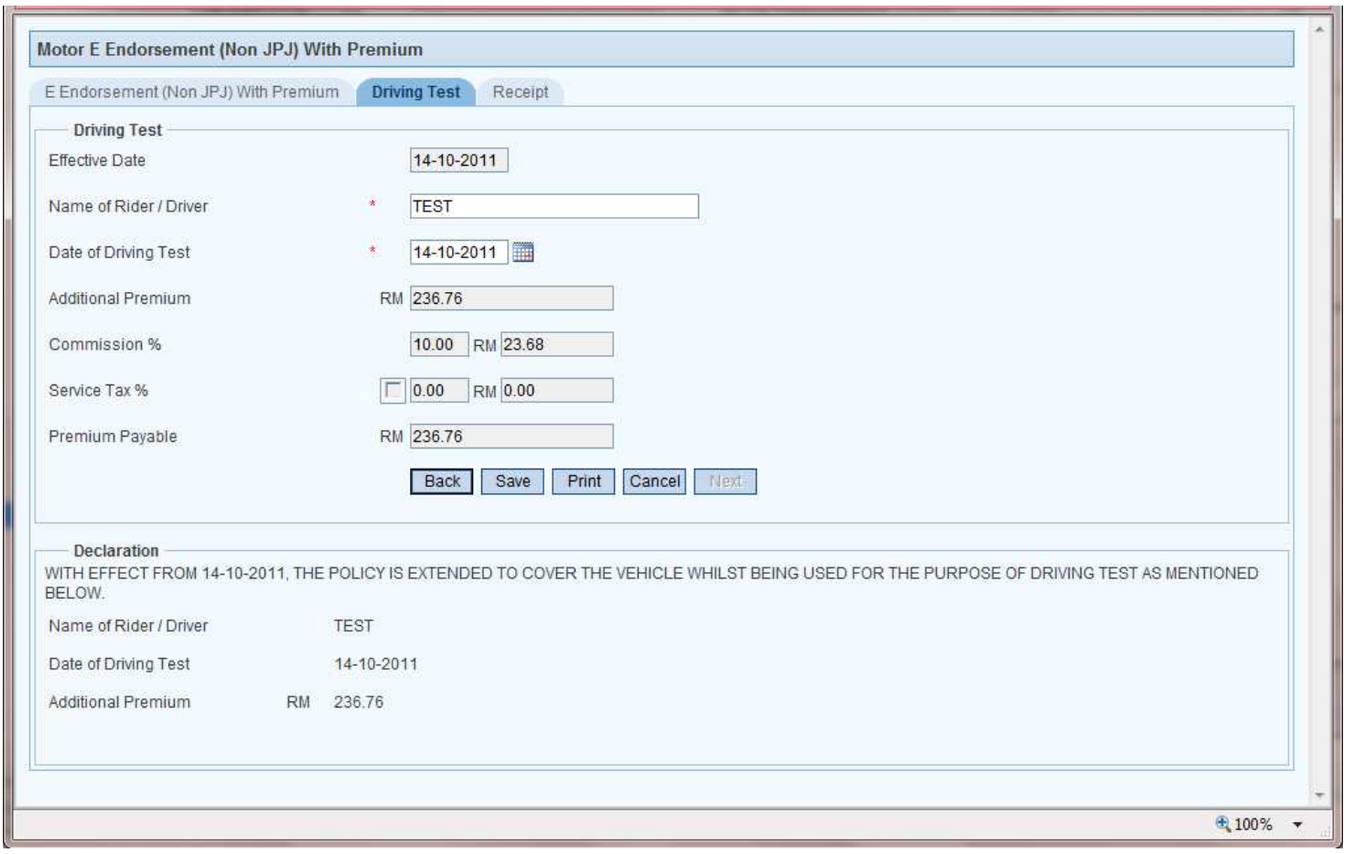


Image 1.141

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective Date	**N**	Displays the current date (or Inception date for future dated policy/cover note).
Name of Rider / Driver	**Y**	Enter the name of Rider/Driver.
Date of Driving Test	**Y**	Enter the Date of Driving Test.
Additional Premium	**N**	Displays Additional Premium.
Commission %	**N**	Displays Agents Commission %.
Commission Amount	**N**	Displays Commission Amount based on Commission % of Additional Premium.
Service Tax %	**N**	Displays Service tax % (applicable only for Business clients).
Service Amount	**N**	Displays Service Tax Amount based on the service tax %.
Premium Payable	**N**	Displays Premium Payable.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ with Premium.
Save	**N**	Saves the cover note and generates a Reference Number.
Print	**N**	Saves the details, generates the Cover note Number and prints it.
Cancel	**N**	Closes the page.
Next	**N**	Redirects you to Receipt tab (Button is enabled only when the cover note is successfully printed).

RECEIPT TAB

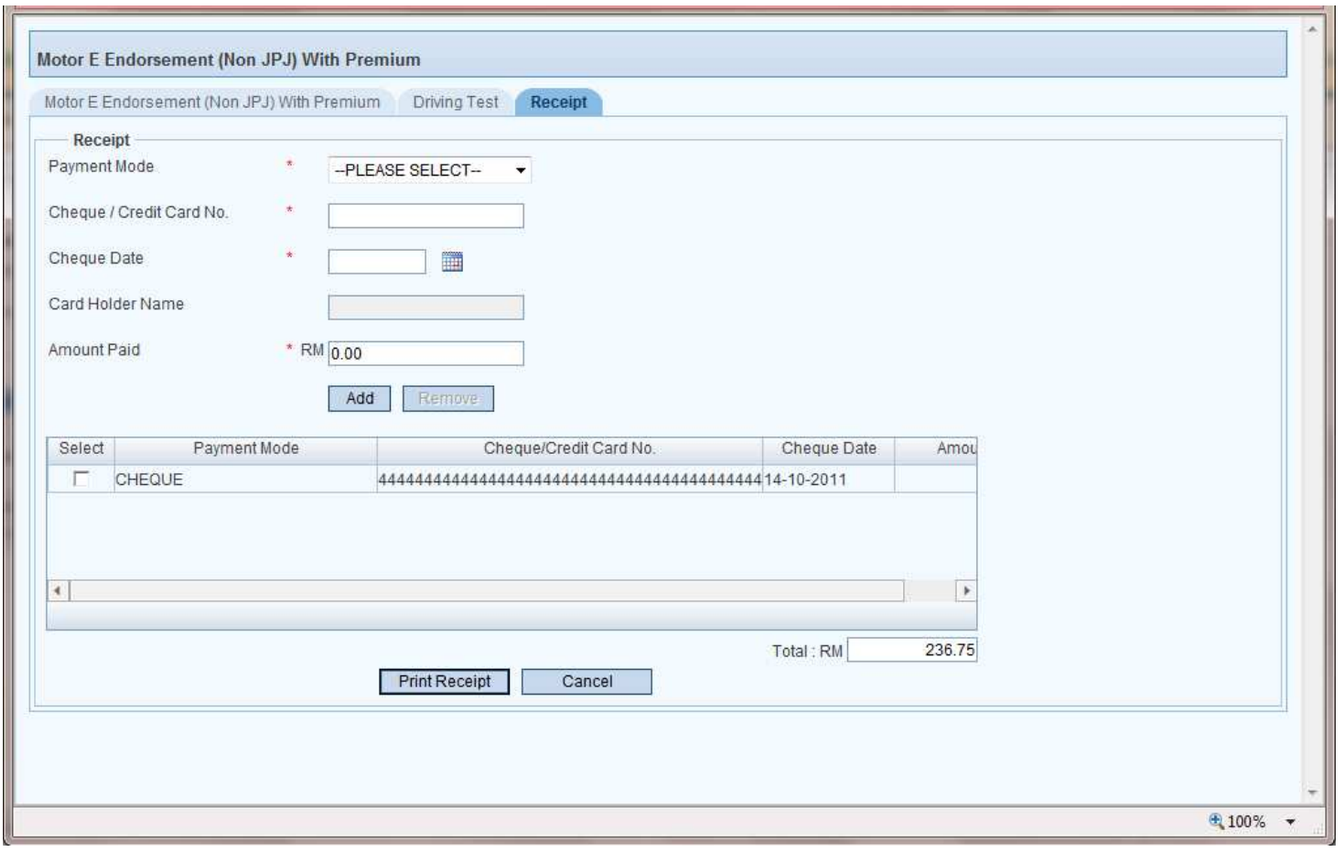


Image 1.142

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	Select the Payment Mode from the drop down list.
Cheque / Credit Card No.	**Y**	Accepts 6 digits for payment thru Cheque and 16 digits for payment thru Credit Card. **Enabled only when the Payment mode selected is Cheque or Credit Card.**
Cheque Date	**Y**	Enter the Cheque Date. **Enabled only when the selected payment mode is Cheque.**
Card Holder Name	**Y**	Enter the Card holder name. **Enabled only when the selected payment mode is Credit Card.**
Amount Paid	**Y**	Enter the Amount you want to pay thru the selected payment mode.
Add	**N**	Adds the payment details in the grid.
Remove	**N**	Removes the selected row from the grid.
Grid	**N**	Displays the payment details including: Payment Mode, Cheque/Credit Card No., Cheque Date, Amount and Card Holder Name.
Total	**N**	Displays the Total amount to be paid.
Print Receipt	**N**	Prints the receipt.
Cancel	**N**	Closes the page.

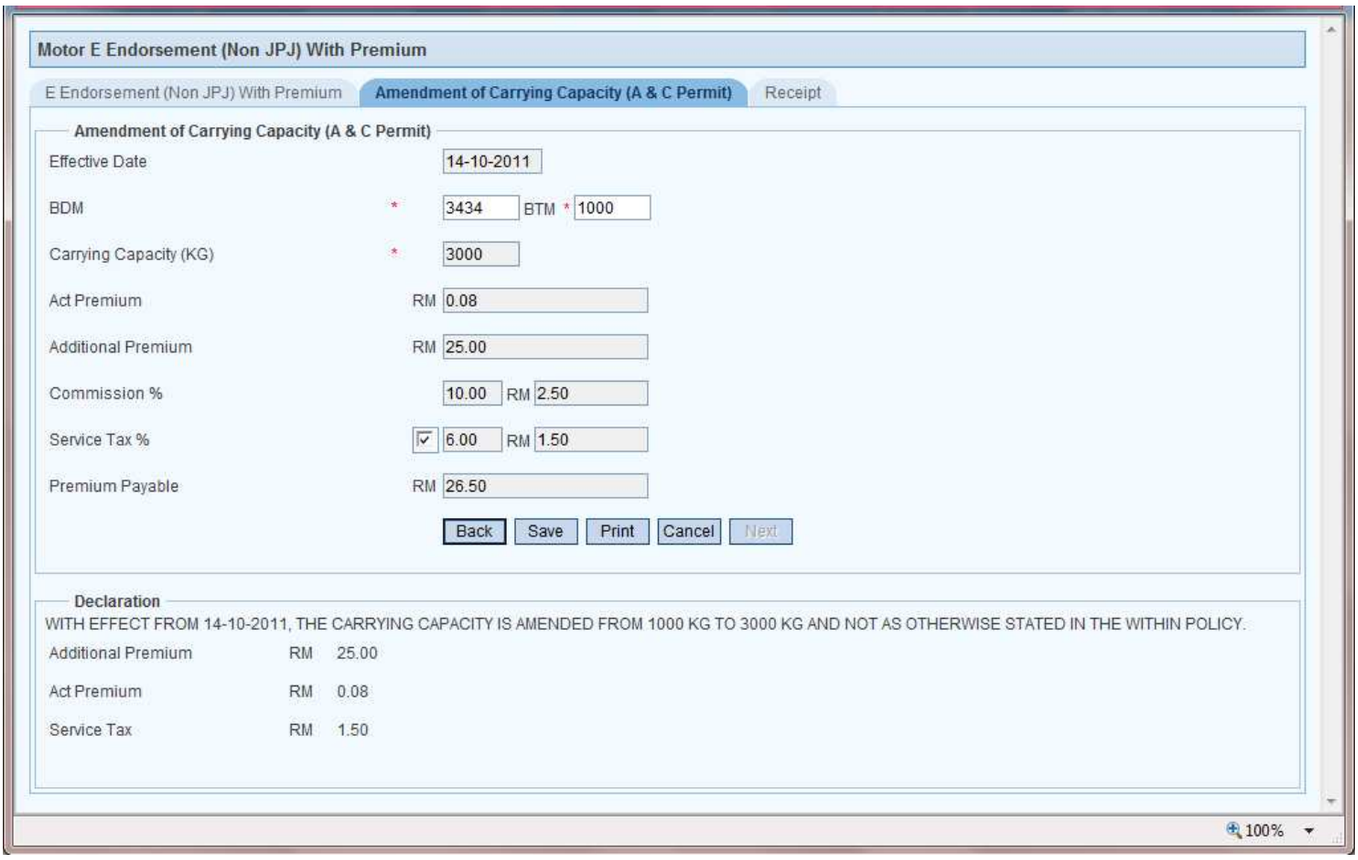


Image 1.143

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective Date	**N**	Displays the current date (or Inception date for future dated policy/cover note).
BDM	**Y**	Enter the BDM. Entered value should satisfy the below criteria: • BDM value should be greater than BTM. • BTM - BDM (Carrying Capacity) should be greater than the existing capacity.
BTM	**Y**	Enter the BTM. Entered value should satisfy the below criteria: • BTM value should be lesser than BDM. • BTM - BDM (Carrying Capacity) should be greater than the existing capacity.
Carrying Capacity (KG)	**N**	Displays Carrying Capacity to be increased. (Carrying Capacity = Btm - Bdm)
Act Premium	**N**	Displays Act Premium.
Additional Premium	**N**	Displays Additional Premium.
Commission %	**N**	Displays Agents Commission %.
Commission Amount	**N**	Displays Commission Amount based on Commission % of Additional Premium.
Service Tax %	**N**	Displays Service tax % (applicable only for Business clients).
Service Amount	**N**	Displays Service Tax Amount based on the service tax %.
Premium Payable	**N**	Displays the Premium Payable.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ with Premium.
Save	**N**	Saves the cover note and generates a Reference Number.
Print	**N**	Saves the details, generates the Cover note Number and prints it.
Cancel	**N**	Closes the page.
Next	**N**	Redirects you to Receipt tab. (Enabled only when the cover note is successfully printed).

RECEIPT TAB

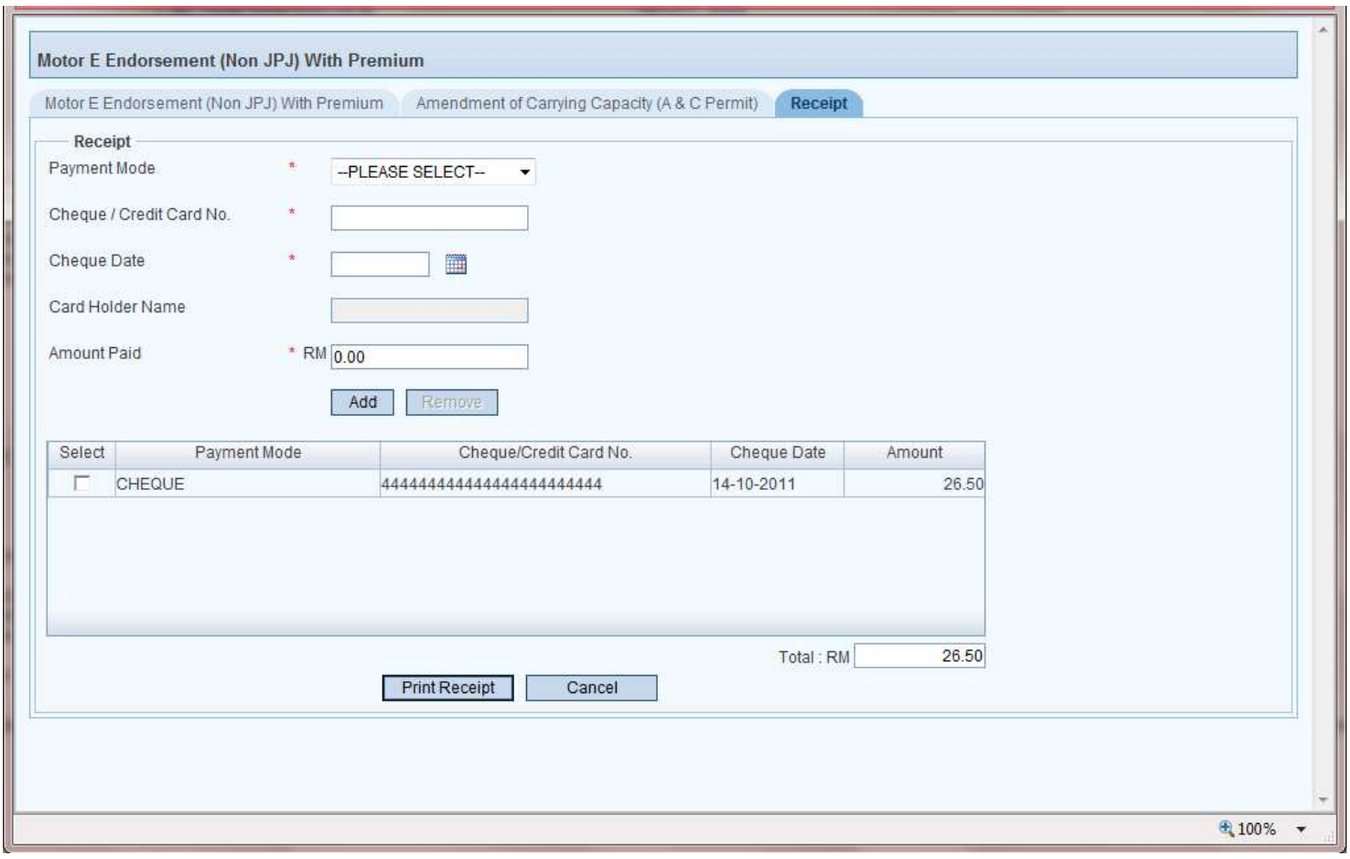


Image 1.144

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	Select the Payment Mode from the drop down list.
Cheque / Credit Card No.	**Y**	Accepts 6 digits for payment thru Cheque and 16 digits for payment thru Credit Card. **Enabled only when the Payment mode selected is Cheque or Credit Card.**
Cheque Date	**Y**	Enter the Cheque Date. **Enabled only when the selected payment mode is Cheque.**
Card Holder Name	**Y**	Enter the Card holder name. **Enabled only when the selected payment mode is Credit Card.**
Amount Paid	**Y**	Enter the Amount you want to pay thru the selected payment mode.
Add	**N**	Adds the payment details in the grid.
Remove	**N**	Removes the selected row from the grid.
Grid	**N**	Displays the payment details including: Payment Mode, Cheque/Credit Card No., Cheque Date, Amount and Card Holder Name.
Total	**N**	Displays the Total amount to be paid.
Print Receipt	**N**	Prints the receipt.
Cancel	**N**	Closes the page.

INCLUSION OF NAMED DRIVERS

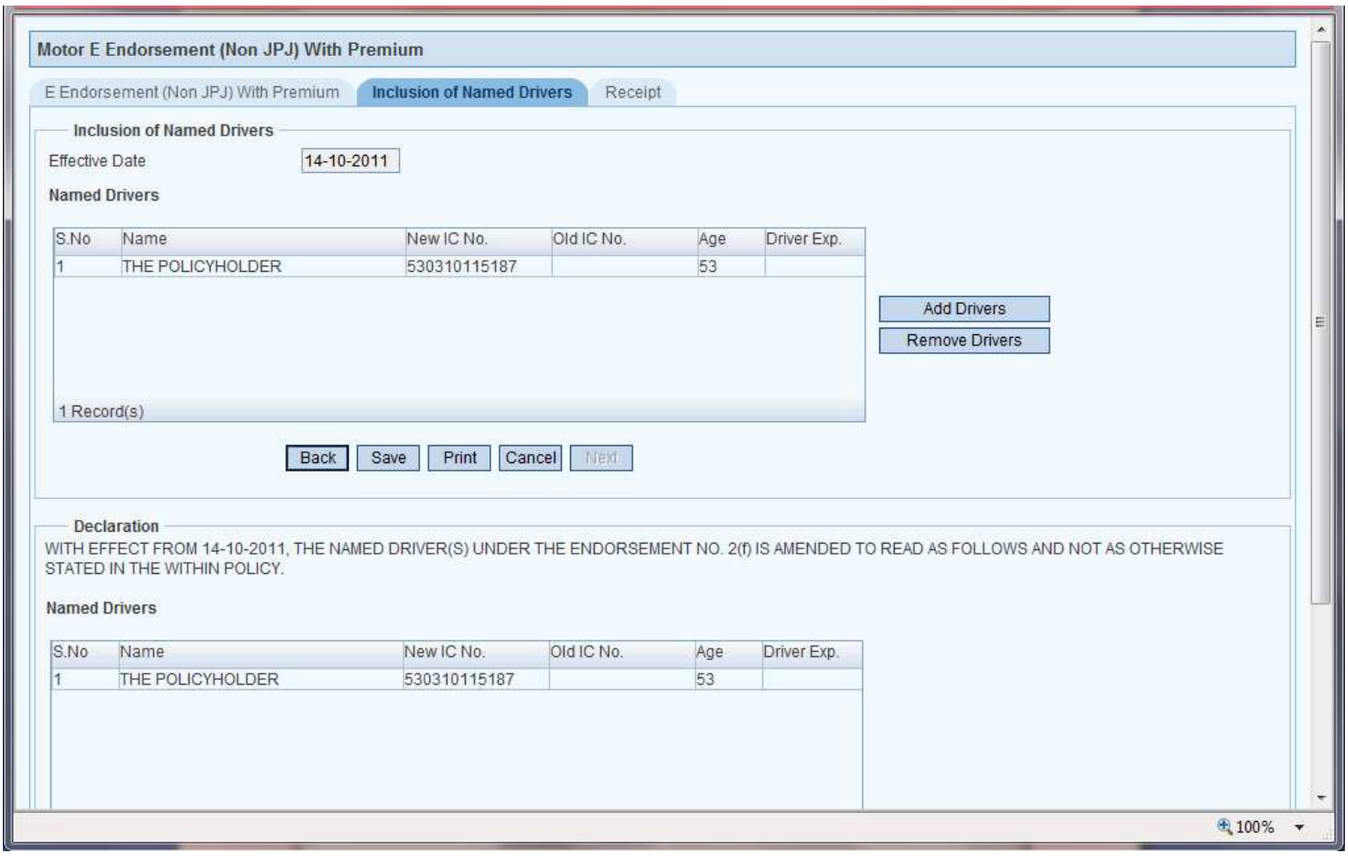


Image 1.145

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective Date	**N**	Displays the current date (or Inception date for future dated policy/cover note).
Add More Drivers	**N**	Adds a row in the Grid for a new driver. For Business clients, it becomes 'All Drivers' (Shown in the above screen shot). For Individual clients, it allows you to add up to 8 drivers.
Remove Drivers		Removes the selected driver (row) from the grid.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ with Premium.
Save	**N**	Saves the cover note and generates a Reference Number.
Print	**N**	Saves the details, generates the Cover note Number and prints it.
Cancel	**N**	Closes the page.
Next	**N**	Redirects you to Receipt tab. (Enabled only when the cover note is successfully printed).

CONTD…

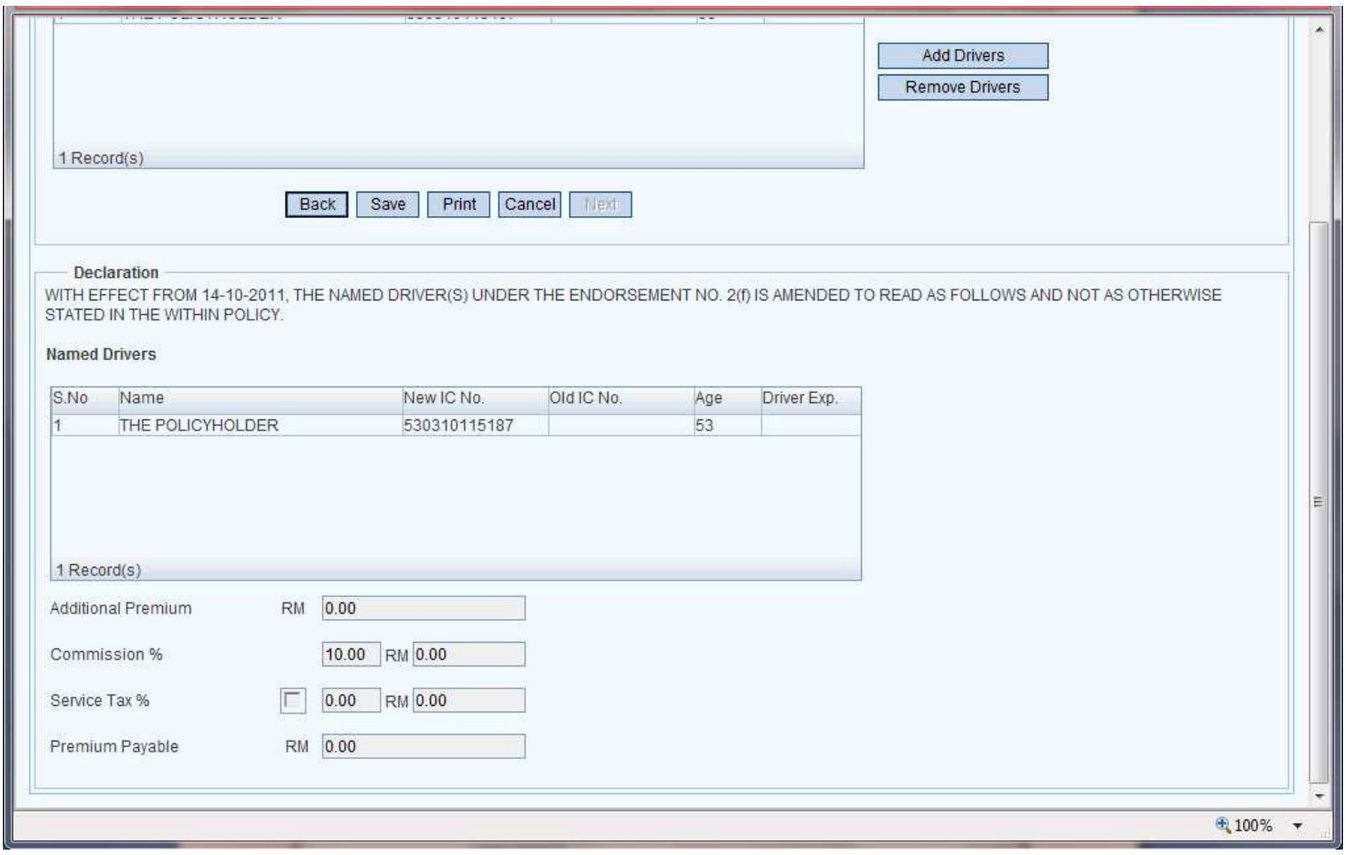


Image 1.146

User Interface		
Field	**Mandatory (Y/N)**	**Description**
S.No	**N**	Displays the serial number for the listed named drivers.
Name	**Y**	Displays the existing name of the drivers and allows to enter names. • Based on the contact type, Vehicle type, coverage type, ownership type and All Driver/Rider status, the Named driver row(s) show(s) different values. • This field allows only alphabets, space and '.' • Maximum number of drivers you can enter is 8.
New IC. No	**N**	Displays the existing number if present or allows entering the New IC No. of the Named Driver. System does not allow proceeding, if the IC No. is blacklisted.
Old IC. No	**N**	Displays the existing number if present or allows entering the Old IC No. of the Named Driver. System does not allow proceeding, if the IC No. is blacklisted.
Age	**N**	Displays age of the driver if present or allows you to enter. Accepts 2 digit whole numbers.
Drivers Exp	**N**	Displays the experience of the driver if present or allows you to enter driving experience (years). Accepts Numerals only.
Additional Premium	**N**	Displays Additional Premium.
Commission %	**N**	Displays Agents Commission %.
Commission Amount	**N**	Displays Commission Amount based on Commission % of Additional Premium.
Service Tax %	**N**	Displays Service tax % (applicable only for Business clients).
Service Tax Amount	**N**	Displays Service Tax Amount based on the service tax %.
Premium Payable	**N**	Displays Premium Payable.

RECEIPT TAB

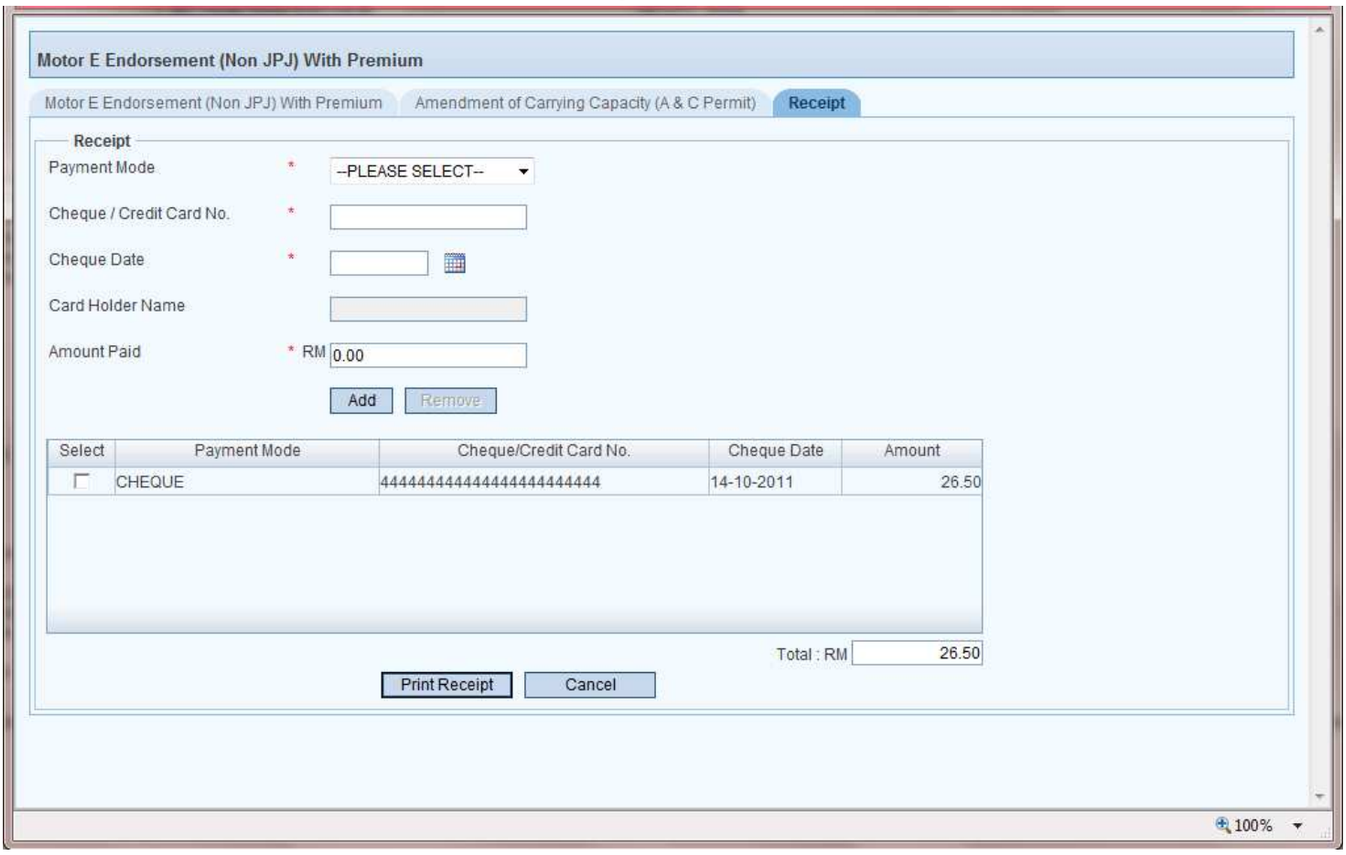


Image 1.147

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	Select the Payment Mode from the drop down list.
Cheque / Credit Card No.	**Y**	Accepts 6 digits for payment thru Cheque and 16 digits for payment thru Credit Card. **Enabled only when the Payment mode selected is Cheque or Credit Card.**
Cheque Date	**Y**	Enter the Cheque Date. **Enabled only when the selected payment mode is Cheque.**
Card Holder Name	**Y**	Enter the Card holder name. **Enabled only when the selected payment mode is Credit Card.**
Amount Paid	**Y**	Enter the Amount you want to pay thru the selected payment mode.
Add	**N**	Adds the payment details in the grid.
Remove	**N**	Removes the selected row from the grid.
Grid	**N**	Displays the payment details including: Payment Mode, Cheque/Credit Card No., Cheque Date, Amount and Card Holder Name.
Total	**N**	Displays the Total amount to be paid.
Print Receipt	**N**	Prints the receipt.
Cancel	**N**	Closes the page.

SUM INSURED INCREASED

Image 1.148

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective Date	**N**	Displays the current date (or Inception date for future dated policy/cover note).
New Sum Insured	**Y**	Enter the Sum Insured Amount .
Excess	**N**	Displays the Excess Amount.
Additional Premium	**N**	Displays Additional Premium.
Commission %	**N**	Displays Agents Commission %.
Commission Amount	**N**	Displays Commission Amount based on Commission % of Additional Premium.
Service Tax %	**N**	Displays Service tax % (applicable only for Business clients).
Service Amount	**N**	Displays Service Tax Amount based on the service tax %.
Premium Payable	**N**	Displays Premium Payable.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ with Premium.
Save	**N**	Saves the cover note and generates a Reference Number.
Print	**N**	Saves the details, generates the Cover note Number and prints it.
Cancel	**N**	Closes the page.
Next	**N**	Redirects you to Receipt tab (Button is enabled only when the cover note is successfully printed).

RECEIPT TAB

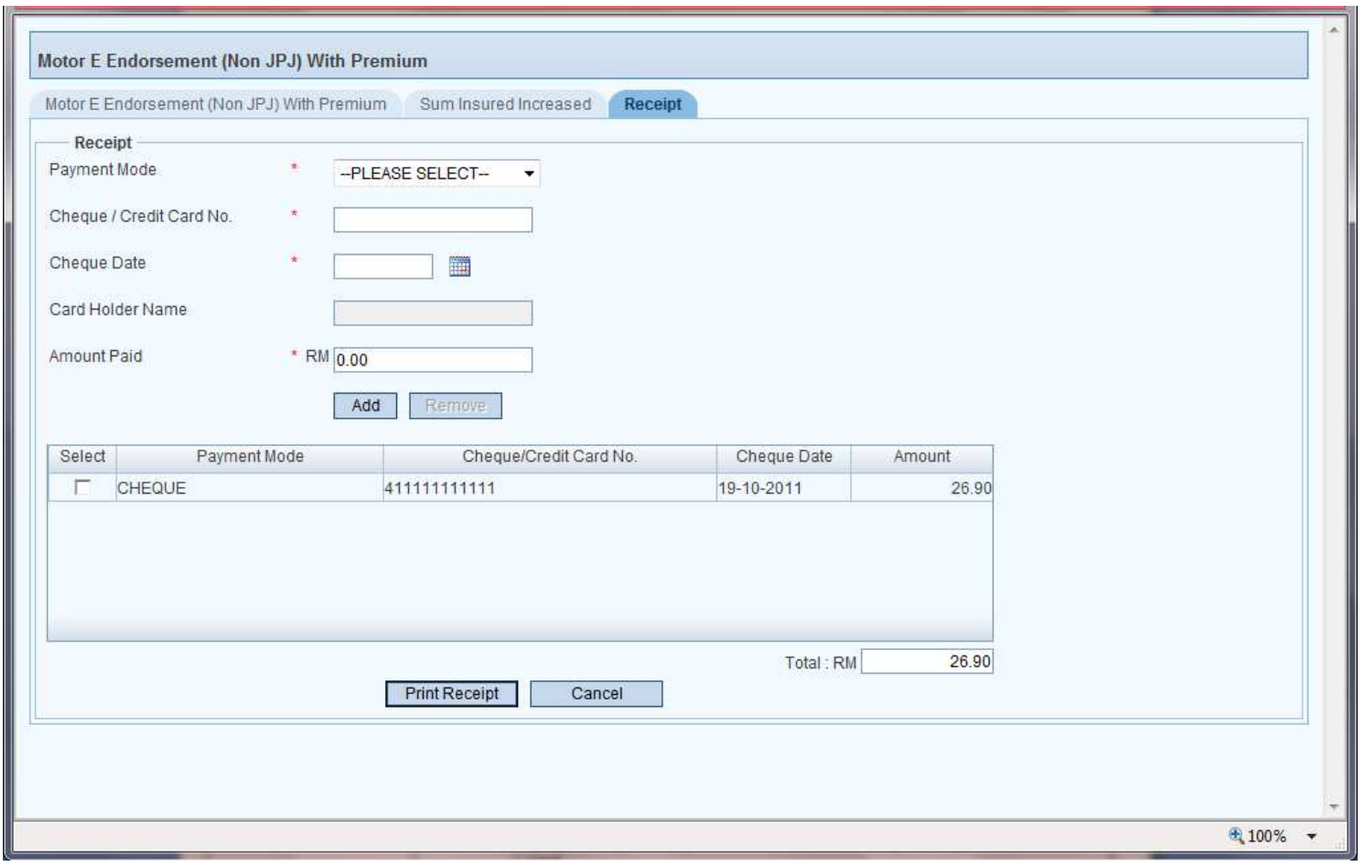


Image 1.149

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	Select the Payment Mode from the drop down list.
Cheque / Credit Card No.	**Y**	Accepts 6 digits for payment thru Cheque and 16 digits for payment thru Credit Card. **Enabled only when the Payment mode selected is Cheque or Credit Card.**
Cheque Date	**Y**	Enter the Cheque Date. **Enabled only when the selected payment mode is Cheque.**
Card Holder Name	**Y**	Enter the Card holder name. **Enabled only when the selected payment mode is Credit Card.**
Amount Paid	**Y**	Enter the Amount you want to pay thru the selected payment mode.
Add	**N**	Adds the payment details in the grid.
Remove	**N**	Removes the selected row from the grid.
Grid	**N**	Displays the payment details including: Payment Mode, Cheque/Credit Card No., Cheque Date, Amount and Card Holder Name.
Total	**N**	Displays the Total amount to be paid.
Print Receipt	**N**	Prints the receipt.
Cancel	**N**	Closes the page.

1.1.6.2.2 Motor E Endorsement (Non JPJ) Without Premium

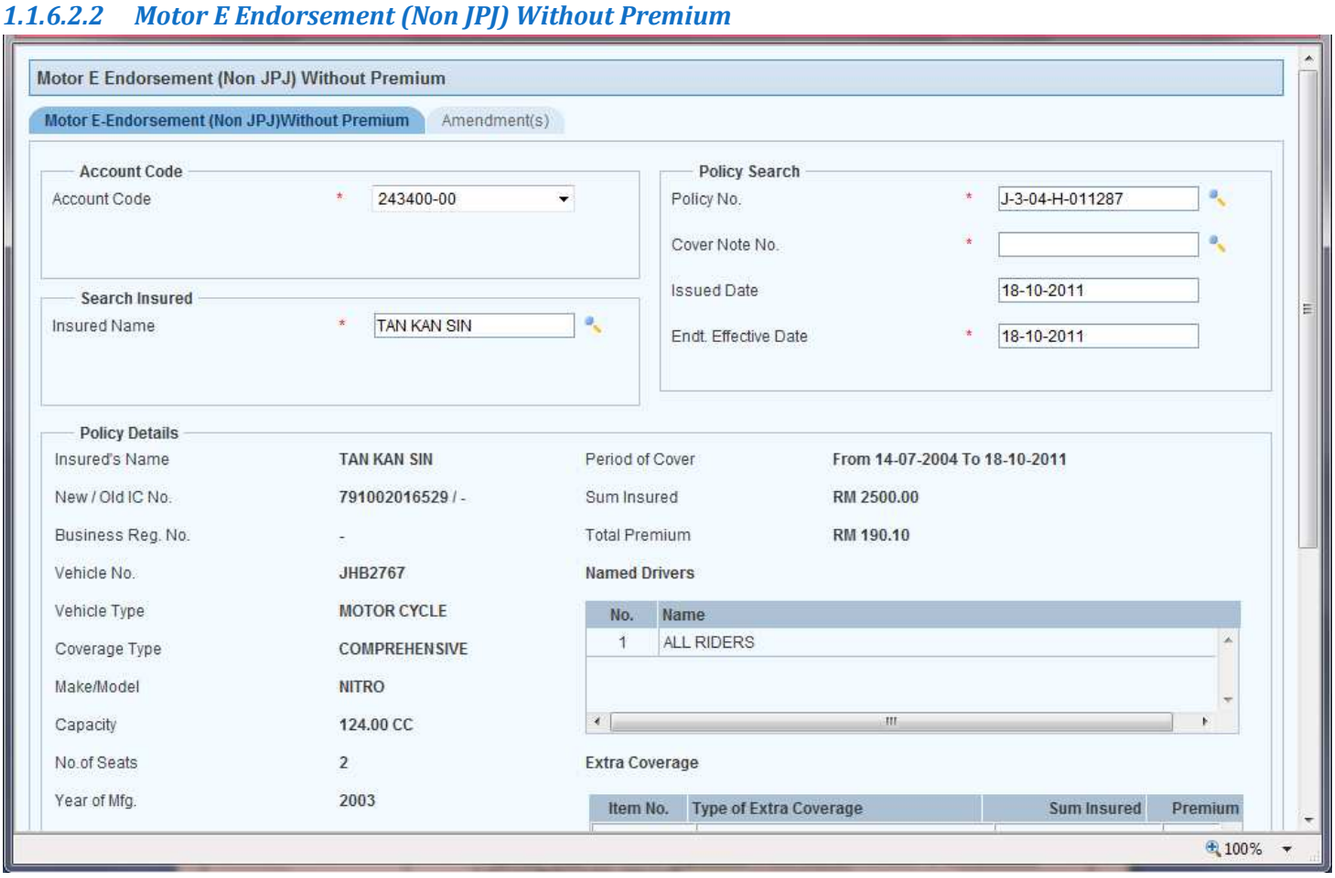


Image 1.150

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Agent Code	Y	Displays the agents account code.
Insured Name	Y	Click search button, to invoke the search window and double click the selected record, to populate the Insured's name to the field. **Does not allow to proceed if the New Ic/Old Ic/Business Registration number of the Insured selected is blacklisted.**
Policy No	Y	Click search button, to invoke the search window and double click the selected **record, to populate the Policy number to the field. System does not allow to proceed if the vehicle number of the selected Policy is blacklisted.**
Cover Note No	Y	Click search button, to invoke the search window and double click the selected record, to populate the Cover Note number to the field. **System does not allow to proceed if the vehicle number of the selected Cover Note is blacklisted.**
Issued Date	N	Displays Current Date.
Endt. Effective Date	N	Displays the current date (or Inception date for future dated policy/cover note).
Insured Name	N	Displays Insured Name.
New / Old IC No	N	Displays New IC or Old IC number (for Contact Type: Individual and Others).
Business Reg. No	N	Displays Business Registration number (for Contact Type: Business).
Vehicle No	N	Displays Vehicle Number.
Vehicle Type	N	Displays Vehicle Type.
Coverage Type	N	Displays Coverage Type.
Make/Model	N	Displays Make and Model of the vehicle.
Capacity	N	Displays Capacity of the Vehicle.
No.of Seats	N	Displays Number of Seats available in the Vehicle.
Year of Mfg	N	Displays Manufacturing Year of the Vehicle.
Period of Cover	N	Displays the Period Of Cover.
Sum Insured	N	Displays the Sum Insured.
Total Premium	N	Displays the Total Premium.
Grid (Named drivers)	N	Displays the Named drivers available.
Grid (Extra Coverage)	N	Displays the Extra Coverage available.

CONTD…

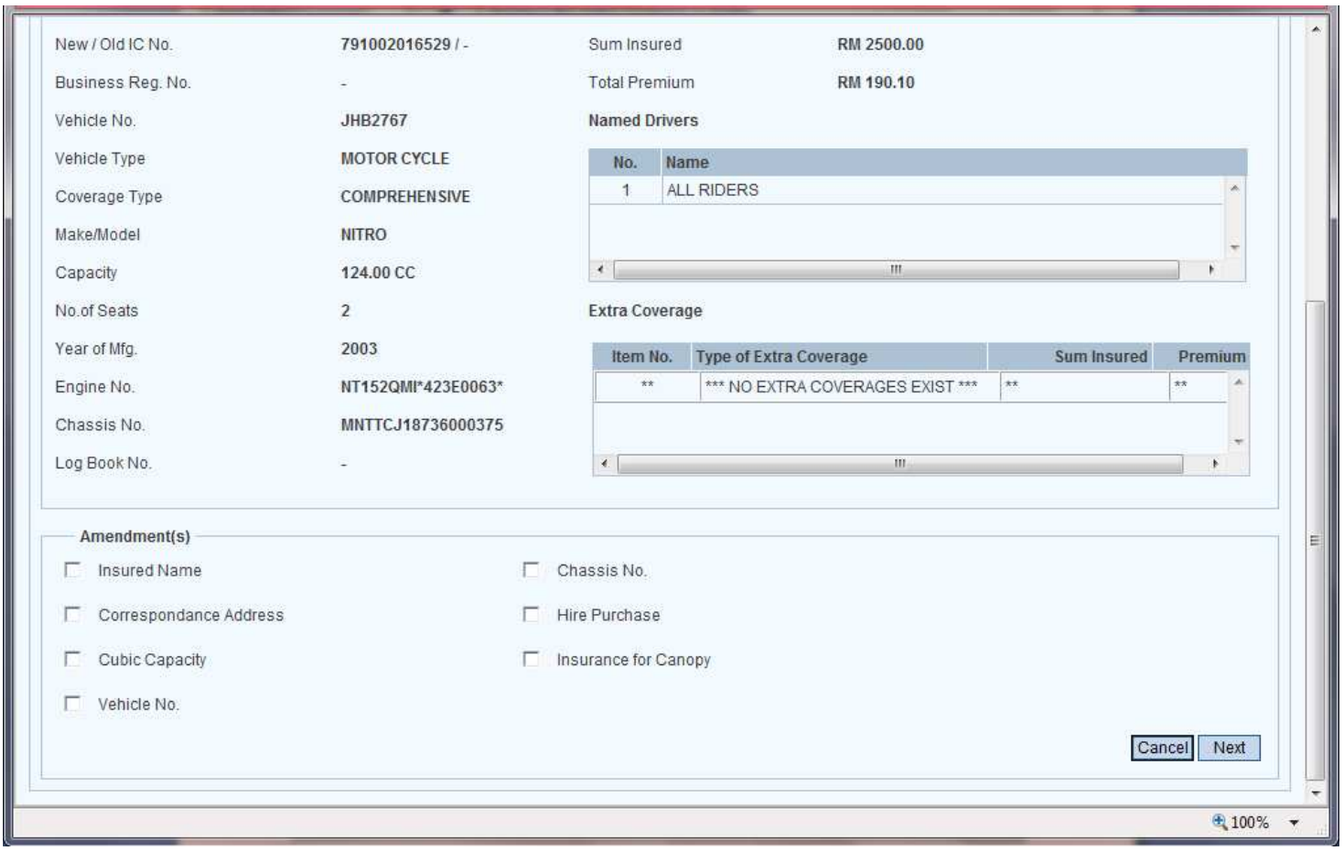


Image 1.151

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Engine No.	**N**	Displays Engine Number.
Chassis No.	**N**	Displays Chassis Number.
Log Book No.	**N**	Displays the Log Book Number if available.
Amendments	**Y**	Displays the below amendments available for Endorsement. • Insured Name • Correspondence Address • Year of Make • Cubic Capacity • Vehicle No. • Chassis No. • Hire Purchase • Insurance of Canopy **You can select only one amendment at a time.**
Cancel	**N**	Closes the page.
Next	**Y**	Redirects you the next tab as per the selected amendment.

INSURED NAME

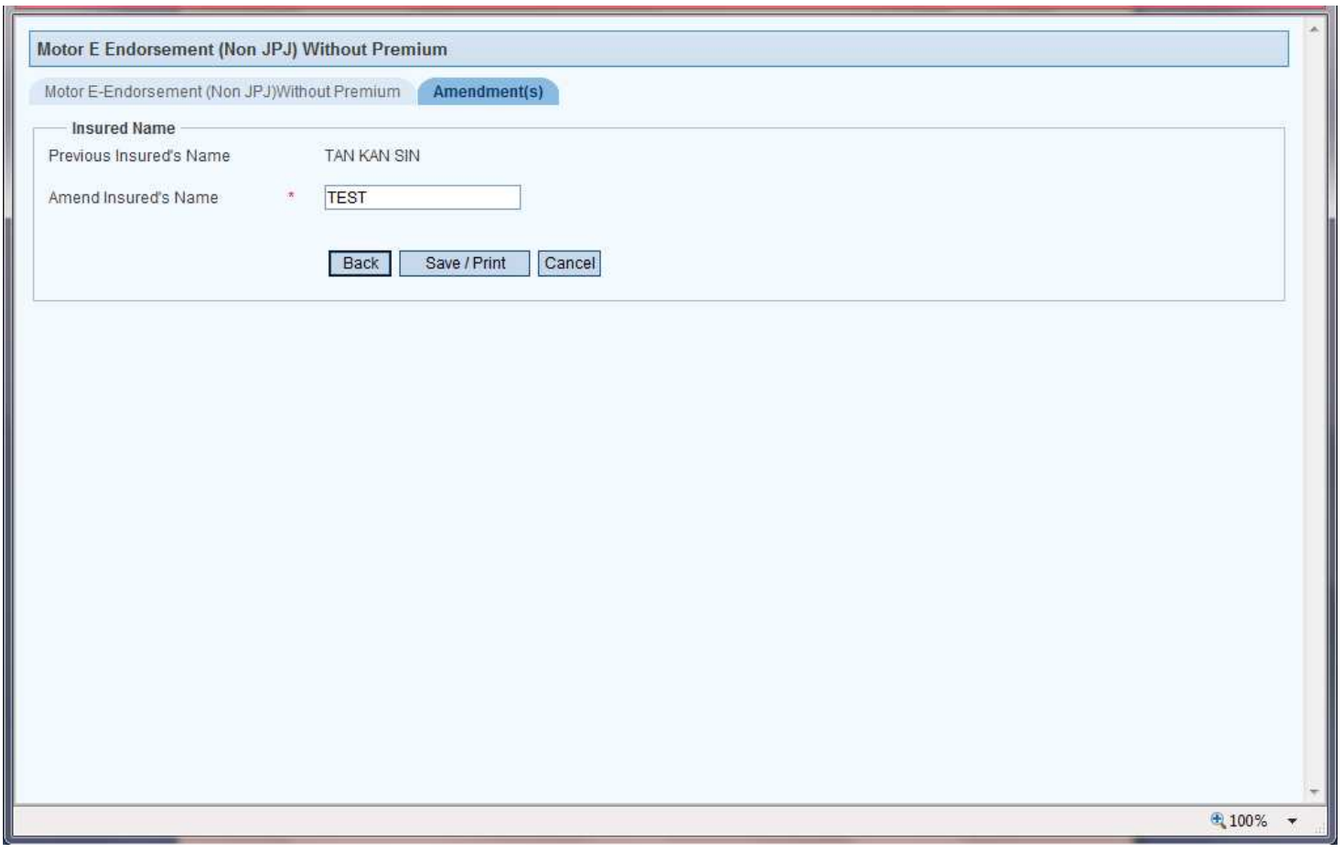


Image 1.152

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Previous Insured Name	**N**	Displays the existing Insured Name from Policy/Cover note.
Amend Insured Name	**Y**	Enter Insured Name to amend.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ without Premium.
Save/Print	**N**	Saves and Prints the endorsement with an application number.
Cancel	**N**	Closes the page.

CORRESPONDENCE ADDRESS

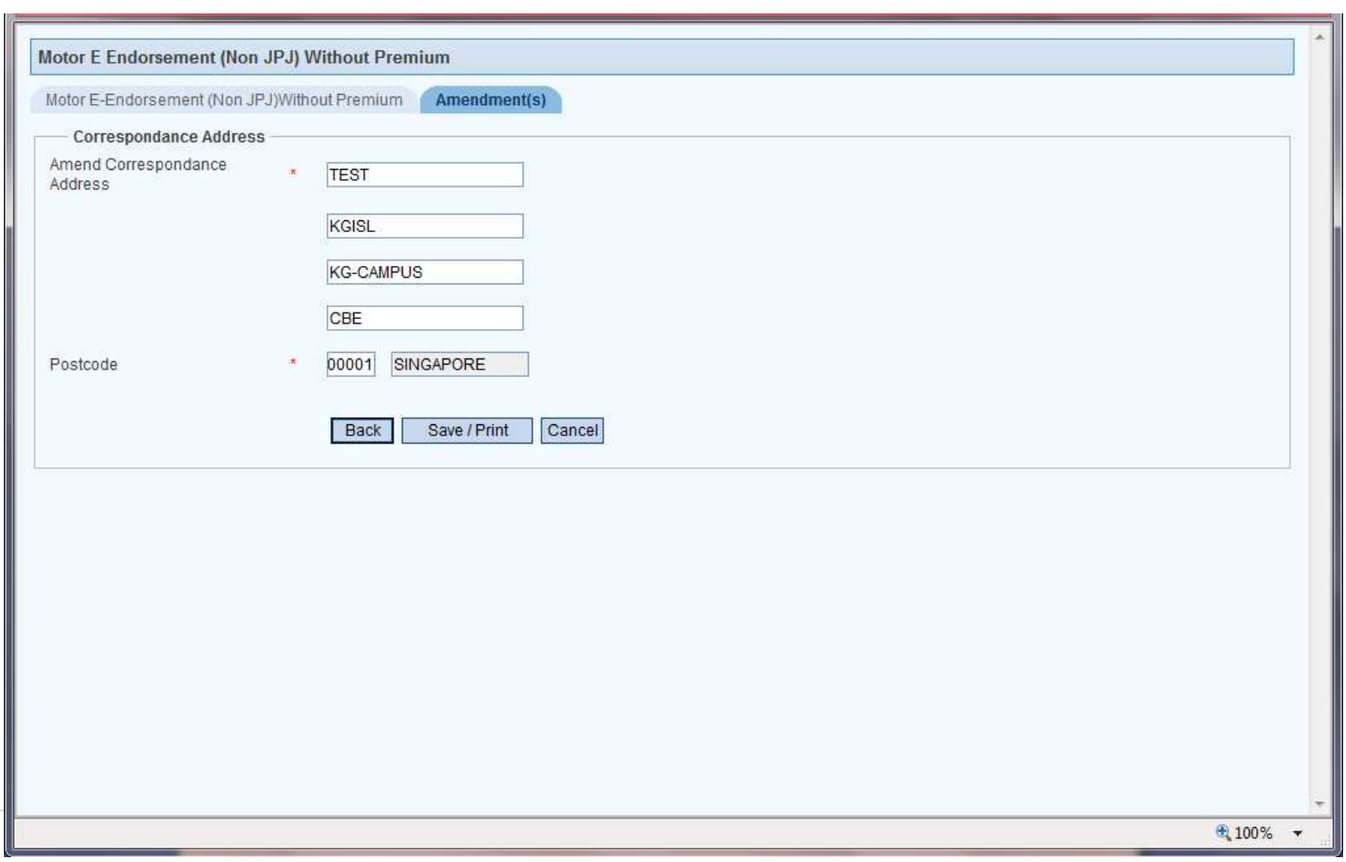


Image 1.153

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Amend Correspondence Address	**N**	Enter the Address Details to amend
Post Code	**Y**	Enter the Postal Code to amend
Post Code Description	**N**	Displays based on the Post Code entered.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ without Premium.
Save/Print	**N**	Saves and Prints the endorsement with an application number.
Cancel	**N**	Closes the page.

CUBIC CAPACITY

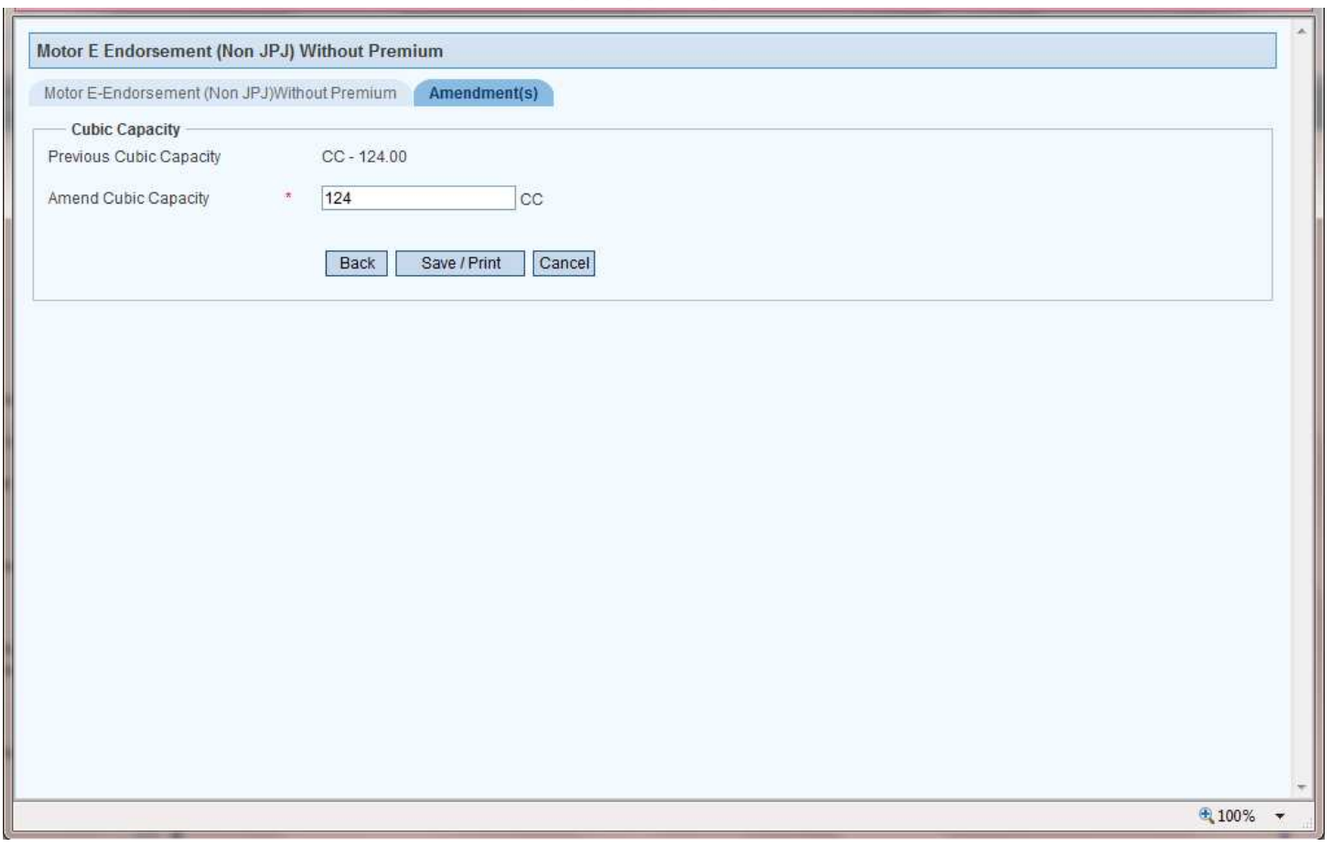


Image 1.154

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Previous Cubic Capacity	**N**	Displays existing Cubic Capacity.
Amend Cubic Capacity	**Y**	Enter Cubic Capacity to amend.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ without Premium.
Save/Print	**N**	Saves and Prints the endorsement with an application number.
Cancel	**N**	Closes the page.

VEHICLE NO

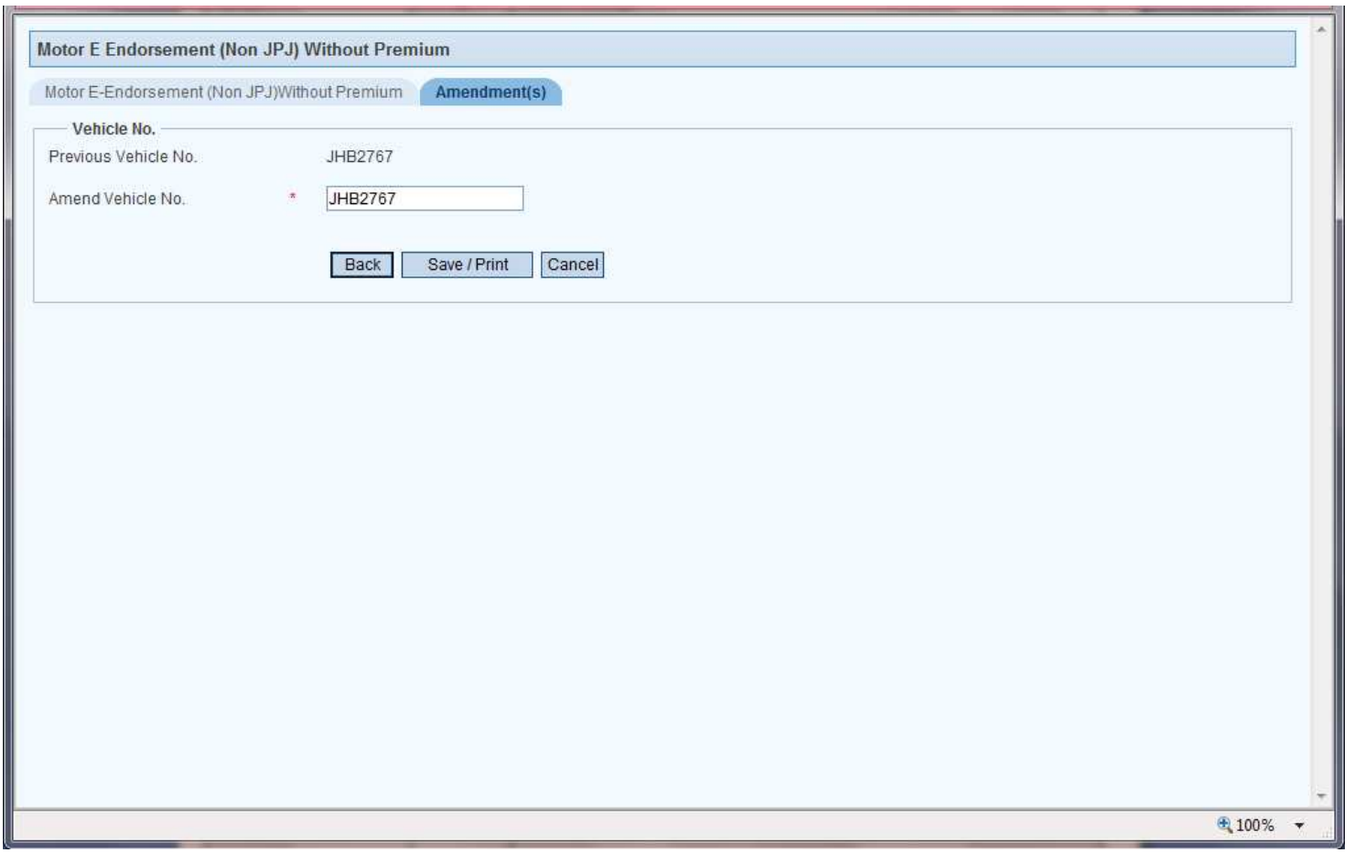


Image 1.155

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Previous Vehicle No.	**N**	Displays existing Vehicle number.
Amend Vehicle No.	**Y**	Enter Vehicle number to amend.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ without Premium.
Save/Print	**N**	Saves and Prints the endorsement with an application number.
Cancel	**N**	Closes the screen.

CHASSIS NO

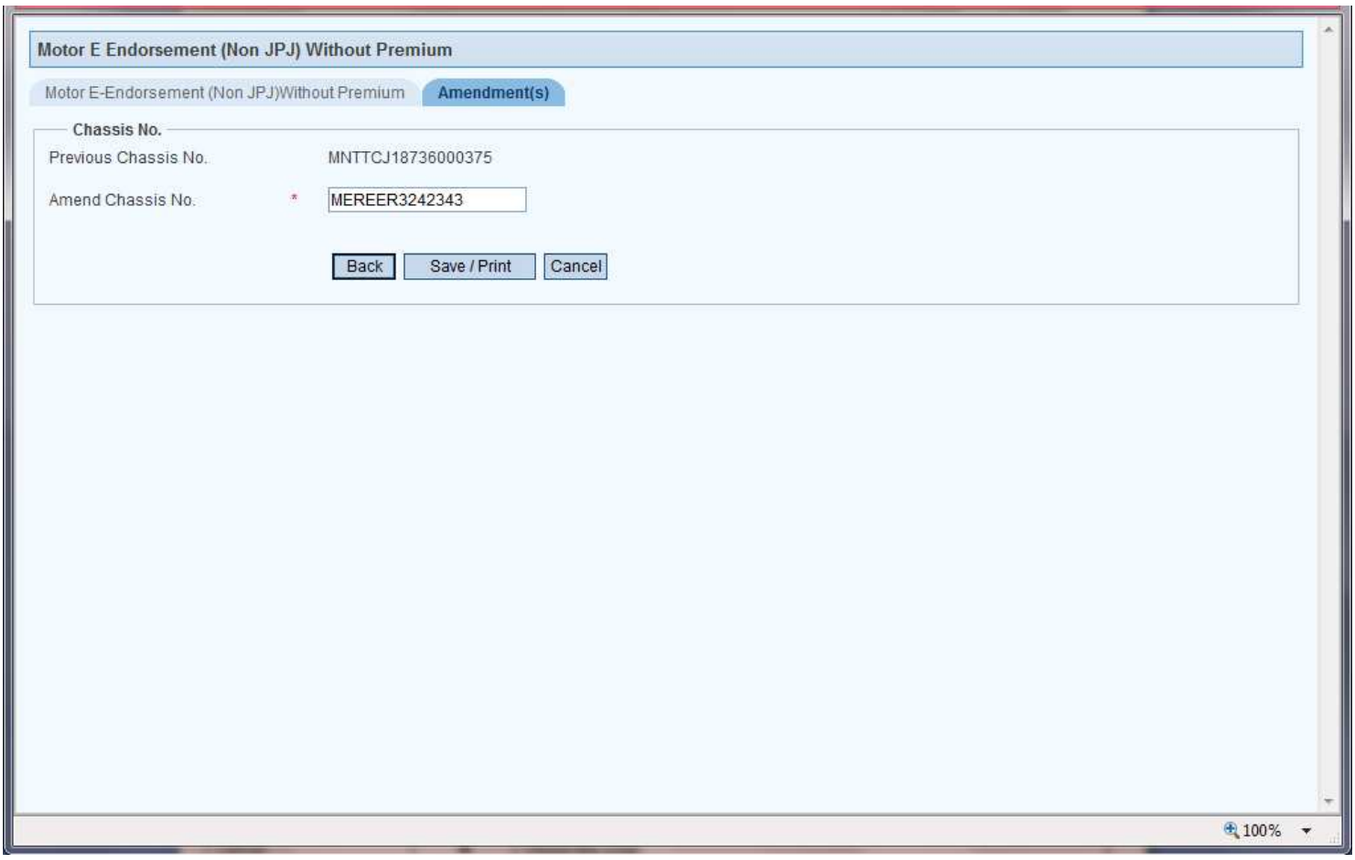


Image 1.156

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Previous Chassis No.	**N**	Displays existing Chassis number.
Amend Chassis No.	**Y**	Enter Chassis number to amend.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ without Premium.
Save/Print	**N**	Saves and Prints the endorsement with an application number.
Cancel	**N**	Closes the page.

HIRE PURCHASE

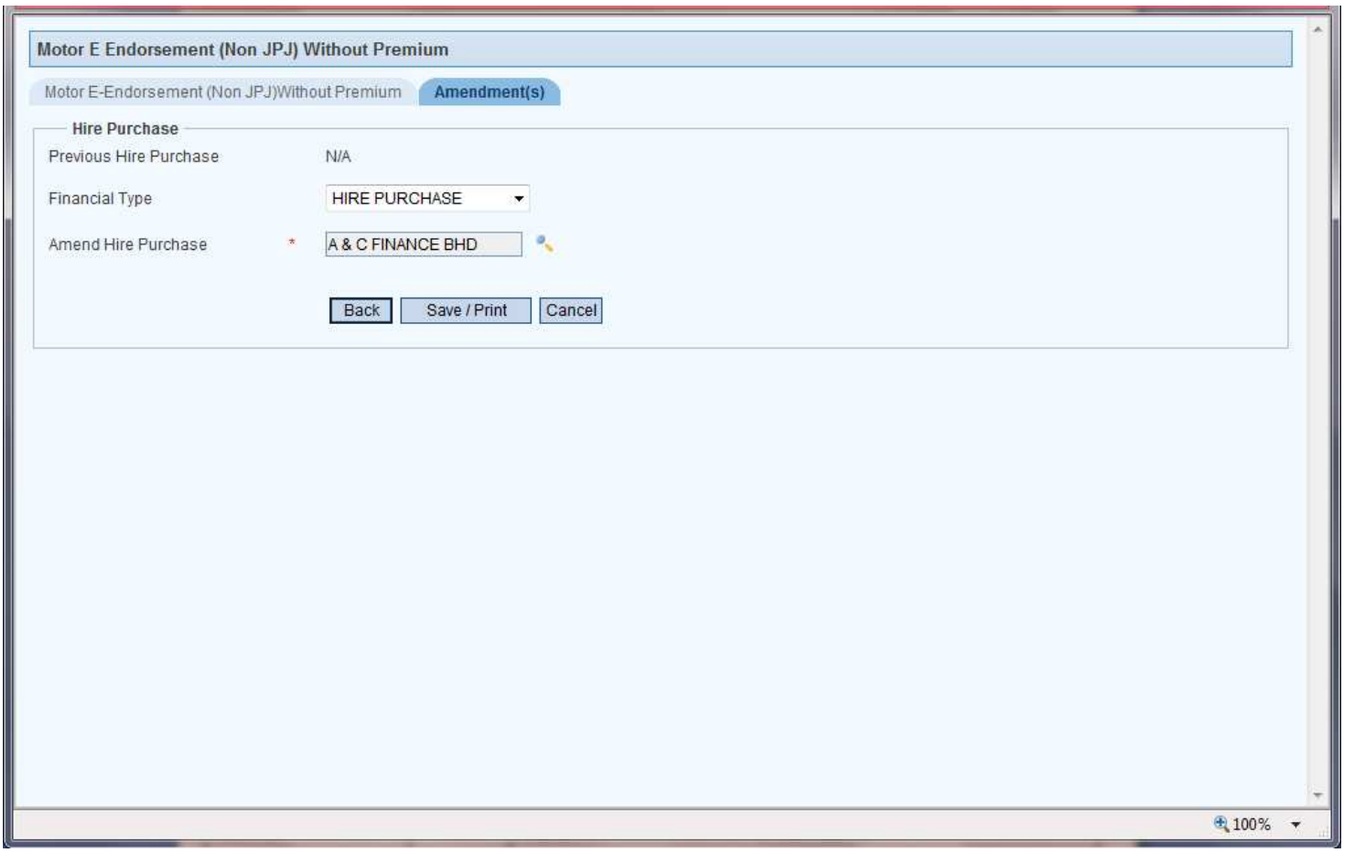


Image 1.157

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Previous Hire Purchase	**N**	Displays the existing Hire purchase info (if available).
Financial Type	**N**	Select the Financial Type.
Amend Hire Purchase	**Y**	Click the search icon and double click the selected row to populate new Hire Purchase to the field.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ without Premium.
Save/Print	**N**	Saves and Prints the endorsement with an application number.
Cancel	**N**	Closes the page.

INSURANCE FOR CANOPY

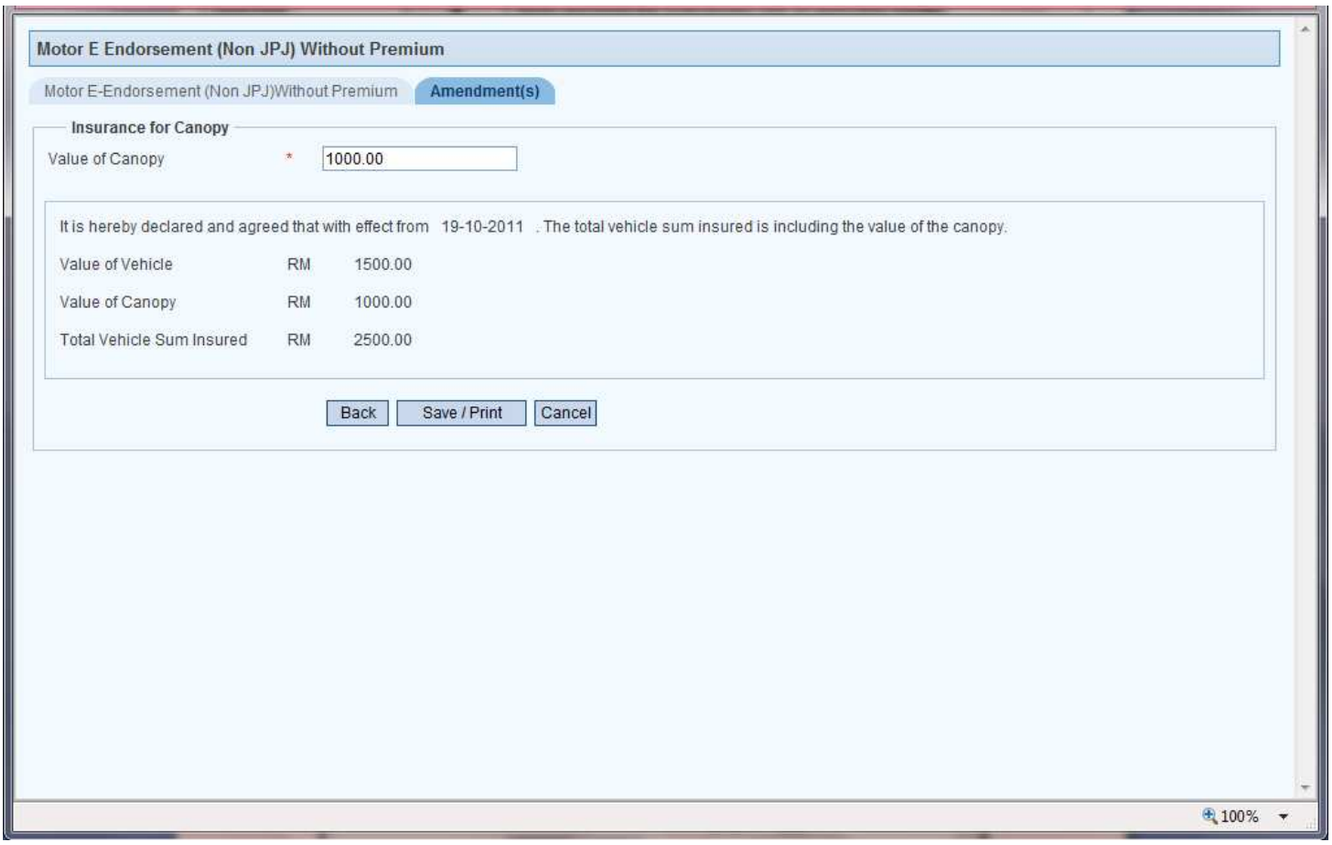


Image 1.158

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Value of Canopy	**Y**	Enter the Value of Canopy. **Does not allow Canopy value greater than Vehicle sum insured**.
Value of Vehicle	**N**	Displays Value of Vehicle.
Value of Canopy	**N**	Displays Value of Canopy (you entered).
Total Vehicle Sum Insured	**N**	Displays Total Vehicle Sum Insured (Sum of Canopy and Vehicle).
Back	**N**	Closes the amendment tab and redirects you to the previous tab: e Endorsement Non JPJ without Premium.
Save/Print	**N**	Saves and Prints the endorsement with an application number.
Cancel	**N**	Closes the page.

1.1.6.3 E Endorsement – DPPA/MCPA

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

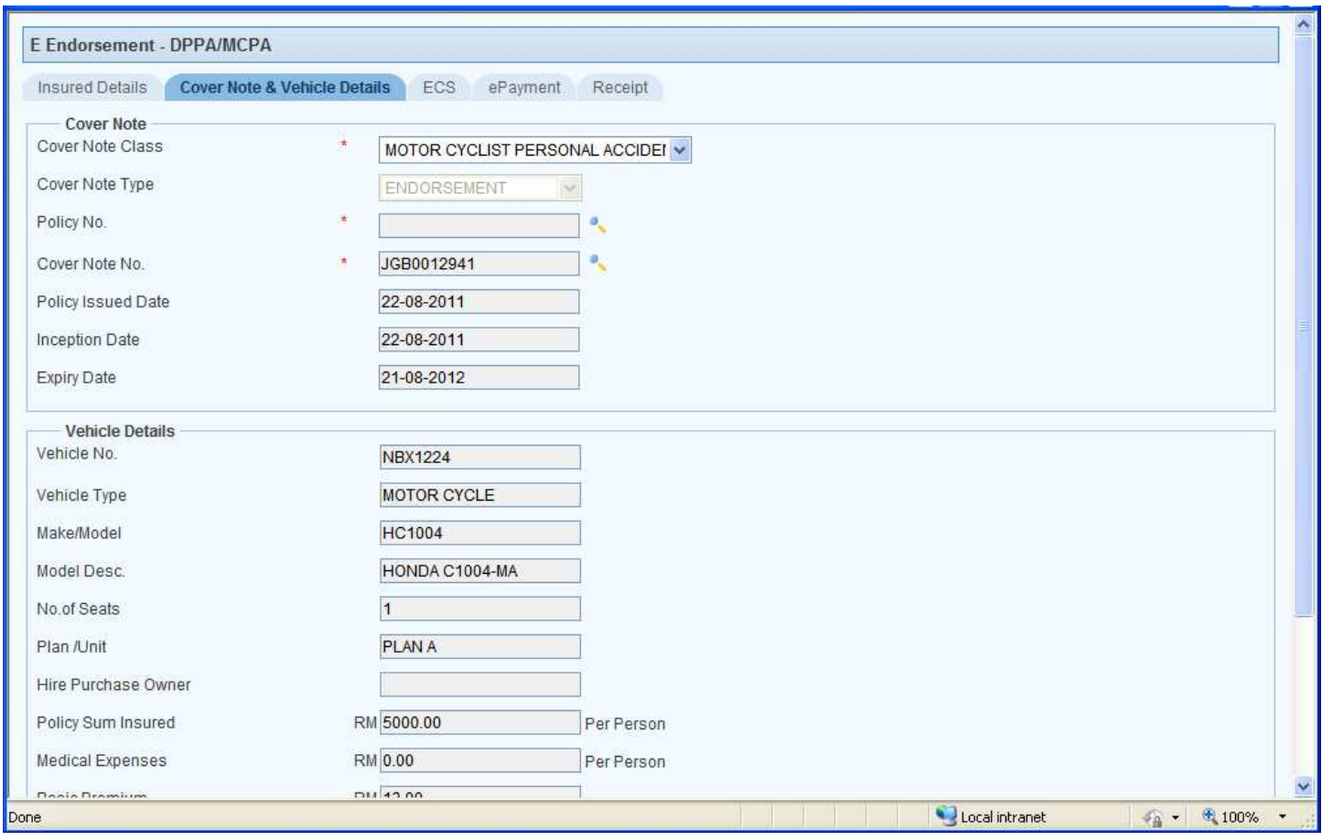


Image 1.159

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**Y**	Select the Cover Note class from the drop down list.
Cover Note Type	**N**	Displays the Cover Note Type as Endorsement.
Policy No	**N**	Click the Search button to invoke the search window and double click the selected record to populate the Policy number to the field. Expired policy is not allowed.
Cover Note No	**N**	Click the Search button to invoke the search window and double click the selected record to populate the Cover Note number to the field. If the Cover Note is processed as policy, the policy number is populated.
Policy Issued Date	**N**	Displays Current Date.
Inception Date	**N**	Displays Policy Inception Date.
Expiry Date	**N**	Displays Policy Expiry Date.
Vehicle No.	**N**	Displays Vehicle Number.
Vehicle Type	**N**	Displays Vehicle Type.
Make/Model	**N**	Displays Make of the vehicle.
Model Desc	**N**	Displays Model description.
No.of Seats	**N**	Displays Number of Seats available.
Plan /Unit	**N**	Displays Plan/Unit selected.
Hire Purchase Owner	**N**	Displays Hire Purchase Owner.
Policy Sum Insured	**N**	Displays Policy sum insured.
Medical Expenses	**N**	Displays Medical Expenses.

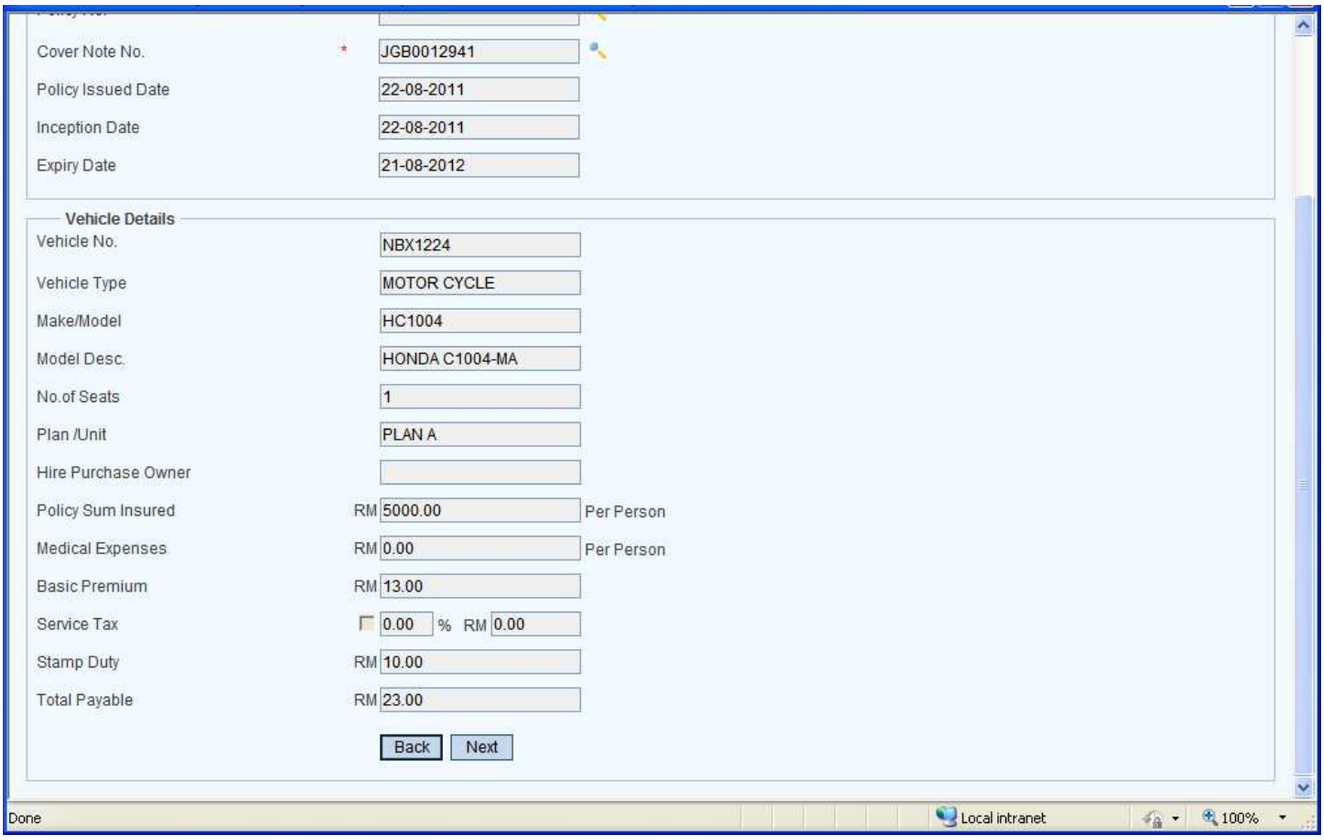


Image 1.160

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Basic Premium	**N**	Displays Basic Premium.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service Tax Amount based on the Service Tax %.
Stamp Duty	**N**	Displays Stamp Duty.
Total Payable	**N**	Displays Total Payable amount.
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: ECS.

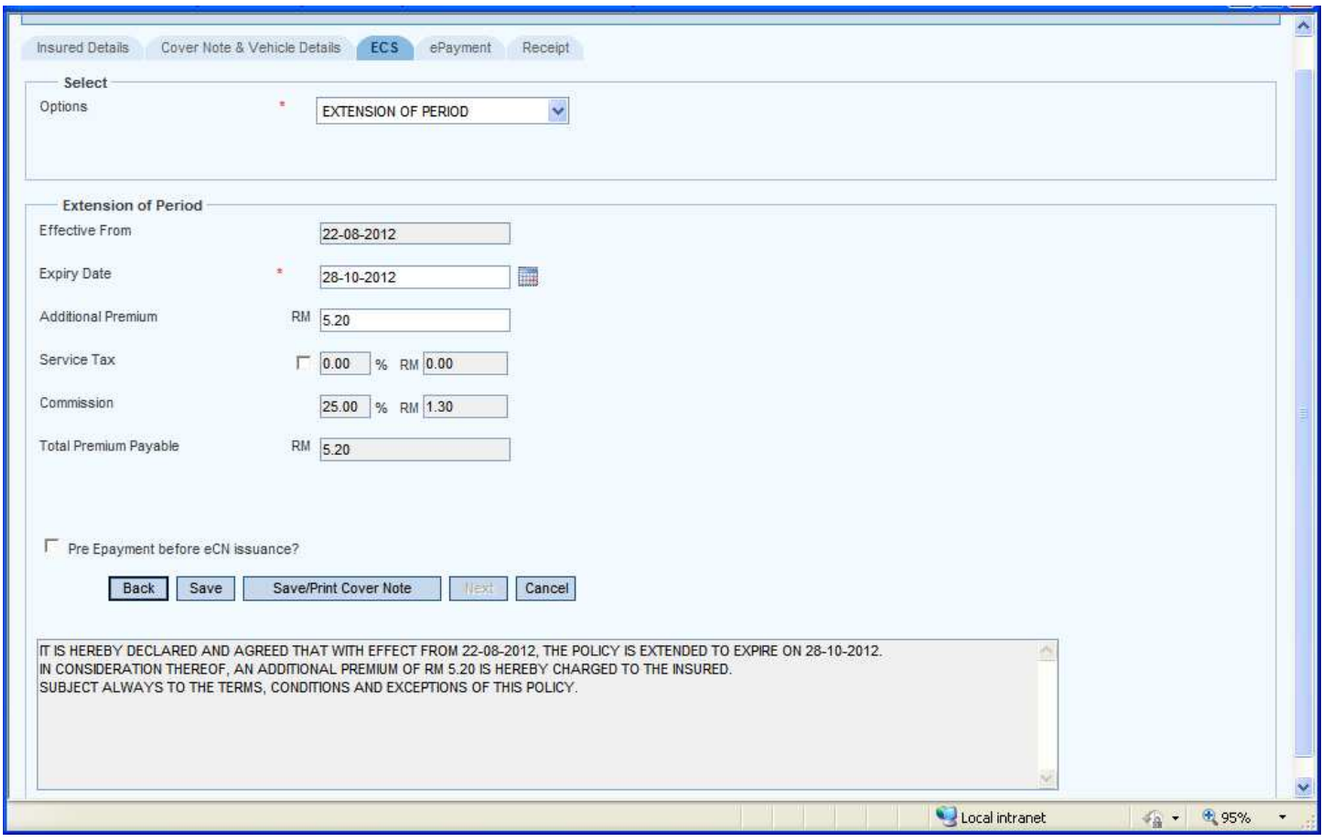


Image 1.161

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Options	Y	Select Options from the drop down list.
Effective From	Y	Displays policy expiry date + 1.
Expiry Date	Y	Enter the Expiry date.
Additional Premium	N	Displays Additional Premium.
Service Tax %	N	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	N	Displays the Service tax amount based on service tax %.
Commission %	N	Closes the amendment page and redirects you to the previous tab: e Endorsement (Non JPJ) with Premium.
Commission Amount	N	Displays Agent's Commission amount based on Commission %.
Rebate %	N	Displays Rebate % if it is Corporate Agent
Rebate Amount	N	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Back	N	Redirects you to the previous tab: Cover Note and Vehicle.
Save	N	Saves the cover note and generates a Reference Number.
Save/Print Cover Note	N	Saves and Prints the Cover Note with Cover note number.
Next	N	Redirects you to the next tab: e **Payment (if you've selected 'Pre ePayment before eCN issuance' check box).** Redirects you to the next tab: Receipt **(if you've Printed the cover note)**.
Cancel	N	Closes the page.
Endorsement Narration Text	N	Displays the Endorsement Narration Text.

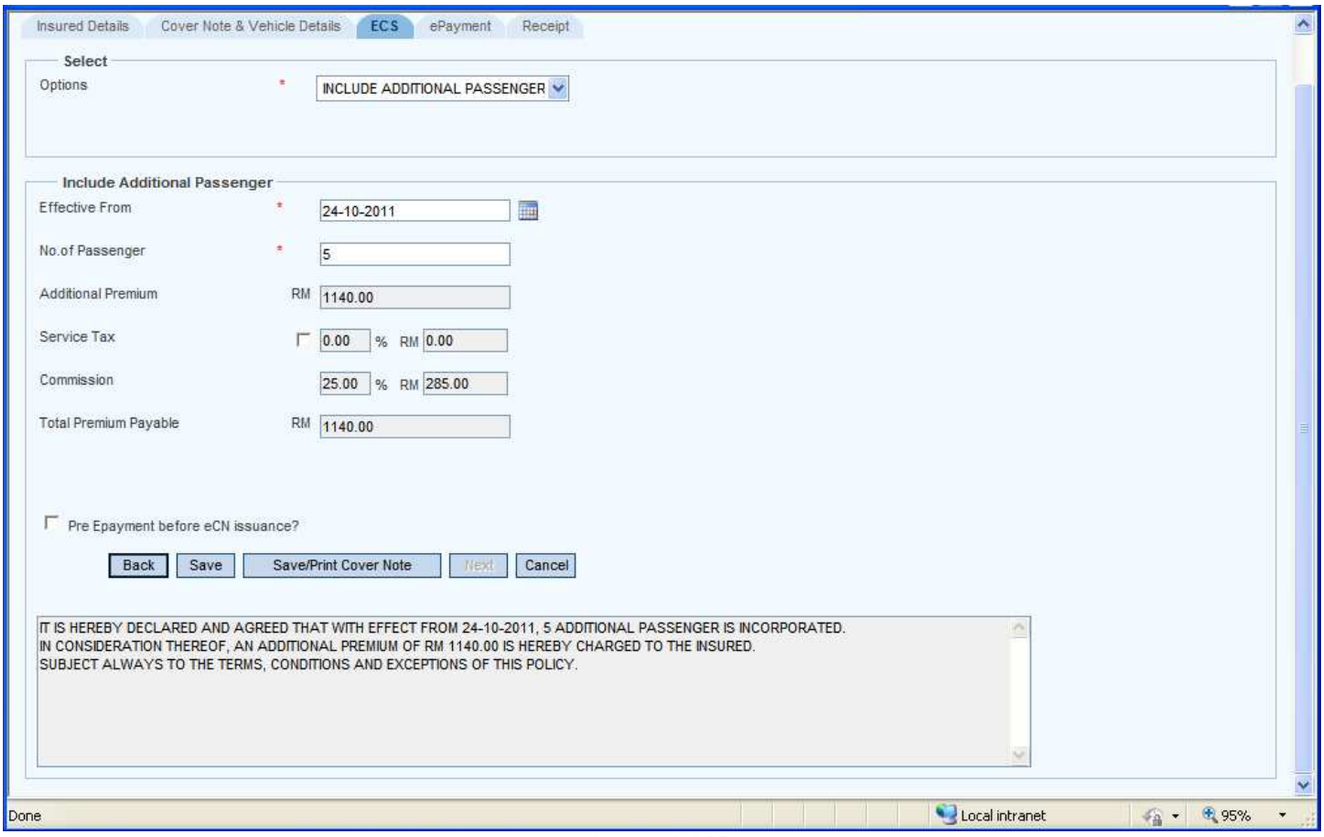


Image 1.162

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective From	Y	Displays Current date and allows you to change.
No. of Passengers	Y	Enter the number of passengers.
Additional Premium	N	Displays the Additional Premium.
Service Tax %	N	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	N	Displays the Service tax amount based on service tax %.
Commission %	N	Displays Agent's Commission %.
Commission Amount	N	Displays Agent's Commission amount based on Commission %.
Rebate %	N	Displays Rebate % if it is Corporate Agent
Rebate Amount	N	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Back	N	Redirects you to the previous tab: Cover Note and Vehicle.
Save	N	Saves the cover note and generates a Reference Number.
Save/Print Cover Note	N	Saves and Prints the Cover Note with Cover note number.
Next	N	Redirects you to the next tab: e **Payment (if you've selected 'Pre ePayment before eCN issuance' check box).** Redirects you to the next tab: Receipt **(if you've Printed the cover note)**.
Cancel	N	Closes the page.
Endorsement Narration Text	N	Displays the Endorsement Narration Text.

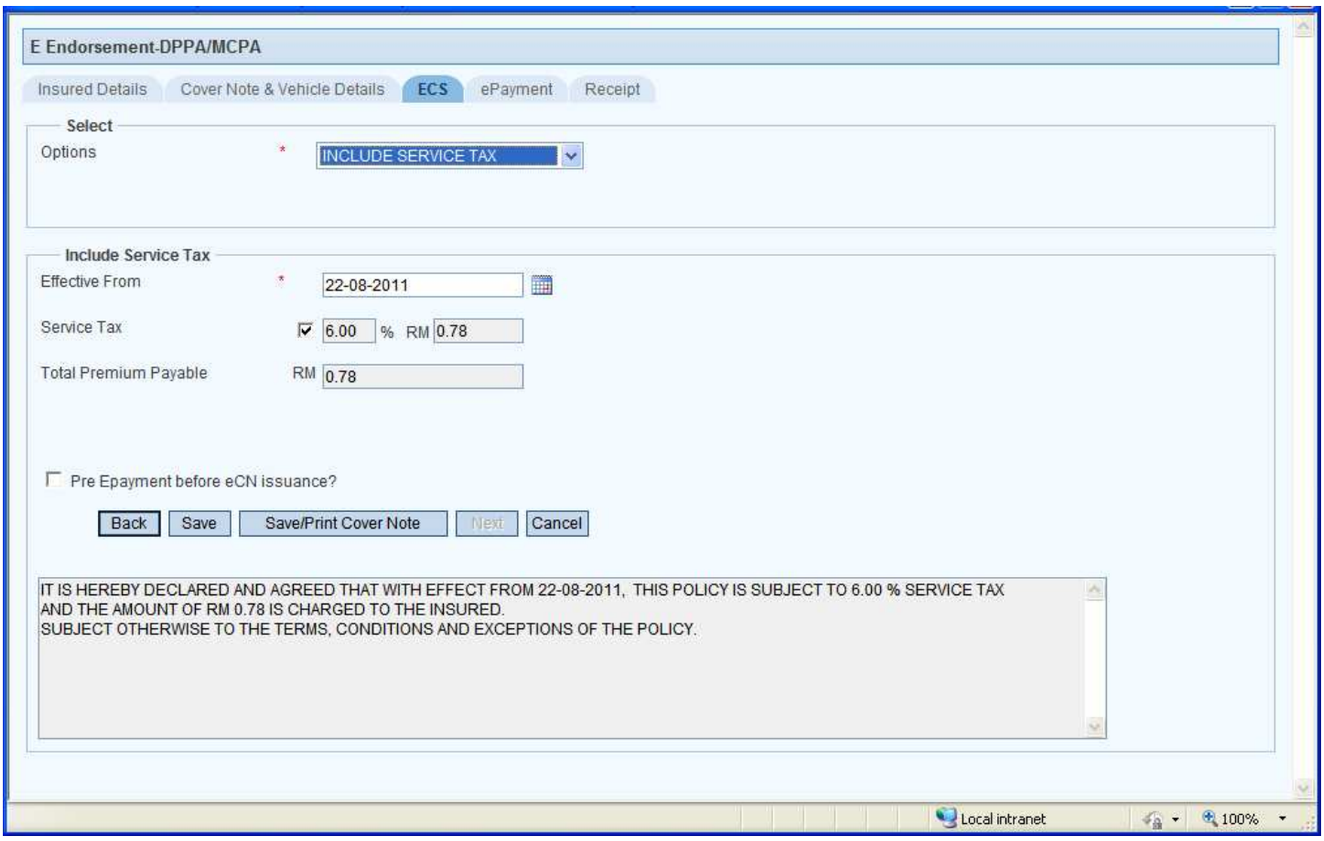


Image 1.163

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective From	**Y**	Displays Current date and allows you to change.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service tax amount based on service tax %.
Total Premium Payable	**N**	Displays the Premium Payable.
Back	**N**	Redirects you to the previous tab: Cover Note and Vehicle.
Save	**N**	Saves the cover note and generates a Reference Number.
Save/Print Cover Note	**N**	Saves and Prints the Cover Note with Cover note number.
Next	**N**	Redirects you to the next tab: e **Payment (if you've selected 'Pre ePayment before eCN issuance' check box).** Redirects you to the next tab: Receipt **(if you've Printed the cover note)**.
Cancel	**N**	Closes the page.
Endorsement Narration Text	**N**	Displays the Endorsement Narration Text.

For ePayment and Receipt process, please refer to 1.1.4

1.1.6.4 Perfect Rider

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE and VEHICLE DETAILS

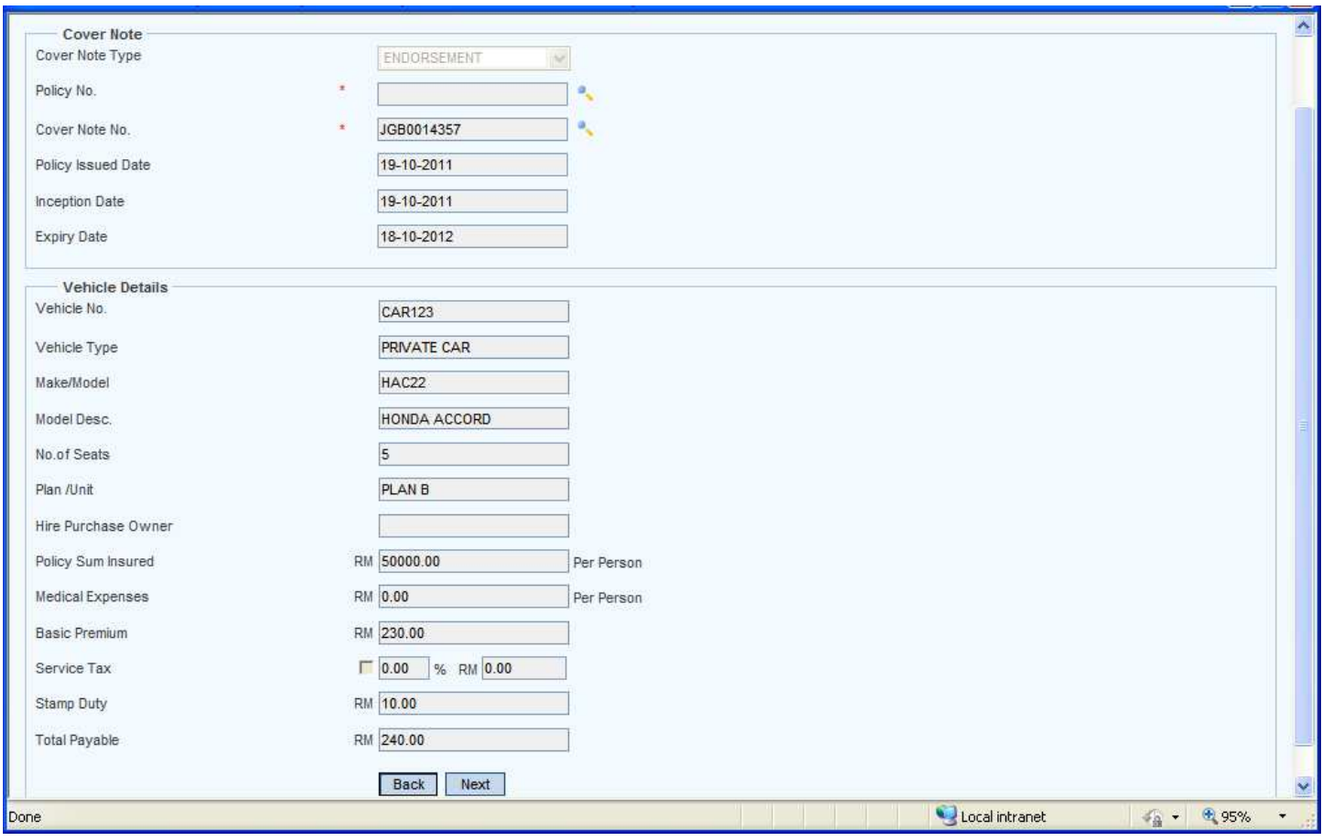


Image 1.164

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Type	**Y**	Displays the Cover Note Type as Endorsement .
Policy No	**N**	Click the Search button to invoke the search window and double click the selected record to populate the Policy number to the field. Expired policy is not allowed.
Cover Note No	**N**	Click the Search button to invoke the search window and double click the selected records to populate the Cover Note number to the field. If the Cover Note is processed as policy, the policy number is populated.
Policy Issued Date	**N**	Displays the Current Date.
Inception Date	**Y**	Displays Policy Inception Date.
Expiry Date	**Y**	Displays Policy Expiry Date.
Vehicle No.	**N**	Displays Vehicle Number.
Vehicle Type	**N**	Displays Vehicle Type.
Make/Model	**N**	Displays the Make.
Model Desc	**N**	Displays Model description.
No. of Seats	**N**	Displays Number of Seats available.
Plan /Unit	**N**	Displays Plan/Unit selected.
Hire Purchase Owner	**N**	Displays Hire Purchase Owner.
Policy Sum Insured	**N**	Displays Policy sum insured.
Medical Expenses	**N**	Displays the Medical Expenses.
Basic Premium	**N**	Displays the Basic Premium.
Service Tax %	**N**	Displays Service tax % (if available in the previous policy / cover note).
Service Tax Amount	**N**	Displays the Service Tax Amount based on the Service Tax %.
Stamp Duty	**N**	Displays Stamp Duty.
Total Payable	**N**	Displays the total payable amount for the insured.
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: ECS.

ECS

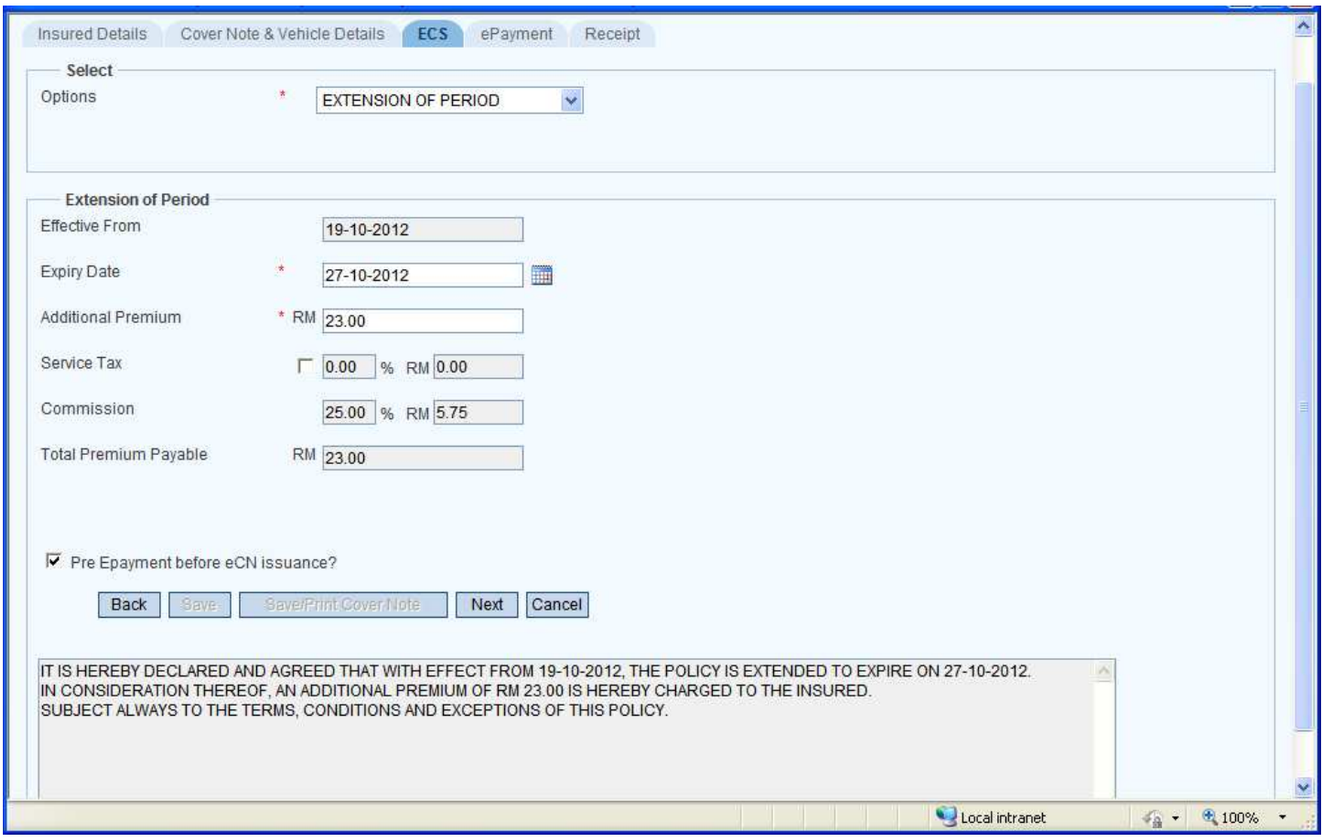


Image 1.165

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Options	**Y**	Select Options from the drop down list.
Effective From	**Y**	Displays policy expiry date + 1.
Expiry Date	**Y**	Enter Expiry date or select Date from Calendar Icon.
Additional Premium	**N**	Displays Additional Premium.
Service Tax %	**N**	Displays amount if Contact Type is 'Business' but allows you to select or unselect the check box, as per the need.
Service Tax Amount	**N**	Displays amount based on the service tax %.
Commission %	**N**	Displays Commission %.
Commission Amount	**N**	Displays Commission Amount based on Commission % of Additional Premium.
Total Premium Payable	**N**	Displays the Premium Payable.
Back	**N**	Redirects you to the previous tab: Covernote and Vehicle.
Save	**N**	Saves and Prints the Endorsement Cover Note.
Save/Print Cover Note	**N**	Saves and Prints the Cover Note with Cover note number.
Next	**N**	Displays the ePayment tab **(the button is enabled only if the Pre ePayment before eCN issuance is checked).**
Cancel	**N**	Closes the page.
Endorsement Narration Text	**N**	Displays the Endorsement Narration Text.

For ePayment and Receipt process, please refer to 1.1.4

1.1.6.5 Auto Shield Insurance

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE and VEHICLE DETAILS

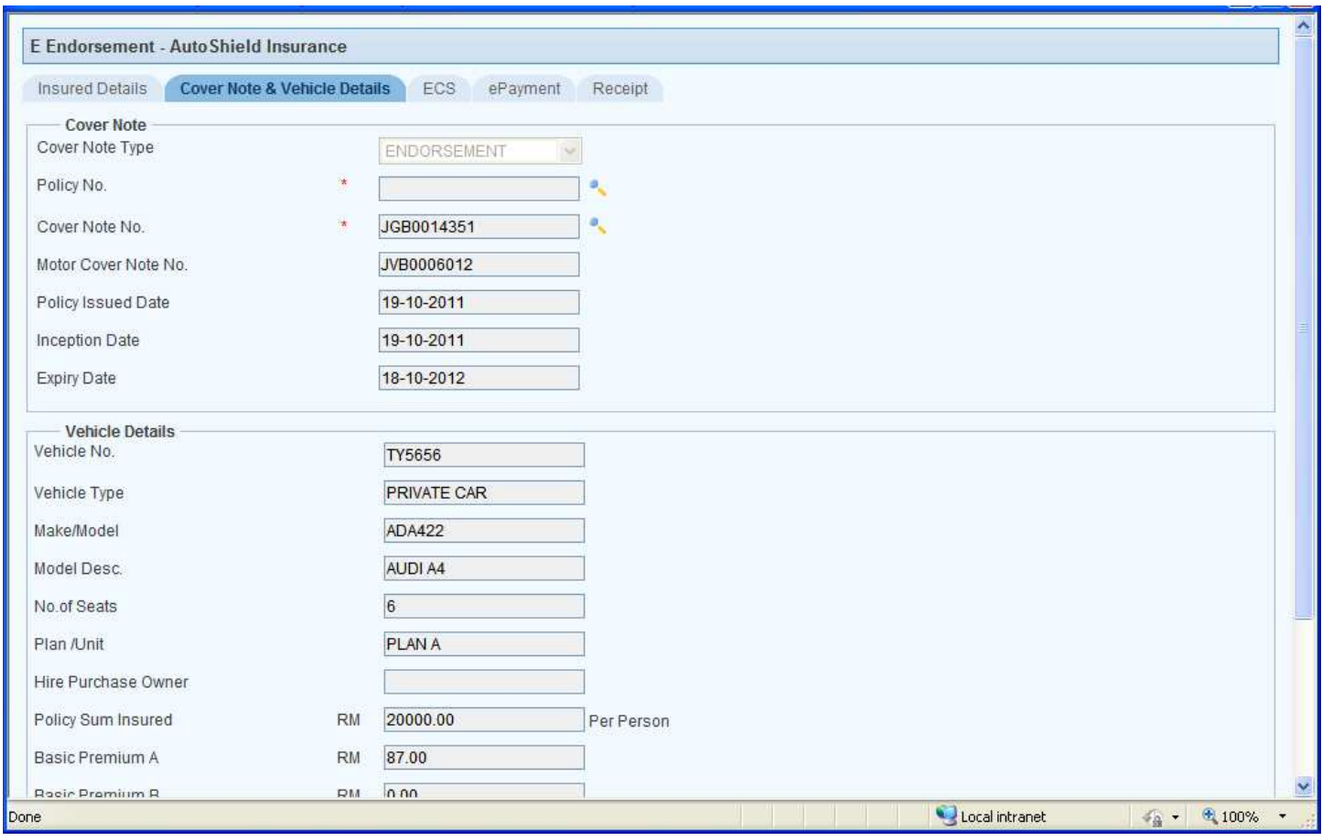


Image 1.166

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Type	**Y**	Displays the Cover Note Type as Endorsement.
Policy No	**N**	Click the Search button to invoke the search window and double click the selected record to populate the Policy number to the field. Expired policy is not allowed.
Cover Note No	**N**	Click the Search button to invoke the search window and double click the selected records to populate the Cover Note number to the field. If the Cover Note is processed as policy, the policy number is populated.
Motor Cover Note No	**N**	Displays cover note number converted from New Business (motor).
Policy Issued Date	**N**	Displays the Current Date.
Inception Date	**Y**	Displays Policy Inception Date.
Expiry Date	**Y**	Displays Policy Expiry Date.
Vehicle No.	**N**	Displays Vehicle Number.
Vehicle Type	**N**	Displays Vehicle Type.
Make/Model	**N**	Displays the Make.
Model Desc	**N**	Displays Model description.
No.of Seats	**N**	Displays Number of Seats available.
Plan /Unit	**N**	Displays Plan/Unit selected.
Hire Purchase Owner	**N**	Displays Hire Purchase Owner.
Policy Sum Insured	**N**	Displays Policy sum insured.
Basic Premium A	**N**	Displays Basic Premium A Amount.

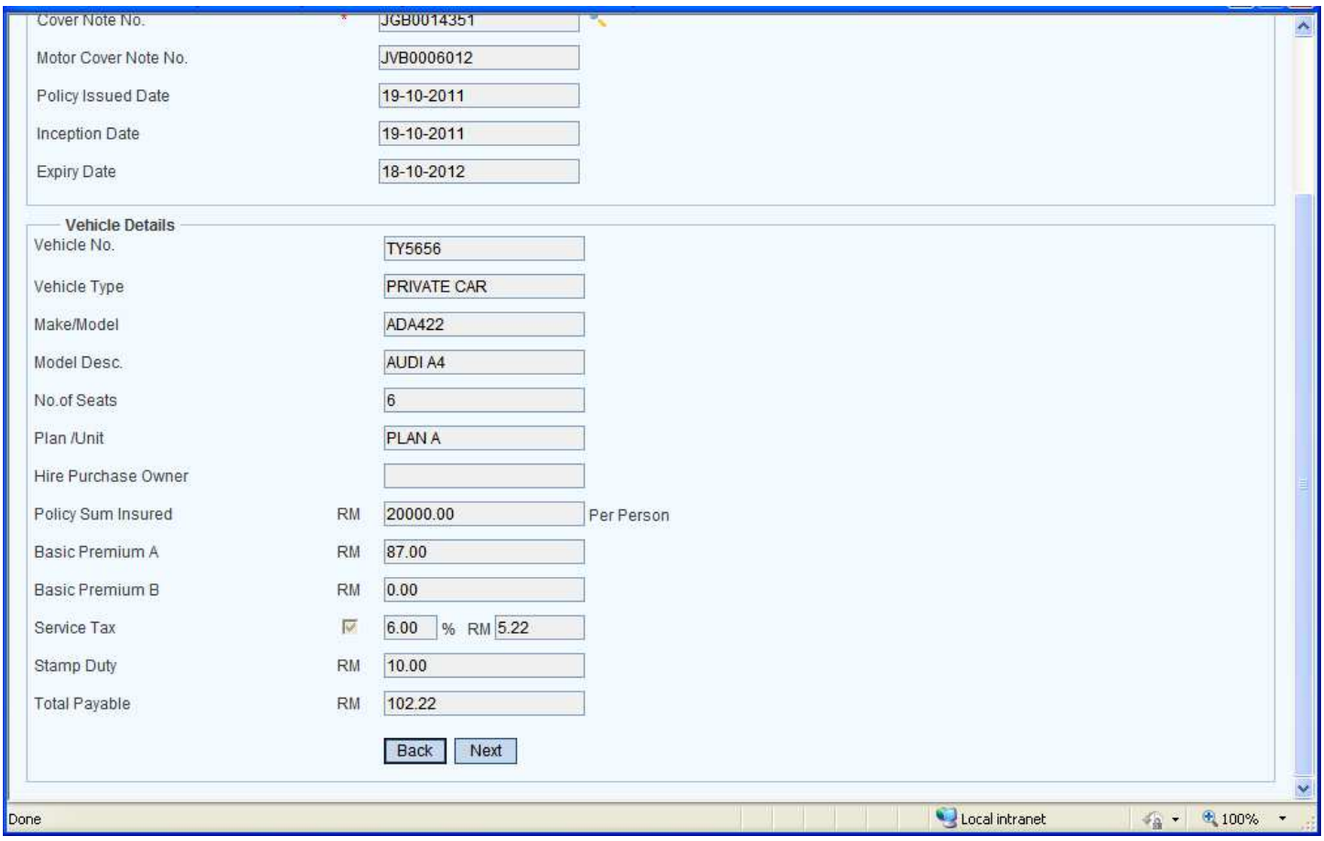


Image 1.167

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Basic Premium B	**N**	Displays Basic Premium B Amount.
Service Tax %	**N**	Displays Service tax % (if available in the previous policy / cover note).
Service Tax Amount	**N**	Displays the Service Tax Amount based on the Service Tax %.
Stamp Duty	**N**	Displays Stamp Duty.
Total Payable	**N**	Displays the total payable amount for the insured .
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: ECS.

ECS

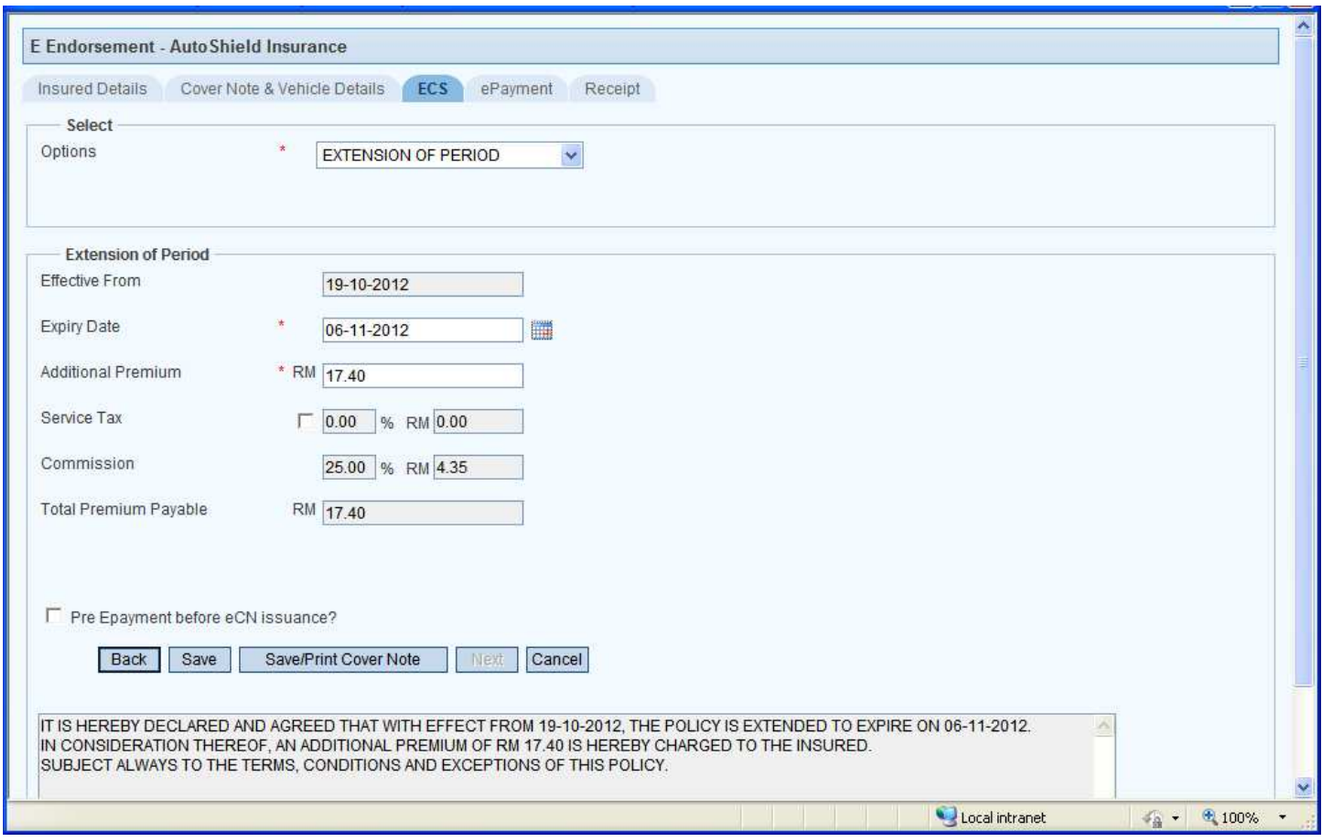


Image 1.168

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Options	Y	Select Options from the drop down list.
Effective From	Y	Displays policy expiry date + 1.
Expiry Date	Y	Enter Expiry date or select Date from Calendar Icon.
Additional Premium	N	Displays Additional Premium.
Service Tax %	N	Displays amount if Contact Type is 'Business' but allows you to select or unselect the check box, as per the need.
Service Tax Amount	N	Displays amount based on the service tax %.
Commission %	N	Displays Commission %.
Commission Amount	N	Displays Commission Amount based on Commission % of Additional Premium.
Total Premium Payable	N	Displays the Premium Payable.
Back	N	Redirects you to the previous tab: Covernote and Vehicle.
Save	N	Saves and Prints the Endorsement Cover Note.
Save/Print Cover Note	N	Saves and Prints the Cover Note with Cover note number.
Next	N	Displays the ePayment tab **(the button is enabled only if the Pre ePayment before eCN issuance is checked).**
Cancel	N	Closes the page.
Endorsement Narration Text	N	Displays the Endorsement Narration Text.

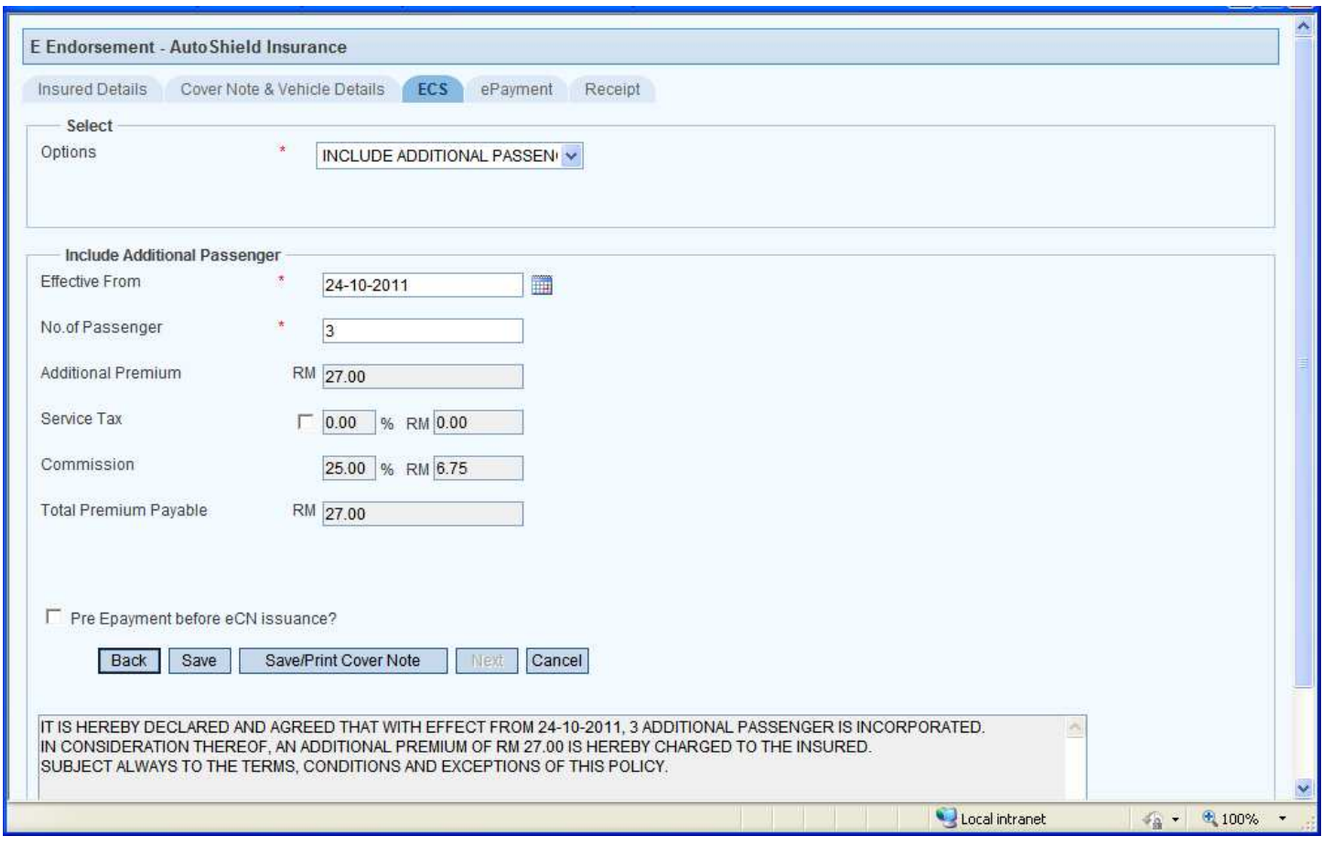


Image 1.169

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective From	**Y**	Displays Current date and allows you to change.
No. of Passengers	**Y**	Enter the number of passengers.
Additional Premium	**N**	Displays the Additional Premium.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service tax amount based on service tax %.
Commission %	**N**	Displays Agent's Commission %.
Commission Amount	**N**	Displays Agent's Commission amount based on Commission %.
Total Premium Payable	**N**	Displays the Premium Payable.
Back	**N**	Redirects you to the previous tab: Cover Note and Vehicle.
Save	**N**	Saves the cover note and generates a Reference Number.
Save/Print Cover Note	**N**	Saves and Prints the Cover Note with Cover note number.
Next	**N**	Redirects you to the next tab: e **Payment (if you've selected 'Pre ePayment before eCN issuance' check box).** Redirects you to the next tab: Receipt **(if you've Printed the cover note)**.
Cancel	**N**	Closes the page.
Endorsement Narration Text	**N**	Displays the Endorsement Narration Text.

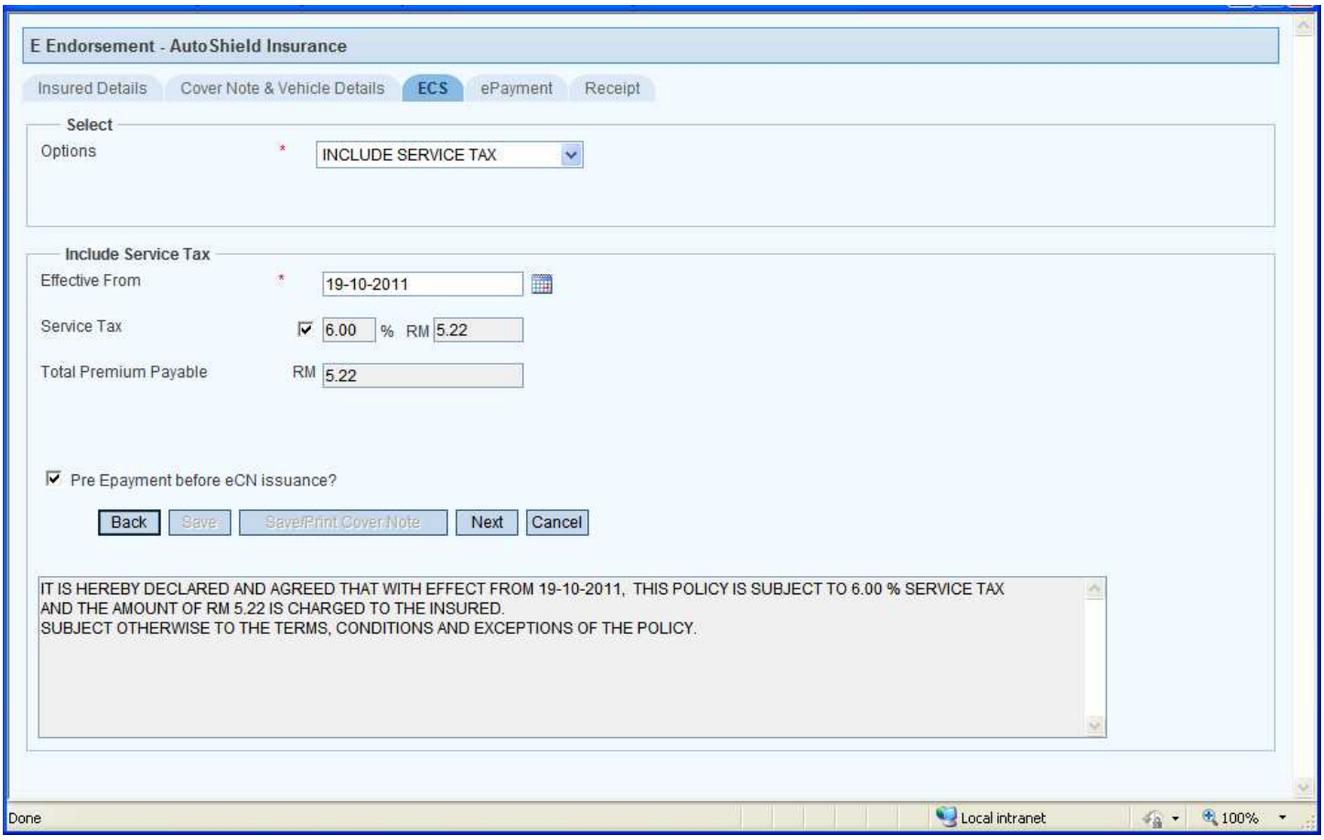


Image 1.170

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective From	**Y**	Displays Current date and allows you to change.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service tax amount based on service tax %.
Total Premium Payable	**N**	Displays the Premium Payable.
Back	**N**	Redirects you to the previous tab: Cover Note and Vehicle.
Save	**N**	Saves the cover note and generates a Reference Number.
Save/Print Cover Note	**N**	Saves and Prints the Cover Note with Cover note number.
Next	**N**	Redirects you to the next tab: e **Payment (if you've selected 'Pre ePayment before eCN issuance' check box).** Redirects you to the next tab: Receipt **(if you've Printed the cover note)**.
Cancel	**N**	Closes the page.
Endorsement Narration Text	**N**	Displays the Endorsement Narration Text.

For ePayment and Receipt process, please refer to 1.1.4

1.1.7 Free Text Endorsement (Motor)

1.1.7.1 Endorsement Application Slip (Motor)

APPLICATION SLIP

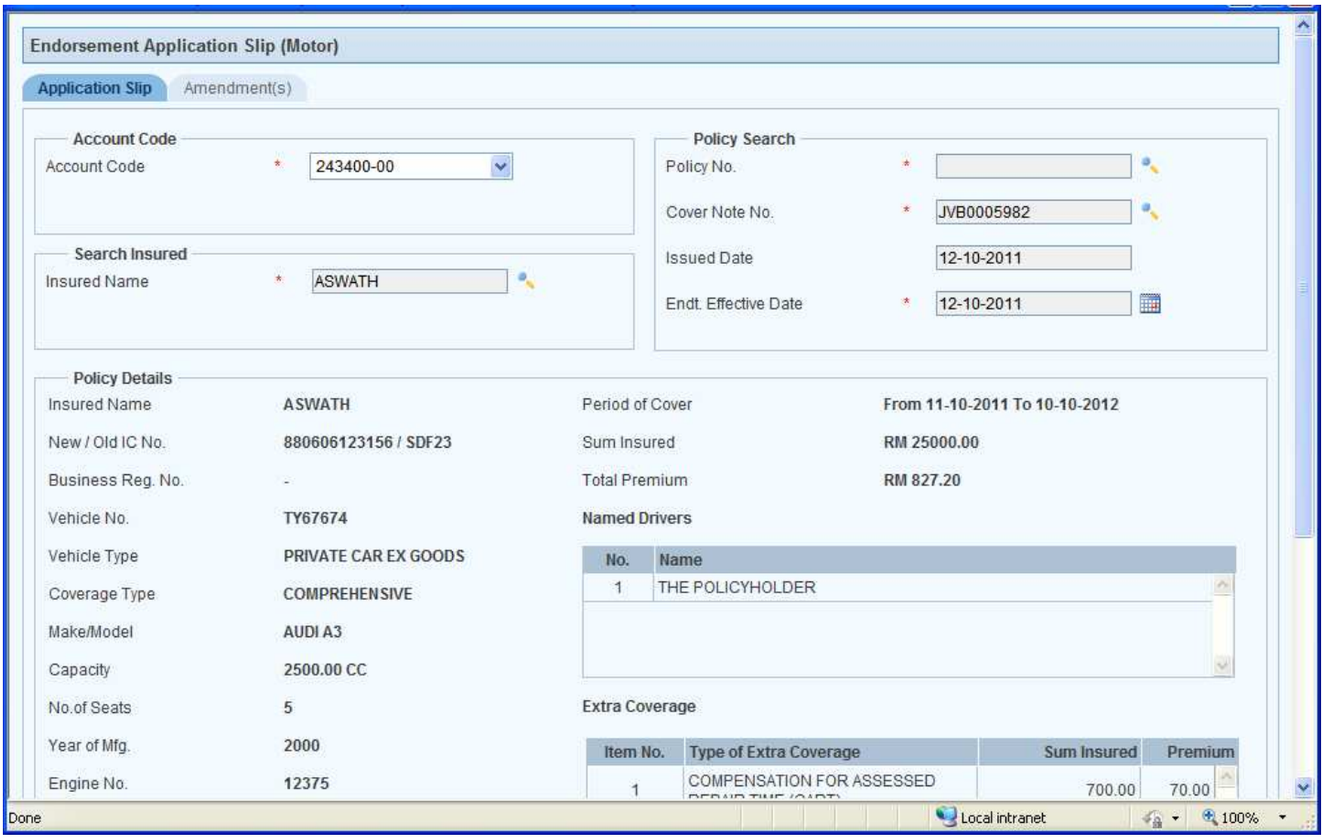


Image 1.171

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Account Code	Y	Displays the agents account code.
Insured Name	Y	Displays the Client Name from the Search Window. Click search button, to invoke the search window and double click the selected record, to auto populate the Insured's name. System does not allow proceeding if the New Ic/Old Ic/Business Reg No. of the Insured selected is blacklisted.
Policy No.	Y	Displays Policy No. from the search window. Click search button, to invoke the search window and double click the selected record, to auto populate the Policy no. System does not allow proceeding if the vehicle number of the selected Policy is blacklisted.
Cover Note No.	Y	Displays Cover Note No. from the search window. Click search button, to invoke the search window and double click the selected record, to auto populate the Cover Note no. System does not allow proceeding if the vehicle number of the selected Cover Note is blacklisted.
Issue Date	N	Displays the Current Date by default.
Endt. Effective Date	N	Displays the current date (or Inception date for future dated policy/cover note).
Insured Name	N	Displays the Insured Name of the selected Client.
New IC / Old IC No	N	Displays the New IC or Old IC No (if available) of the selected Client..
Business Reg. No.	N	Displays the Business Regn No (if available) of the selected Client.
Vehicle No.	N	Displays the Vehicle No of the selected Policy or Covernote.
Vehicle Type	N	Displays the Vehicle Type of the selected Policy or Covernote.
Coverage Type	N	Displays the Coverage Type of the selected Policy or Covernote.
Make / Model	N	Displays the Make Model of the vehicle of the selected Policy or Covernote.
Capacity	N	Displays the Capacity of the Vehicle of the selected Policy or Covernote.
No. of Seats	N	Displays No. of Seats available in the Vehicle of the selected Policy or Covernote.
Year of Mfg.	N	Displays the Manufacturing Year of the Vehicle of the selected Policy or Covernote.
Engine No.	N	Displays the Engine No of the selected Policy or Covernote.

APPLICATION SLIP Contd...

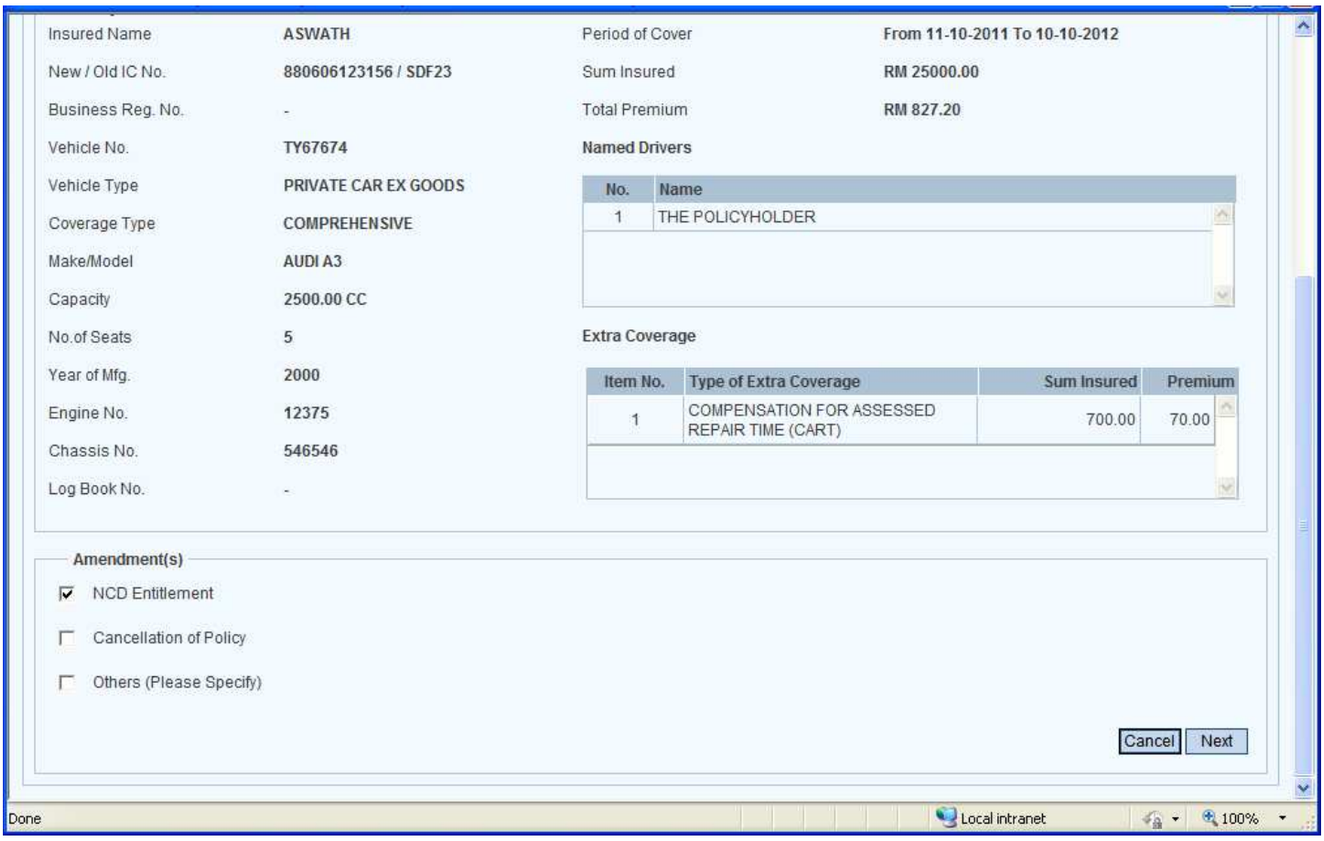


Image 1.172

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Chassis No.	**N**	Displays the Chassis No of the selected Policy or Covernote.
Log Book No.	**N**	Displays the Log Book No (if available) of the selected Policy or Covernote.
Period Of Cover	**N**	Displays the Period Of Cover of the selected Policy or Covernote.
Sum Insured	**N**	Displays the Sum Insured of the selected Policy or Covernote.
Total Premium	**N**	Displays the Total Premium of the selected Policy or Covernote.
Table of Named drivers	**N**	Displays the Named drivers available of the selected Policy or Covernote.
Table of Extra Coverage	**N**	Displays the Extra Coverage available with the details: Sum Insured and Premium of the selected Policy or Covernote.
Amendments	**Y**	Displays below amendments available for Endorsement. • NCD Entitlement • Cancellation of Policy • Others (Please Specify) Selecting only one checkbox is allowed at a time
Cancel	**N**	Closes the page.
Next	**N**	Displays the selected amendment in the next tab.

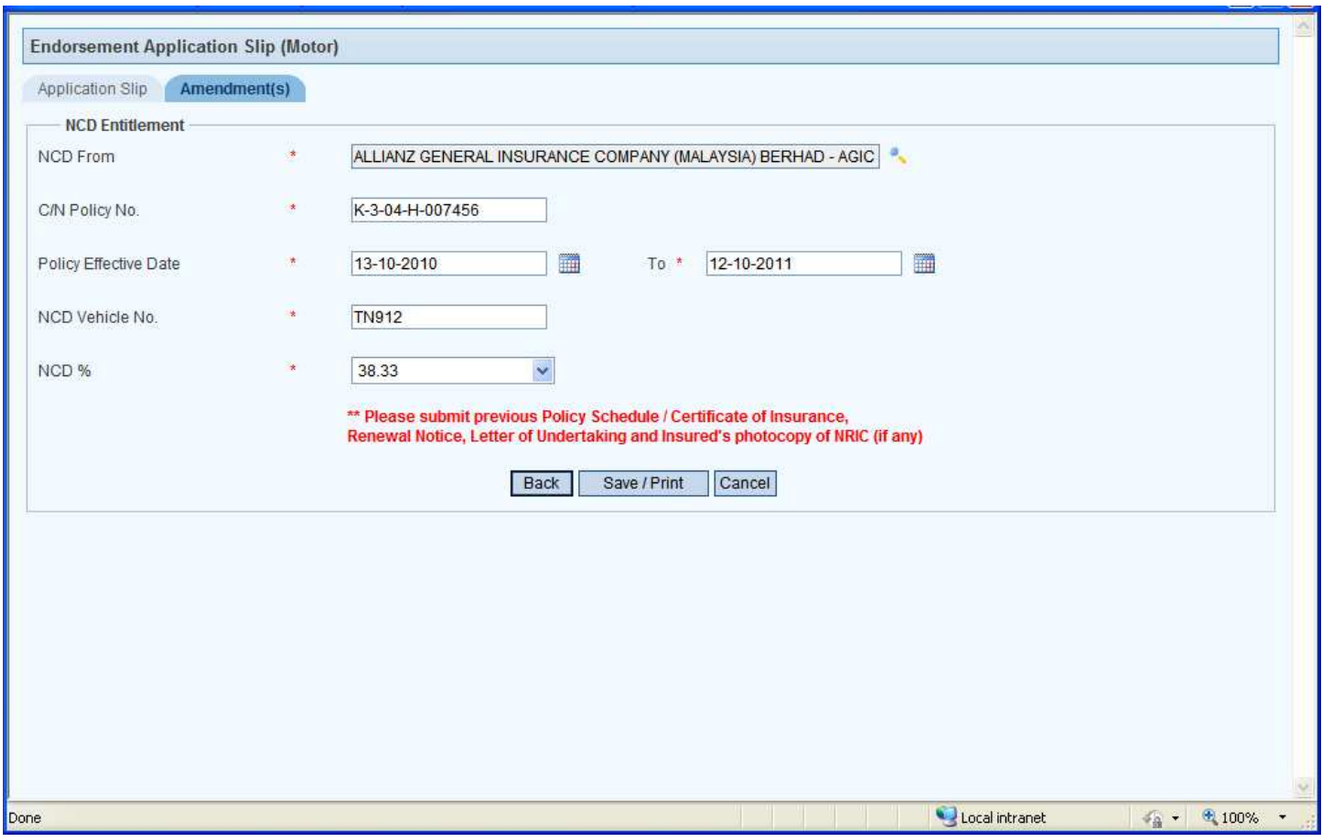


Image 1.173

User Interface		
Field	**Mandatory (Y/N)**	**Description**
NCD From	**Y**	Displays the 'NCD From' from the Search Window. Click search button, to invoke the search window and double click the selected record, to auto populate the desired 'NCD From' name.
C/N Policy No.	**Y**	Enter the Cover Note Policy Number. System allows Alphabets and Numeric values only
Policy Effective Date	**Y**	Displays 1 year back from System date by default but allow you to change.
To	**Y**	Displays System Date by default but allows you enter a date greater than Policy Effective Date.
NCD Vehicle No.	**Y**	Enter the Vehicle Number for which NCD is obtained. Accepts Alphabets, Numerals and Special Character '/' only. System does not allow proceeding further, if the vehicle number is blacklisted.
NCD %	**Y**	Select the applicable NCD % from the Combo.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: Application Slip.
Save/Print	**Y**	Saves and Prints the endorsement with an Application number.
Cancel	**N**	Closes the screen.

CANCELLATION OF POLICY

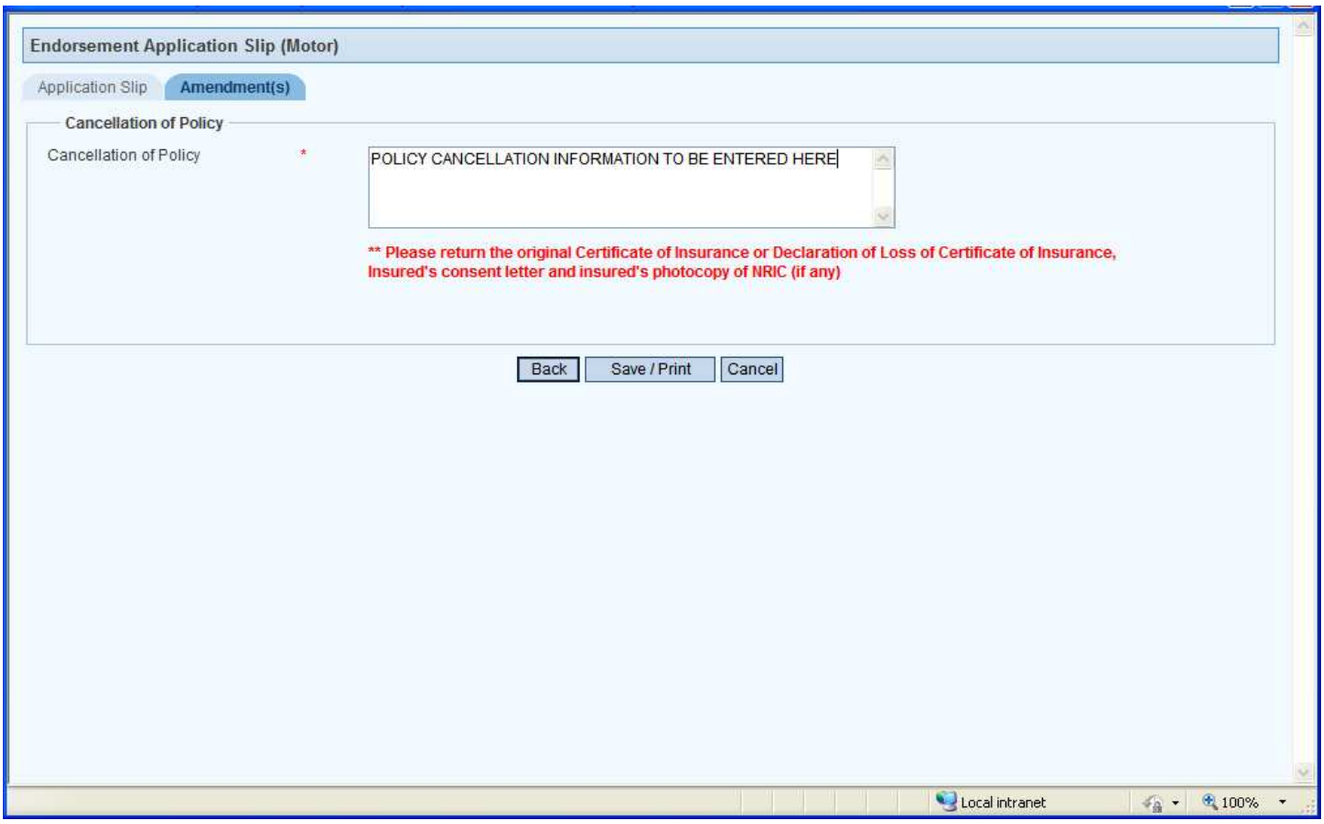


Image 1.174

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cancellation Policy	**Y**	Enter Cancellation Details. System allows Alphabets, Numeric and Special characters.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: Application Slip.
Save/Print	**Y**	Saves and Prints the endorsement with an Application number.
Cancel	**N**	Closes the screen.

OTHERS

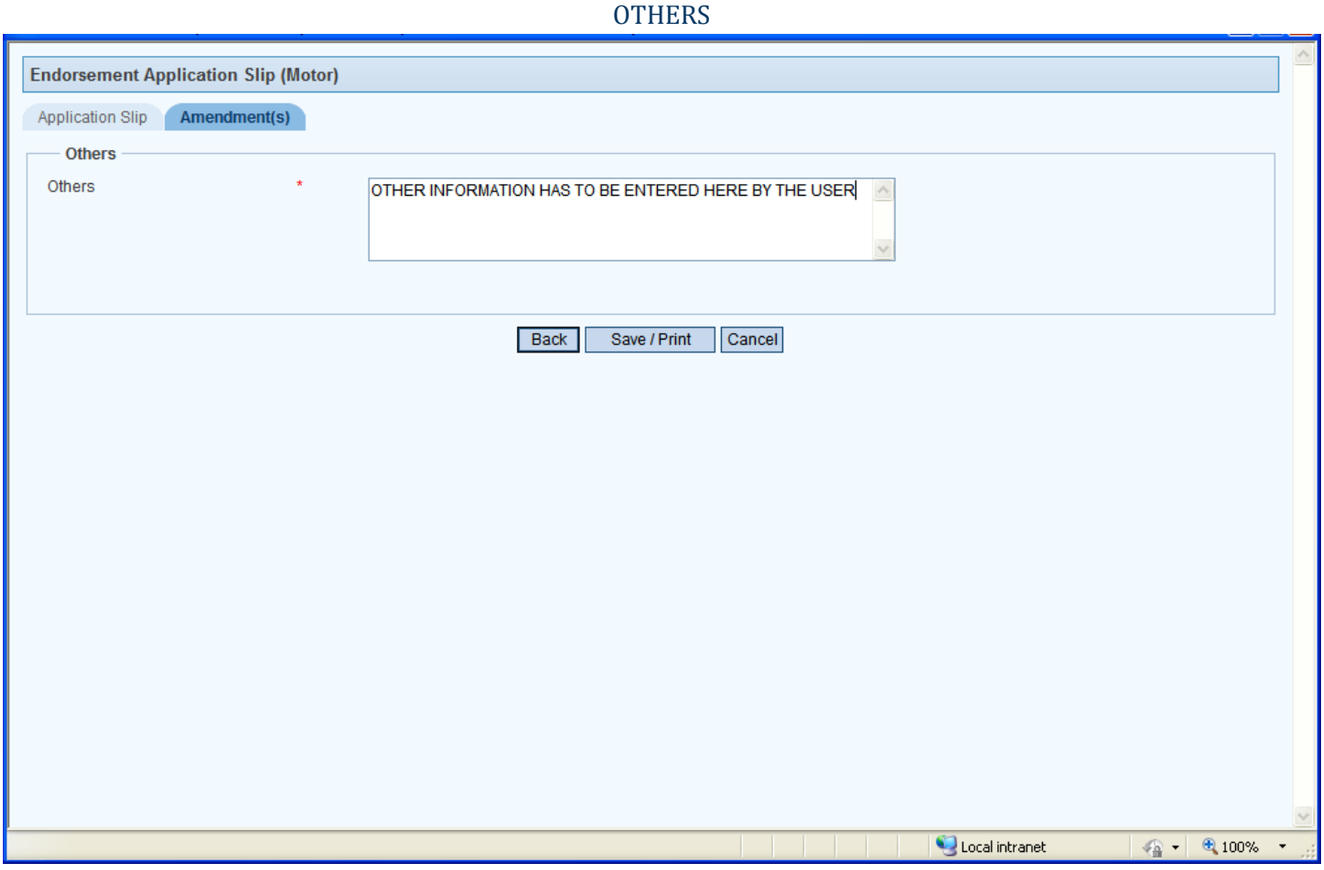


Image 1.175

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Others (Please specify)	**Y**	Enter Other Details. System allows Alphabets, Numeric and Special characters.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: Application Slip.
Save/Print	**Y**	Saves and Prints the endorsement with an Application number.
Cancel	**N**	Closes the screen.

1.1.7.2 Endorsement Confirmation Slip

IMPORTANT NOTICE

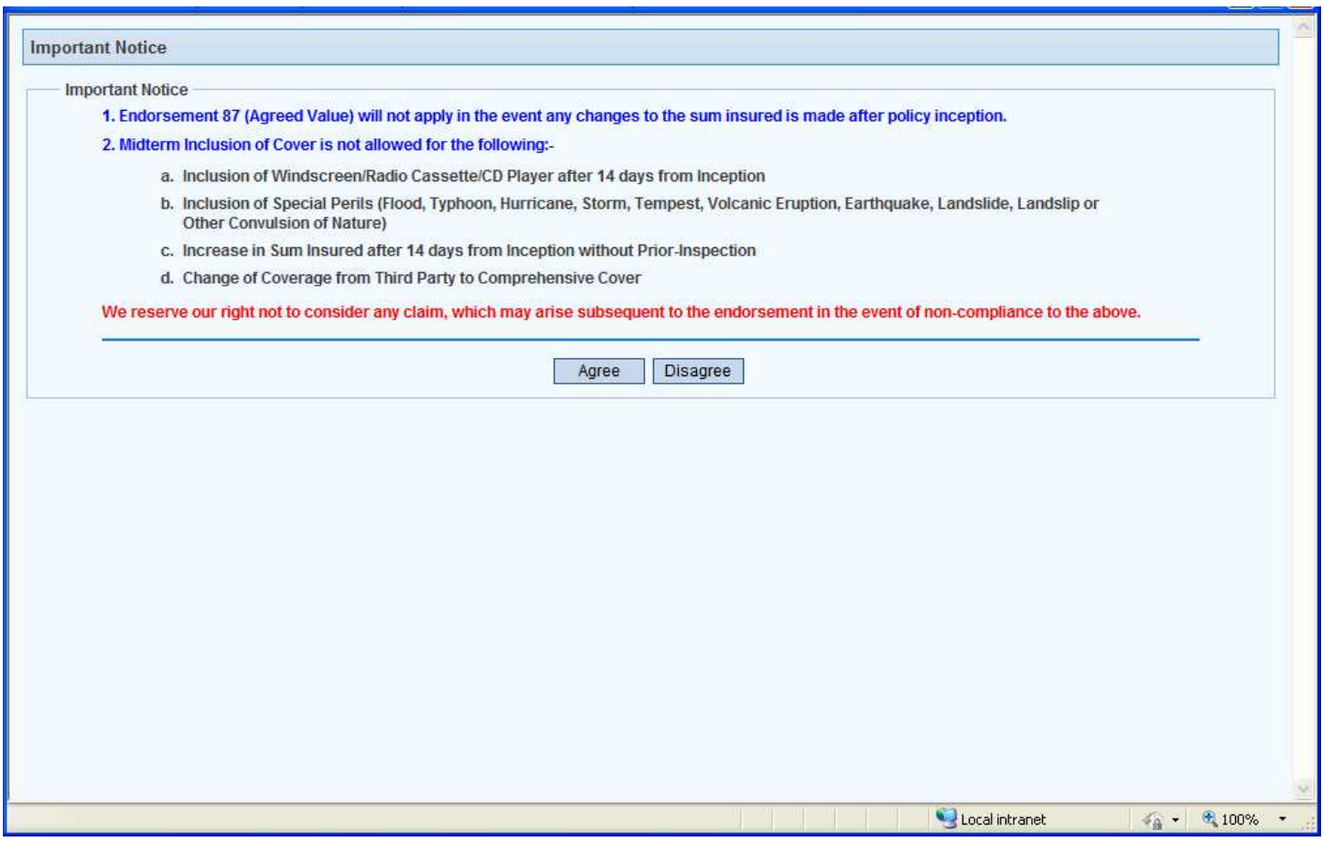


Image 1.176

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Agree	**N**	Redirects you to the form: Endorsement Confirmation Slip: Motor. Click the button only if you want to agree the terms and conditions displayed.
Disagree	**N**	Closes the page. Click the button if you do not agree the terms and conditions displayed.

CONFIRMATION SLIP

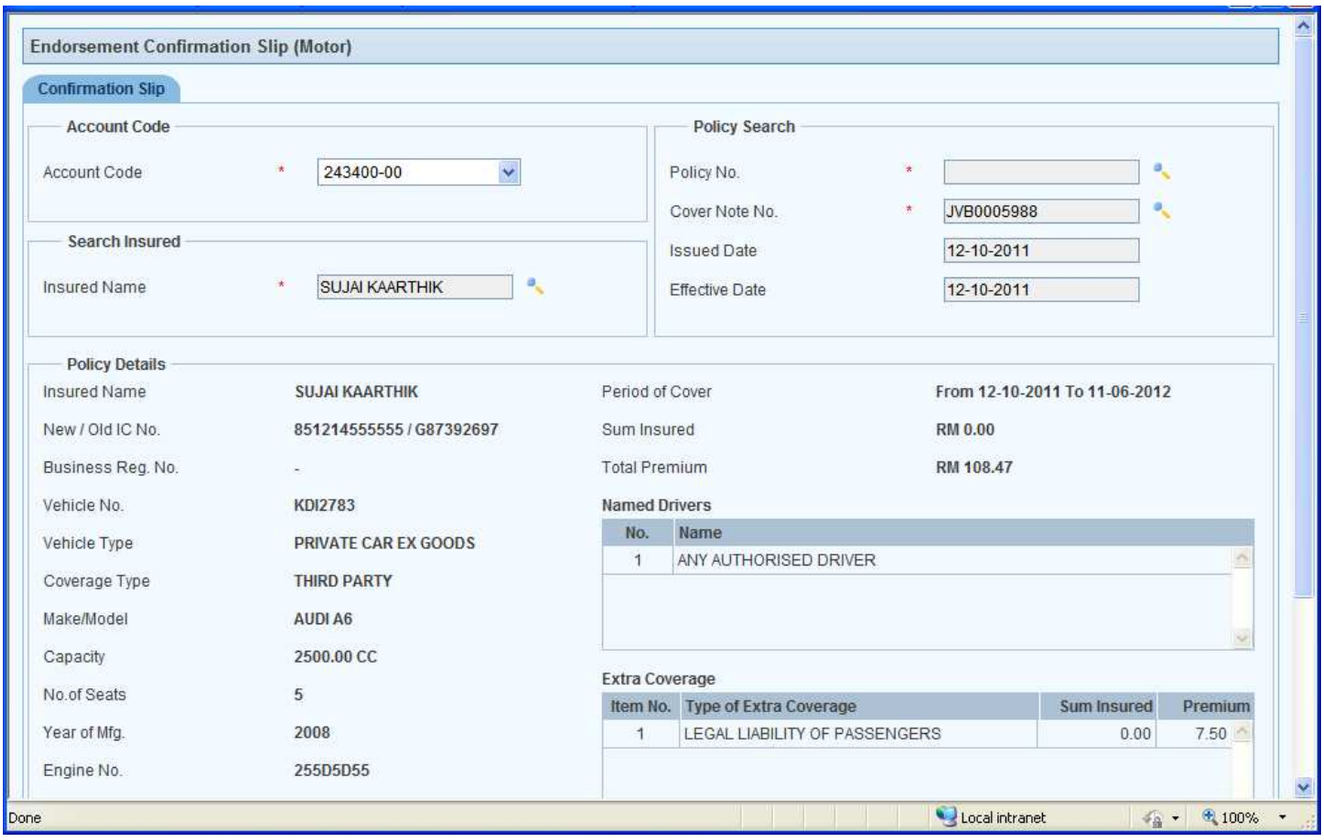


Image 1.177

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Account Code	Y	Displays the agents account code.
Insured Name	Y	Displays the Client Name from the Search Window. Click search button, to invoke the search window and double click the selected record, to auto populate the Insured's name. System does not allow proceeding if the New Ic/Old Ic/Business Reg No. of the Insured selected is blacklisted.
Policy No.	Y	Displays Policy No. from the search window. Click search button, to invoke the search window and double click the selected record, to auto populate the Policy no. System does not allow proceeding if the vehicle number of the selected Policy is blacklisted.
Cover Note No.	Y	Displays Cover Note No. from the search window. Click search button, to invoke the search window and double click the selected record, to auto populate the Cover Note no. System does not allow proceeding if the vehicle number of the selected Cover Note is blacklisted.
Issue Date	N	Displays the Current Date by default.
Endt. Effective Date	N	Displays the current date (or Inception date for future dated policy/cover note).
Insured Name	N	Displays the Insured Name of the selected Client.
New IC / Old IC No	N	Displays the New IC or Old IC No (if available) of the selected Client..
Business Reg. No.	N	Displays the Business Regn No (if available) of the selected Client.
Vehicle No.	N	Displays the Vehicle No of the selected Policy or Covernote.
Vehicle Type	N	Displays the Vehicle Type of the selected Policy or Covernote.
Coverage Type	N	Displays the Coverage Type of the selected Policy or Covernote.
Make / Model	N	Displays the Make Model of the vehicle of the selected Policy or Covernote.
Capacity	N	Displays the Capacity of the Vehicle of the selected Policy or Covernote.
No. of Seats	N	Displays No. of Seats available in the Vehicle of the selected Policy or Covernote.
Year of Mfg.	N	Displays the Manufacturing Year of the Vehicle of the selected Policy or Covernote.
Engine No.	N	Displays the Engine No of the selected Policy or Covernote.

CONFIRMATION SLIP

Contd…

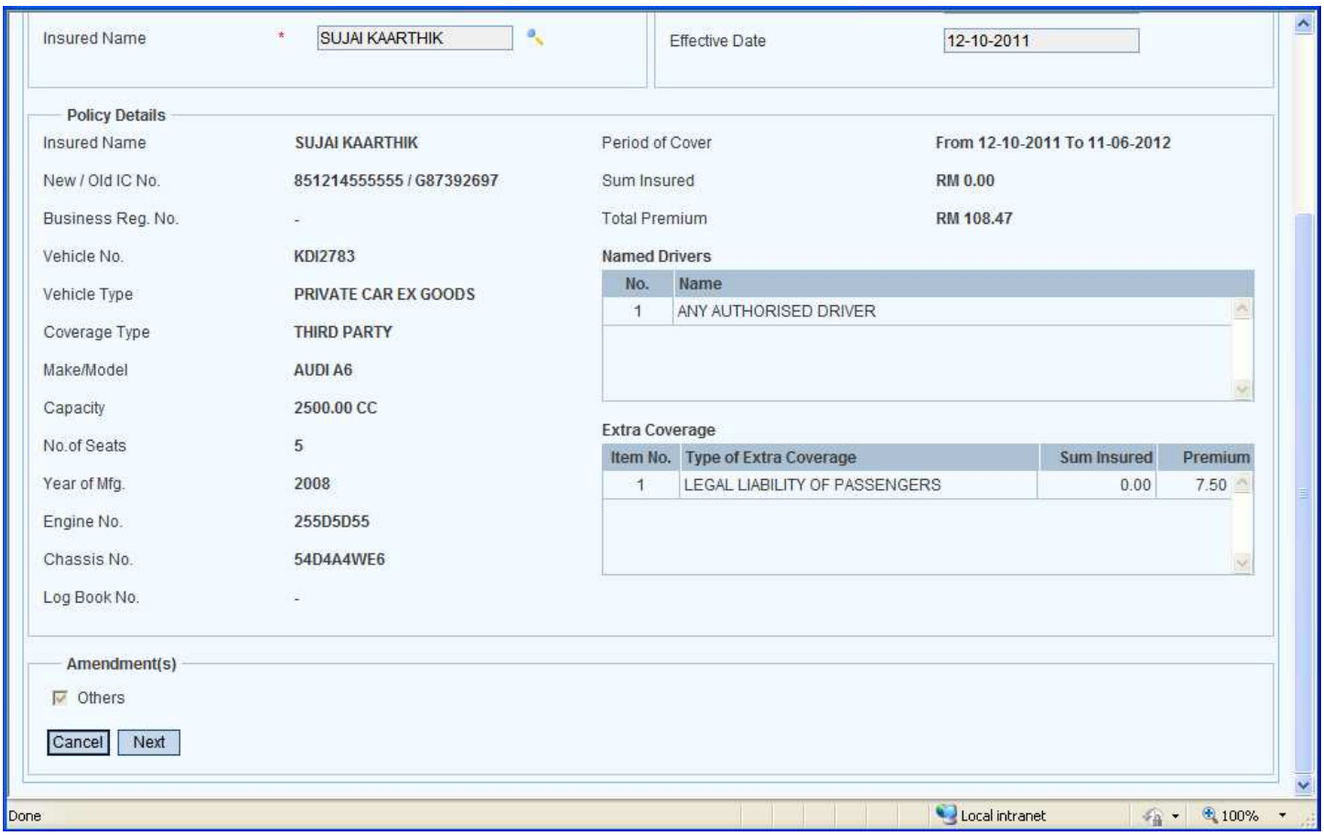


Image 1.178

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Chassis No.	**N**	Displays the Chassis No of the selected Policy or Covernote.
Log Book No.	**N**	Displays the Log Book No (if available) of the selected Policy or Covernote.
Period Of Cover	**N**	Displays the Period Of Cover of the selected Policy or Covernote.
Sum Insured	**N**	Displays the Sum Insured of the selected Policy or Covernote.
Total Premium	**N**	Displays the Total Premium of the selected Policy or Covernote.
Table of Named drivers	**N**	Displays the Named drivers available of the selected Policy or Covernote.
Table of Extra Coverage	**N**	Displays the Extra Coverage available with the details: Sum Insured and Premium of the selected Policy or Covernote.
Amendments	**Y**	Displays below amendments available for Endorsement. • Others (Please Specify)
Cancel	**N**	Closes the page.
Next	**N**	Displays the selected amendment in the next tab.

OTHERS

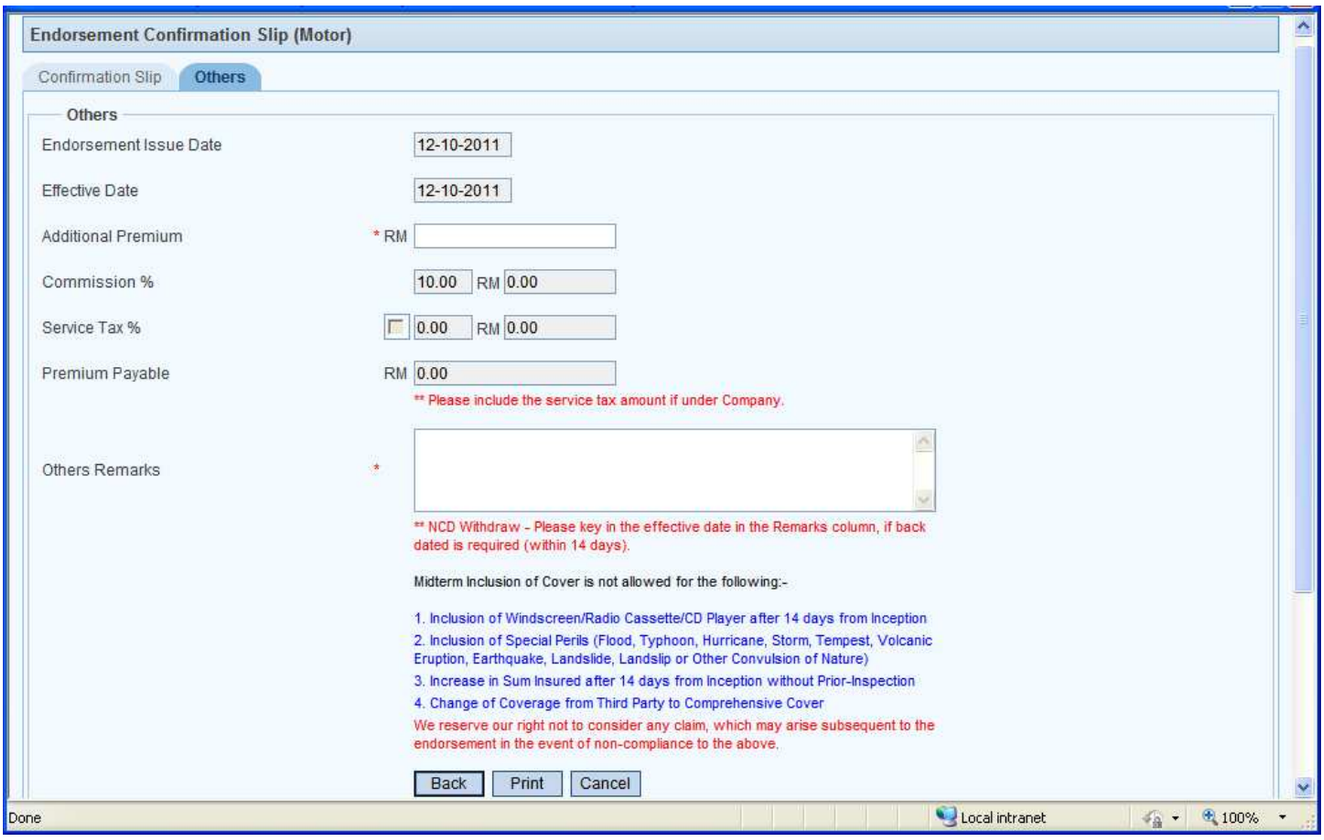


Image 1.179

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Endorsement Issue Date	**N**	Displays the current date.
Effective Date	**N**	Displays the current date (or Inception date for future dated policy/cover note)
Additional Premium	**Y**	Enter the Additional Premium.
Commission %	**N**	Displays Commission %.
Commission	**N**	Displays Commission Amount based on Commission % of Additional Premium.
Service Tax %	**N**	Displays amount if Contact Type is 'Business' but allows you to select or unselect the check box, as per the need.
Service Tax	**N**	Displays amount based on the service tax %.
Premium Payable	**N**	Displays the Premium Payable.
Others Remarks	**Y**	Enter the remarks for Others.
Back	**N**	Closes the amendment tab and redirects you to the previous tab: Confirmation Slip.
Save	**N**	Saves the cover note with a reference number (cover note number is NOT generated).
Print	**N**	Saves and Prints the cover note (with cover note number).
Cancel	**N**	Closes the page.

For ePayment and Receipt process, please refer to 1.1.4

1.1.8 Free Text Endorsement – Non Motor

1.1.8.1 Amendment Request Slip

1.1.8.1.1 DPPA/MCPA/AUTO SHIELD/MCPI

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE and VEHICLE TAB

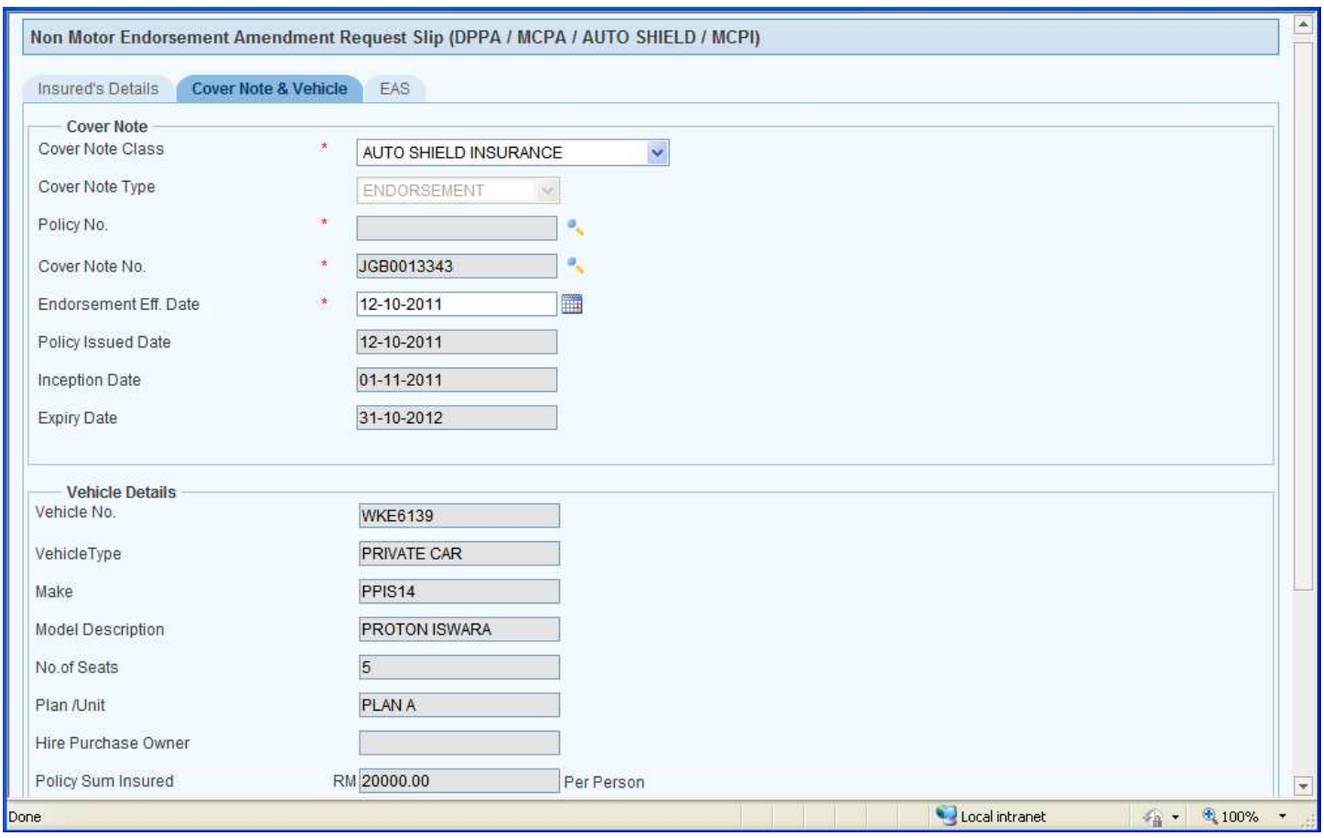


Image 1.180

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Covernote Class	**Y**	Select the Cover Note class from the drop down list.
Cover Note Type	**Y**	Displays 'Endorsement'.
Policy No.	**N**	Click the Search button to select the Policy No and double click the selected record, to populate the Policy Details
Covernote No	**N**	Click the Search button to select the Motor Cover note number and double click the selected record, to populate it to the field. (Search window shows based on the Covernote Class selected).
Endorsement Eff. Date	**N**	Displays the current date.
Policy Issued Date	**N**	Displays the current date.
Inception Date	**Y**	Displays the Policy Inception Date
Expiry Date	**Y**	Displays the Policy Expiry Date
Vehicle No.	**Y**	Displays the Vehicle Number of the Policy selected
Vehicle Type	**Y**	Displays the Vehicle Type of the Policy selected
Make	**Y**	Displays the Make of the Vehicle in the Policy selected
Model Description	**Y**	Displays the Model of the Vehicle in the Policy selected
No. of Seats	**Y**	Displays the No. of seats of the Vehicle in the Policy selected
Plan / Unit	**Y**	Displays the selected Plan in the policy
Hire Purchase Owner	**Y**	Displays if available in the Policy
Policy Sum Insured	**Y**	Displays the Policy Sum Insured of the Policy selected

COVERNOTE and VEHICLE TAB

Contd…

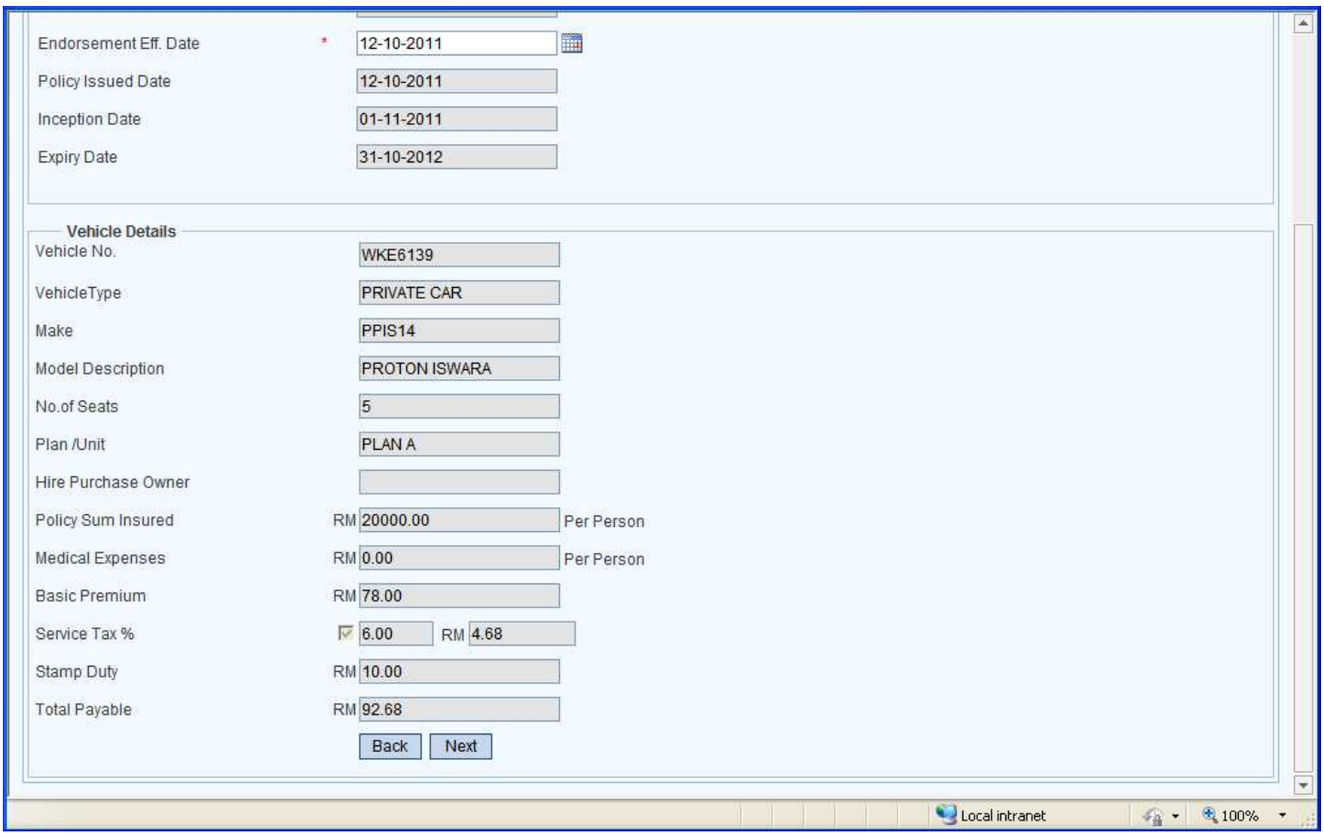


Image 1.181

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Medical Expenses	**N**	Displays the medical expenses as in the Policy
Basic Premium	**N**	Displays the Basic Premium as in the Policy
Service Tax %	**N**	Displays the Service tax as in the Policy
Service Tax Amount	**N**	Displays the Service tax amount as in the Policy
Stamp Duty	**N**	Displays the Stamp Duty as in the Policy
Total Payable	**N**	Displays the total payable as in the Policy
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: EAS.

EAS

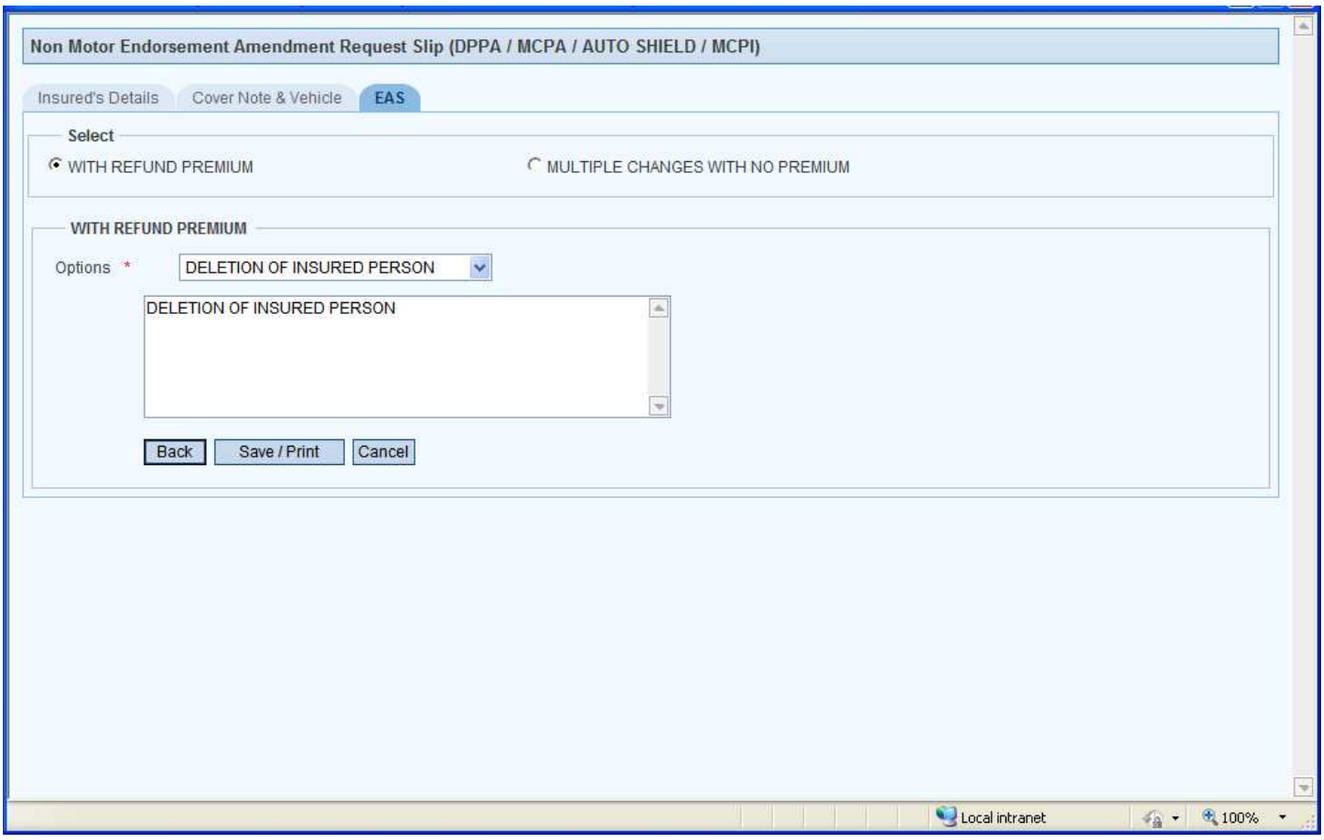


Image 1.182

User Interface		
Field	**Mandatory (Y/N)**	**Description**
With Refund Premium	**N**	This option is selected by default.
Options	**Y**	Select option from the drop down list.
Text Area With Refund Premium Options	**N**	Enter the Description for the selected option.
Back	**N**	Redirects you to the previous tab: Covernote and Vehicle.
Save/Print	**N**	Saves and Prints the Endorsement Application Slip.
Cancel	**N**	Closes the page.

EAS Contd…

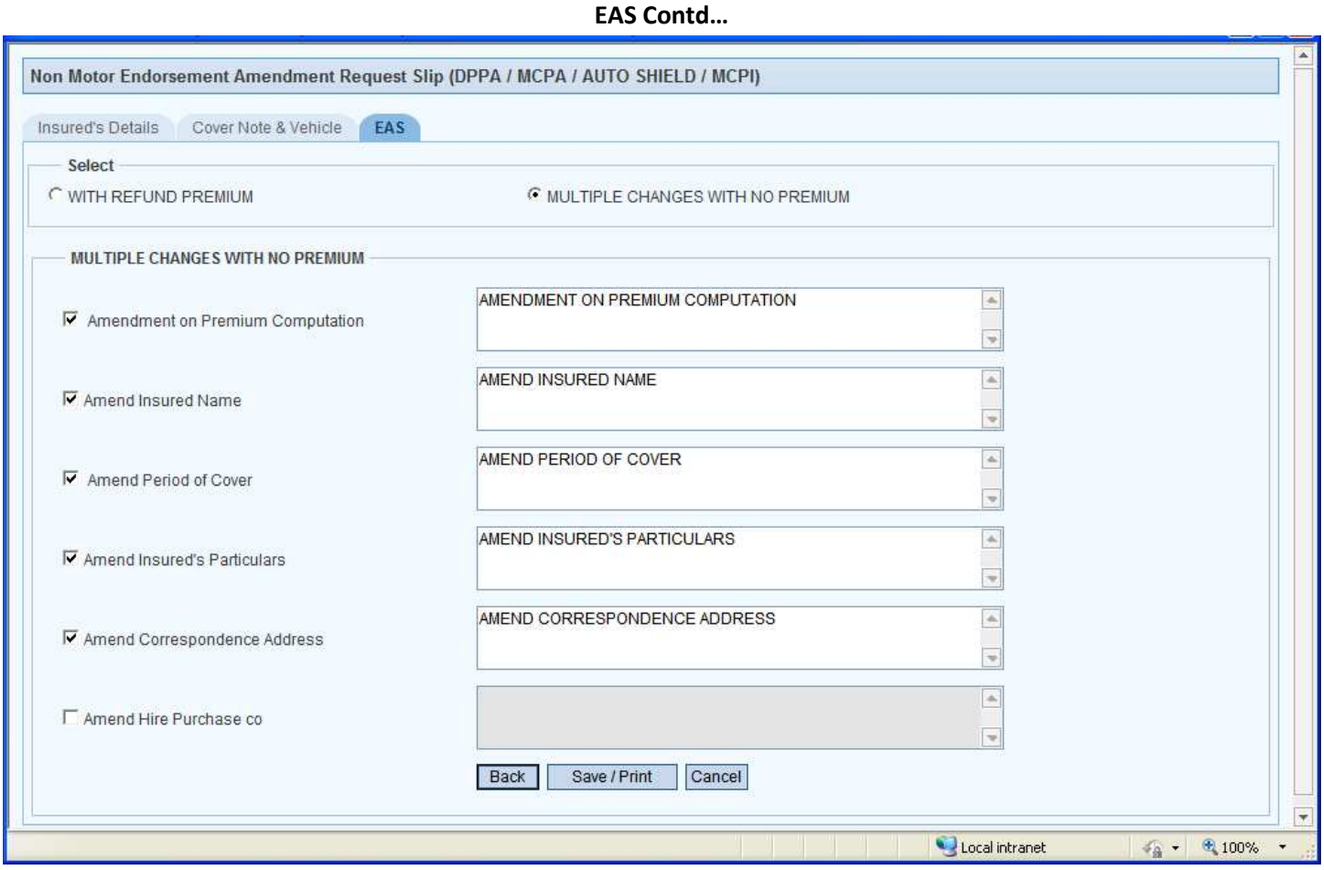


Image 1.183

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Multiple Changes With no Premium	**N**	The user should select this option
Options	**Y**	The user can select any no. of options displayed.
Text Area With No Premium Options	**N**	Enter the Description for the selected option.
Back	**N**	Redirects you to the previous tab: Covernote and Vehicle.
Save/Print	**N**	Saves and Prints the Endorsement Application Slip.
Cancel	**N**	Closes the page.

1.1.8.1.1 Amendment Request Slip – eCN

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE

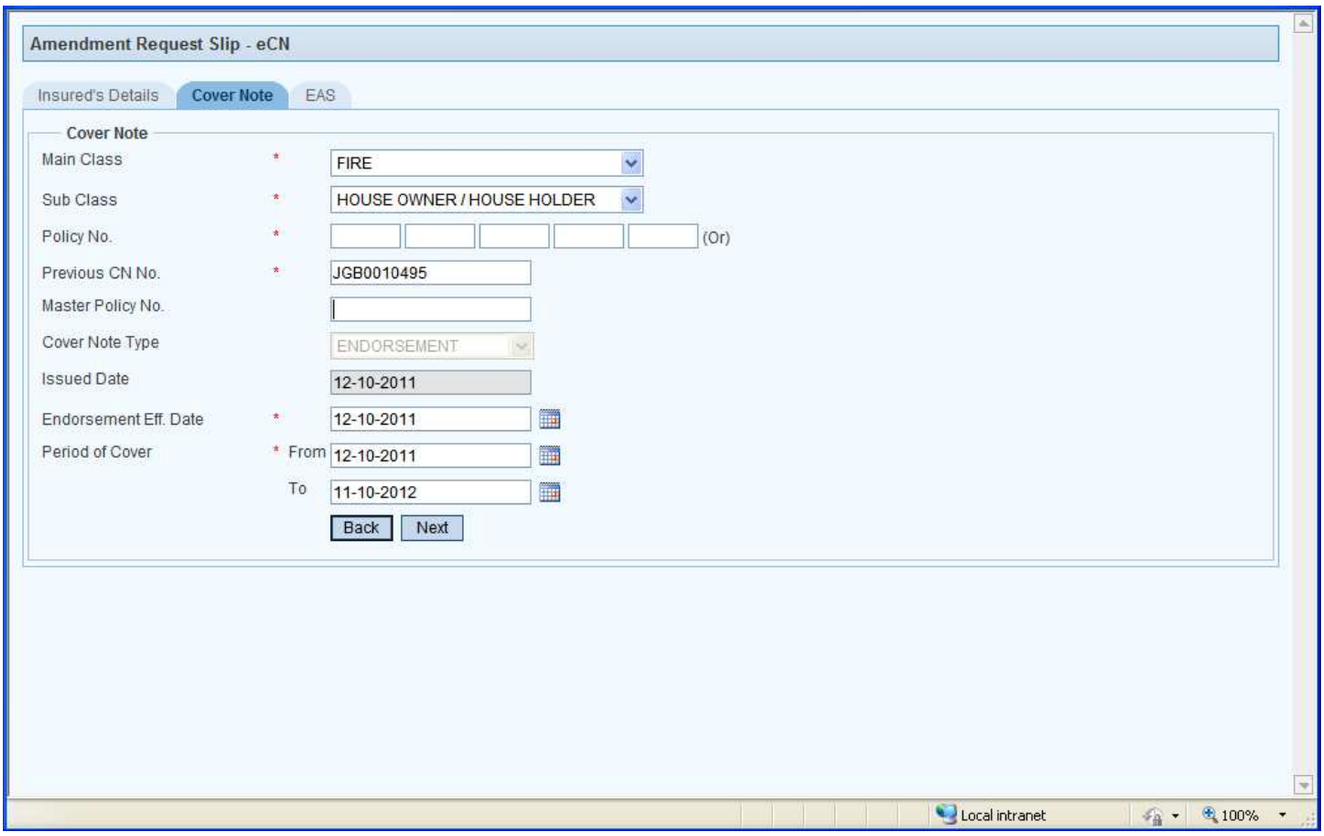


Image 1.184

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Main Class	**Y**	Select the Main Class from the drop down list.
Sub Class	**Y**	Select the Sub Class from the drop down list.
Policy No	**Y**	Enter the Policy No. System allows alphabets and numbers only.
Previous CN No.	**Y**	Enter the Previous Cover note Number.
Master Policy No.	**N**	Enter the Master Policy Number if available.
Cover Note Type	**Y**	Displays the Cover Note Type as 'Endorsement'
Issue Date	**Y**	Displays current date by default.
Endorsement Eff. Date	**Y**	Displays Current date by default but allows you to change.
Period of cover (From Date and To Date)	**Y**	Displays the Selected Policy's or Covernote's Period of Cover
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: EAS.

EAS

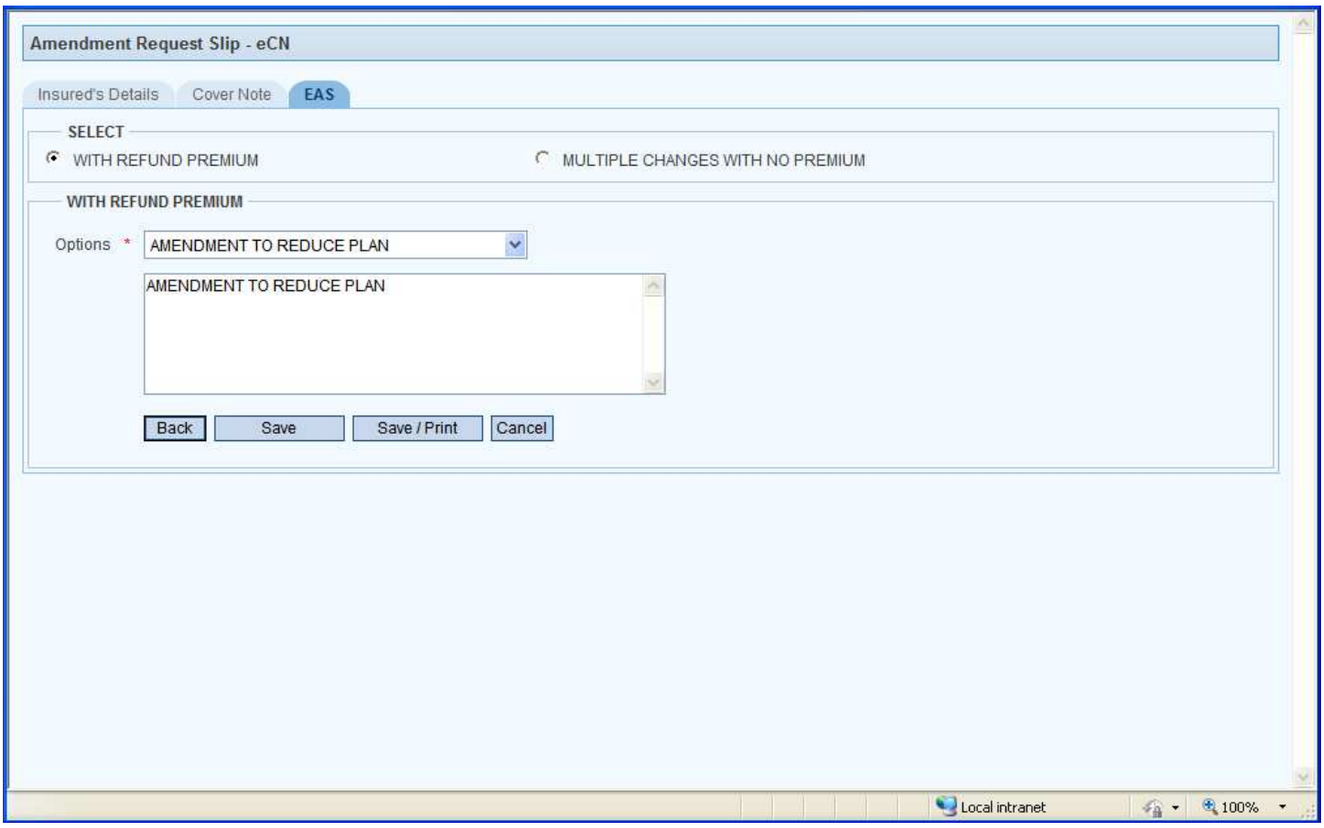


Image 1.185

User Interface		
Field	**Mandatory (Y/N)**	**Description**
With Refund Premium	**N**	This option is selected by default.
Options	**Y**	Select option from the drop down list.
Text Area With Refund Premium Options	**N**	Enter the Description for the selected option.
Back	**N**	Redirects you to the previous tab: Covernote and Vehicle.
Save	**N**	Saves the Endorsement Application Slip.
Save/Print	**N**	Saves and Prints the Endorsement Application Slip.
Cancel	**N**	Closes the page.

EAS

Contd…

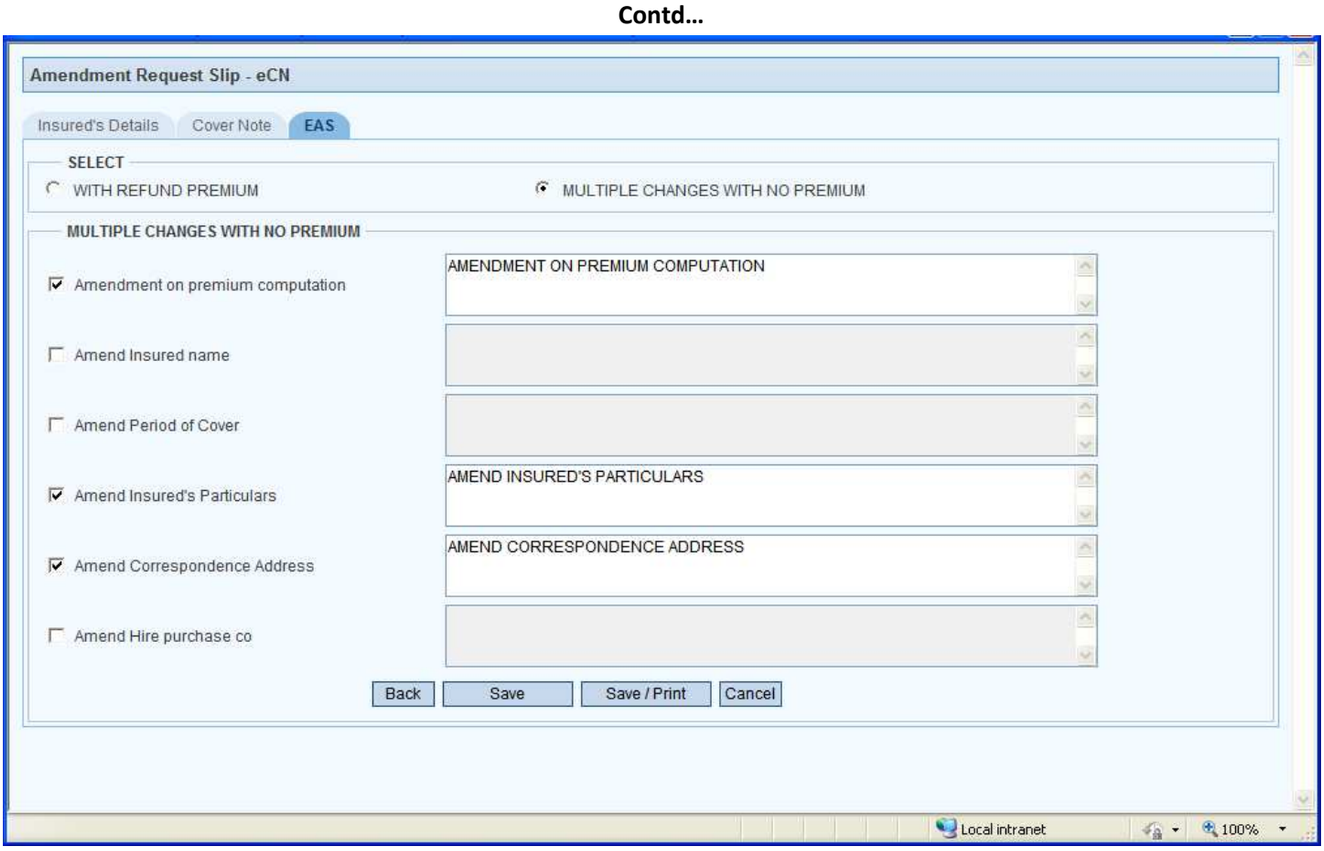


Image 1.186

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Multiple Changes With no Premium	**N**	The user should select this option
Options	**Y**	The user can select any no. of options displayed.
Text Area With No Premium Options	**N**	Enter the Description for the selected option.
Back	**N**	Redirects you to the previous tab: Covernote and Vehicle.
Save	**N**	Saves the Endorsement Application Slip.
Save/Print	**N**	Saves and Prints the Endorsement Application Slip.
Cancel	**N**	Closes the page.

1.1.8.1.3 FWIG Amendment Request

ENDORSEMENT DETAILS

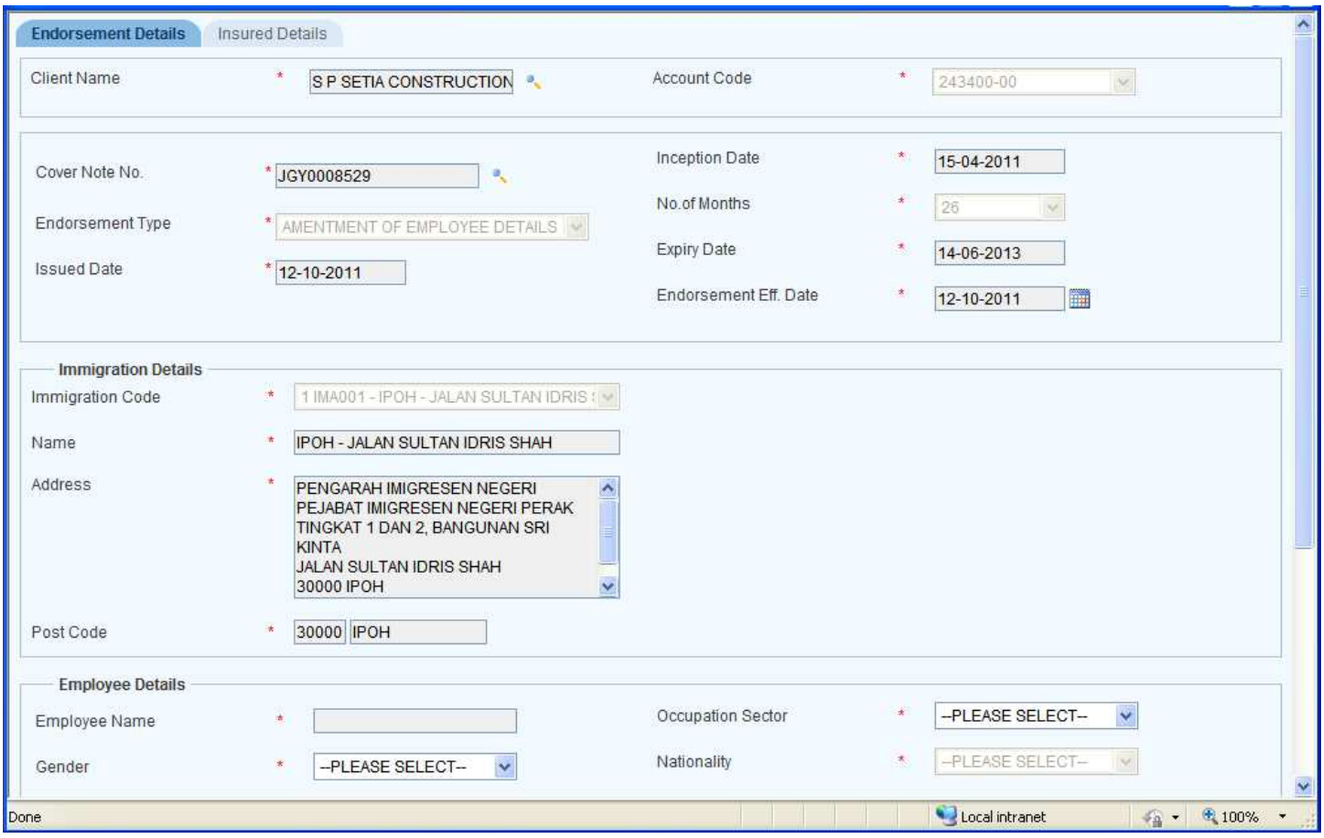


Image 1.187

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Client Name	**Y**	The User should select the client name using the search option
Account Code	**Y**	Displays the Agents Account Code by default
Covernote No	**Y**	The User needs to select the Covernote by using the search option
Endorsement Type	**Y**	Disabled and displays as 'Amendment of Employee Details'
Issue Date	**Y**	Disabled and displays System's date
Inception Date	**Y**	Disabled and displays the selected Covernote's Inception date
No. of Months	**Y**	Disabled and selected as in the Covernote
Expiry Date	**Y**	Disabled and displays the selected Covernote's Expiry date
Endorsement Eff. Date	**Y**	Disabled and displays the current System's date
Immigration Code	**Y**	Disabled and displays as in the selected Covernote
Name	**Y**	Disabled and displays as in the selected Covernote
Address	**Y**	Disabled and displays as in the selected Covernote
Post Code and Description	**Y**	Disabled and displays as in the selected Covernote

ENDORSEMENT DETAILS

Contd…

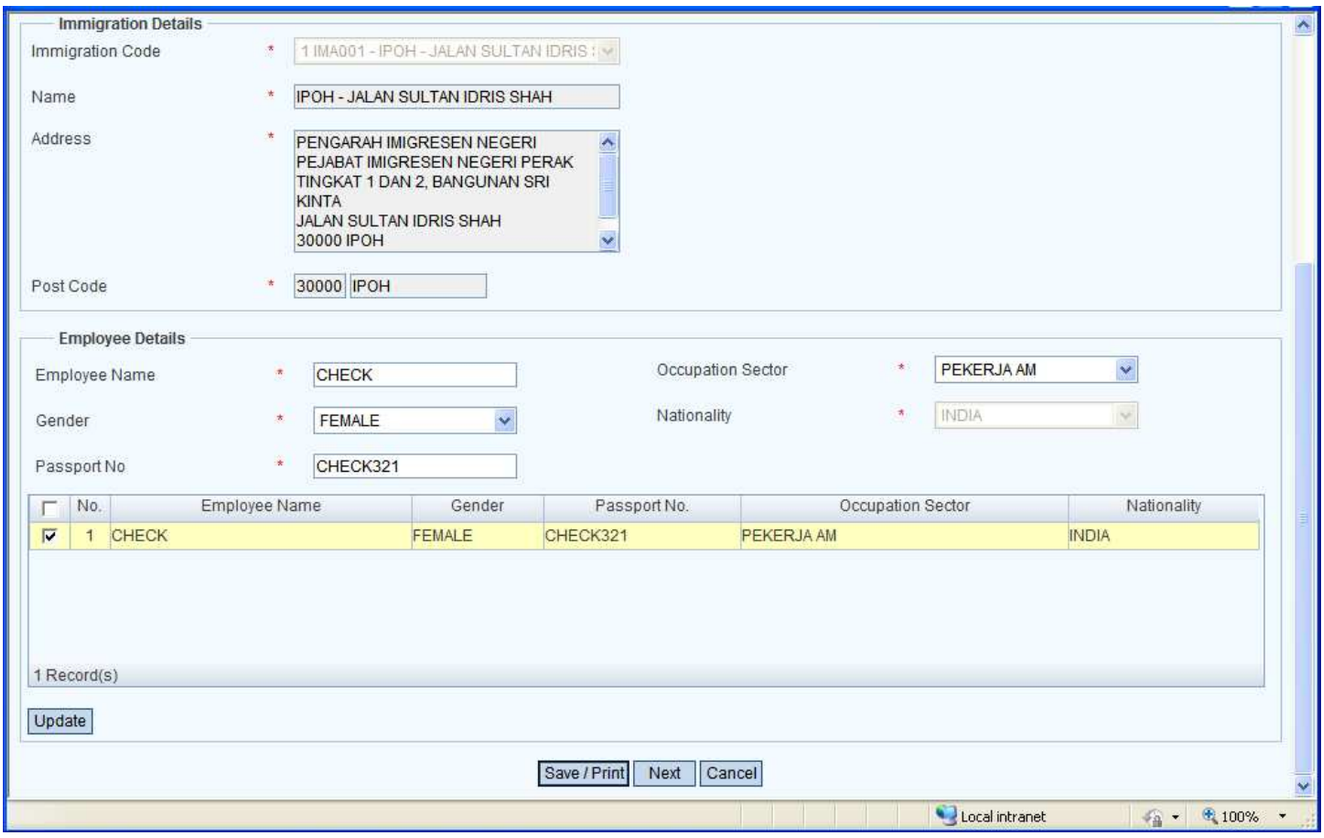


Image 1.188

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Employee Name	**Y**	Disabled and displays nothing by default, but becomes enabled and displays the employee's name when the employee's record is selected in the Employee Details Grid
Gender	**Y**	Disabled and displays nothing by default, but becomes enabled and displays the employee's gender when the employee's record is selected in the Employee Details Grid
Passport No	**Y**	Disabled and displays nothing by default, but becomes enabled and displays the employee's Passport No when the employee's record is selected in the Employee Details Grid
Occupation Sector	**Y**	Disabled and displays nothing by default, but becomes enabled and displays the employee's Occupation sector when the employee's record is selected in the Employee Details Grid
Nationality	**Y**	Disabled and displays nothing by default, but becomes enabled and displays the employee's Nationality when the employee's record is selected in the Employee Details Grid
Employee Details Grid	**Y**	Displays the details such as Employee Name, Gender, Passport No, Occupation Sector and Nationality of various employees included in the Covernote. These details will be loaded in the respective fields above this grid only when a record is selected by clicking the checkbox in the grid.
Update	**N**	Disabled by default, but becomes enabled when a record is selected in the grid. After making changes in the fields, the user needs to press this button in order to update the details in the grid.
Save/Print	**N**	Saves and generates an Non Motor Amendment Request Slip
Next	**N**	Proceeds to the next tab: Insured Details
Cancel	**N**	Closes the page

For Insured Details TAB, please refer to the **Non Motor Client Profile**

1.1.8.2 ECS – eCN (With Additional Premium)

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE and SCHEDULE

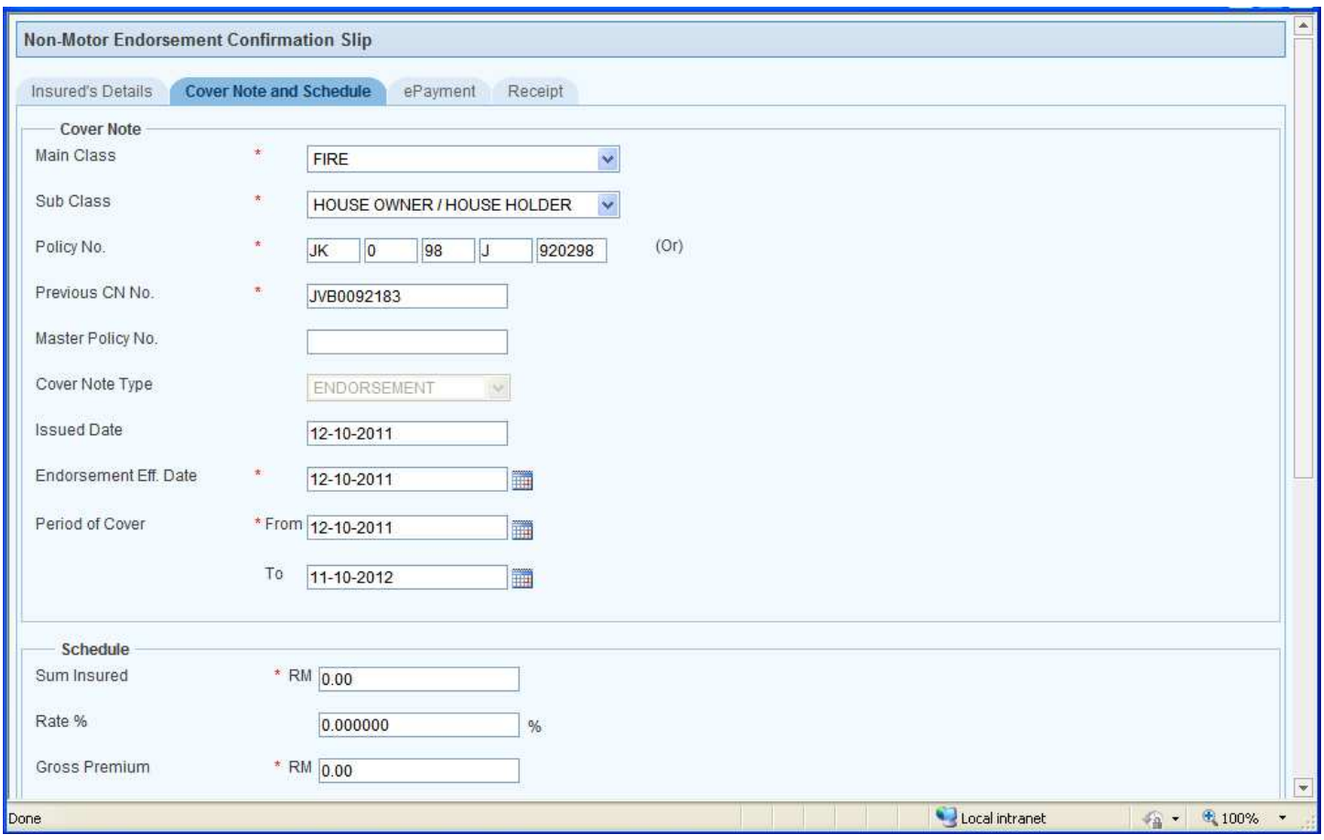


Image 1.189

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Main Class	**Y**	Select the Main class from the drop down list.
Sub Class	**Y**	Select the Sub class from the drop down list.
Policy No	**Y**	Enter the Policy Number
Previous CN No	**N**	Enter the Previous Covernote Number
Master Policy No	**N**	Enter the Master Policy Number if available
Covernote Type	**N**	Displays 'New Business' and field is disabled
Issue Date	**N**	Displays Current date
Endorsement Eff. Date	**Y**	Displays Current Date by default but allows you to change
Period of Cover	**Y**	Displays the selected Policy's Period of Cover

COVERNOTE and SCHEDULE

Contd…

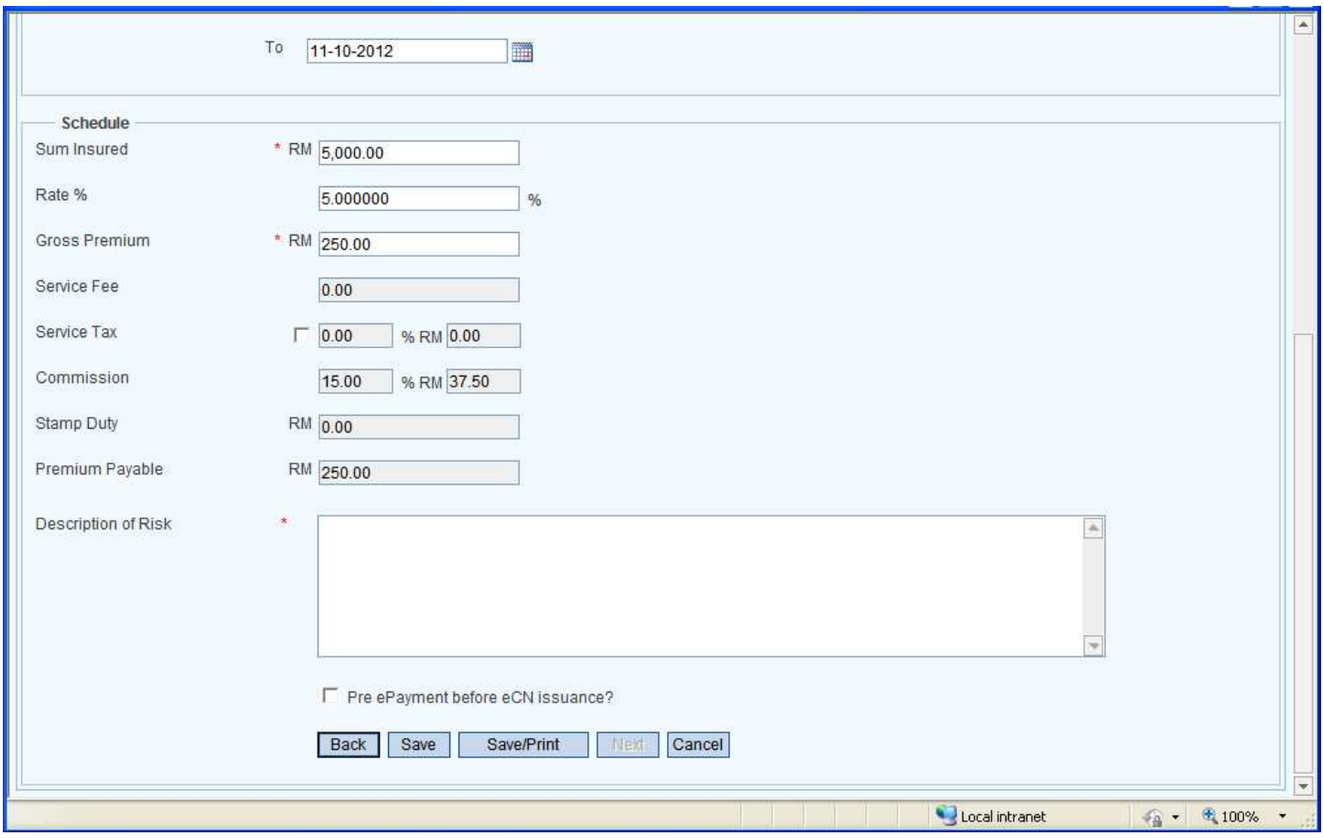


Image 1.190

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sum Insured	**Y**	Enter the Sum Insured (Numerals Only)
Rate	**N**	Enter the Rate Percentage (Numerals only). It also auto calculates when Sum Insured and Gross Premium are entered.
Gross Premium	**Y**	Enter the Gross Premium (Numerals only). It also auto calculates when Sum Insured and Rate Percentage are entered.
Service Fee	**N**	Enabled and Mandatory only for 'Foreign Worker Compensation Scheme'.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service tax amount based on service tax %.
Commission %	**N**	Displays Agent's Commission %.
Commission Amount	**N**	Displays Agent's Commission amount based on Commission %.
Rebate %	**N**	Displays Rebate % if it is Corporate Agent
Rebate Amount	**N**	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Stamp Duty	**N**	Displays the Stamp Duty Amount if Master Policy is not available or applicable.
Premium Payable	**N**	Displays the Premium Amount Payable.
Description of Risk	**Y**	Enter the Description of risk. (Accepts Alphabets, Numbers and Special Characters).
Pre Epayment before eCN Issuance?	**N**	Check the Pre Epayment option if you want to pay through epayment using credit card. When you select the check box, the 'Proceed To ePayment' button is enabled. You can print the cover note once the epayment is successful.
Back	**N**	Redirects you to the previous tab: Insured Details.
Save	**N**	Saves the cover note and generates a Reference Number.
Save/Print	**N**	Saves and Prints the Cover Note with Cover note number.
Next	**N**	Redirects you to the next tab: e Payment (if you've selected 'Pre ePayment before eCN issuance' check box). Redirects you to the next tab: Receipt (if you've Printed the cover note).
Cancel	**N**	Closes the page.

1.1.9 Submission

SUBMISSION

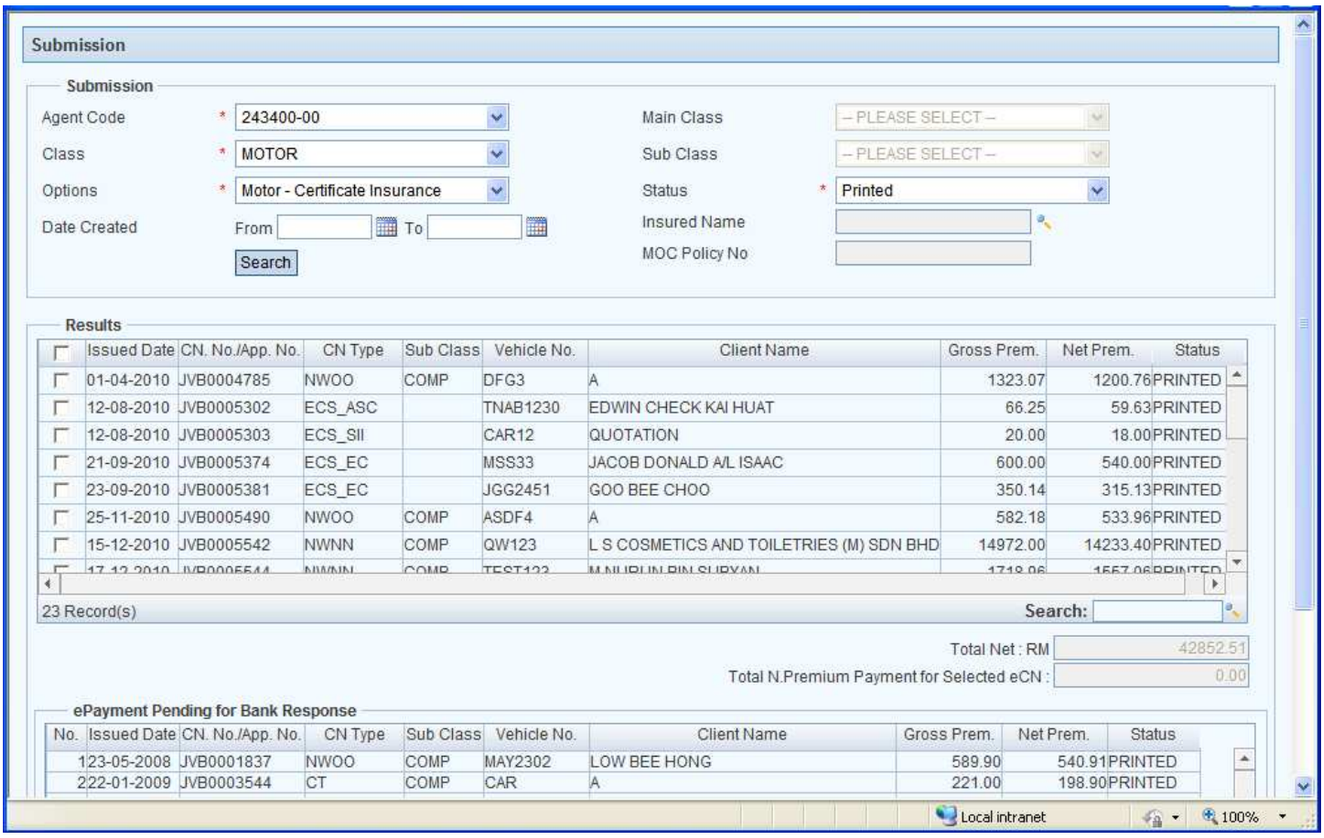


Image 1.191

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Agent Code	**Y**	Displays the Agent's Code
Class	**Y**	Displays 'Motor' by default, but the user can select the options in the drop down list.
Options	**Y**	Displays 'Motor – Certificate Insurance' by default, but the user can select an option from the drop down list
Date Created From	**N**	The user needs to select this date. The search results will display Covernotes Printed only after this date.
Date Created To	**N**	The user needs to select this date. The search results will display Covernotes Printed only after this date.
Main Class	**N**	Disabled
Sub Class	**N**	Disabled
Status	**Y**	Displays 'Printed' by default, but user can select an option from that drop down list
Insured's Name	**N**	Displays the selected client who's Covernotes has to be submitted.
MOC Policy No	**N**	The user needs to select the MOC Policy No
Search	**Y**	Upon clicking this button, based on the values in the various fields seen above, the results will be displayed in the grid
Results Grid	**N**	This Grid displays all the search results. This Grid has various details such as Issued Date, C.N No/App No, CN Type, Sub Class, Vehicle No, Client Name, Gross Premium, Nett Premium and Status.
Total Nett RM	**N**	Displays the total value of the Nett Premium of the records which are displaying in the Results Grid
Total N.Premium Payment for Selected eCN	**N**	Displays the total value of the selected records in the Results Grid alone.

SUBMISSION Contd…

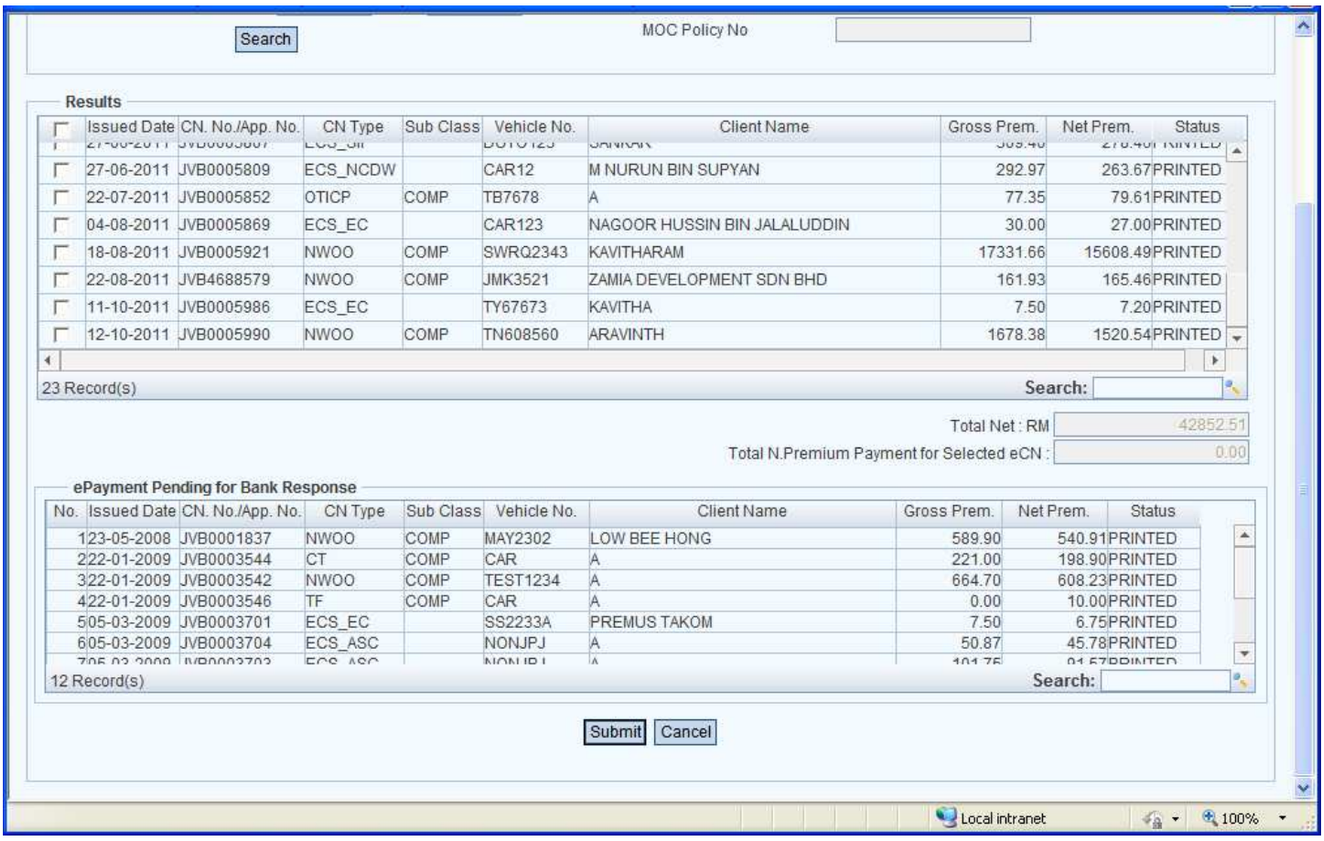


Image 1.192

User Interface		
Field	**Mandatory (Y/N)**	**Description**
ePayment Pending for Bank Response Grid	**N**	This Grid displays total records which are already submitted but pending for Bank response. This Grid has various details such as Issued Date, C.N No/App No, CN Type, Sub Class, Vehicle No, Client Name, Gross Premium, Nett Premium and Status.
Search	**N**	The user can search particular record using the search option
Submit	**N**	Navigates to the next page: Submission Details
Cancel	**N**	Closes the page

SUBMISSION DETAILS

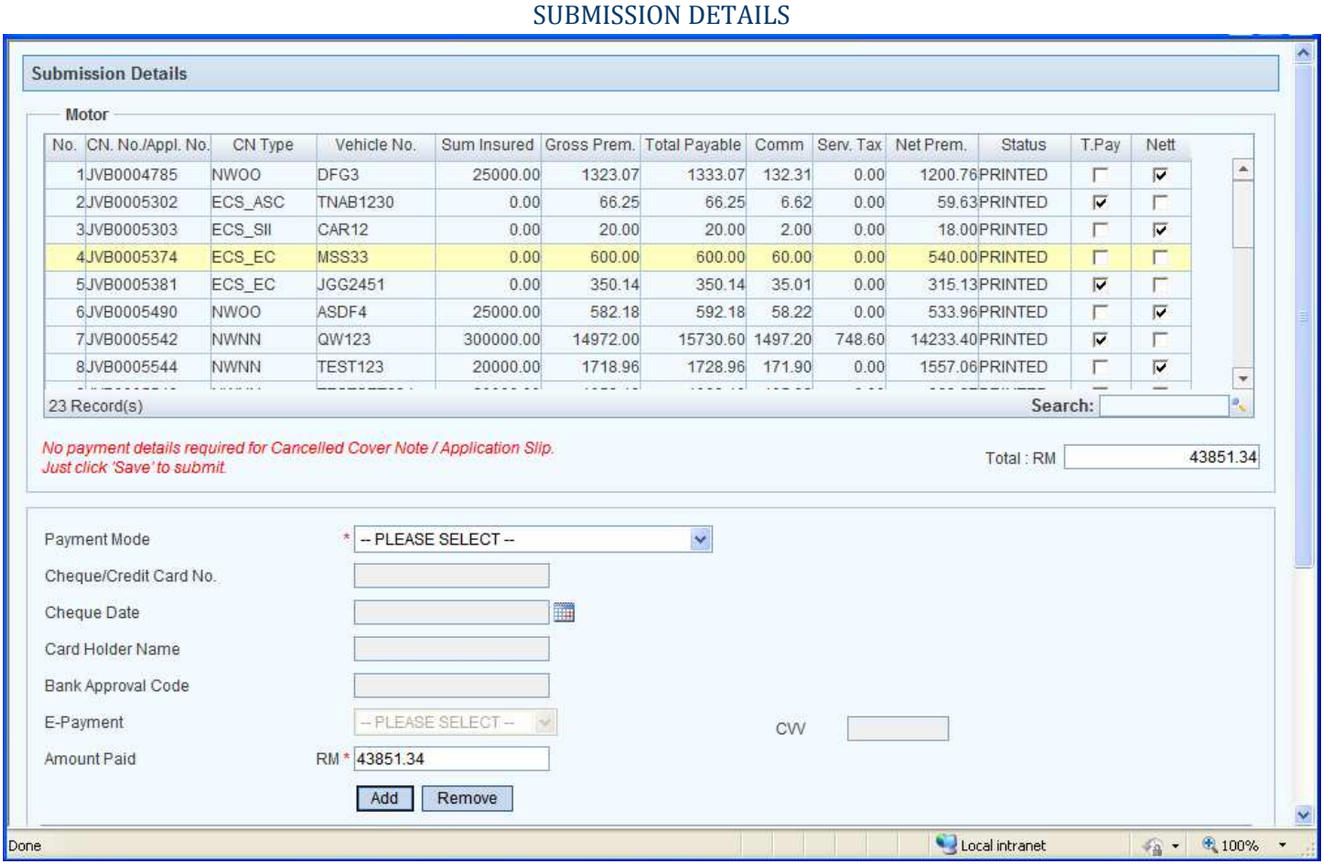


Image 1.193

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Motor Grid	**N**	This Grid displays the records which are selected for Submission in the previous tab. It shows various details such as CN No./Appl No, CN Type, Vehicle No, Sum Insured, Gross Premium, Total Payable, Commission/Rebate, Service Tax, Nett Premium, Status and two Columns of check boxes for each record with Total Payable and Nett Premium as headers. The checkbox column with Nett Premium is selected for all the listed records by default, but the user can select Total Payable for each record individually and may even unselect both checkboxes for each record. But the system doesn't allow checking both the boxes for each record at the same time.
Total: RM	**N**	Totals all the records' transaction amount (Nett Premium if the corresponding checkbox is selected or Total Payable if the corresponding checkbox is selected or nothing if both the checkboxes are unselected)

SUBMISSION DETAILS Contd…

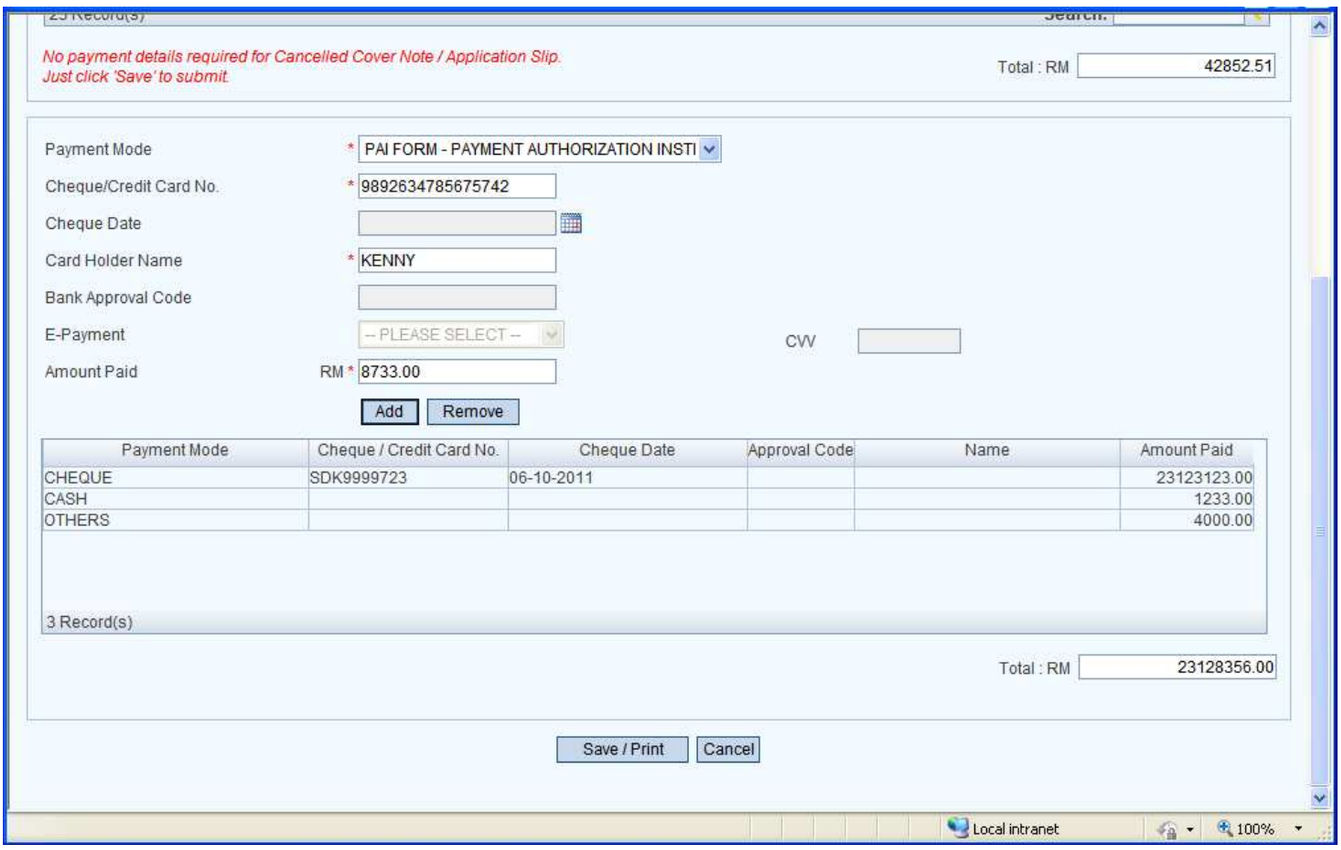


Image 1.194

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	There are various ways to make ePayment in this system. They are listed below: • Cash • Cheque • Credit Card – EDC • E – PAI • E - Payment • Others • PAI Form – Payment Authorization Instruction For each type of this Payment Mode, there are different mandatory fields and different types of button. We shall look into them in detail in the succeeding descriptions.

<table>
<tr><td>Cheque/Credit Card No.</td><td>N</td><td>
<table>
<tr><th>Payment Mode</th><th>Enabled/ Disabled</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Cash</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Cheque</td><td>Enabled</td><td>YES</td><td>Characters, Numbers and Special Characters are allowed</td></tr>
<tr><td>Credit Card – EDC</td><td>Enabled</td><td>YES</td><td>Only 16 digit Numeric values are allowed</td></tr>
<tr><td>E – PAI</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>E – Payment</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Others</td><td>Enabled</td><td>NO</td><td>Characters, Numbers and Special Characters are allowed</td></tr>
<tr><td>PAI Form</td><td>Enabled</td><td>YES</td><td>Only 16 digit Numeric values are allowed</td></tr>
</table>
</td></tr>
<tr><td>Cheque Date</td><td>N</td><td>
<table>
<tr><th>Payment Mode</th><th>Enabled/ Disabled</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Cash</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Cheque</td><td>Enabled</td><td>YES</td><td>Checks for valid date</td></tr>
<tr><td>Credit Card – EDC</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>E – PAI</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>E – Payment</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Others</td><td>Enabled</td><td>NO</td><td>Checks for valid date</td></tr>
<tr><td>PAI Form</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
</table>
</td></tr>
<tr><td>Card Holder Name</td><td>N</td><td>
<table>
<tr><th>Payment Mode</th><th>Enabled/ Disabled</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Cash</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Cheque</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Credit Card – EDC</td><td>Enabled</td><td>YES</td><td>Characters, Numbers and Special Characters are allowed</td></tr>
<tr><td>E – PAI</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>E – Payment</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Others</td><td>Enabled</td><td>NO</td><td>Characters, Numbers and Special Characters are allowed</td></tr>
<tr><td>PAI Form</td><td>Enabled</td><td>YES</td><td>Characters, Numbers and Special Characters are allowed</td></tr>
</table>
</td></tr>
<tr><td>Bank Approval Code</td><td>N</td><td>
<table>
<tr><th>Payment Mode</th><th>Enabled/ Disabled</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Cash</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Cheque</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Credit Card – EDC</td><td>Enabled</td><td>YES</td><td>Only first character must be an alphabet, rest should be numerals or all characters should be numerals.</td></tr>
<tr><td>E – PAI</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>E – Payment</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Others</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>PAI Form</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
</table>
</td></tr>
<tr><td>E-Payment</td><td>N</td><td>
<table>
<tr><th>Payment Mode</th><th>Enabled/ Disabled</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Cash</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Cheque</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Credit Card – EDC</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>E – PAI</td><td>Enabled</td><td>YES</td><td>Should select one record from the drop down list</td></tr>
<tr><td>E – Payment</td><td>Enabled</td><td>YES</td><td>Should select one record from the drop down list</td></tr>
<tr><td>Others</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>PAI Form</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
</table>
</td></tr>
<tr><td>Amount Paid</td><td>Y</td><td>
<table>
<tr><th>Payment Mode</th><th>Enabled/ Disabled</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Cash</td><td>Enabled</td><td>YES</td><td>Displays the Total: RM value by default, but allows changing.</td></tr>
<tr><td>Cheque</td><td>Enabled</td><td>YES</td><td>Displays the Total: RM value by default, but allows changing.</td></tr>
<tr><td>Credit Card – EDC</td><td>Enabled</td><td>YES</td><td>Displays the Total: RM value by default, but allows changing.</td></tr>
<tr><td>E – PAI</td><td>Enabled</td><td>YES</td><td>Displays the Total: RM value by default, but allows changing.</td></tr>
<tr><td>E – Payment</td><td>Enabled</td><td>YES</td><td>Displays the Total: RM value by default, but allows changing.</td></tr>
</table>
</td></tr>
</table>

		Others	Enabled	**YES**	Displays the Total: RM value by default, but allows changing.
		PAI Form	Enabled	**YES**	Displays the Total: RM value by default, but allows changing.
CVV	**N**	**Payment Mode**	**Enabled/ Disabled**	**Mandatory**	**Validations**
		Cash	Disabled	**NO**	Not Applicable
		Cheque	Disabled	**NO**	Not Applicable
		Credit Card – EDC	Disabled	**NO**	Not Applicable
		E – PAI	Disabled	**NO**	Not Applicable
		E – Payment	Enabled	**YES**	3 digit numerals only
		Others	Disabled	**NO**	Not Applicable
		PAI Form	Disabled	**NO**	Not Applicable

The below table lists the buttons which are displayed according to the Payment Mode selected

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Add	**N**	This button is displayed only for the Payment Modes CASH, CHEQUE, CREDIT CARD – EDC, OTHERS and PAI FORM. The user should click this button in order to add the details to the Grid below.
Remove	**N**	This button is displayed only for the Payment Modes CASH, CHEQUE, CREDIT CARD – EDC, OTHERS and PAI FORM. The user should click this button in order to remove the record from the Grid below
Pay Now	**N**	This button is displayed only for the Payment Mode E – Payment. The user should click this button in order to proceed with the transaction. Upon clicking this button, the system enables a transaction with the bank. For appropriate screen shots please check with the Image 1.116. After the process, details of the payment will be displayed in the Grid
Submit for Approval	**N**	This button is displayed only for the Payment Mode E – PAI. The user should click this button in order to proceed with the transaction.
Cancel	**N**	This button is displayed for the Payment Modes E – Payment and E –PAI
Save / Print	**N**	Upon clicking this button, a Submission number will be generated.
Cancel	**N**	Gets you to the Previous TAB: Submission

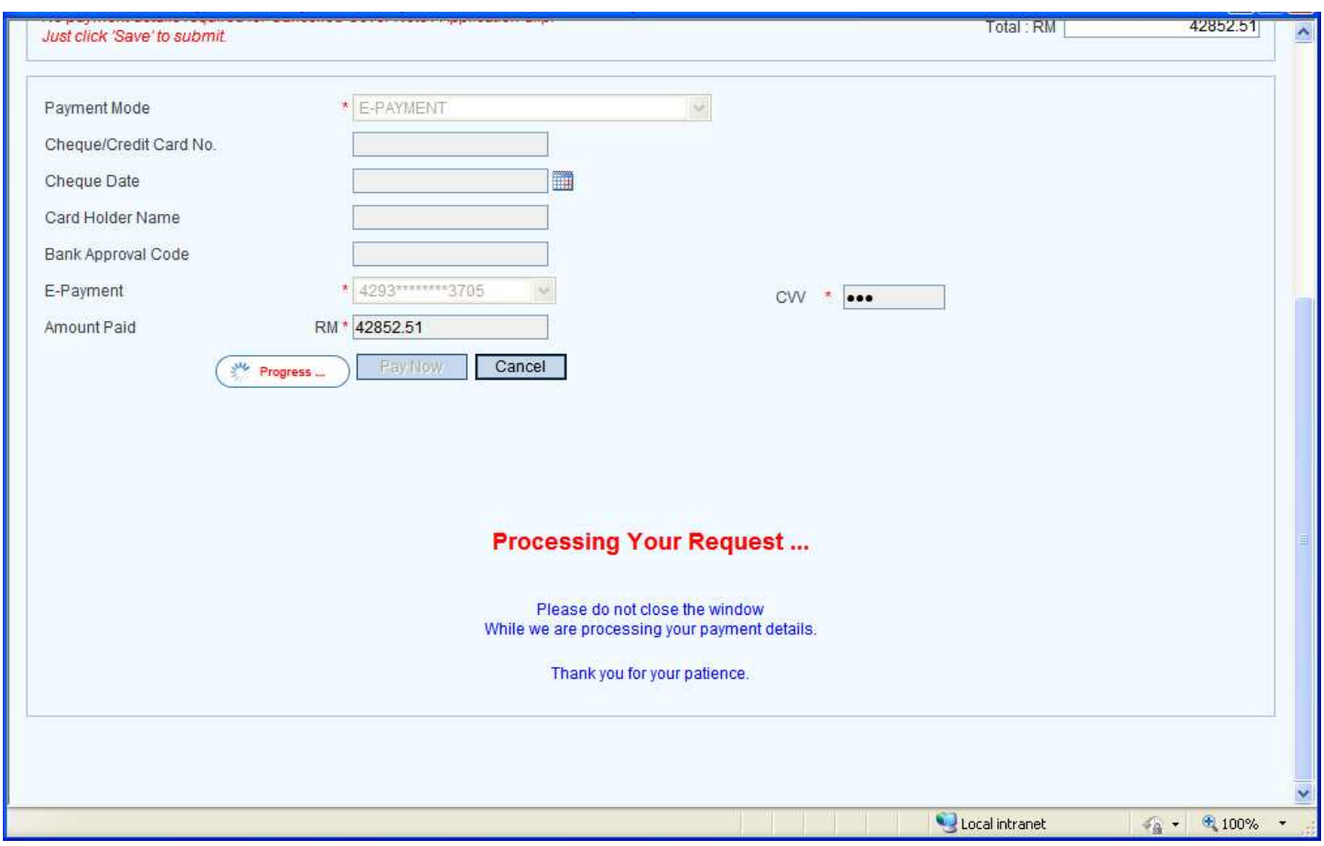


Image 1.195

1.1.10 Quotation

1.1.10.1 Motor

1.1.10.1.1 New Business

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

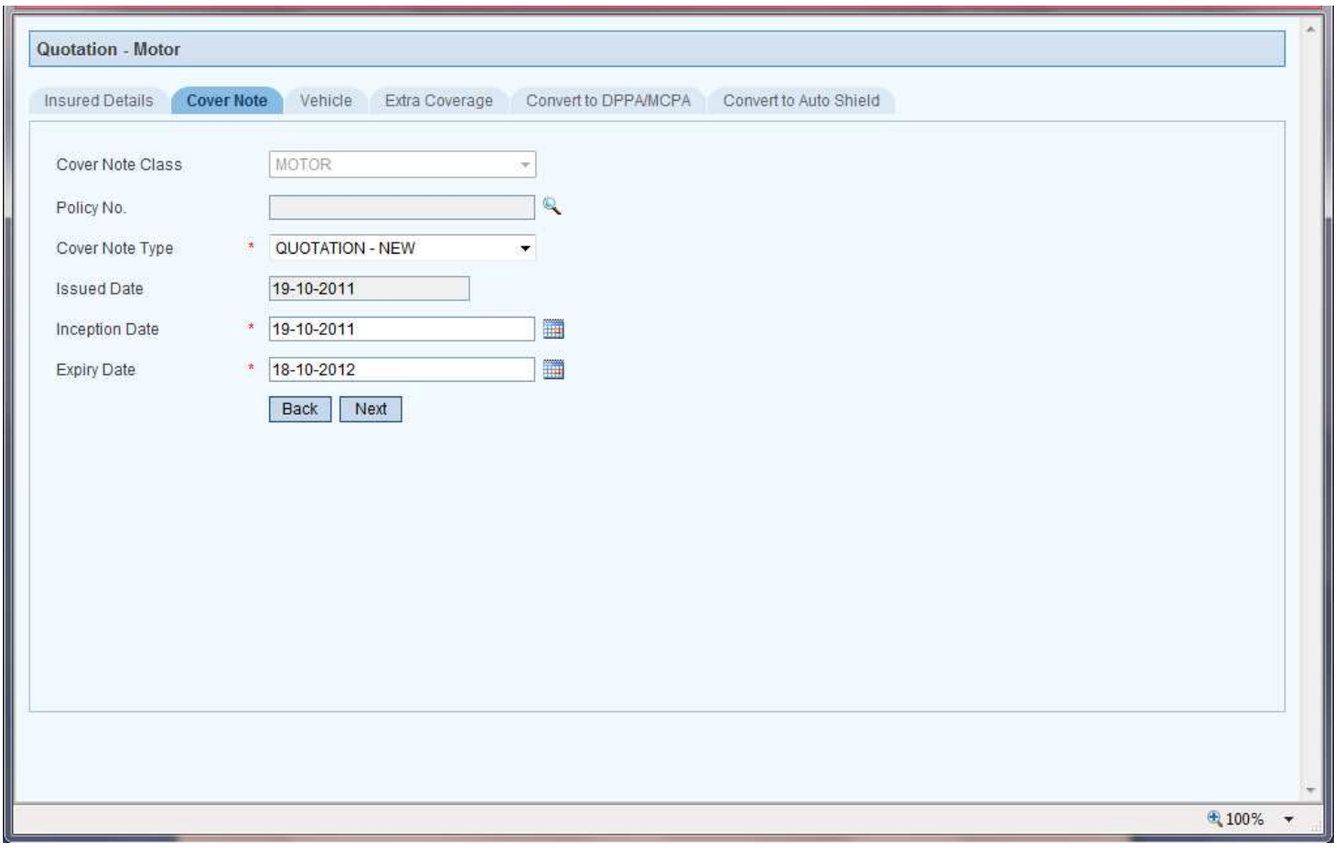


Image 1.196

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**N**	Displays Motor.
Policy No	**N**	Click the Search icon to open the Search Window and double click the selected record to populate the value to the field. **Search icon is enabled only for 'Renewal' quotations.**
Cover Note Type	**Y**	Select the Cover Note Type (Quotation - New or Renewal) from the drop down list.
Issued Date	**N**	Displays the current date.
Inception Date	**Y**	Displays the current date and allows you to change. Entered date should be not be more than 6 months from the Issued date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle.

VEHICLE TAB

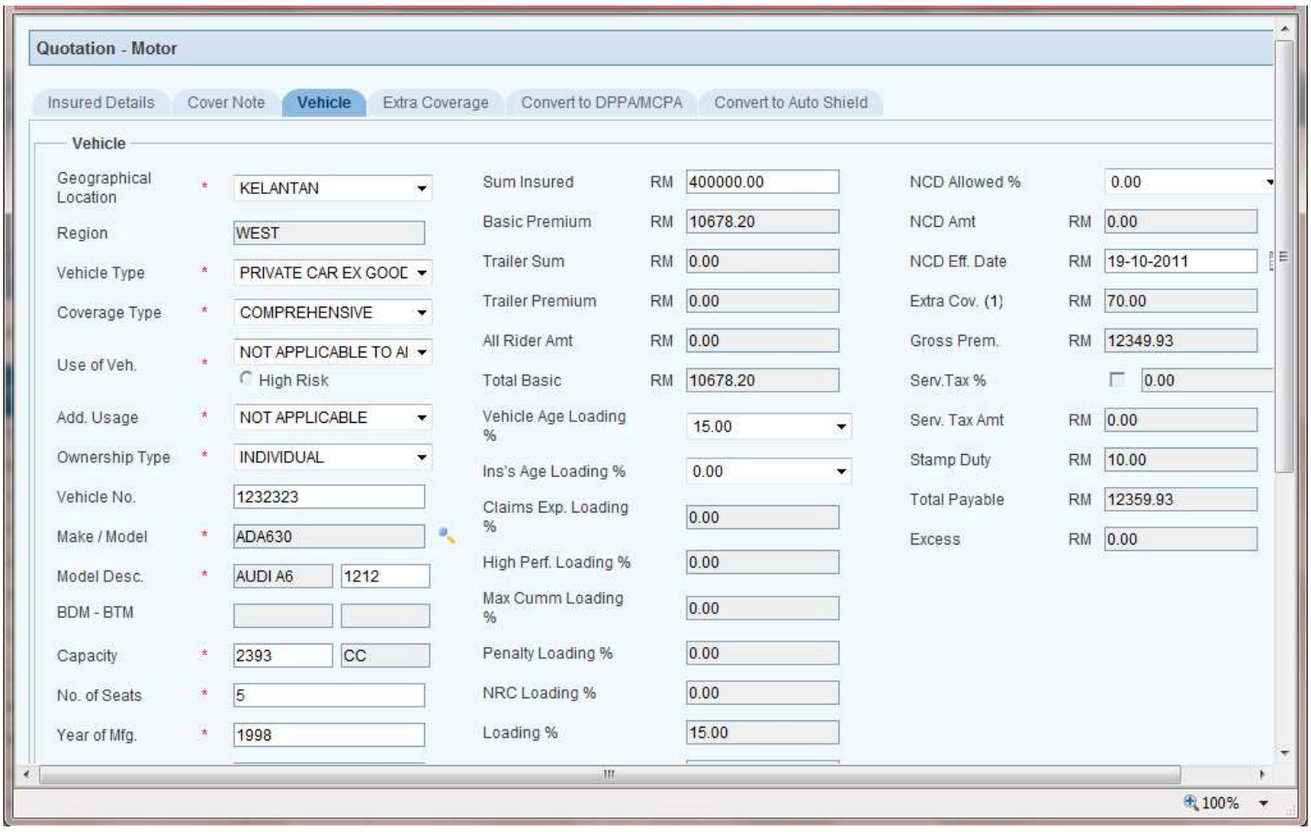


Image 1.197

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	**Y**	Select the location where the vehicle will be usually garaged.
Region	**Y**	Displays West or East based on Geographical Location selected.
Vehicle Type	**Y**	Select the vehicle type from the drop-down list.
Coverage Type	**Y**	Select the Policy Coverage type from the dropdown list.
Use of Veh	**Y**	Select the Usage of Vehicle from the drop-down.
Add. Usage	**Y**	Select the Additional Usage of Vehicle from the drop-down.
Ownership Type	**N**	The combo auto displays 'Company' for Business clients and allows you to select 'Individual' or 'Insured Not Driving or Riding' for Individual Clients.
Vehicle No	**Y**	Enter the registration number of the vehicle.
Make / Model	**Y**	Click the Search button to search the Make of the vehicle and double-click the selected record, to populate it.
Model Desc	**Y**	Displays based on the selected Make/Model and allow to enter additional info.
BDM	**N**	Displays weight of the vehicle after loading.
BTM	**N**	Displays weight of the vehicle before loading.
Capacity	**Y**	Enter the capacity of the vehicle.
No. of Seats	**Y**	Displays the number of seats based upon Make/Model selected but allows you to change.
Year of Mfg.	**Y**	Enter the manufacture year of the vehicle.
Sum Insured	**Y**	Enter the Amount for which the vehicle is to be insured. Field turns non-editable, when the Coverage type is Third party or the Vehicle Type is 'A Permit or C Permit' and cover note is generated for Trailer.
Basic Premium	**Y**	Displays the Basic Premium. Allows you to enter the amount if Vehicle Type is Motor Cycle, Motor Cycle Trade and Special type Vehicle.
Trailer Sum	**Y** (for Trailer Covernote)	Enter the trailer sum insured.
Trailer Premium	**Y** (for Trailer Covernote)	Displays the trailer premium.
All Rider Amt	**Y** (for All Rider applicable cases of Vehicle Type – Motor Cycle)	Displays All Rider Amount.
Total Basic	**Y**	Displays Total basic premium (Total Basic Premium = Basic Premium or Trailer premium + All Rider Amount) and is non-editable.
Vehicle Age Loading	**Y**	You can reduce or increase the value of Loading % Based on Age of Vehicle. But

%		when increased it should not exceed maximum loading applicable.
Ins's Age Loading %	Y	Displays the value based on Age of Insured.
Claims Exp. Loading %	Y	Displays Loading % Based on Number of Claims.
High Perf. Loading %	Y	Loading % Based on Model selected.
Max Cumm Loading %	Y	Displays Maximum Loading Percentage applicable.
Penalty Loading %	Y	Displays Penalty Loading %.
NRC Loading %	Y	Displays NRC (Non Reporting Claims) Loading %.
Loading %	Y	Displays Loading %.
Loading Amount	Y	Displays Final Loading Amount (Loading Amount = Basic Premium * loading percentage).
NCD Allowed %	N	Select the NCD Percentage from the drop-down list.
NCD Amt	N	Displays based on the NCD %.
NCD Eff. Date	N	Enter the NCD Effective Date.
Extra Cov.(1)	N	Displays the Extra Coverage amount.
Gross Prem	Y	Displays the Gross Premium.
Serv.Tax %	N	Applicable only for Business clients. System prompts you whether to apply service tax. Uncheck the box to remove the service tax.
Serv. Tax Amt	N	Displays based on the service tax %.
Stamp Duty	N	Displays stamp duty amount.
Total Payable	N	Displays Total Payable.
Excess	N	Displays Excess amount based on CC/Number of Passengers/NCD/Vehicle Class.

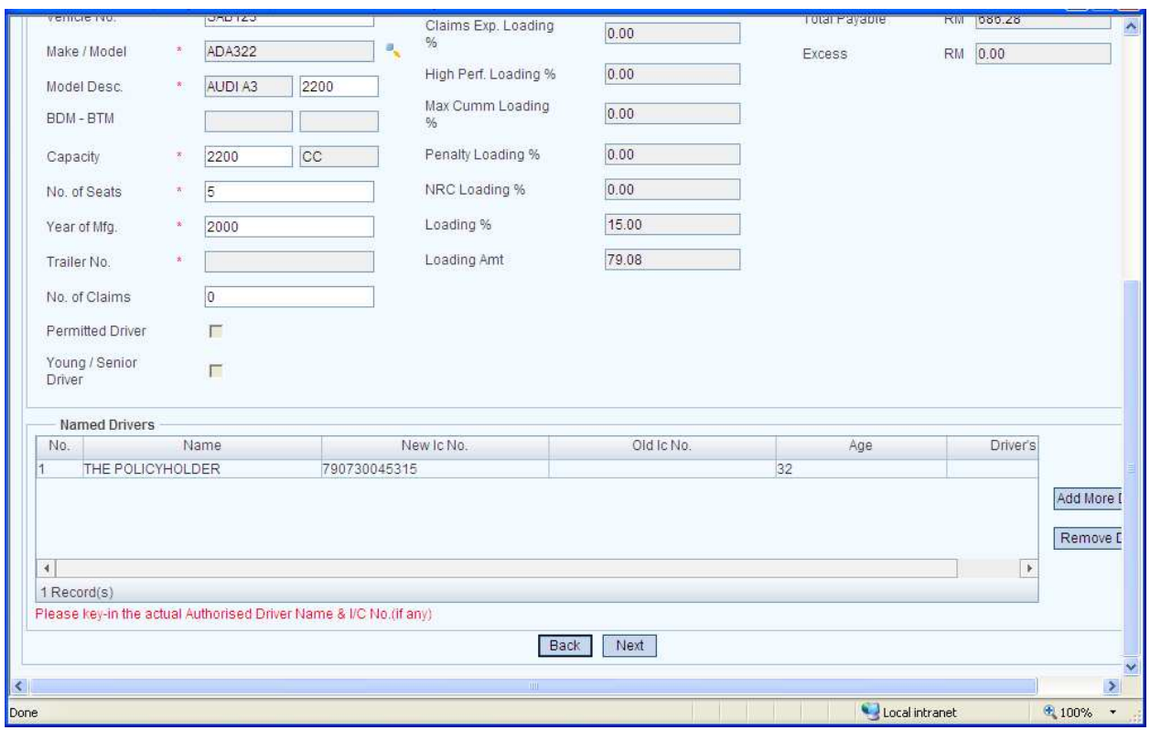


Image 1.198

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Trailer No	Y (for trailer policies)	Enter the trailer No. of the vehicle, if applicable. Not Applicable for New trailer Registration.
No. of Claims	Y	Enter the Number of Claims details
Permitted Driver	N	Check or Uncheck the permitted drivers.
Young / Senior Driver	N	Decides whether Young / Senior Drivers can drive the vehicle and allow the user to add Named Drivers.
No	N	The number of the list of named drivers.
Name	Y	Displays the name (based on the contact type) or allows you to enter the name of the driver.
New IC. No	N	Displays or allows you to enter the New IC No. of the Named Driver.
Old IC. No	N	Displays or allows you to enter the Old IC No. of the Named Driver.
Age	N	Displays or allows you to enter the age of the Named Driver.
Drivers Exp	N	Displays or allows you to enter the no. of years of driving

		experience for the named driver.
Add More Drivers	**N**	Adds a new row in the grid. Allows you to add Maximum of 8 drivers totally. The button is Disabled or enabled, based on the selected Coverage Type or Vehicle Type.
Remove Drivers	**N**	Removes the selected row in the Grid.
Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE DETAILS

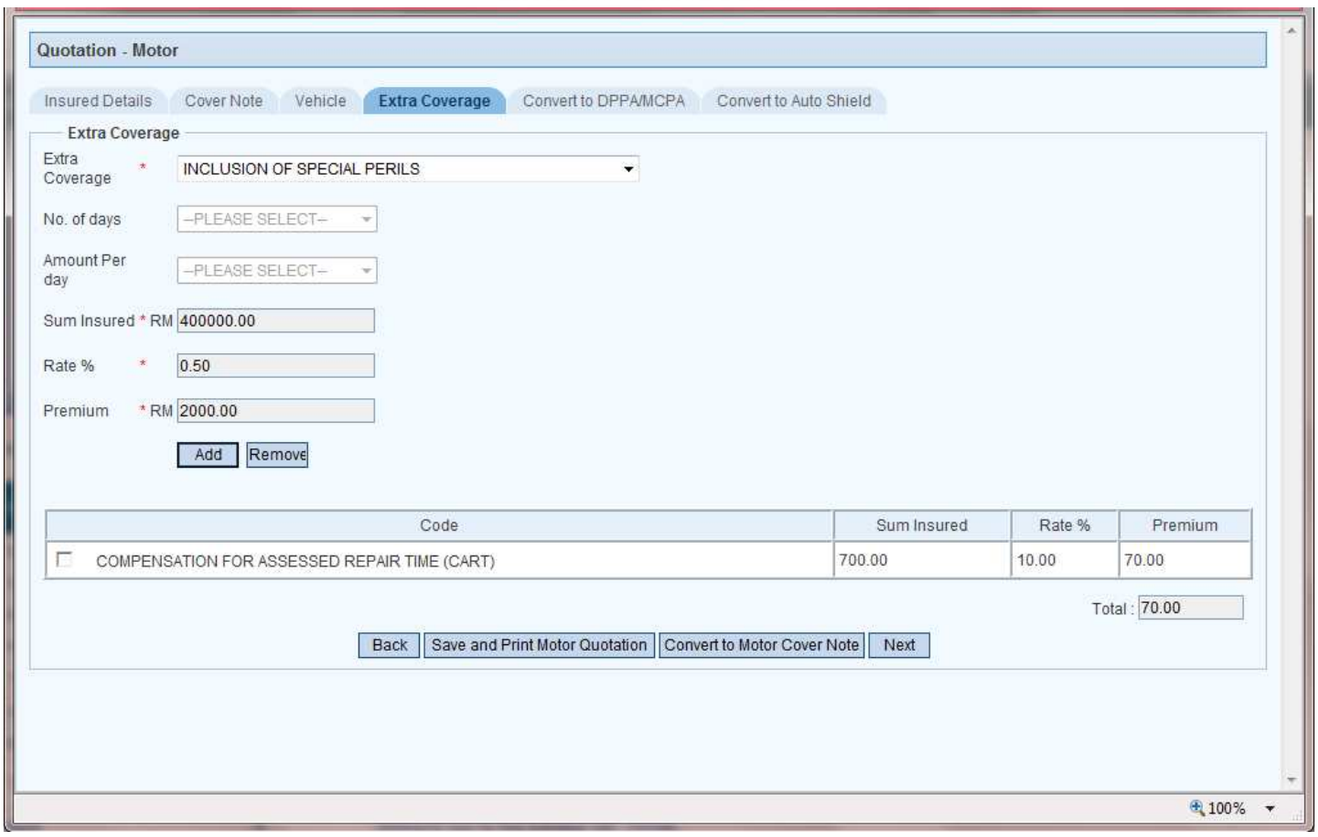


Image 1.199

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Select the option from the drop down list.
No. of days	**Y**	Select the option from the drop down list.
Amount Per day	**Y**	Select the option from the drop down list.
Sum Insured	**N**	Enter the sum insured for the applicable extra coverage.
Rate %	**N**	Displays Rate % based on the extra coverage selected.
Premium	**N**	Displays the premium amount for the extra coverage.
Add	**N**	Adds selected extra coverage in the grid.
Remove	**N**	Removes a selected row from the grid.
Table of Extra coverage details	**N**	Displays all the extra coverage added to the cover note. It contains the extra coverage code, sum insured and premium amount entered.
Back	**N**	Redirects you to the previous tab: Vehicle.
Save and Print Motor Quotation	**N**	Saves quotation details and prints the Quotation. Quotation number is generated.
Convert to Motor Cover note	**N**	Redirects you to: New Business (Motor) page to convert the Quotation to a Cover note.
Next	**N**	Redirects you to next tab: Convert to Dppa/Mcpa (Quotation).

1.1.10.1.2 Renewal

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

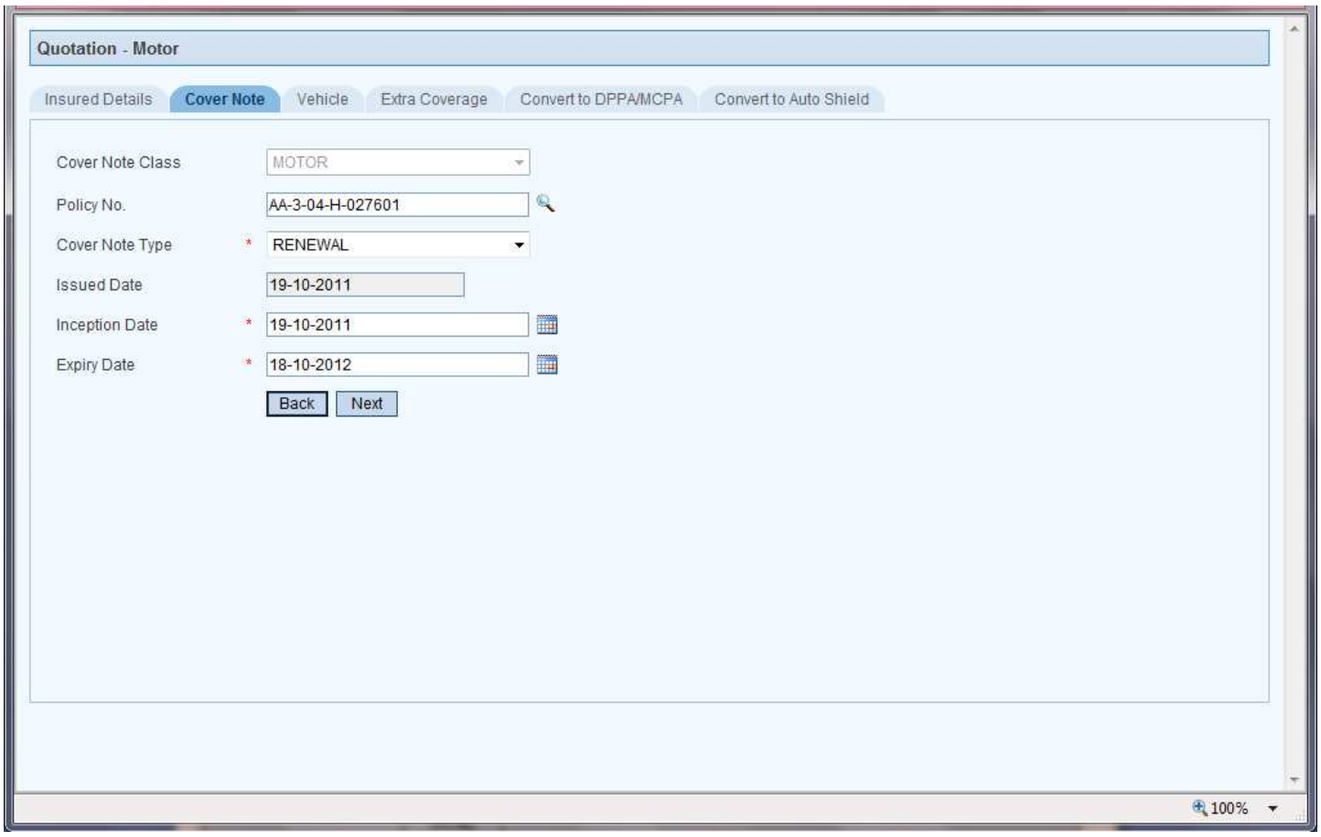


Image 1.200

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**N**	Displays Motor.
Policy No	**Y**	Click the Search icon to open the Search Window and double click the selected record to populate the value to the field. **Search icon is enabled only for 'Renewal' quotations.**
Cover Note Type	**Y**	Select the Cover Note Type (Quotation - Renewal) from the drop down list.
Issued Date	**N**	Displays the current date.
Inception Date	**N**	Displays the Inception Date
Expiry Date	**N**	Displays the Expiry Date
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle.

VEHICLE TAB

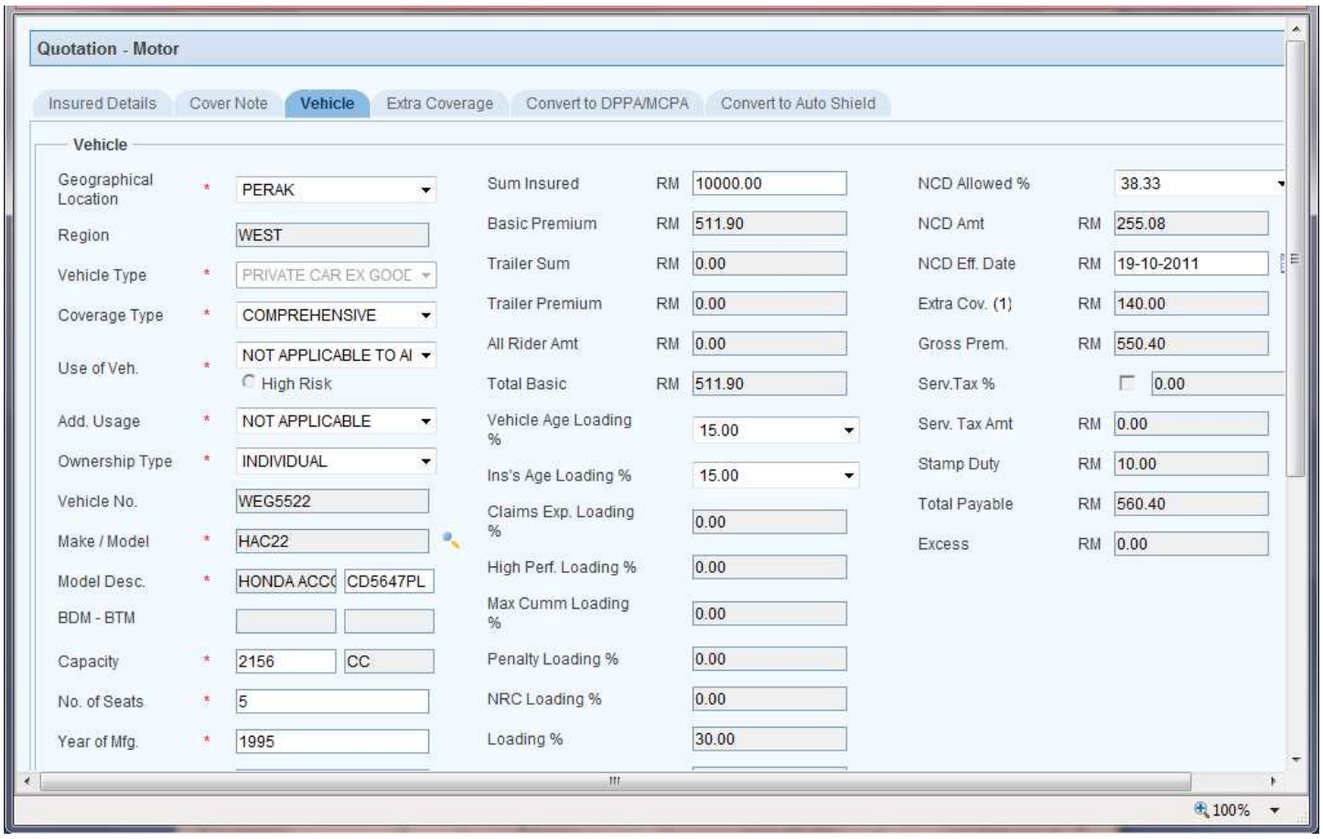


Image 1.201

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Geographical Location	**Y**	Display the Geographical Location and it also Editable .
Region	**N**	Displays West or East based on Geographical Location selected.
Vehicle Type	**N**	Display the Vehicle Type.
Coverage Type	**Y**	Displays the Coverage type and it also Editable.
Use of Veh	**Y**	Displays the Usage of Vehicle and it also Editable.
Add. Usage	**Y**	Displays the Additional Usage of Vehicle and it also Editable..
Ownership Type	**Y**	The combo auto displays 'Company' for Business clients and allows you to select 'Individual' or 'Insured Not Driving or Riding' for Individual Clients.
Vehicle No	**N**	Displays the Vehicle No
Make / Model	**Y**	Displays the Make/Model and it also Editable
Model Desc	**Y**	Displays based on the selected Make/Model and allows to enter additional info.
BDM	**N**	Displays weight of the vehicle after loading.
BTM	**N**	Displays weight of the vehicle before loading.
Capacity	**Y**	Displays capacity of the vehicle.
No. of Seats	**Y**	Displays the number of seats based upon Make/Model selected but allows you to change.
Year of Mfg.	**Y**	Enter the manufacture year of the vehicle.
Sum Insured	**Y**	Enter the Amount for which the vehicle is to be insured. Field turns non-editable, when the Coverage type is Third party or the Vehicle Type is 'A Permit or C Permit' and cover note is generated for Trailer.
Basic Premium	**Y**	Displays the Basic Premium. Allows you to enter the amount if Vehicle Type is Motor Cycle, Motor Cycle Trade and Special type Vehicle.
Trailer Sum	**Y** (for Trailer Covernote)	Enter the trailer sum insured.
Trailer Premium	**Y** (for Trailer Covernote)	Displays the trailer premium.
All Rider Amt	**Y** (for All Rider applicable cases of Vehicle Type – Motor Cycle)	Displays All Rider Amount.
Total Basic	**Y**	Displays Total basic premium (Total Basic Premium = Basic Premium or Trailer premium + All Rider Amount) and is non-editable.
Vehicle Age Loading %	**Y**	You can reduce or increase the value of Loading % Based on Age of Vehicle. But when increased it should not exceed maximum loading applicable.

Ins's Age Loading %	Y	Displays the value based on Age of Insured.
Claims Exp. Loading %	Y	Displays Loading % Based on Number of Claims.
High Perf. Loading %	Y	Loading % Based on Model selected.
Max Cumm Loading %	Y	Displays Maximum Loading Percentage applicable.
Penalty Loading %	Y	Displays Penalty Loading %.
NRC Loading %	Y	Displays NRC (Non Reporting Claims) Loading %.
Loading %	Y	Displays Loading %.
Loading Amount	Y	Displays Final Loading Amount (Loading Amount = Basic Premium * loading percentage).
NCD Allowed %	N	Select the NCD Percentage from the drop-down list.
NCD Amt	N	Displays based on the NCD %.
NCD Eff. Date	N	Enter the NCD Effective Date.
Extra Cov.(1)	N	Displays the Extra Coverage amount.
Gross Prem	Y	Displays the Gross Premium.
Serv.Tax %	N	Applicable only for Business clients. System prompts you whether to apply service tax. Uncheck the box to remove the service tax.
Serv. Tax Amt	N	Displays based on the service tax %.
Stamp Duty	N	Displays stamp duty amount.
Total Payable	N	Displays Total Payable.
Excess	N	Displays Excess amount based on CC/Number of Passengers/NCD/Vehicle Class.

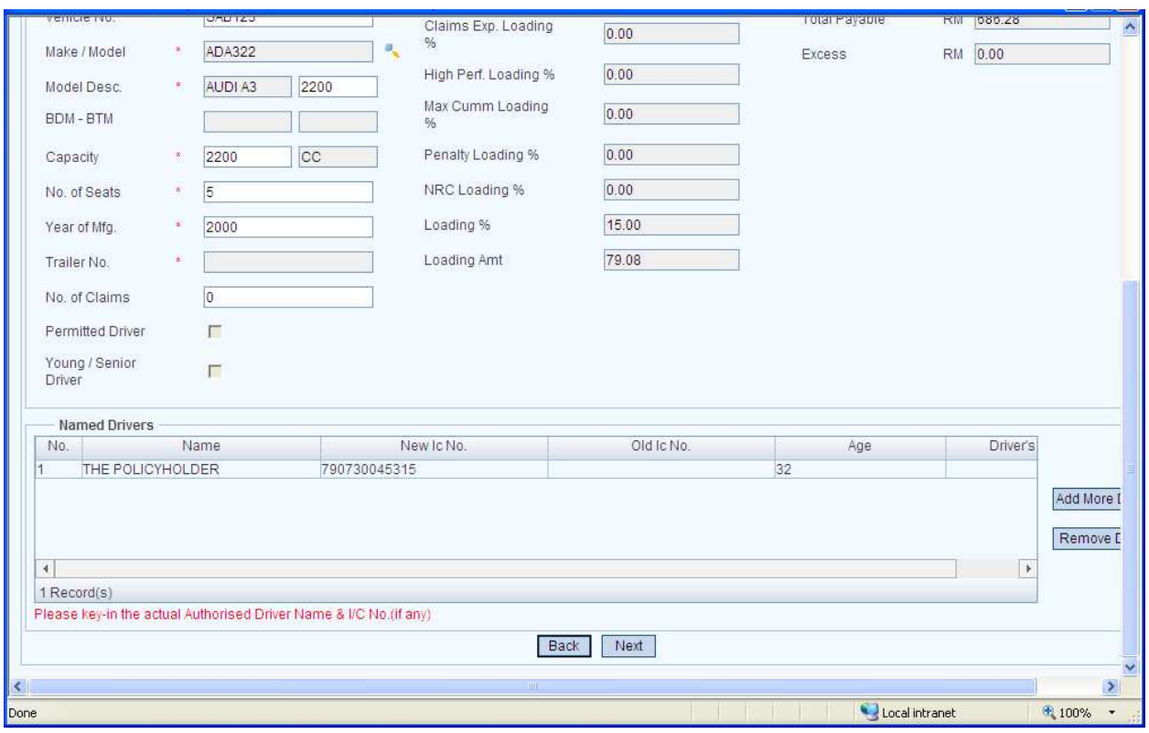


Image 1.202

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Trailer No	Y (for trailer policies)	Enter the trailer No. of the vehicle, if applicable. Not Applicable for New trailer Registration.
No. of Claims	Y	Enter the Number of Claims details
Permitted Driver	N	Check or Uncheck the permitted drivers.
Young / Senior Driver	N	Decides whether Young / Senior Drivers can drive the vehicle and allow the user to add Named Drivers.
No	N	The number of the list of named drivers.
Name	Y	Displays the name (based on the contact type) or allows you to enter the name of the driver.
New IC. No	N	Displays or allows you to enter the New IC No. of the Named Driver.
Old IC. No	N	Displays or allows you to enter the Old IC No. of the Named Driver.
Age	N	Displays or allows you to enter the age of the Named Driver.
Drivers Exp	N	Displays or allows you to enter the no. of years of driving experience for the named driver.
Add More Drivers	N	Adds a new row in the grid. Allows you to add Maximum of 8 drivers totally. The button is Disabled or enabled, based on the selected Coverage Type or Vehicle Type.
Remove Drivers	N	Removes the selected row in the Grid.

Back	**N**	Redirects you to the previous tab: Cover Note.
Next	**N**	Redirects you to the next tab: Extra Coverage.

EXTRA COVERAGE DETAILS

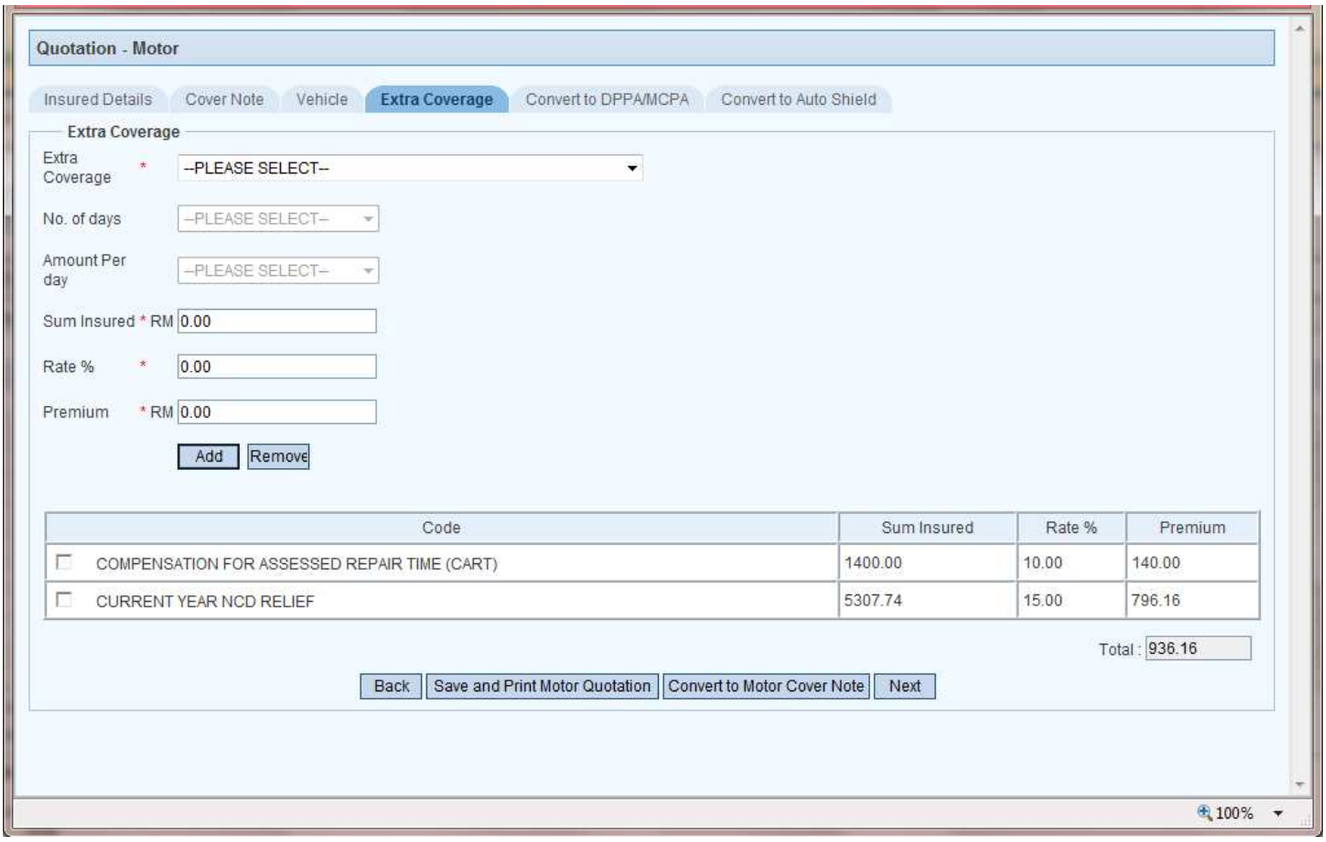


Image 1.203

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Extra Coverage	**Y**	Select the option from the drop down list.
No. of days	**Y**	Select the option from the drop down list.
Amount Per day	**Y**	Select the option from the drop down list.
Sum Insured	**N**	Enter the sum insured for the applicable extra coverage.
Rate %	**N**	Displays Rate % based on the extra coverage selected.
Premium	**N**	Displays the premium amount for the extra coverage.
Add	**N**	Adds selected extra coverage in the grid.
Remove	**N**	Removes a selected row from the grid.
Table of Extra coverage details	**N**	Displays all the extra coverage added to the cover note. It contains the extra coverage code, sum insured and premium amount entered.
Back	**N**	Redirects you to the previous tab: Vehicle.
Save and Print Motor Quotation	**N**	Saves quotation details and prints the Quotation. Quotation number is generated.
Convert to Motor Cover note	**N**	Redirects you to: Renewal (Motor) page to convert the Quotation to a Cover note.
Next	**N**	Redirects you to next tab: Convert to Dppa/Mcpa (Quotation).

1.1.10.2 Non Motor

1.1.10.2.1 DPPA/MCPA

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

NEW BUSINESS - COVERNOTE and VEHICLE TAB

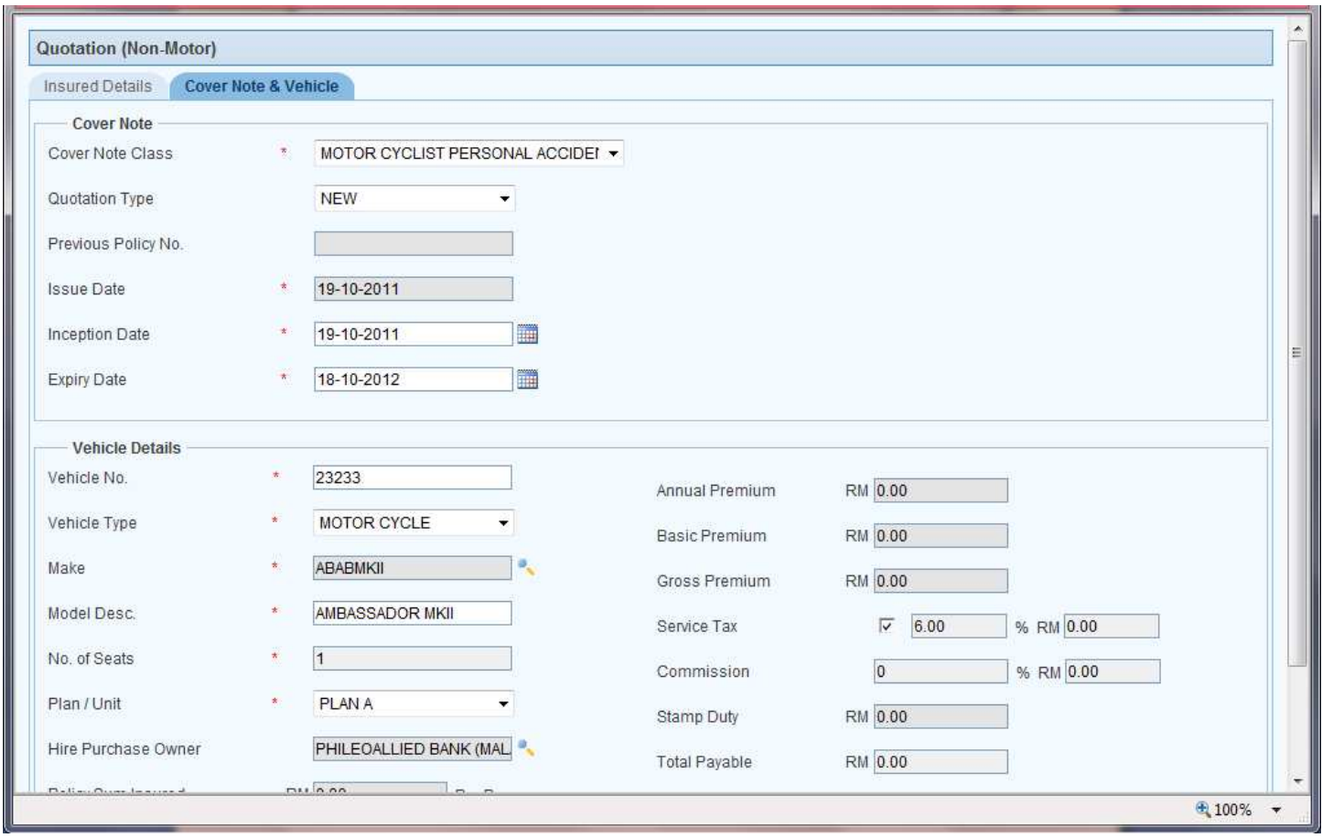


Image 1.204

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**Y**	Select the Cover Note class from the drop down list.
Quotation Type	**Y**	Select the Quotation Type from the drop down list.
Previous Policy No.	**N**	Click the Search icon to open the Search Window and double click the selected row to populate the value to the field. **Search icon is enabled only for 'Renewal' quotations.**
Issue Date	**N**	Displays the Current Date.
Inception Date	**Y**	Displays the current date and allows you to change. **Entered date should be not be more than 6 months from the Issued date**.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. **Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).**

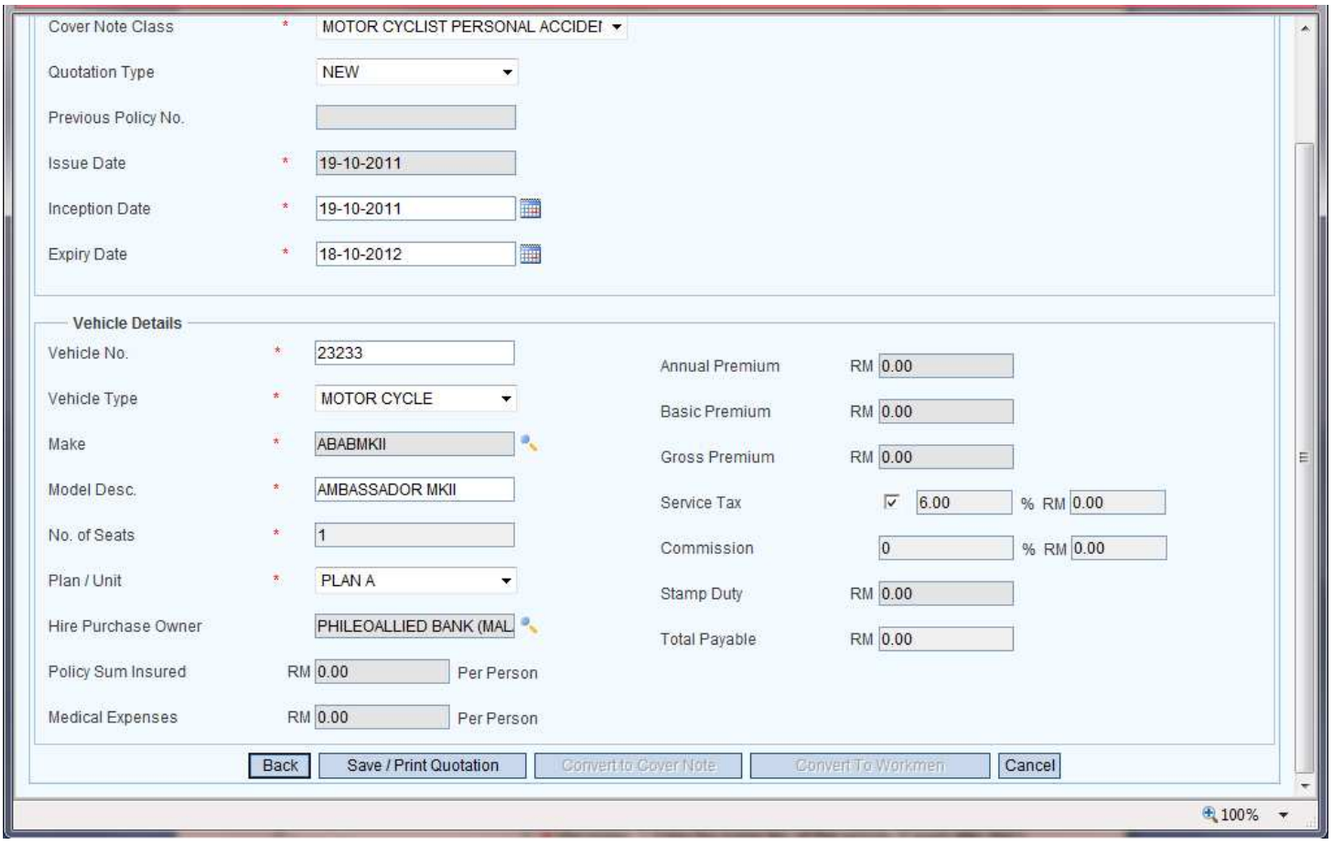


Image 1.205

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Vehicle No.	**Y**	Enter the registration number of the vehicle
Vehicle Type	**Y**	Select the Vehicle Type from the drop down list.
Make	**Y**	Click the Search button to search the Make of the vehicle. Double click the selected record, to populate the Make value in the Vehicle Tab. This field is non-editable.
Model Desc.	**Y**	Displayed based on the selected Make of the vehicle but allows you to change.
No. of Seats	**Y**	Displayed based on the Model selected for the cover note but allows you to change.
Plan / Unit	**Y**	Select the Plan/Unit from the drop–down list.
Hire Purchase Owner	**N**	Click the Search button to search the Hire purchase of the vehicle. Double click the selected record, to populate the Hire purchase in the Vehicle Tab.
Policy Sum Insured	**N**	Displays Policy sum insured based on the selected Plan/Unit.
Medical Expenses	**N**	Displays the medical expenses based on the selected Plan/Unit.
Annual Premium	**N**	Displays the Premium for a year.
Basic Premium	**N**	Displays the Basic Premium.
Gross Premium	**N**	Displays the Gross Premium.
Service Tax %	**N**	Displays the Service tax based on the Contact Type.
Service Tax Amount	**N**	Displays the Service Tax Amount.
Commission %	**N**	Displays Agents Commission %.
Commission Amount	**N**	Displays Commission Amount.
Stamp Duty	**N**	Displays the Stamp Duty.
Total Payable	**N**	Displays the total payable amount for the insured .
Back	**N**	Redirects you to the previous tab: Insured Details.
Save/Print Quotation	**N**	Saves and Prints the Quotation with a quotation number.
Convert to Cover note	**N**	Converts the Quotation into ePolicy Cover note. System displays New Business: Dppa/Mcpa page.
Convert to Workmen	**N**	Converts DPPA Quotation into Workmen Quotation. System displays Quotation for Workmen.
Cancel	**N**	Closes the page.

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

RENEWAL - COVERNOTE and VEHICLE TAB

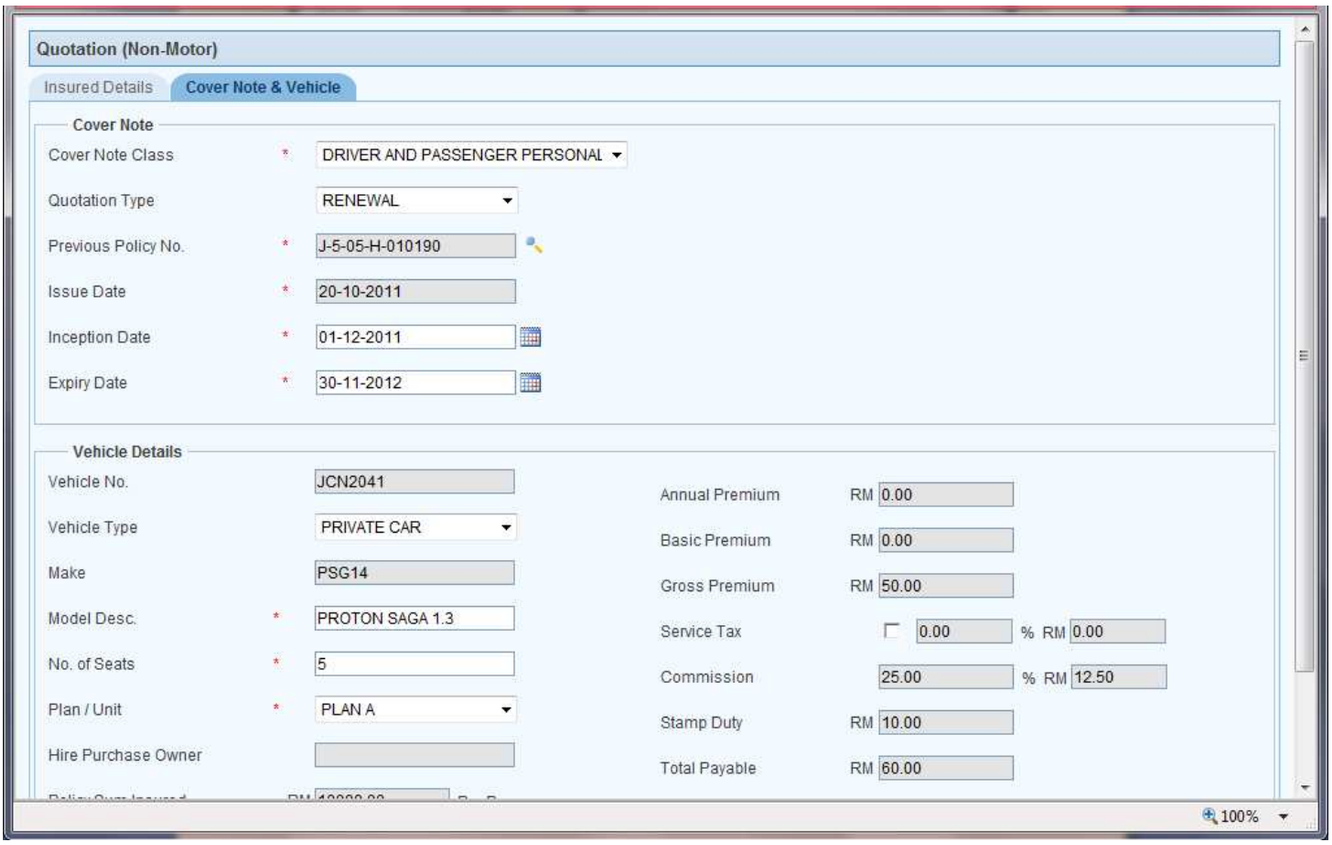


Image 1.206

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Class	**Y**	Select the Cover Note class from the drop down list.
Quotation Type	**Y**	Select the Quotation Type from the drop down list.
Previous Policy No.	**N**	Click the Search icon to open the Search Window and double click the selected row to populate the value to the field. **Search icon is enabled only for 'Renewal' quotations.**
Issue Date	**N**	Displays the Current Date.
Inception Date	**Y**	Displays the current date and allows you to change. **Entered date should be not be more than 6 months from the Issued date**.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. **Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).**

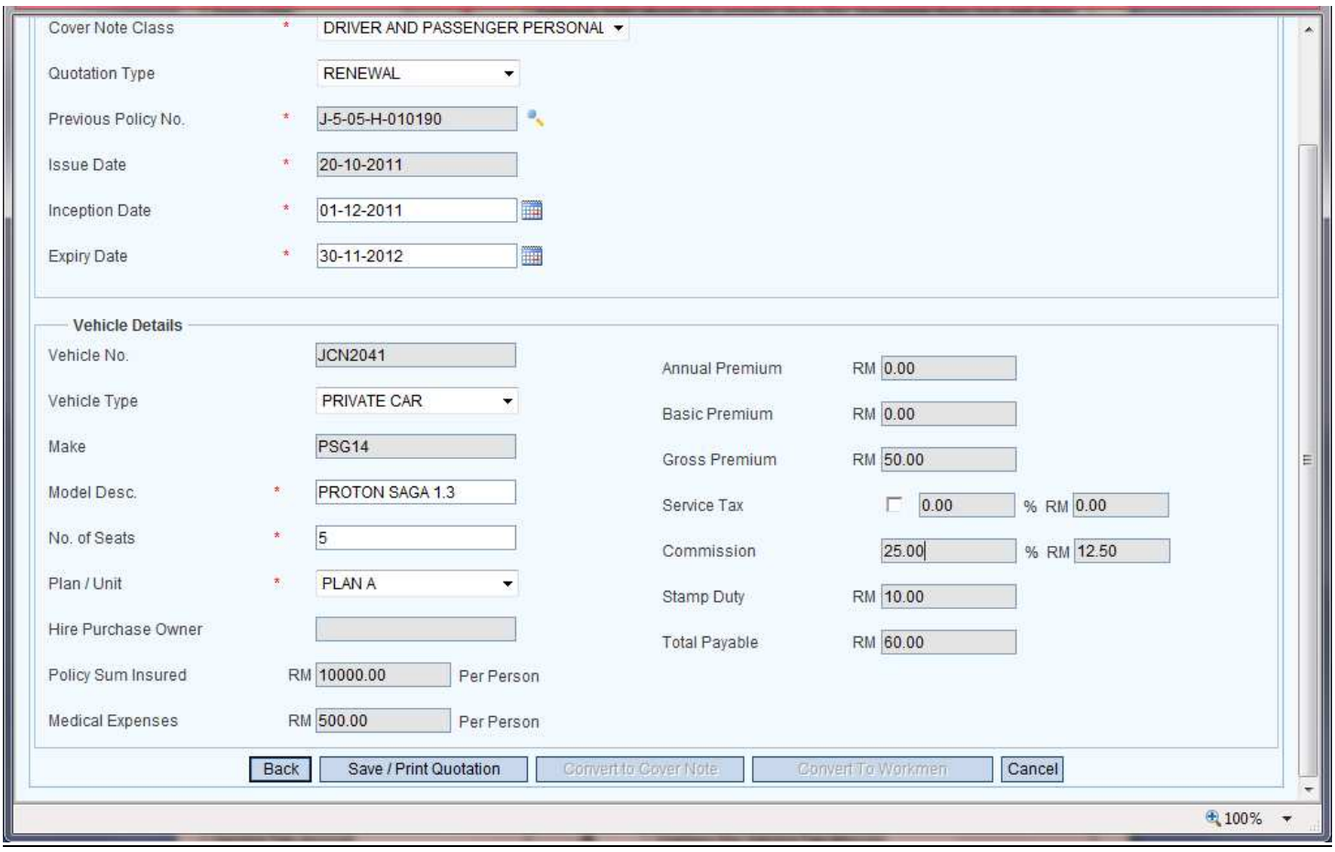


Image 1.207

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Vehicle No.	**N**	Displays the Vehicle Number.
Vehicle Type	**Y**	Displays the Vehicle Type it allows to Select the Vehicle Type from the drop down list.
Make	**N**	Displays the Make Type
Model Desc.	**Y**	Displayed based on the selected Make of the vehicle but allows you to change.
No. of Seats	**Y**	Displayed based on the Model selected for the cover note but allows you to change.
Plan / Unit	**Y**	Displays the Plan/unit details it also allows to Select the Plan/Unit from the drop–down list.
Hire Purchase Owner	**N**	Displays the Hire Purchase Owner
Policy Sum Insured	**N**	Displays Policy sum insured based on the selected Plan/Unit.
Medical Expenses	**N**	Displays the medical expenses based on the selected Plan/Unit.
Annual Premium	**N**	Displays the Premium for a year.
Basic Premium	**N**	Displays the Basic Premium.
Gross Premium	**N**	Displays the Gross Premium.
Service Tax %	**N**	Displays the Service tax based on the Contact Type.
Service Tax Amount	**N**	Displays the Service Tax Amount.
Commission %	**N**	Displays Agents Commission %.
Commission Amount	**N**	Displays Commission Amount.
Stamp Duty	**N**	Displays the Stamp Duty.
Total Payable	**N**	Displays the total payable amount for the insured .
Back	**N**	Redirects you to the previous tab: Insured Details.
Save/Print Quotation	**N**	Saves and Prints the Quotation with a quotation number.
Convert to Cover note	**N**	Converts the Quotation into ePolicy Cover note. System displays New Business: Dppa/Mcpa page.
Convert to Workmen	**N**	Converts DPPA Quotation into Workmen Quotation. System displays Quotation for Workmen.
Cancel	**N**	Closes the page.

1.1.10.2.2 Auto Shield Insurance

NEW BUSINESS

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

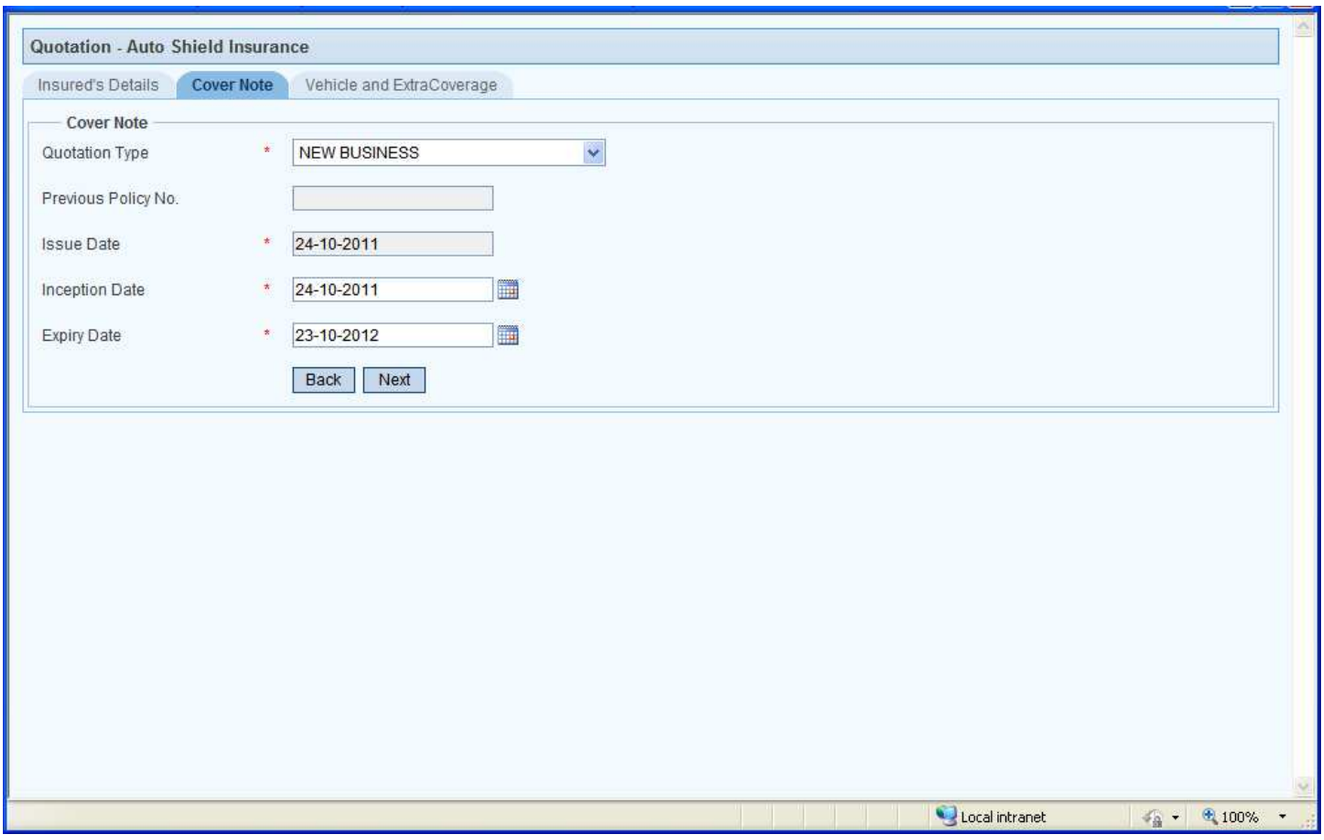


Image 1.208

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Quotation Type	**Y**	Select 'New Business' from the list
Previous Policy No	**Y**	Disabled
Issue Date	**N**	Displays the current date.
Inception Date	**Y**	Displays the date of one day after the expiry date of Previous Policy and allows you to change. Entered date should be not be more than 6 months from the Issued date or before the issue date.
Expiry Date	**Y**	Displays end date of 1 year from the Inception date but allow you to change. Entered Date should be greater than the Inception Date but not more than 2 years from it (Inception Date).
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle and Extra Coverage.

VEHICLE and EXTRA COVERAGE TAB

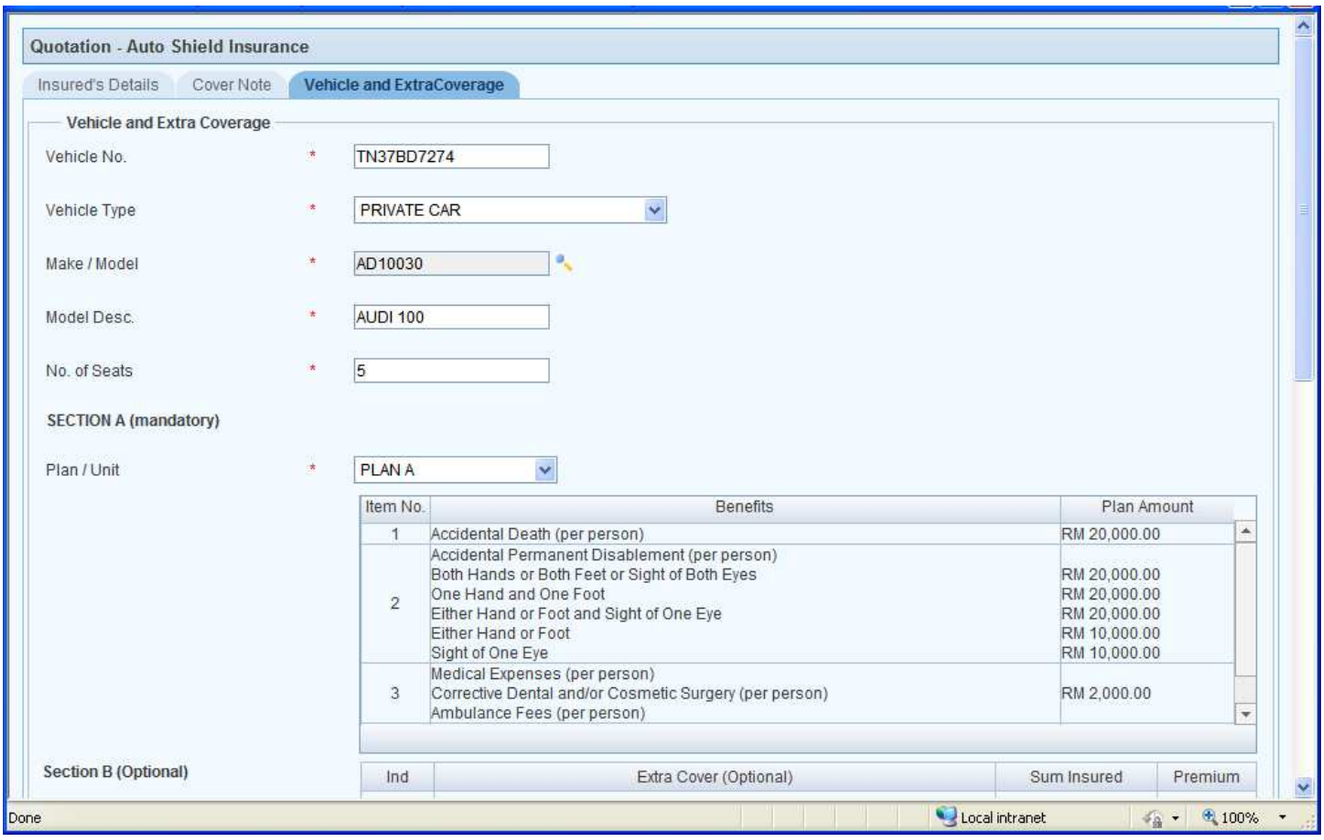


Image 1.209

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Vehicle No.	**Y**	Enter the Vehicle No.
Vehicle Type	**Y**	Select the Vehicle Type
Make/Model	**Y**	Select the Make Model
Model Desc	**Y**	Displays the Model Description.
No. of Seats	**Y**	Enter the No. of Seats.

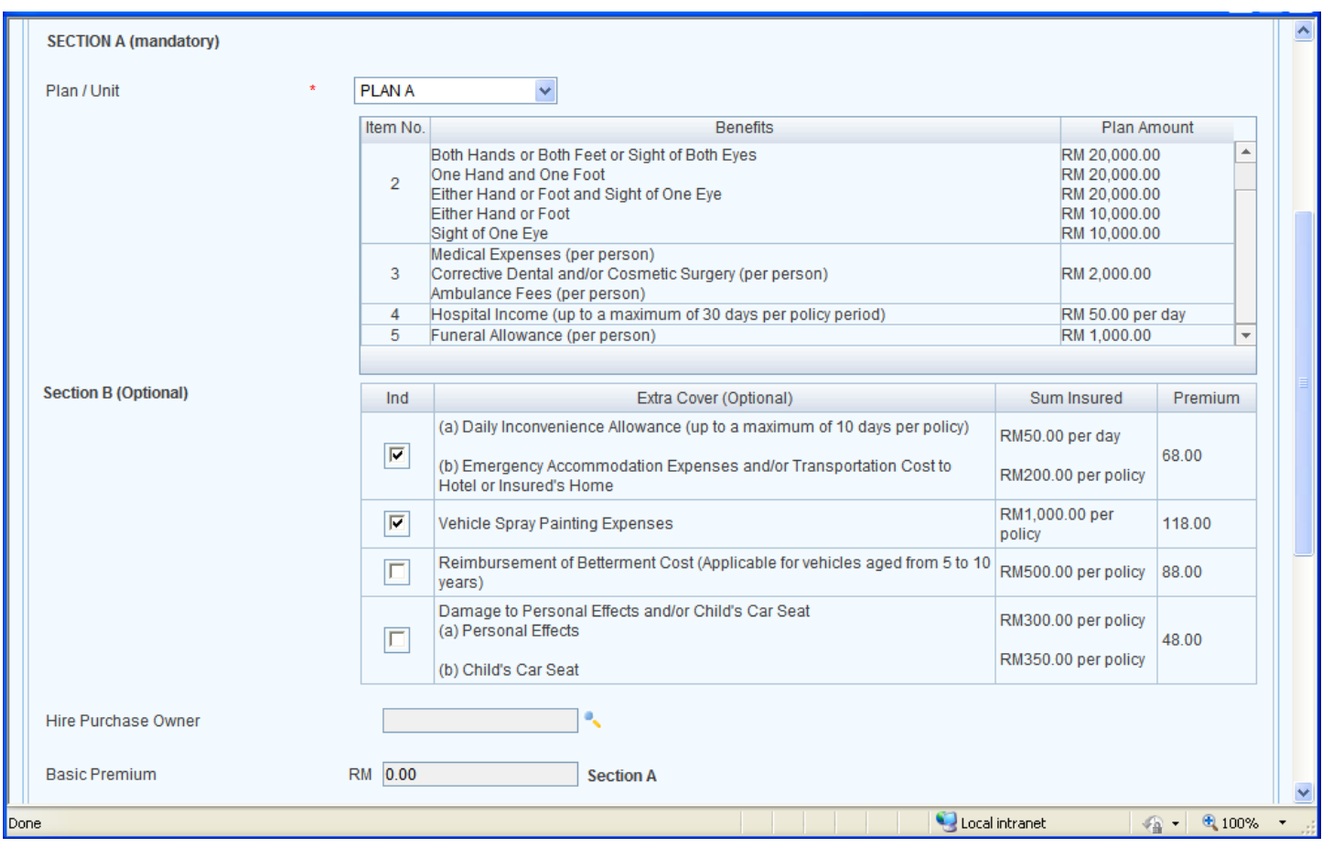


Image 1.210

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Plan/Unit	**Y**	Select the Plan / Unit from drop down list.
Grid 1 (Section A)	**N**	Displays the plan details according to the PLAN selected including: Benefits and Plan Amount.
Grid 2 (Section B)	**N**	Shows Extra coverage details: Extra Cover, Sum Insured and Premium and allows you to select one or more optionally.

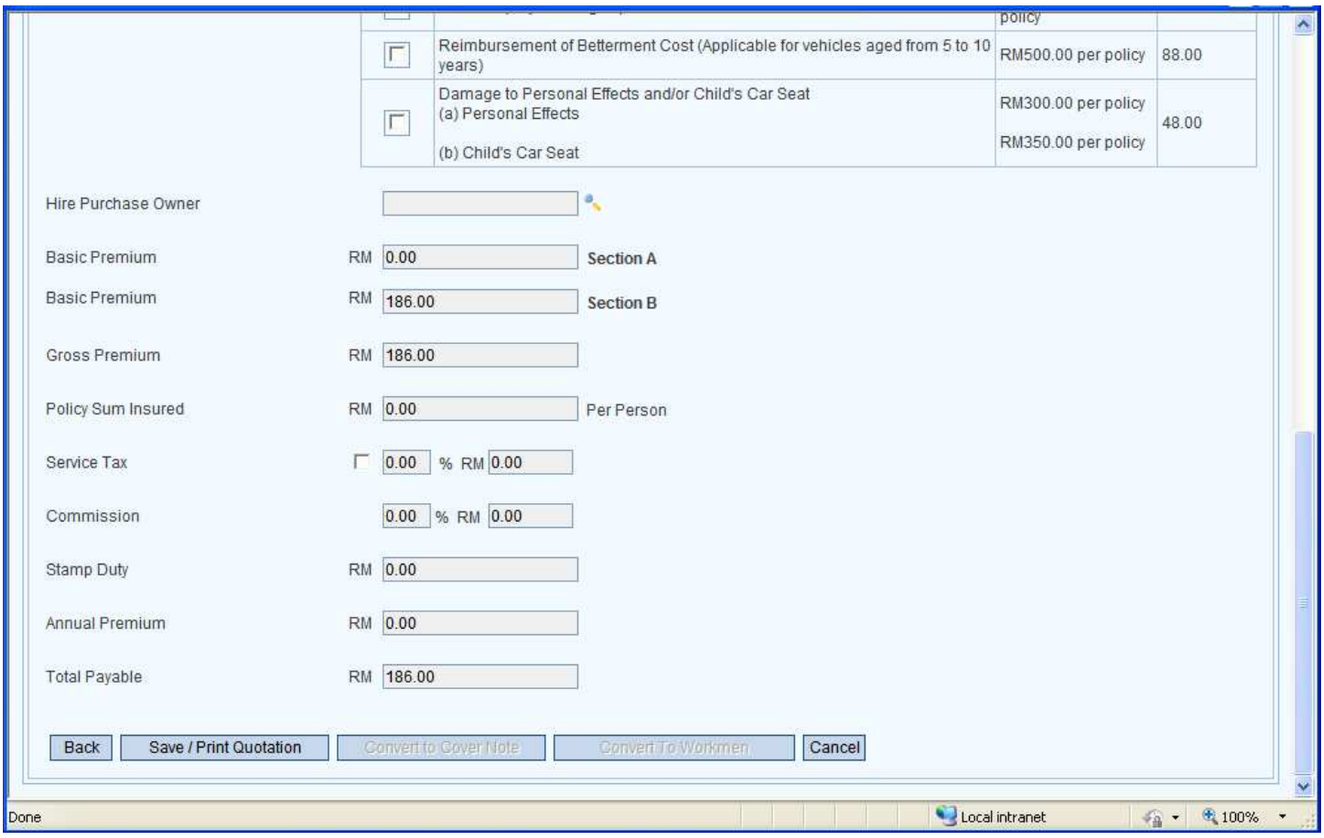


Image 1.211

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Hire Purchase Owner	**N**	Displays Hire Purchase Owner if already available and allows you to select if necessary (by clicking the Search button to invoke the search window and then double clicking the selected record).
Basic Premium (Section A)	**N**	Displays the Basic Premium (of Section A).
Gross Premium	**N**	Displays the Gross Premium.
Policy Sum Insured	**N**	Displays the Policy sum insured based on the selected Plan/Unit.
Service Tax %	**N**	Displays the Service tax % applicable when you select the check box. (For contact type Business, check box remains selected and allows you to unselect. For contact type Individual and Others, it remains unselected but allows you to select).
Service Tax Amount	**N**	Displays the Service tax amount based on service tax %.
Stamp Duty	**N**	Displays the Stamp Duty Amount if Master Policy is not available or applicable.
Commission %	**N**	Displays Agent's Commission %.
Commission Amount	**N**	Displays Agent's Commission amount based on Commission %.
Rebate %	**N**	Displays Rebate % if it is Corporate Agent
Rebate Amt	**N**	Displays Agent's Rebate amount based on Rebate %. Rebate Amt is reduced from the Gross Premium
Annual Premium	**Y**	Displays the Premium for a year.
Total Payable	**N**	Displays Total Payable amount.
Back	**N**	Redirects you to the previous tab: Cover Note.
Save	**N**	Saves the cover note and generates a Reference Number.
Save/Print Quotation	**N**	Saves, Prints the details.
Convert to Covernote	**N**	Redirects you to New Business – Auto Shield page, to Convert the generated Cover Quotation to Covernote.

Convert to Workmen	**N**	Redirects you to Workmen page, to convert the generated quotation to Workmen.
Cancel	**N**	Closes the page.

RENEWAL

For ***Insured Details*** Tab, please refer to Image 1.2 and Image 1.3

COVERNOTE TAB

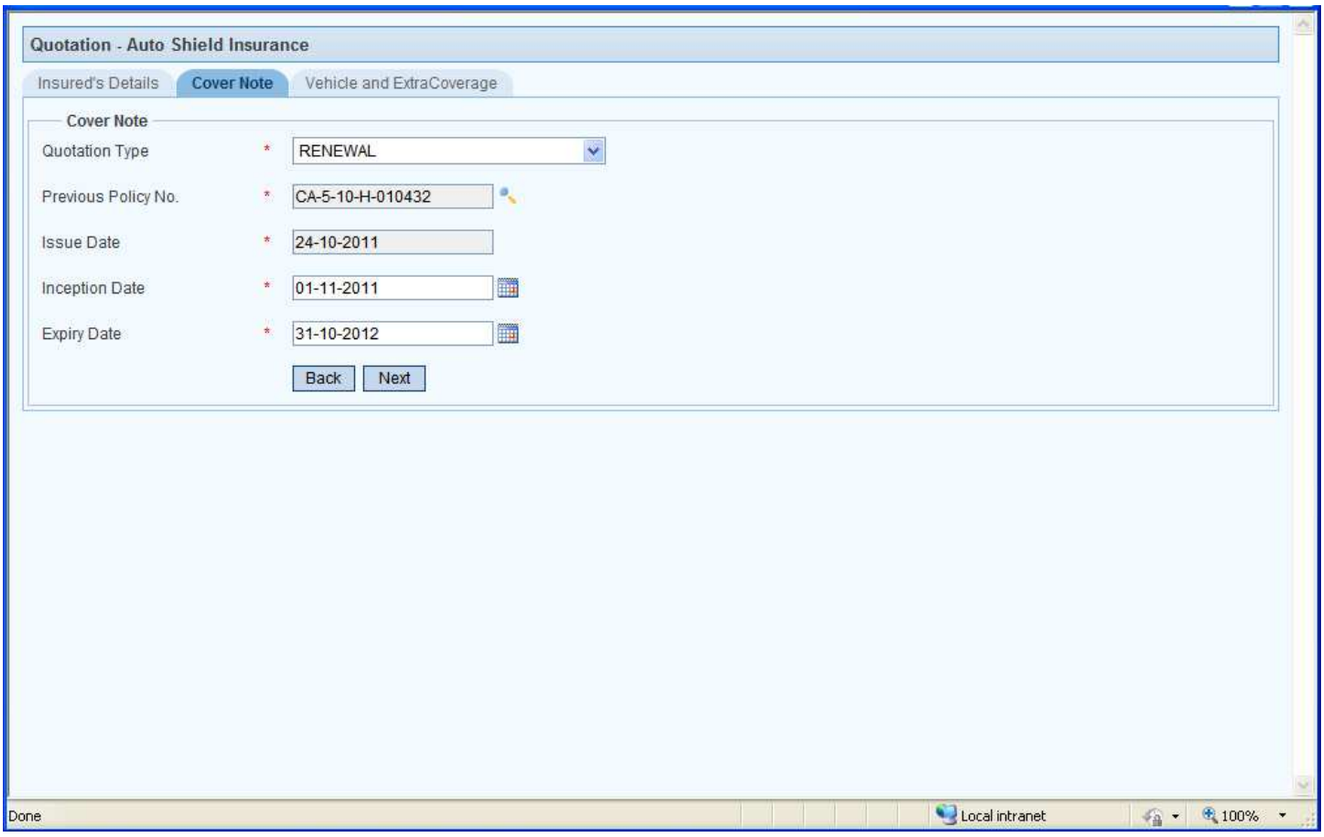


Image 1.212

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Quotation Type	**Y**	Select 'Renewal' from the list
Previous Policy No	**Y**	Select the previous policy number from search option
Issued Date	**N**	Displays Current date.
Inception Date	**Y**	Displays the current date and allows you to change provided it is within 6 months from the current date.
Expiry Date	**Y**	Displays end date of 1 year from the inception date and allow you to change. The date entered should be greater than inception date but not exceeding 2 years from the inception date.
Back	**N**	Redirects you to the previous tab: Insured Details.
Next	**N**	Redirects you to the next tab: Vehicle and Extra Coverage.

VEHICLE and EXTRA COVERAGE TAB

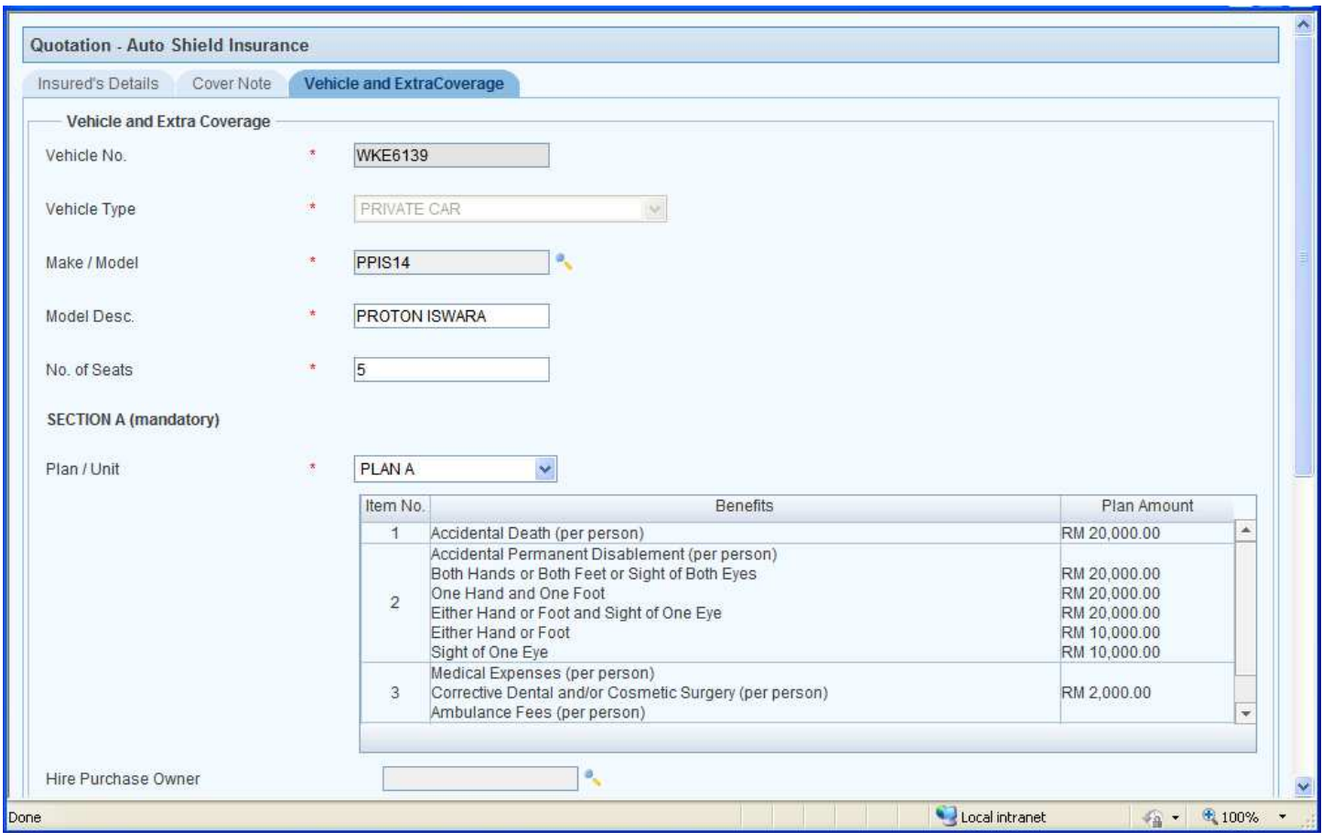


Image 1.213

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Vehicle No.	**Y**	Displays the Vehicle No. of the selected Policy
Vehicle Type	**Y**	Displays the Vehicle Type in the drop down list, if Vehicle info is available or allows you to select it.
Make/Model	**Y**	Displays the Make/Model.
Model Desc	**Y**	Displays the Model Description.
No. of Seats	**Y**	Displays the No. of Seats.
Plan/Unit	**Y**	Select the Plan / Unit from drop down list.
Grid 1 (Section A)	**N**	Displays the plan details according to the PLAN selected including: Benefits and Plan Amount.
Grid 2 (Section B)	**N**	Shows Extra coverage details: Extra Cover, Sum Insured and Premium and allows you to select one or more optionally.

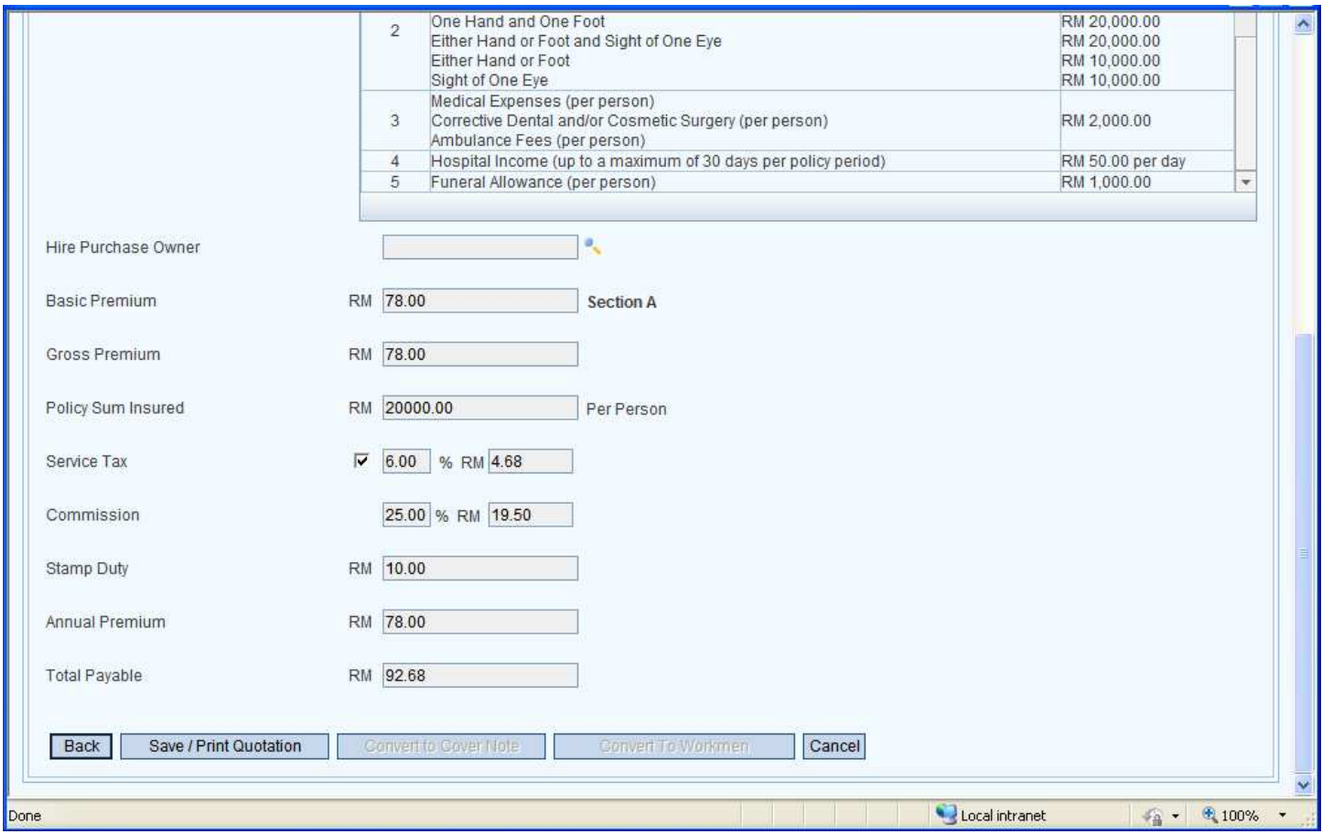


Image 1.214

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Hire Purchase Owner	**N**	Click the Search button to search the Hire purchase of the vehicle and double click the selected record, to populate this to the field.
Basic Premium	**N**	Displays the Basic Premium.
Gross Premium	**N**	Displays the Gross Premium.
Policy Sum Insured	**N**	Displays the Policy sum insured based on the selected Plan/Unit.
Service Tax %	**N**	Displays the Service tax only for Business clients.
Service Tax Amount	**N**	Displays the Service tax amount according to Service Tax %.
Stamp Duty	**N**	Displays the Stamp Duty.
Annual Premium	**N**	Displays the Annual Premium
Total Payable	**N**	Displays the Total Payable
Back	**N**	Redirects you to the previous tab: Cover Note.
Save/Print Quotation	**N**	Saves and Prints the Quotation with a Quotation number.
Convert to Cover note	**N**	Converts the Quotation into ePolicy Cover note. Redirects you to Renewal: Auto Shield
Convert to Workmen	**N**	Converts Auto Shield Quotation into Workmen Quotation. System displays Quotation for Workmen.
Cancel	**N**	Closes the page.

1.1.11 Payment for Amount Due To Nsure/Outstanding Debts

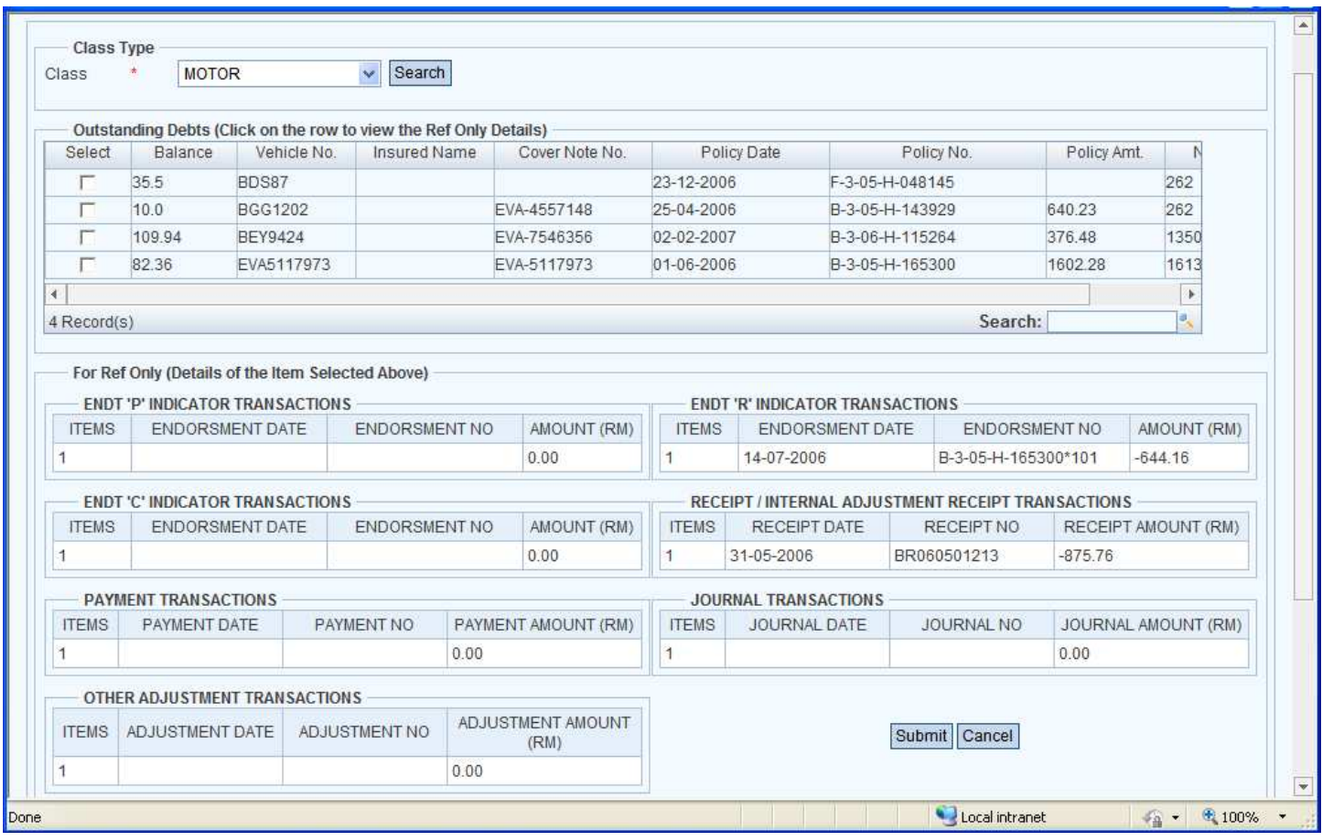


Image 1.215

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Class	**Y**	Select the Class from the drop down list.
Search	**N**	Searches the records for the specified class.
Outstanding Debts Grid	**N**	Displays the search results in the grid including: Balance, Vehicle No., Insured Name, Cover Note No., Policy Date, Policy No., Policy Amt., and No. of Days. Double clicking the row fills the details in the various grids displayed below this Grid
Grid (Endt 'P' Indicator Transactions)	**N**	Displays the results in the grid including: Items, Endorsement Date, Endorsement No. and Amount.
Grid (Endt 'R' Indicator Transactions)	**N**	Displays the results in the grid including: Items, Endorsement Date, Endorsement No. and Amount.
Grid (Endt 'C' Indicator Transactions)	**N**	Displays the results in the grid including: Items, Endorsement Date, Endorsement No. and Amount.
Grid (Receipt/Internal Adjustment Receipt Transactions)	**N**	Displays the results in the grid including: Items, Receipt Date, Receipt No., and Receipt Amount.
Grid (Payment Transactions)	**N**	Displays the results in the grid including: Items, Payment Date, Payment No. and Payment Amount.
Grid (Journal Transactions)	**N**	Displays the results in the grid including: Items, Journal Date, Journal No., and Journal Amount.
Grid (Other Adjustment Transactions)	**N**	Displays the results in the grid including: Items, Adjustment Date, Adjustment No., and Adjustment Amount.
Submit	**N**	Redirects you the payment page.
Cancel	**N**	Closes the page.

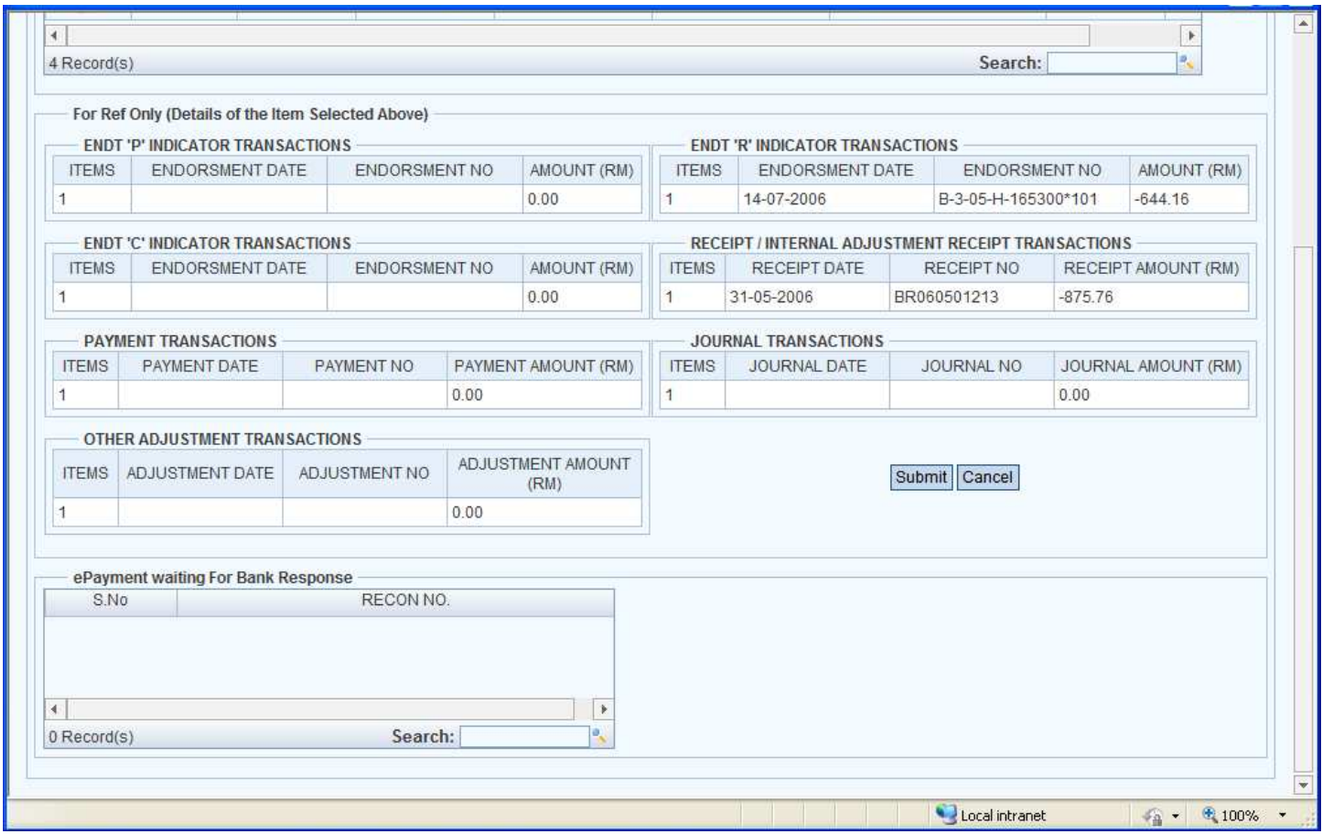


Image 1.216

User Interface		
Field	**Mandatory (Y/N)**	**Description**
ePayment Waiting for Bank Response Grid	**N**	Displays all the previous ePayment transactions which are still waiting for response from the bank.

Payment Screen

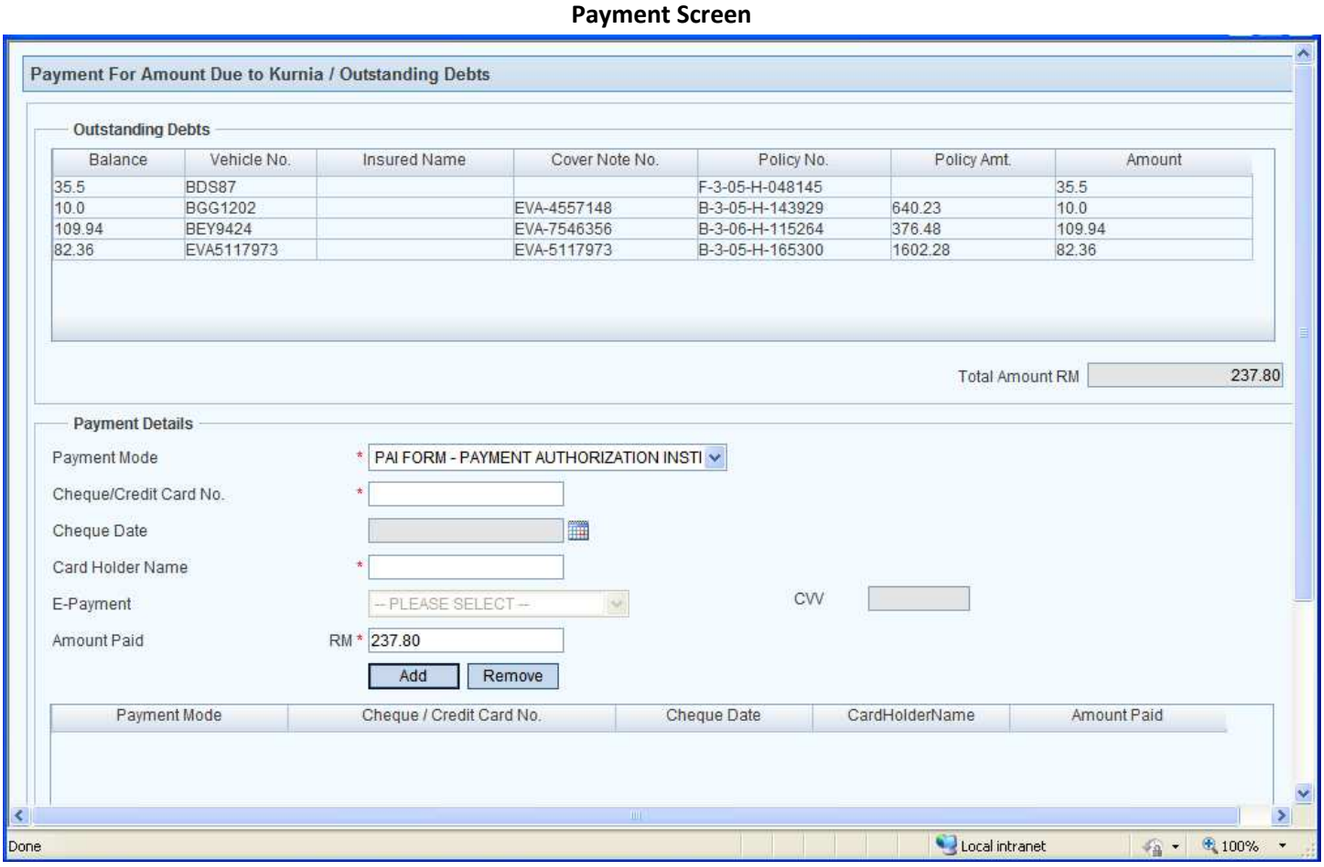


Image 1.217

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Outstanding debts Grid	**N**	Displays all the selected records in the previous screen.

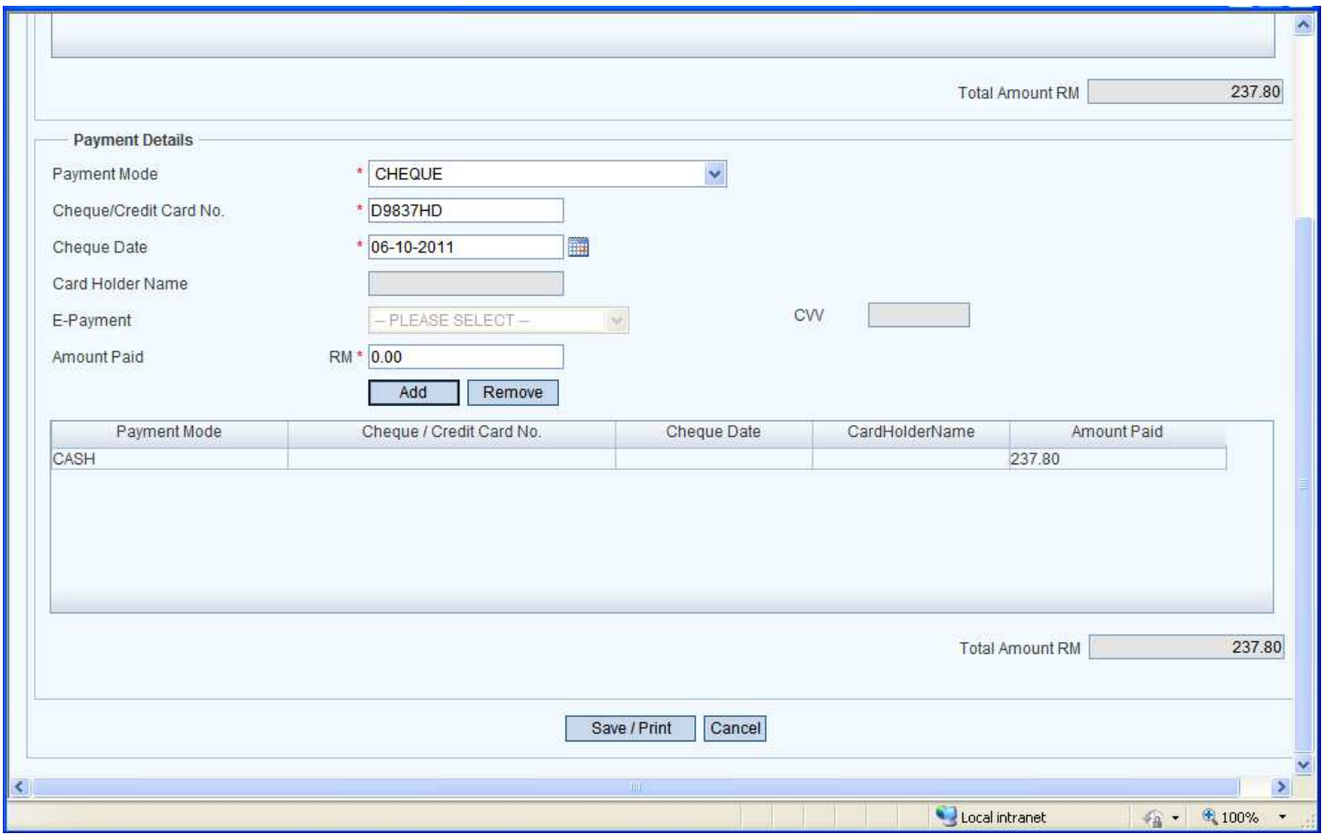


Image 1.218

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Payment Mode	**Y**	There are various ways to make ePayment in this system. They are listed below: • Cash • Cheque • Credit Card – EDC • E – PAI • E - Payment • Others • PAI Form – Payment Authorization Instruction For each type of this Payment Mode, there are different mandatory fields and different types of button. We shall look into them in detail in the succeeding descriptions.
Cheque/Credit Card No.	**N**	**Payment Mode** / **Enabled/ Disabled** / **Mandatory** / **Validations** Cash / Disabled / **NO** / Not Applicable Cheque / Enabled / **YES** / Characters, Numbers and Special Characters are allowed Credit Card / Enabled / **YES** / Only 16 digit Numeric values are allowed E – Payment / Disabled / **NO** / Not Applicable Others / Enabled / **NO** / Characters, Numbers and Special Characters are allowed PAI Form / Enabled / **YES** / Only 16 digit Numeric values are allowed
Cheque Date	**N**	**Payment Mode** / **Enabled/ Disabled** / **Mandatory** / **Validations** Cash / Disabled / **NO** / Not Applicable Cheque / Enabled / **YES** / Checks for valid date Credit Card / Disabled / **NO** / Not Applicable E – Payment / Disabled / **NO** / Not Applicable Others / Enabled / **NO** / Checks for valid date PAI Form / Disabled / **NO** / Not Applicable

<table>
<tr><td>Card Holder Name</td><td>N</td><td>
<table>
<tr><th>Payment Mode</th><th>Enabled/ Disabled</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Cash</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Cheque</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Credit Card</td><td>Enabled</td><td>YES</td><td>Characters, Numbers and Special Characters are allowed</td></tr>
<tr><td>E – Payment</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Others</td><td>Enabled</td><td>NO</td><td>Characters, Numbers and Special Characters are allowed</td></tr>
<tr><td>PAI Form</td><td>Enabled</td><td>YES</td><td>Characters, Numbers and Special Characters are allowed</td></tr>
</table>
</td></tr>
<tr><td>E-Payment</td><td>N</td><td>
<table>
<tr><th>Payment Mode</th><th>Enabled/ Disabled</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Cash</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Cheque</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Credit Card</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>E – Payment</td><td>Enabled</td><td>YES</td><td>Should select one record from the drop down list</td></tr>
<tr><td>Others</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>PAI Form</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
</table>
</td></tr>
<tr><td>Amount Paid</td><td>Y</td><td>
<table>
<tr><th>Payment Mode</th><th>Enabled/ Disabled</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Cash</td><td>Enabled</td><td>YES</td><td>Displays the Total: RM value by default, but allows changing.</td></tr>
<tr><td>Cheque</td><td>Enabled</td><td>YES</td><td>Displays the Total: RM value by default, but allows changing.</td></tr>
<tr><td>Credit Card</td><td>Enabled</td><td>YES</td><td>Displays the Total: RM value by default, but allows changing.</td></tr>
<tr><td>E – Payment</td><td>Enabled</td><td>YES</td><td>Displays the Total: RM value by default, but allows changing.</td></tr>
<tr><td>Others</td><td>Enabled</td><td>YES</td><td>Displays the Total: RM value by default, but allows changing.</td></tr>
<tr><td>PAI Form</td><td>Enabled</td><td>YES</td><td>Displays the Total: RM value by default, but allows changing.</td></tr>
</table>
</td></tr>
<tr><td>CVV</td><td>N</td><td>
<table>
<tr><th>Payment Mode</th><th>Enabled/ Disabled</th><th>Mandatory</th><th>Validations</th></tr>
<tr><td>Cash</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Cheque</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>Credit Card</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>E – Payment</td><td>Enabled</td><td>YES</td><td>3 digit numerals only</td></tr>
<tr><td>Others</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
<tr><td>PAI Form</td><td>Disabled</td><td>NO</td><td>Not Applicable</td></tr>
</table>
</td></tr>
<tr><td>Add</td><td>N</td><td>Upon clicking this button, details will the added into the Payment Details Grid. If the Payment Mode is ‘E Payment’, then clicking this button will invoke a bank transaction as shown in the Image 1.116</td></tr>
<tr><td>Remove</td><td>N</td><td>Upon clicking this button, the selected record will be removed from the Payment Details Grid.</td></tr>
</table>

1.2 Edit

1.2.1 Cover note Options

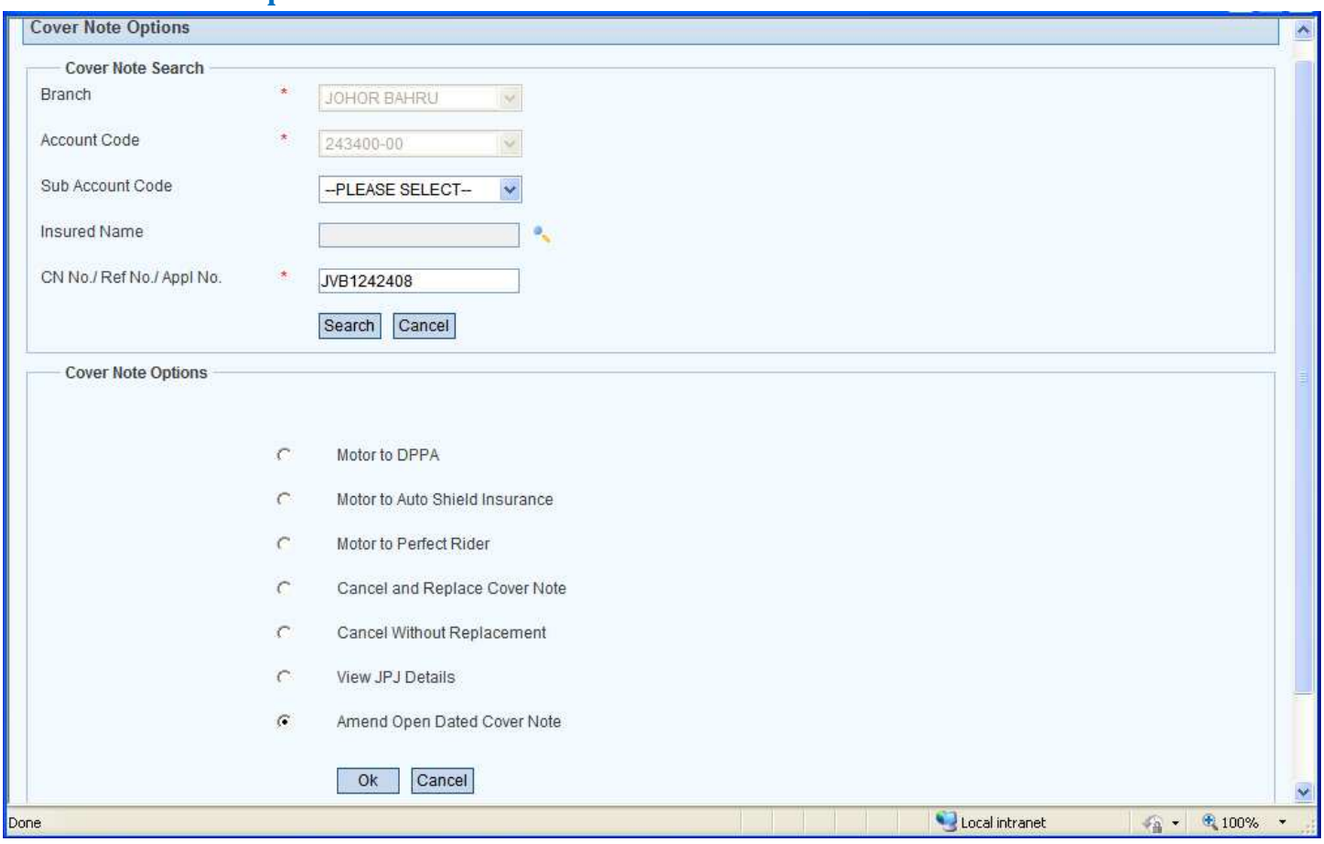


Image 1.219

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Agent's Branch.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Displays Sub Account codes (only in Sub-Agent's login)
Insured Name	**N**	Click the Search button to invoke the search window and double click desired record to populate the Insured Name.
CN No./Ref No./Appl No.	**Y**	Enter the Cover note number or Reference number or Application number.
Search	**N**	Displays the Cover Note matching the Search Criteria entered.
Cancel	**N**	Closes the Page.
Radio Buttons	**Y**	Displays one or more of the below options based on the cover note status, Vehicle Type or JPJ status of the cover note. (You can select only one at a time). • Motor to DPPA (if Vehicle type is Private Car) or Motor to MCPA (if Vehicle type is Motor Cycle) • Motor to Auto Shield Insurance • Motor to Perfect Rider • Cancel and Replace Covernote • Cancel Without Replacement • View JPJ Details
Ok	**N**	Redirects you to the page according to the option selected.
Cancel	**N**	Closes the page.

1.2.1.1 Motor to DPPA or Motor to MCPA

The page redirects you to the New Business DPPA/MCPA page. If the Vehicle Type of the Covernote is 'Private Car', the Covernote class selected will be 'Driver Passenger Personal Accident' whereas if Vehicle Type selected is 'Motor Cycle', the Covernote class selected will be 'Motor Cyclist Personal Accident'. The Insured details and Vehicle details in those pages automatically reloaded based on the Covernote selected in this page. To view the DPPA/MCPA Page, please click here

1.2.1.2 Motor to Auto Shield Insurance

The system redirects you the Autoshield Insurance Page. The Insured details and Vehicle details in those pages automatically reloaded based on the Covernote selected in this page. The view the Auto Shield Insurance Page, please click here

1.2.1.3 Motor to Perfect Rider

The system redirects you the Perfect Rider Page. The Insured details and Vehicle details in those pages automatically reloaded based on the Covernote selected in this page. To view the Perfect Rider Page, please click here

1.2.1.4 Cancel and Replace Covernote

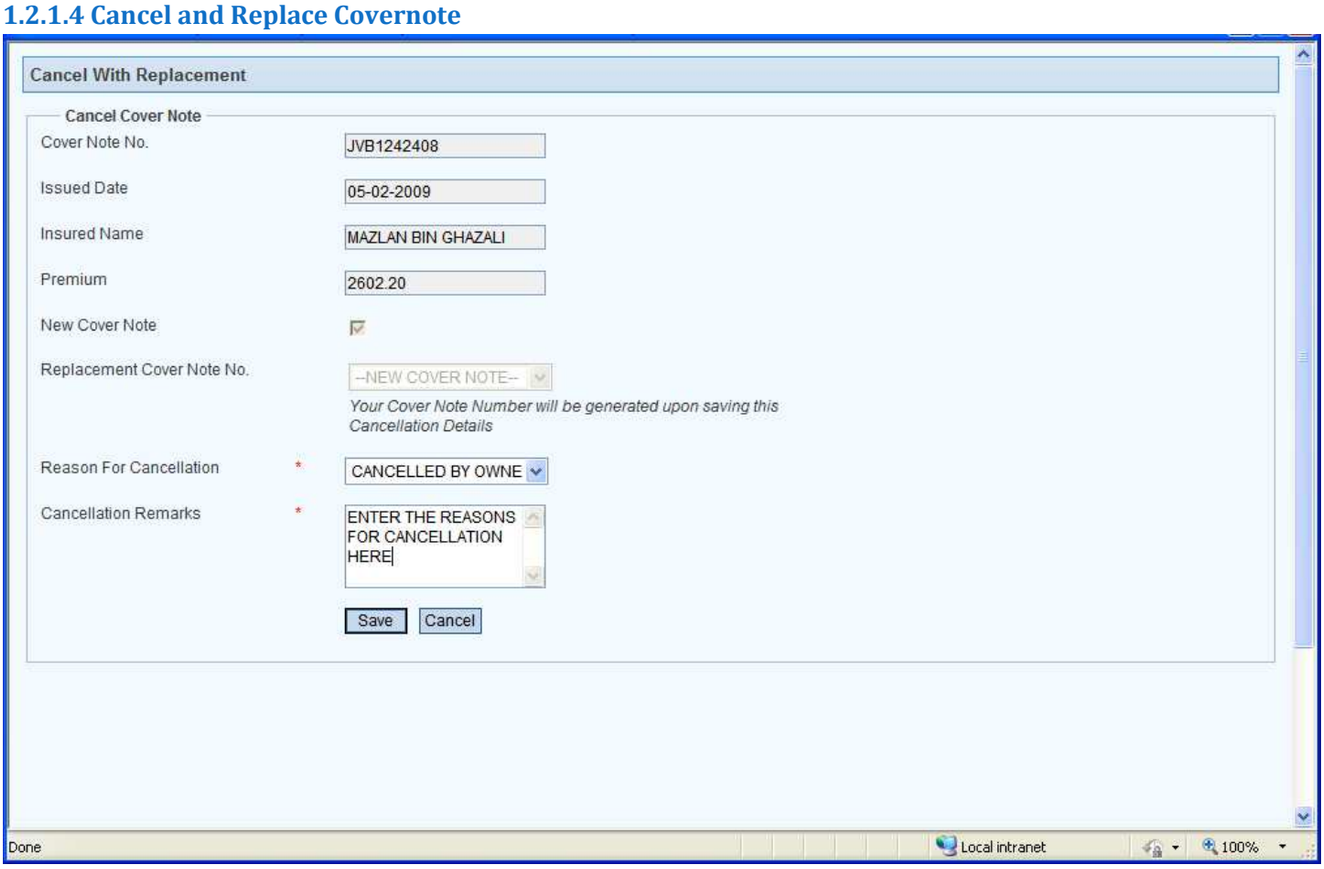


Image 1.220

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note No.	**N**	Displays the Cover Note number to be replaced.
Issued Date	**N**	Displays the Issue Date of the selected Cover Note.
Insured Name	**N**	Displays the Insured Name of the Cover Note.
Premium	**N**	Displays the Premium Amount applicable for the selected Cover Note No.
New Cover Note	**N**	System detects whether any new cover note (with same New IC or Old IC or Bus. Reg. No or Vehicle No or Chassis No. or Log book No. as that of cancel cover note) has been issued after the issue date of cancel cover note. If it detects, then the matching cover note is shown in replacement cover note drop down list. Else, it checks the new Cover note checkbox.
Replacement Cover Note Number	**N**	Select the matching Cover Note Number from the drop down list (if system detected replacement cover note). Otherwise, "New cover note" option is displayed.
Reason for Cancellation	**Y**	Select the Reason from the drop down list i.e., either Cancel by Owner or Cancel Due to Mistake.
Cancellation Remarks	**Y**	Enter the Remarks for cancellation

Save	**N**	Saves the cancellation process of cover note. After the process, the replacement Covernote will be generated and displayed to the user. Following are certain conditions which will alter the Covernote status of the Covernote: **Cancellation of Motor Covernote:** • If cancellation is done after 7 days of cover note issuance, the cover note status will be "CANCELLED PENDING". • If cancellation is done within 7 days of cover note issuance and if the replacement cover note (CN2) status is "PRINTED" or "SUBMITTED" then this canceling cover note (CN1) status will be "CANCELLED / REPLACED" and the cover note will be sent to JPJ. • If cancellation is done within 7 days of cover note issuance and a new Replacement cover note (CN2) is generated with "SAVED" status, this cover note (CN1) status will be "CANCELLED PENDING". • Please note them while updating and printing the replacement cover note (CN2). If the replacement cover note does not match with the cancel cover note, then the status of CN1 will be changed on "CANCELLED / REPLACED" and cover note will be sent to JPJ. • While updating and printing the saved replacement cover note(CN2), if the replacement cover note does not match with the cancel cover note, then the replacement cover note(CN2) status will be changed as "PRINT PENDING" and the cancel cover note(CN1) status will be "CANCELLED PENDING". **Cancellation of DPPA Covernote:** • If cancellation is done after 14 days of cover note issuance, then the cover note status will be "CANCELLED PENDING". • If the replacement cover note (CN2) status is "PRINTED" or "SUBMITTED" then this canceling cover note (CN1) status will be "CANCELLED / REPLACED" • If Cancellation is done within 14 days with "SAVED" status, then this cover note (CN1) Status will be "CANCELLED PENDING". If cancellation is done within 14 days to cover note issuance and if a new replacement cover note (CN2) is generated. • If the replacement cover note does not match(IC number/Business registration number of the cover note) with the cancel cover note, then the status of CN1 Will be changed to "CANCELLED / REPLACED" and cover note will be sent to JPJ. • While updating and printing the saved replacement cover note(CN2), if the replacement cover note does not match (IC number/Business registration number of the cover note) with the cancel cover note, then the replacement cover note(CN2) status will be changed as "PRINT PENDING" and the cancel cover note(CN1) status will be "CANCELLED PENDING". All the "PRINT PENDING", "CANCELLED PENDING" cover note will be sent for Branch administrator approval. • On approval/rejection, a message will be posted in BBS for the agent.
Cancel	**N**	Closes the page

1.2.1.5 Cancel without Replacement

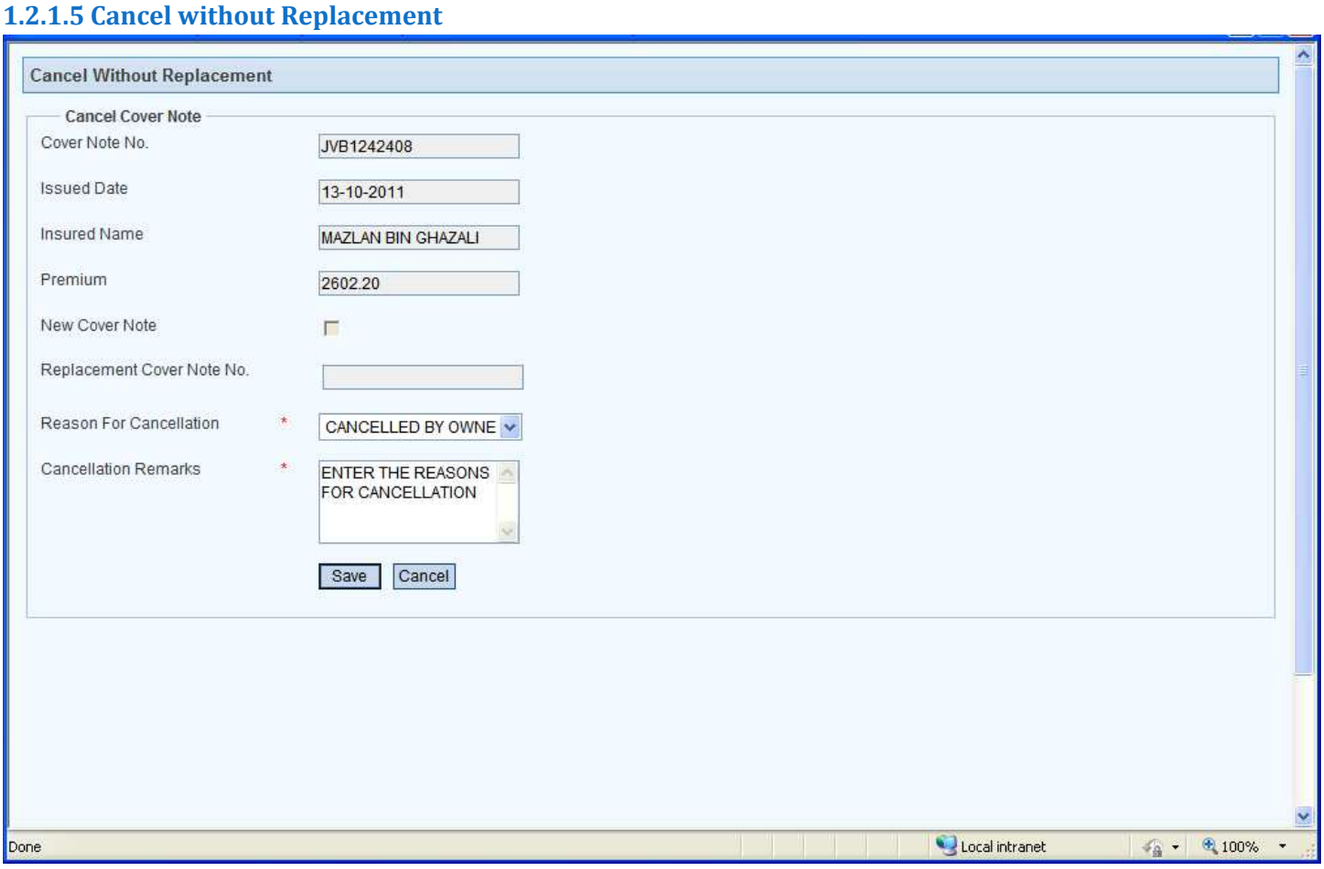


Image 1.221

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note No.	**N**	Displays the Cover Note number to be replaced.
Issued Date	**N**	Displays the Issue Date of the selected Cover Note.
Insured Name	**N**	Displays the Insured Name of the Cover Note.
Premium	**N**	Displays the Premium Amount applicable for the selected Cover Note No.
New Cover Note	**N**	Disabled and displays nothing
Replacement Cover Note Number	**N**	Disabled and displays nothing
Reason for Cancellation	**Y**	Select the Reason from the drop down list i.e., either Cancel by Owner or Cancel Due to Mistake.
Cancellation Remarks	**Y**	Enter the Remarks for cancellation
Save	**N**	**Cancellation of Printed Covernotes:** **1. Motor**(New Business, Renewal and E Endorsement (JPJ)) • If Cancellation is done within 7 days of cover note issue date and if the JPJ status of Cover note is "Not OK", the cover note status becomes CANCELLED and is sent to JPJ with cancel code. • If cancellation is done after 7 days from cover note issue date and if the JPJ status of Cover note is "Not OK", the Cover note status becomes CANCELLED PENDING. Branch admin has to approve the cover note for cancellation. ▪ If branch administrator approves the cover note cancellation, the status becomes CANCELLED ▪ If branch administrator does not approve the cancellation of the cover note, the status becomes PRINTED • If JPJ status is OK and if cover note is cancelled without replacement, the cover note's status becomes CANCELLED PENDING. Branch admin has to approve the cover note for cancellation. • Please note them while updating and printing the replacement cover note (CN2). If the replacement cover note does not match with the cancel cover note, the status of CN1 changes to CANCELLED/REPLACED and cover note is sent to JPJ. • While updating and printing the saved replacement cover note(CN2), if the replacement cover note does not match with the cancel cover note, the replacement cover note(CN2) status changes to PRINT PENDING and the cancel cover note(CN1) status becomes CANCELLED PENDING. **2. Motor** – E Endorsement Non JPJ With Premium • On cancellation of Motor – E Endorsement Non JPJ With Premium

		cover note, the status of the cover note becomes CANCELLED PENDING. **3. DPPA Covernote** • If cancellation is done within 3 days of cover note issue date, then the cover note status becomes CANCELLED. Otherwise it becomes CANCELLED PENDING and Branch Administrator has to approve the cancellation. • The status of the cover notes is posted in BBS. **Cancellation for cover note with status "SAVED"** • These types of cover note can be cancelled at any time and the status becomes CANCELLED.
Cancel	**N**	Closes the page.

1.2.1.6 View JPJ Details

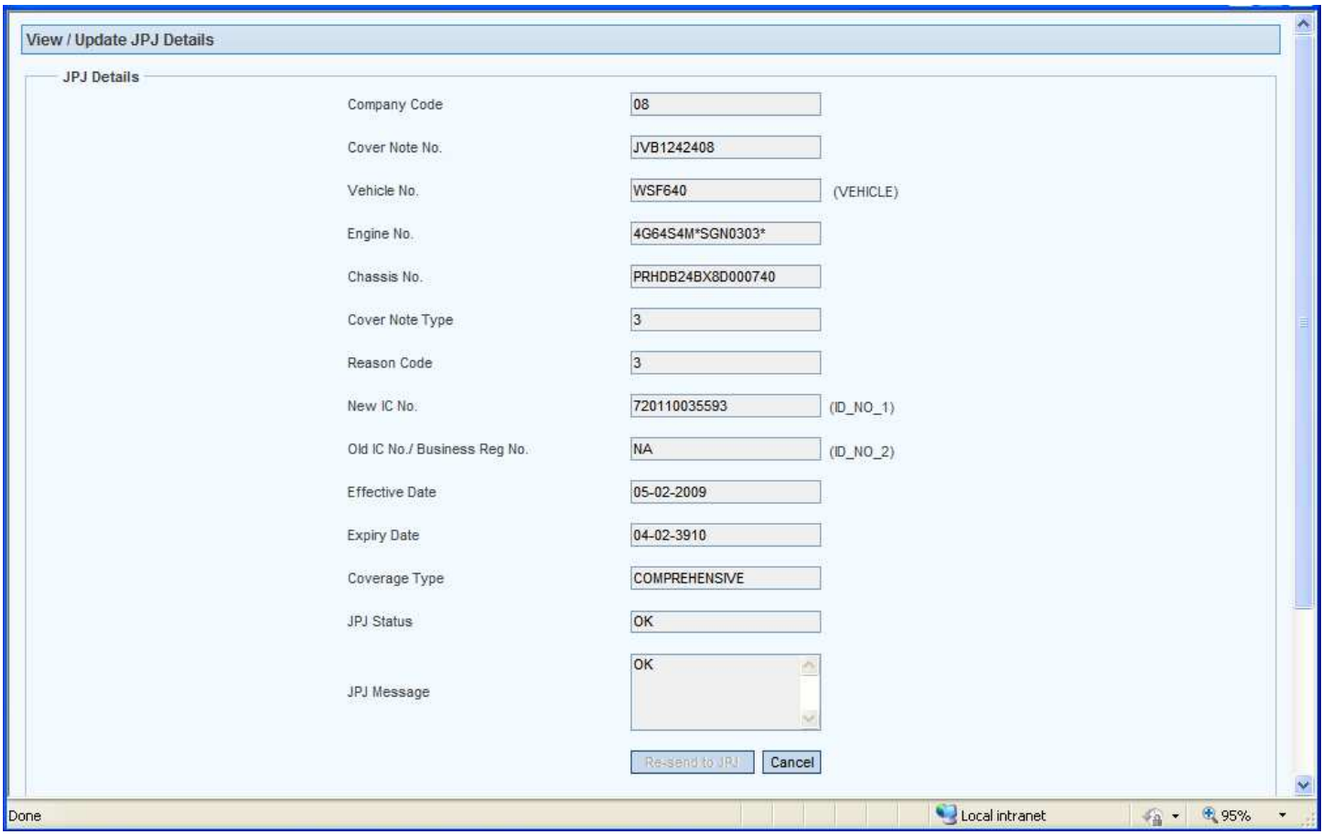


Image 1.222

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Company Code	**N**	Displays the Cover Note number.
Cover Note No.	**N**	Displays the Cover Note number.
Vehicle No.	**N**	Displays the Vehicle number.
Engine No.	**N**	Displays the Engine number.
Chassis No.	**N**	Displays the Chassis number.
Cover Note Type	**N**	Displays the Cover note type.
Reason Code	**N**	Displays the Reason Code.
New IC No.	**N**	Displays the New IC number.
Old IC/Business Reg No.	**N**	Displays the Old IC number/Business Registration number.
Effective Date	**N**	Displays the Effective date of the cover note.
Expiry Date	**N**	Displays the Expiry date of the cover note.
Coverage Type	**N**	Displays the Coverage Type.
JPJ Status	**N**	Displays the JPJ status
JPJ Message	**N**	Displays the message from JPJ, if any.
Resend to JPJ	**N**	Resends the details to JPJ (enabled only when the status is NOT OK).
Cancel	**N**	Closes the Page.

1.2.1.7 Amend Open Dated Covernote

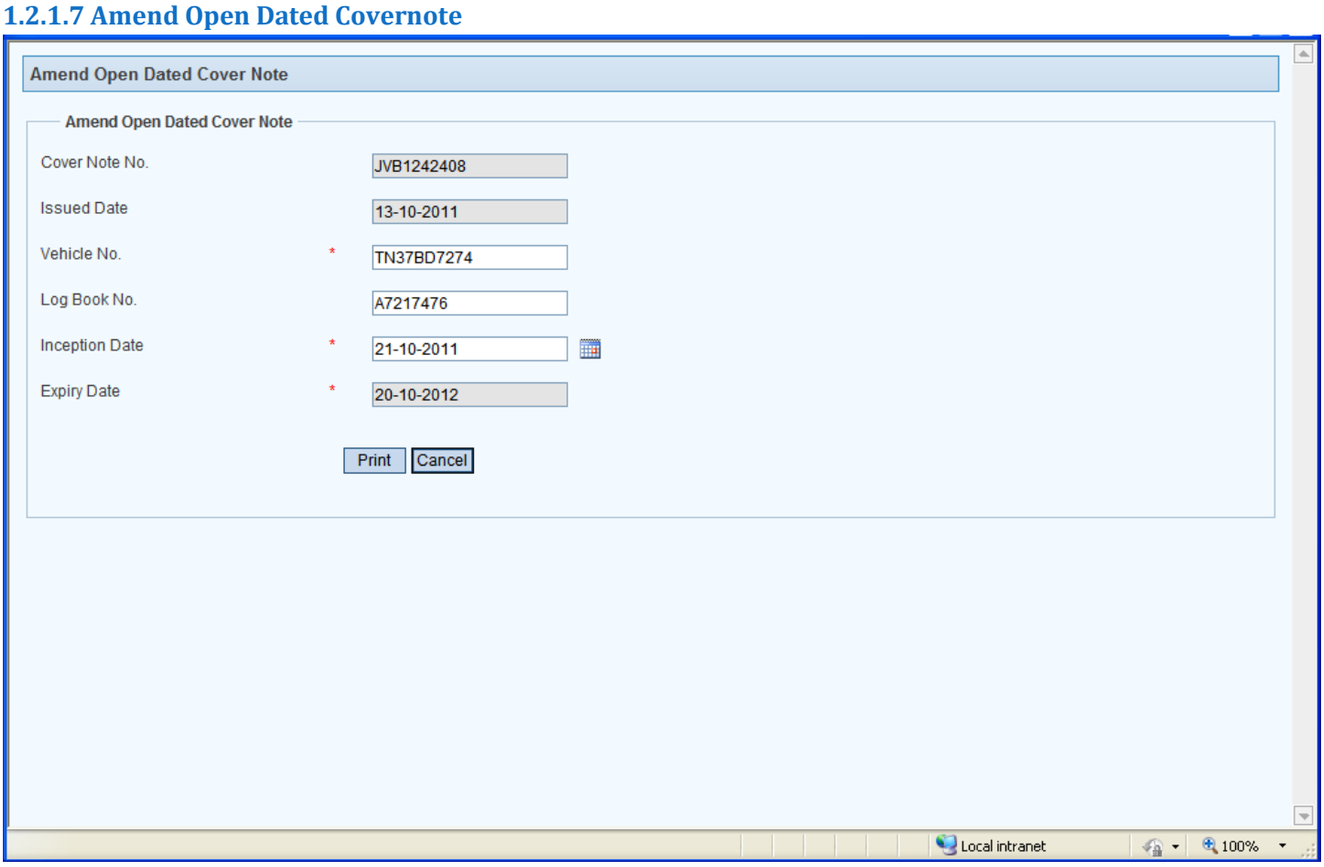


Image 1.223

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note No.	**N**	Displays the Cover Note number for which you want to amend the vehicle number.
Issued Date	**N**	Displays the Current date.
Vehicle No.	**N**	Enter the Vehicle number of the Newly Registered Vehicle. For Trailer Cover Notes, Caravan Trailer Number is displayed. System will not allow you to proceed if the vehicle number is blacklisted.
Log Book No.	**N**	Enter the Log Book number.
Inception Date	**Y**	Enter the Inception date (not greater than 6 months from Issued Date).
Expiry Date	**Y**	Displays the end date of 1 year from the Inception Date.
Print	**N**	Saves and prints the Cover note.
Cancel	**N**	Closes the Page.

1.3 View

1.3.1 Policy Enquiry

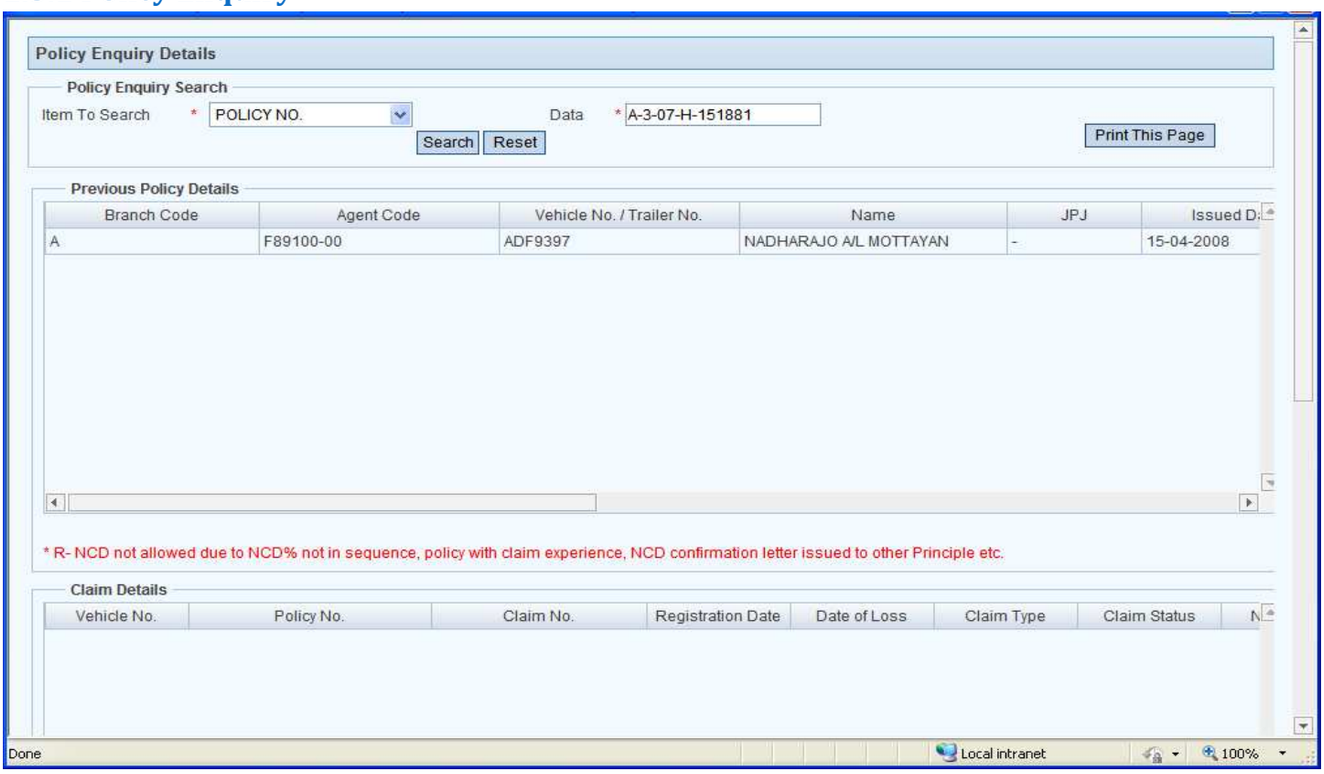


Image 1.224

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Items To Search	**Y**	Select any value from the drop down list.
Data	**Y**	Enter the data to search.
Search	**N**	Displays records matching the criteria entered.
Reset	**N**	Resets the 'Item to Search' and 'Data' fields (after getting confirmation from the user).
Print This Page	**N**	Prints the records shown on the Printer.
Previous Policy Details Grid	**N**	Displays the details of the Previous policy including: Vehicle No./Trailer No., Name, JPJ, Issued Date, Cover Note No./Refer No./Appl No., Policy No., NCD %, Coverage Type, Inception Date and Expiry Date.

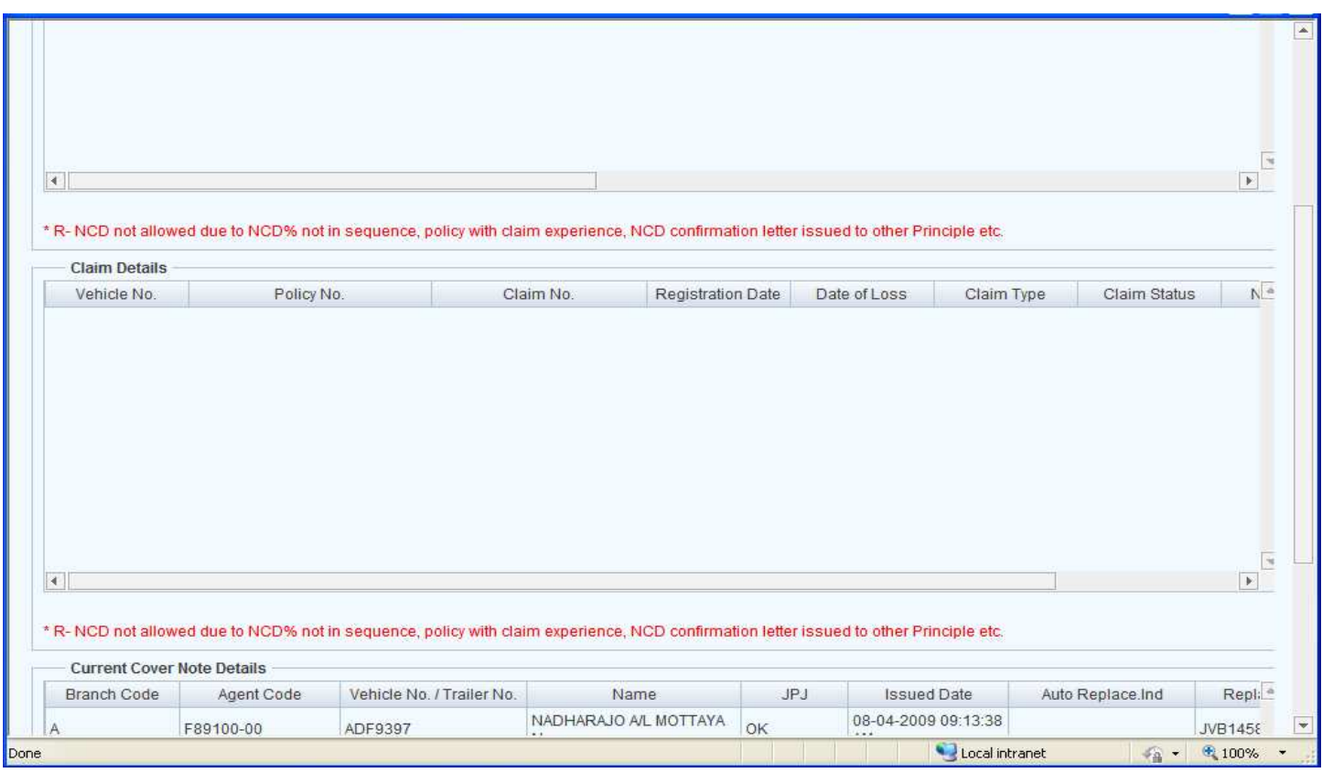


Image 1.225

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Claim Details Grid	**N**	Record will be shown if there is any Claim has been made for that policy. The various details shown in this grid are Vehicle No., Policy No., Claim No., Registration Date, Date of Loss, Claim Type, Claim Status, NCD Status and NCD %

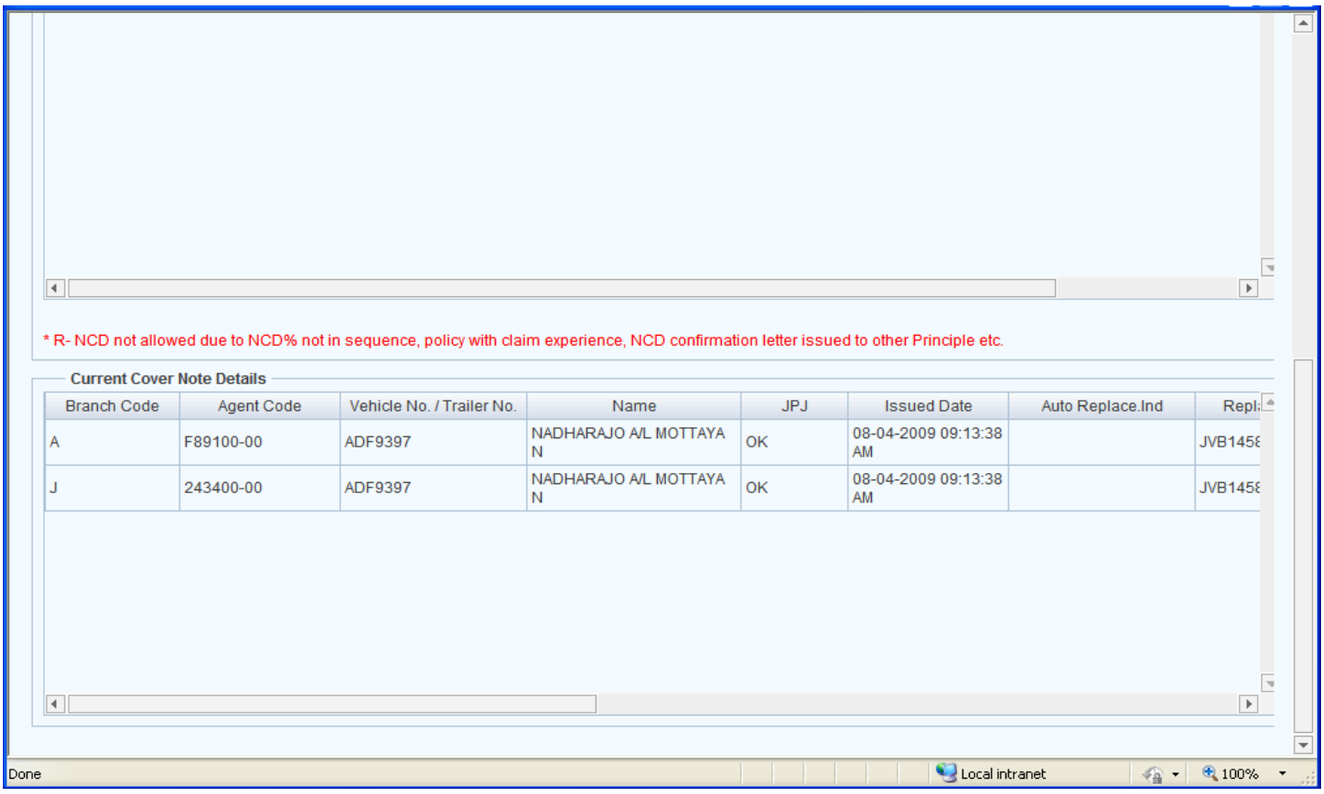


Image 1.226

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Current Covernote Details Grid	**N**	Displays the details of Current Cover Note including: Vehicle No./Trailer No., Name, JPJ, Issued Date, Auto Replace Ind., Replace of CN, Replace by CN, Cover Note No./Ref No./Appl No., NCD %, Coverage Type, Inception Date, Expiry Date and Cover Note Status.

1.3.2 Windscreen Market Value

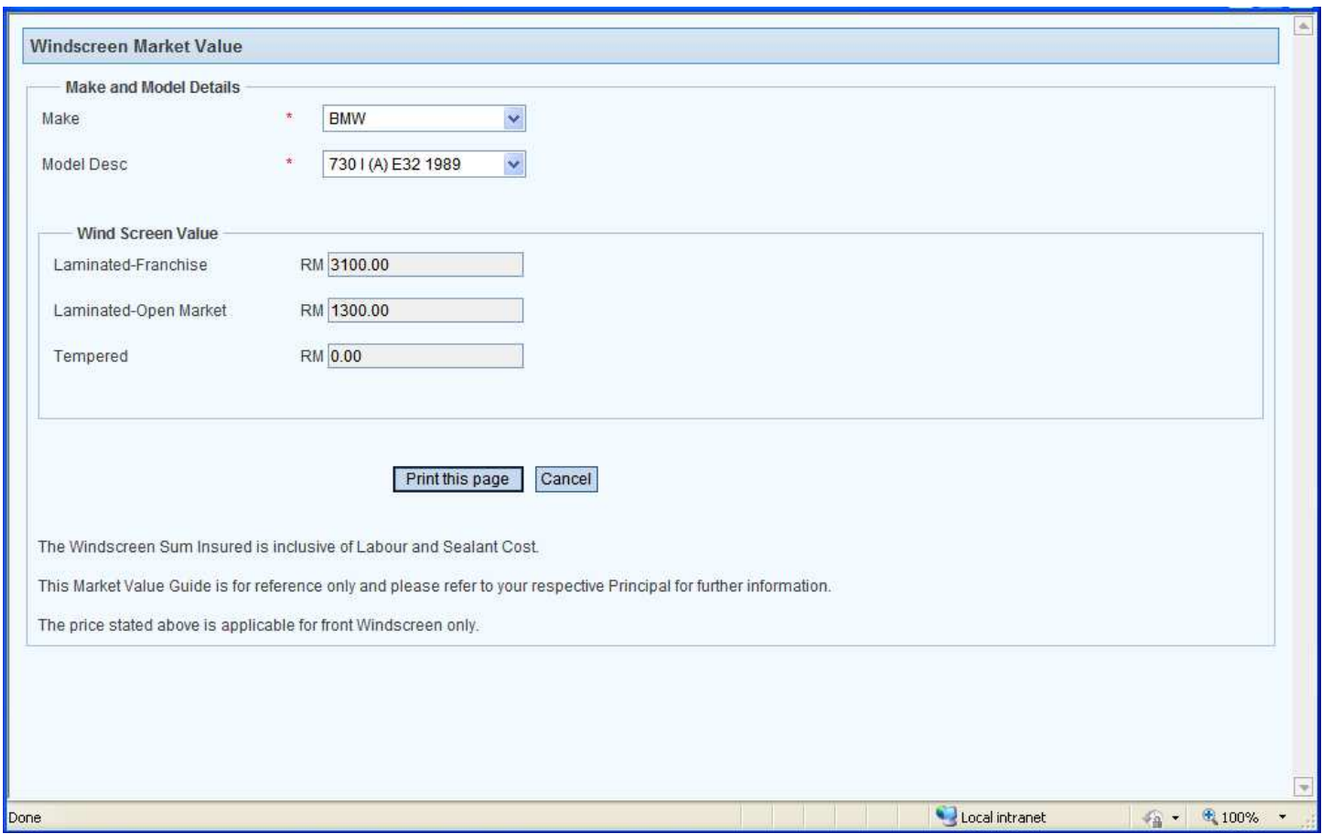


Image 1.227

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Make	**Y**	Select the Make of the vehicle from the drop down list.
Model Desc	**Y**	Select the model details in the drop-down list, for the particular make selected.
Laminated Franchise	**N**	Displays the laminated franchise cost based on the data selected for the Make and Model Desc.
Laminated - Open Market	**N**	Displays the Laminated Open Market based on the data selected for the Make and Model Desc.
Tempered	**N**	Displays the tempered details based on the data selected for the Make and Model Desc.
Print This Page	**N**	Prints the market value of windscreen.
Cancel	**N**	Closes the Page.

1.3.3 Vehicle Market Value

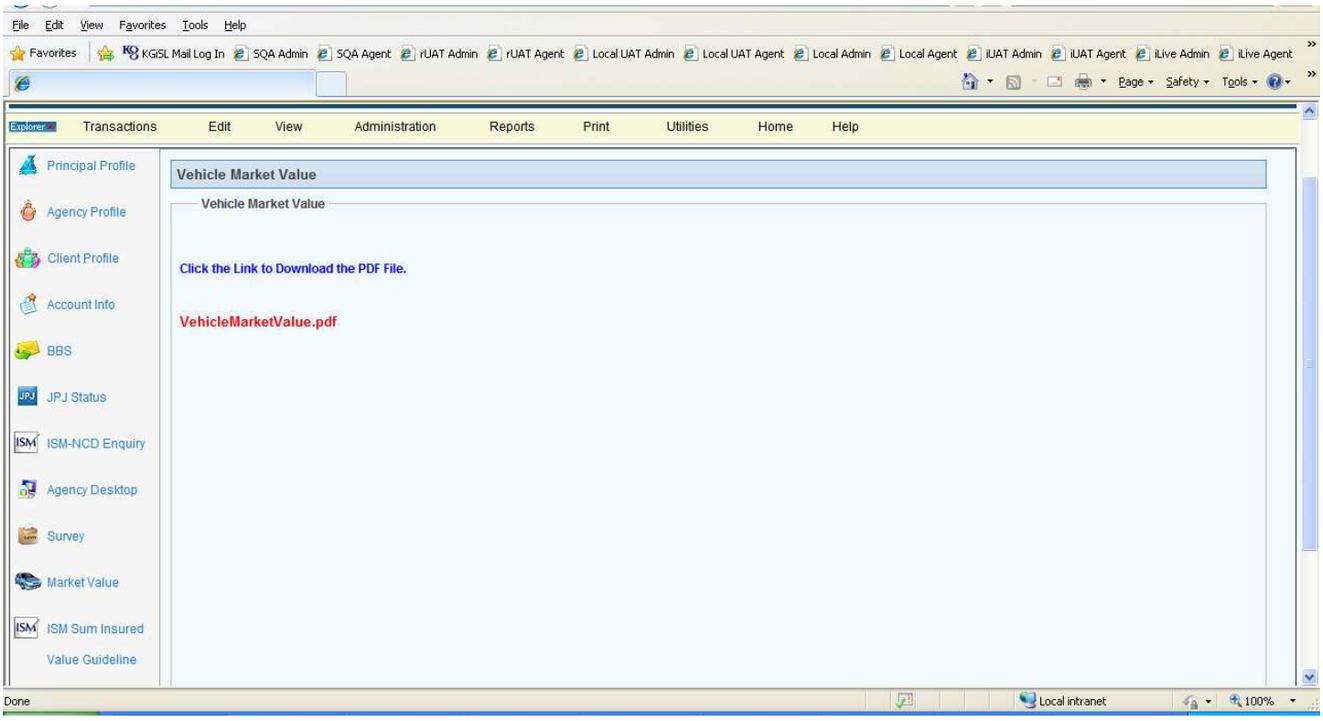


Image 1.228

There are no user interfaces for this. Clicking the link '*VehicleMarketValue.pdf*' will open the file which contains Market Valuation of various Vehicles

1.3.4 Non Motor Covernote Enquiry

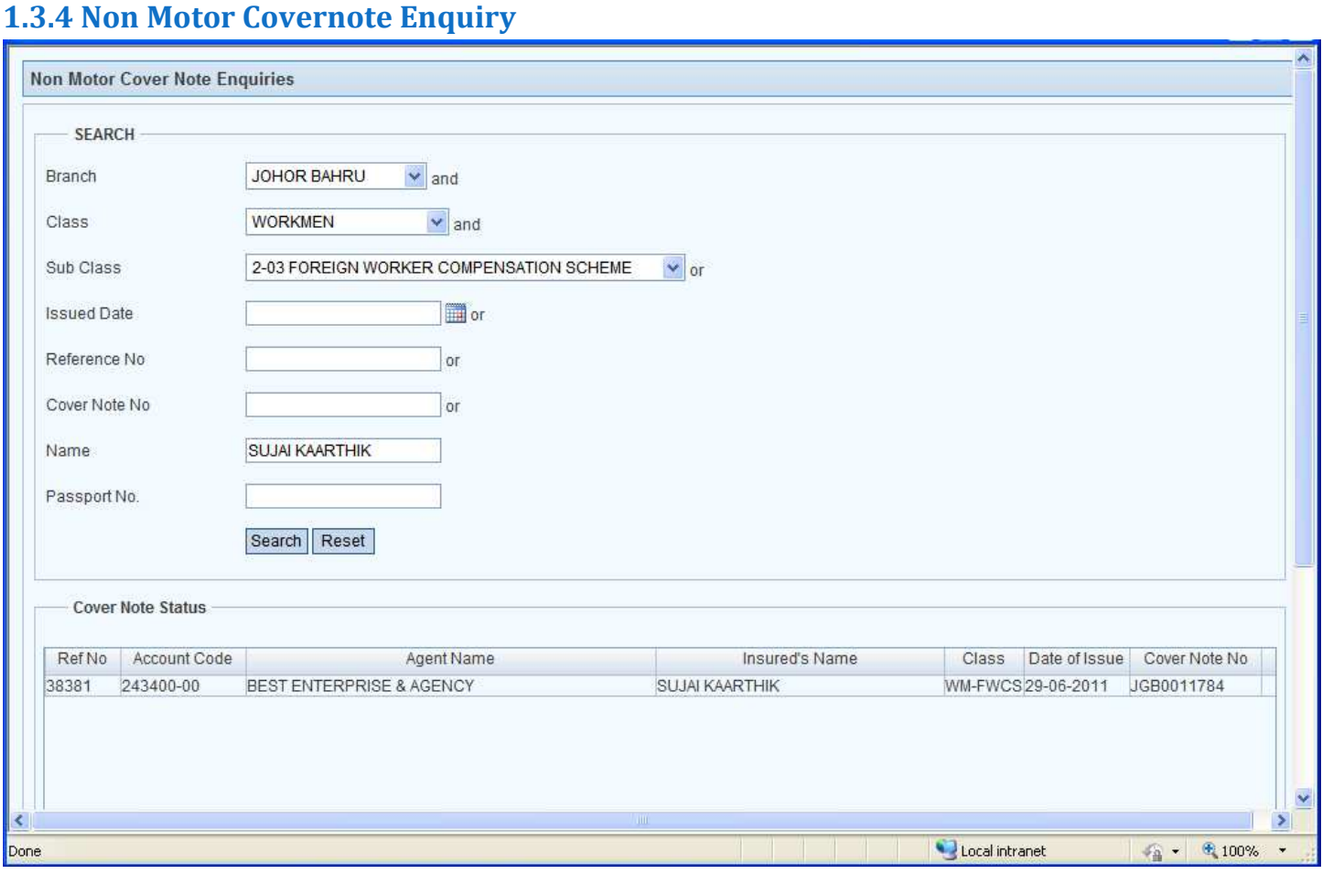


Image 1.229

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**N**	Select the Branch from the drop-down list.
Class	**N**	Select the Class from the drop-down list.
Sub Class	**N**	Select the Sub Class from the drop-down list.
Issued Date	**N**	Enter the Issued Date.
Reference No.	**N**	Enter the Reference number.
Cover Note No.	**N**	Enter the Issued Cover note number.
Name	**N**	Enter the Name.

Passport No	**N**	Enter the Passport No to be searched
Search	**N**	Displays records matching the criteria entered.
Reset	**N**	Resets the user entry fields to the default values (as if the page is loaded).

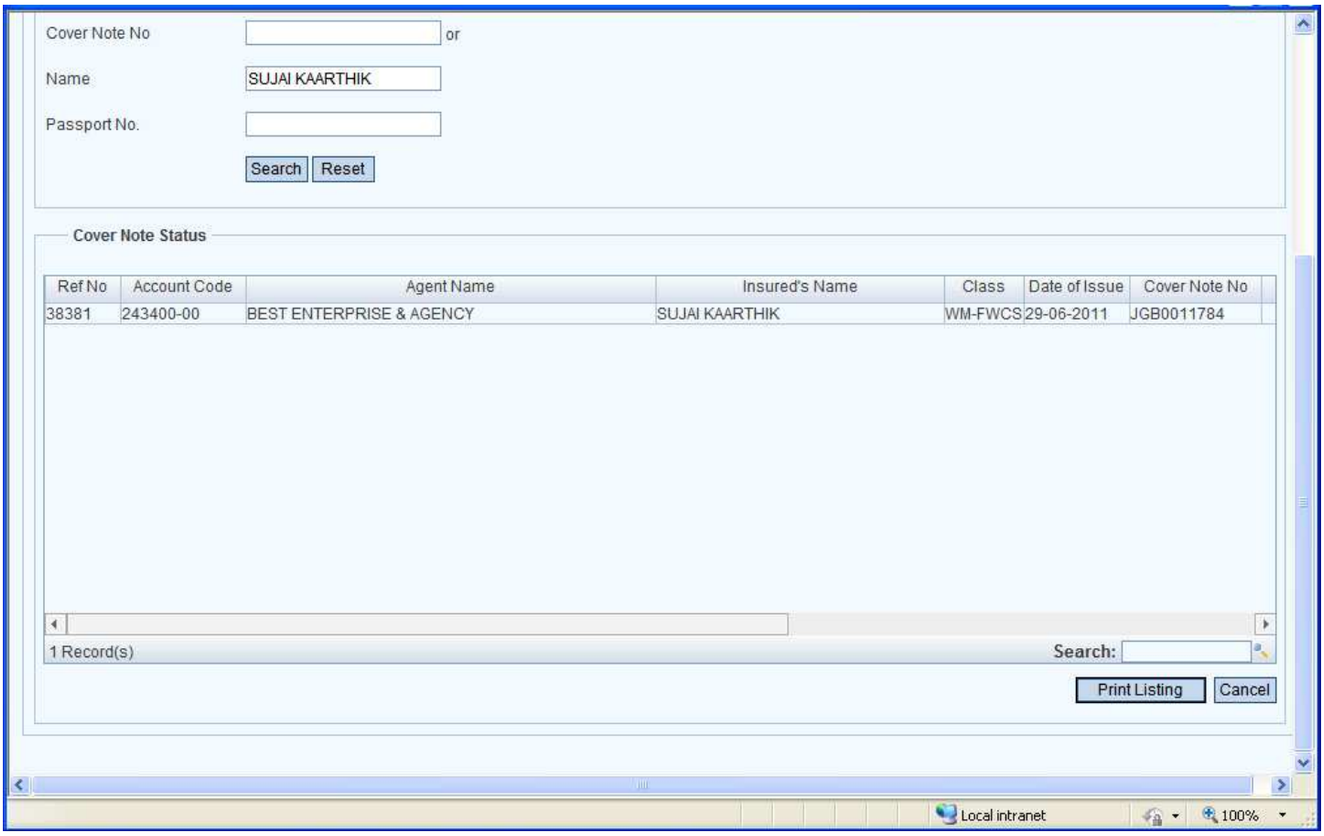


Image 1.230

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Covernote Status Grid	**N**	Displays all the records matching the criteria with various details which include Reference Number, Account Code, Agent's Name, Insured's Name, Class, Issue Date, Covernote Number, Policy Number, Covernote Status, Covernote Type, Customer Reference Number and Passport Number.
Print Listing	**N**	Upon clicking this button, a report will be generated with various details which include Reference Number, Account Code, Agent's Name, Insured's Name, Class, Issue Date, Covernote Number, Policy Number, Covernote Status, Covernote Type and Customer Reference Number
Cancel	**N**	Closes the page

1.3.5 Refer Risk Enquiry

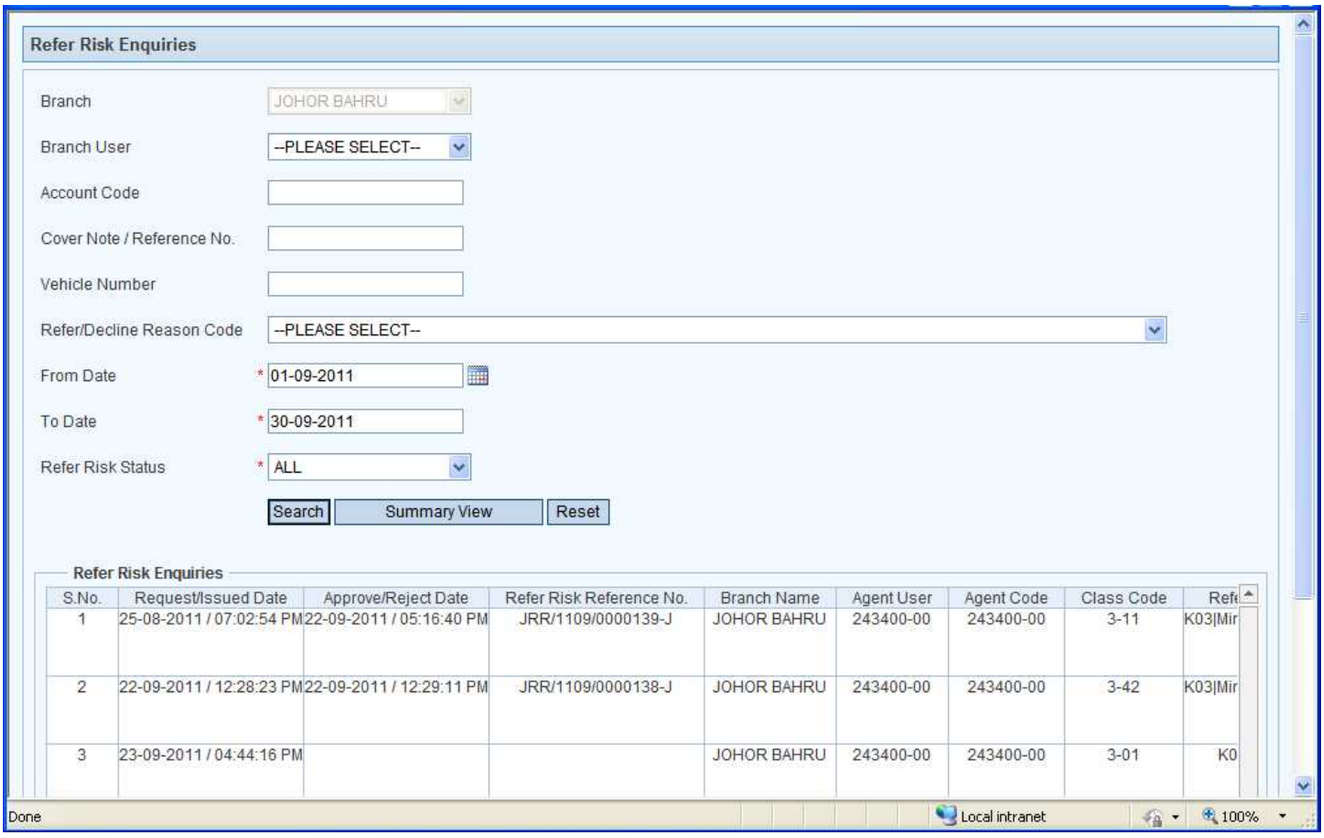


Image 1.231

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**N**	The branch of the Agent will be selected by default and it is disabled
Branch user	**N**	The user has to select an option from the drop down box
Account Code	**N**	The user needs to enter the account code
Covernote / Reference No	**N**	The user needs to enter the Covernote or Reference No
Vehicle No	**N**	The user needs to enter the Vehicle No
Refer/Decline Reason Code	**N**	The user has to select an option from the drop down box
From Date	**Y**	The current month's first date is selected as default. The user can change the date
To Date	**Y**	Disabled and displays the last date of the month in the selected From Date
Refer Risk Status	**Y**	The user has to select an option from the drop down box
Search	**N**	Upon clicking this button, the search results will be displayed in the Refer Risk Enquiries Grid in Search View Mode. It is shown in the below Image **1.167**
Summary View	**N**	Upon clicking this button, the search results will be displayed in the Refer Risk Enquiries Grid in Summary View Mode. It is shown in the below **Image 1.168**

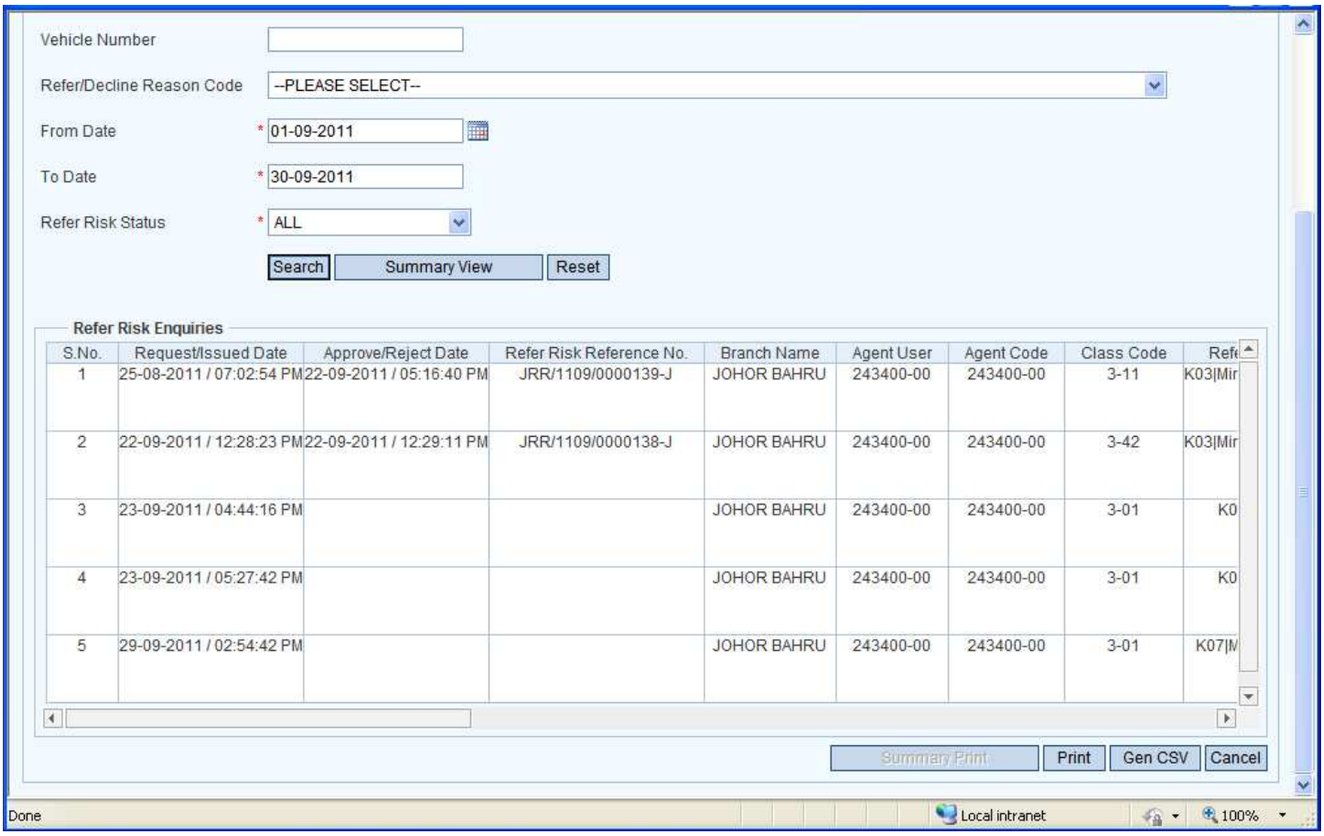


Image 1.232

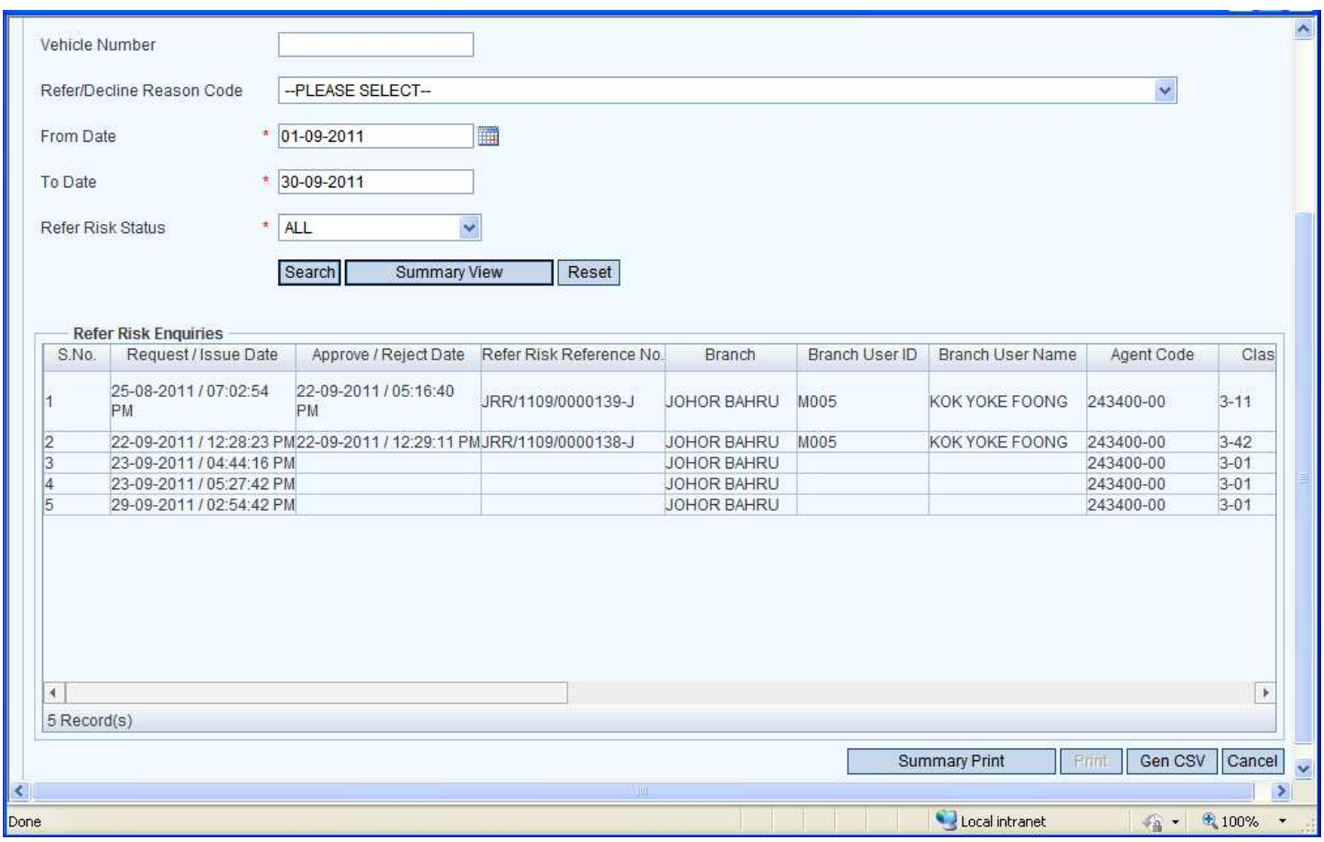


Image 1.233

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Refer Risk Enquiries Grid	**N**	Displays in 2 views based on the button clicked. Below is the listing: **1. When *'Search'* Button is Clicked** Displays various information which include Request/Issue Date, Approve/Reject Date, Refer Risk Reference Number, Branch Name, Agent User, Agent Code, Class Code, Refer/Decline Reason Code, Agent's Name, Vehicle Number, Branch User, Covernote/Reference Number, Features, Requested, Approved, Agent Remarks, Approve/Decline By, Branch Remarks, Refer Risk Status. **2. When *'Summary View'* Button is clicked** Displays various information which include Request/Issue Date,

		Approve/Reject Date, Refer Risk Reference Number, Branch, Branch User ID, Branch User Name, Agent Code, Class Code, Agent's Name, Vehicle Number, Covernote Number, Covernote Status, Approval Status, Approve/Decline By, Branch Remarks, Refer/Decline Reason.
Summary Print	**N**	This button is enabled only when the search is made by clicking '***Summary View***' button. Upon clicking this button, a report is generated with the values in the Grid
Print	**N**	This button is enabled only when the search is made by clicking '***Search***' button. Upon clicking this button, a report is generated with the values in the Grid
Gen CSV	**N**	An excel file will be generated with the values in the Grid. This button will be enabled for both types of search
Cancel	**N**	Closes the page.

1.3.6 Quotation Enquiry

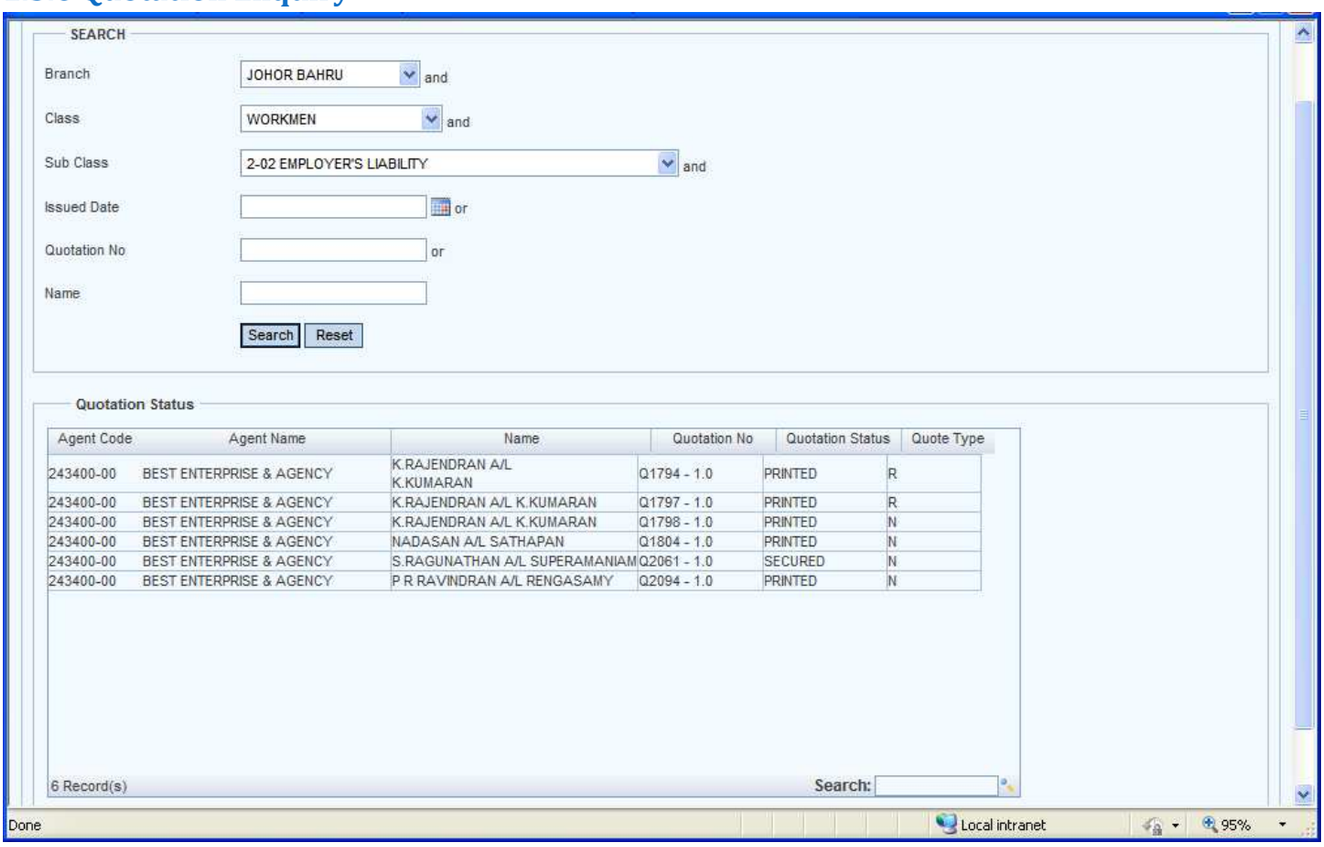


Image 1.234

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**N**	Select the Branch from the drop-down list.
Class	**N**	Select the Class from the drop-down list.
Sub Class	**N**	Select the Sub Class from the drop-down list.
Issued Date	**N**	Enter the Issued Date.
Cover Note No.	**N**	Enter the Issued Cover note number.
Name	**N**	Enter the Name.
Search	**N**	Displays records matching the criteria entered.
Reset	**N**	Resets the user entry fields to the default values (as if the page is loaded).
Quotation Status Grid	**N**	Displays the search results based on the search criteria with various information that include Agent Code, Agent Name, Name, Quotation Number, Quotation Status and Quote Type

1.4 Administration

1.4.1 Agent Sub User Profile

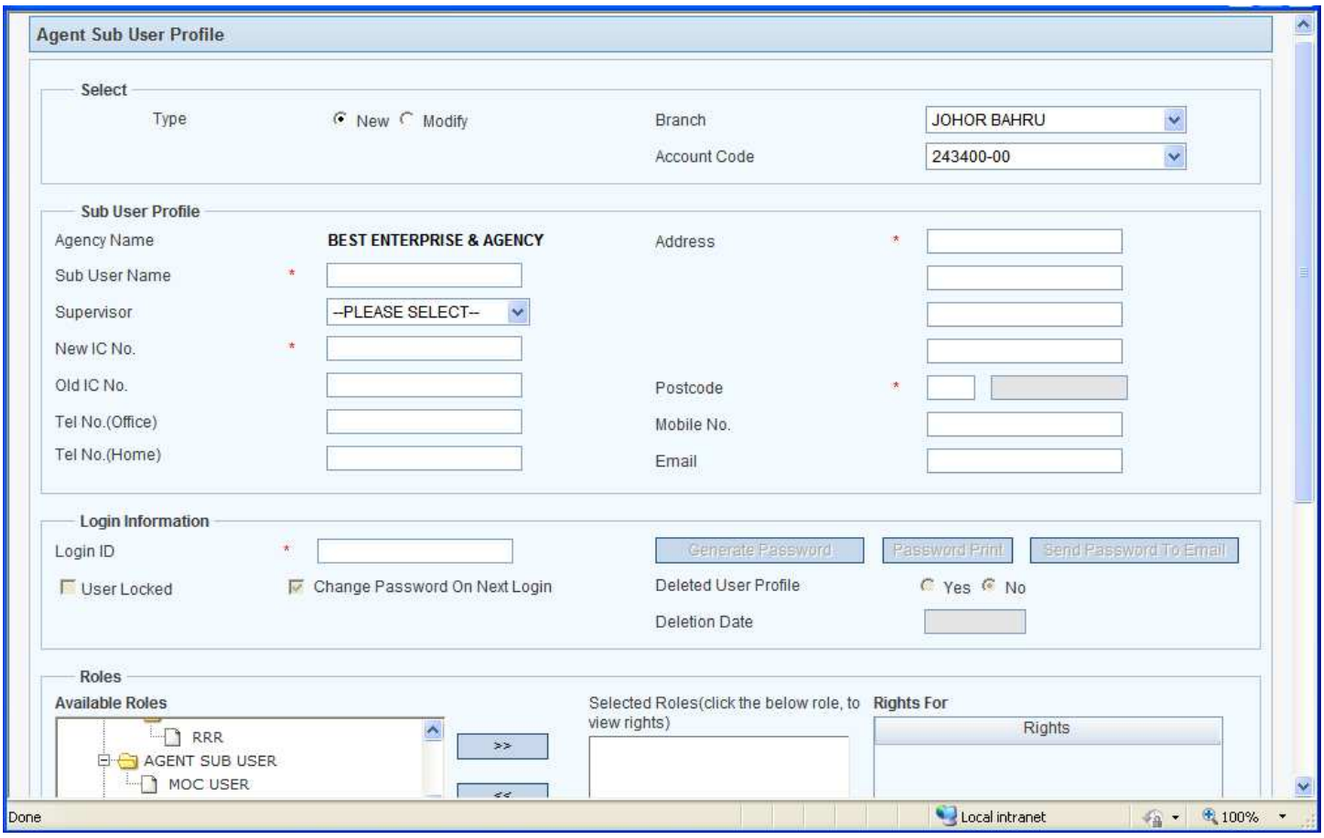


Image 1.235

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Type	**Y**	• Select the type 'New', if you want to add a new sub user profile. Upon selecting this option, the sub user name field becomes blank and ready to accept the new sub user name. • Select this type 'Modify', to modify an existing sub user details. Upon selecting this option, the sub user name becomes non-editable and a search button is displayed to select a sub user
User Type	**Y**	Displays the User Type as 'Agent User' by default.
Branch	**Y**	Displays the Agents Branch Name.
Account Code	**Y**	Displays the Account Code from the drop down list.
Agency Name	**N**	Displays the Agent's Agency Name.
Sub User Name	**Y**	Enter the Name of the Sub User if option selected is New. If the option selected is 'Modify', then select the Sub User Name from the Search by clicking the search button and then double click the selected record, to populate the Sub User Name.
Supervisor	**N**	Select the Supervisor from the drop down list.
New IC No.	**Y**	Enter the New IC No. Displays the New IC number based on the Sub User selected, if the option selected is 'Modify' and allow editing.
Old IC No.	**N**	Enter the Old IC No. Displays the Old IC number based on the Sub User selected, if the option selected is 'Modify' and allow editing.
Tel No. (Office)	**N**	Enter the Telephone number (Office) of the user. Displays the Telephone No based on the Sub User selected, if the option selected is 'Modify' and allow editing.
Tel No. (Home)	**N**	Enter the Telephone No (Home) of the user. Displays the Telephone No based on the Sub User selected, if the option selected is 'Modify' and allow editing.
Address	**Y**	Enter the Address of the user. Displays the Address based on the Sub User selected, if the Type selected is 'Modify' and allow editing.
Post Code	**Y**	Enter the Post Code of the user. Displays the Address based on the Sub User selected, if the Type selected is 'Modify' and allow editing.
Mobile No.	**N**	Enter the Mobile No of the user. Displays the Mobile no based on the Sub User selected, if the Type selected is 'Modify' and allow editing.
E-Mail	**N**	Enter the Email of the user. Displays the Email based on the Sub User selected, if the Type selected is 'Modify' and allow editing. If email is entered for the sub user, then the password can be mailed to this entered address. Else, the password can only be printed.
Login Id	**Y**	Enter the Login Id for the Sub User. System displays an alert message if the User Id already exists. If the Type selected is 'Modify', then auto displays based on the selected Sub User.
User Locked	**Y**	Administrator can lock the user using this option if he wants to restrict the

		user from login. Also, when the User tried to login and failed with more than 3 unsuccessful login attempts, the checkbox shows the locked status. Uncheck the check box to release the lock.
Change Password on Next Login	**Y**	When this check box is checked, the user is allowed to change password during the next login. If the option selected is 'New', the check box is selected and disabled. If the option selected is 'Modify, the checkbox is unchecked.
Generate Password	**N**	Click this button to, generate a random password.
Password Print	**N**	If the Type selected is New, click the button to print the Password for the new user's login. If the Type selected is Modify, the button is disabled.
Send Password to Email	**N**	If the option selected is New, click the button to send the Password to the User's email id. If the option selected is New and Email is not entered, the button is disabled. If the option selected is Modify, the button is disabled.
Deleted User Profile	**N**	• Checks the radio button 'No' when the user is active. • Checks the radio button 'Yes' when you try to modify the user profile which has already been deleted. You cannot change it manually.
Deletion Date	**N**	Displays the deletion date (of the sub user profile) when you try to modify the profile that has already been deleted.

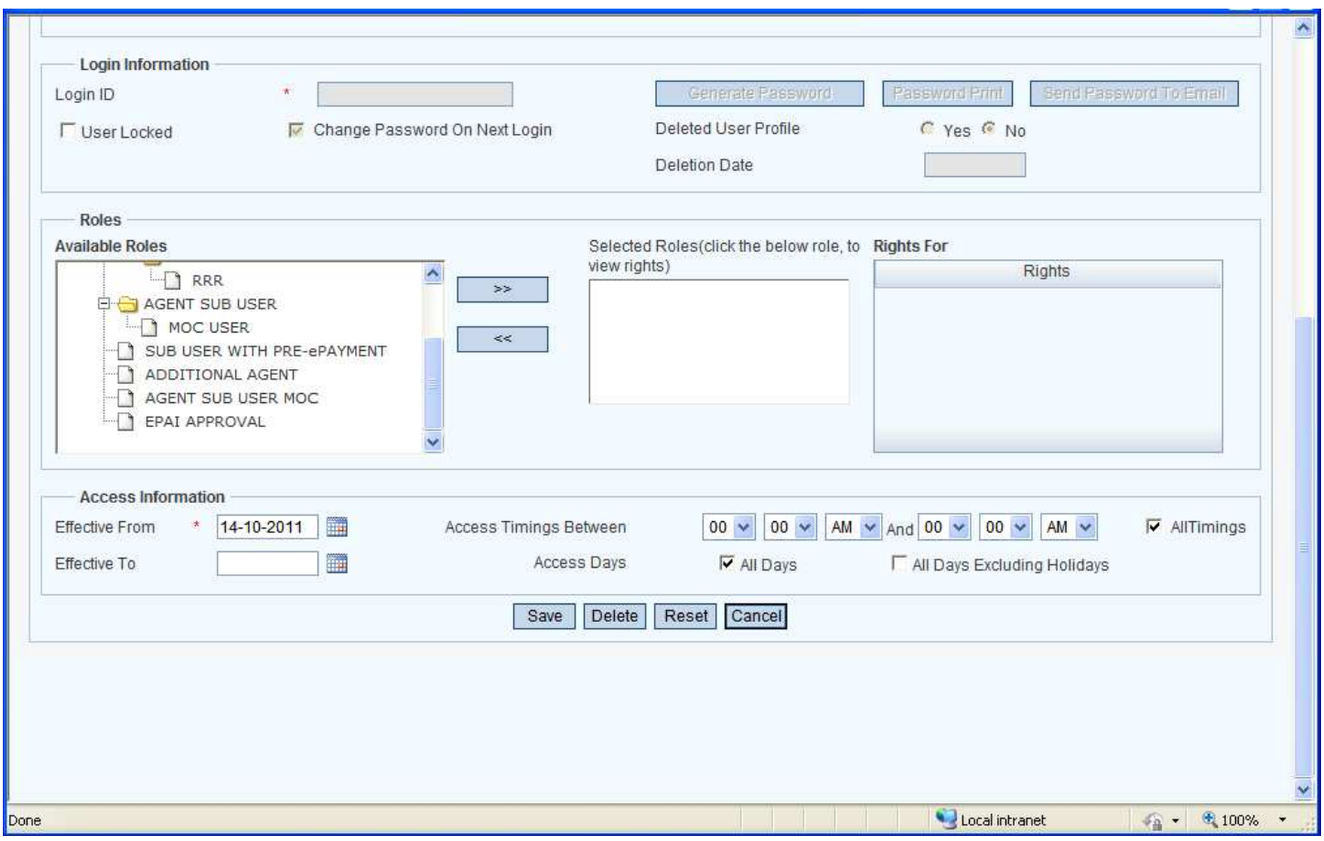


Image 1.236

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Available Roles	**Y**	Displays all the roles in tree format. You can expand or collapse the Tree View and select a role from the list of roles displayed in the Tree View.
>>	**N**	Moves the selected role to the 'Selected Roles' Field. System allows proceeding only if there exist exactly one role.
<<	**N**	Removes the selected role from 'Selected Roles' field. System allows proceeding only if there exist exactly one role.
Selected Roles	**Y**	Displays Assigned roles. Roles can be assigned or removed from the list displayed. User can be assigned with single role only.
Rights for	**Y**	Displays the Rights for the selected Role Apply all the rights applicable for the Selected Roles for the Sub User.
Effective From Date	**Y**	Displays Current date by default and allows you to choose of your own, to allow your sub user account to be effective.
Effective To Date	**N**	Enter the date till which you want to all your sub user to be able to login.
Access Timings Between	**N**	Displays or select the Access Timings From and To, in which the user is allowed to access the System. Select Hour, Minute and AM/PM from the drop down list.
All Timings	**N**	Select this check box when you want to the sub user to be access the application any time.
Access Days	**N**	• Select 'All Days' check box, when you want the sub user to use the application all the days (including holidays).

		• Select 'Days Excluding Holidays' check box to allow the sub user to use the application only on working days (excluding holidays).
Save	**N**	Saves the sub user info.
Delete	**N**	Deletes the sub user info.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Cancel	**N**	Closes the Page.

1.4.2 Agent Profile

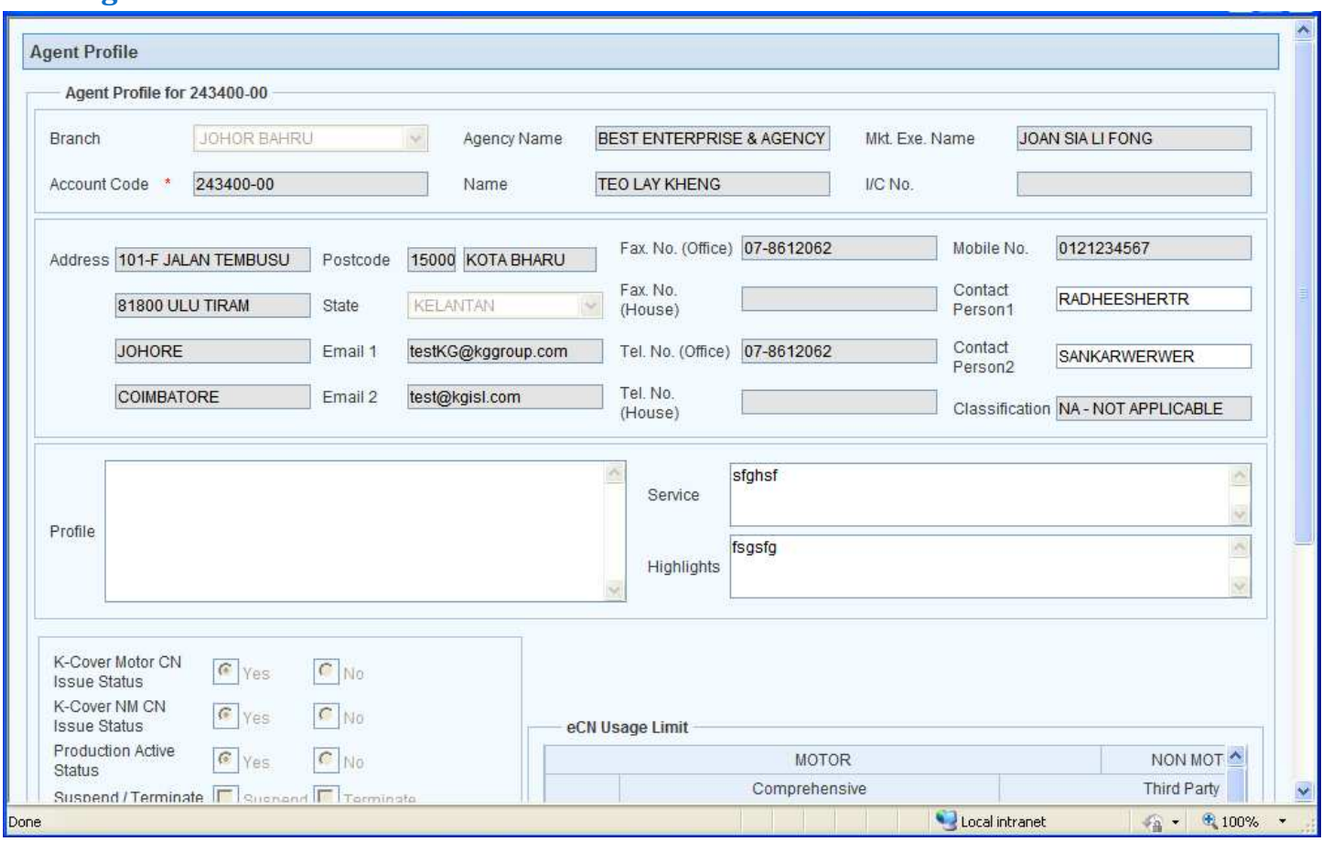


Image 1.237

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**N**	Disabled and displays the branch to which the Agent belongs
Agency Name	**N**	Disabled and displays the Agency Name
Mkt. Exe. Name	**N**	Disabled and displays the Marketing Executive Name
Account Code	**Y**	Displays the Account Code of the Agent
Name	**N**	Disabled and displays the name of the Agent
I/C No	**N**	Disabled and displays the I/C No if applicable
Address	**N**	Disabled and displays the Address of the Agency
Post Code & Desc	**N**	Disabled and displays the Post Code and Area of the Agency
State	**N**	Disabled and displays the State of the Agency
Email 1	**N**	Disabled and displays the email of the Agency
Email 2	**N**	Disabled and displays the other email of the Agency
Fax. No Office	**N**	Disabled and displays the Fax Number of the Agency
Fax. No House	**N**	Disabled and displays the Fax Number of the Agent's House
Tel. No Office	**N**	Disabled and displays the Telephone Number of the Agency
Tel. No House	**N**	Disabled and displays the Telephone Number of the Agency
Mobile Number	**N**	Disabled and displays the Mobile Number of the Agent
Contact Person 1	**N**	Disabled and displays the Name of the Contact Person
Contact Person 2	**N**	Disabled and displays the Name of the other Contact Person
Classification	**N**	Disabled and displays the Classification of the Agency
Profile	**N**	Disabled and displays the Profile of the Agency if available
Service	**N**	Disabled and displays the Services of the Agency
Highlights	**N**	Disabled and displays the Highlights of the Agency

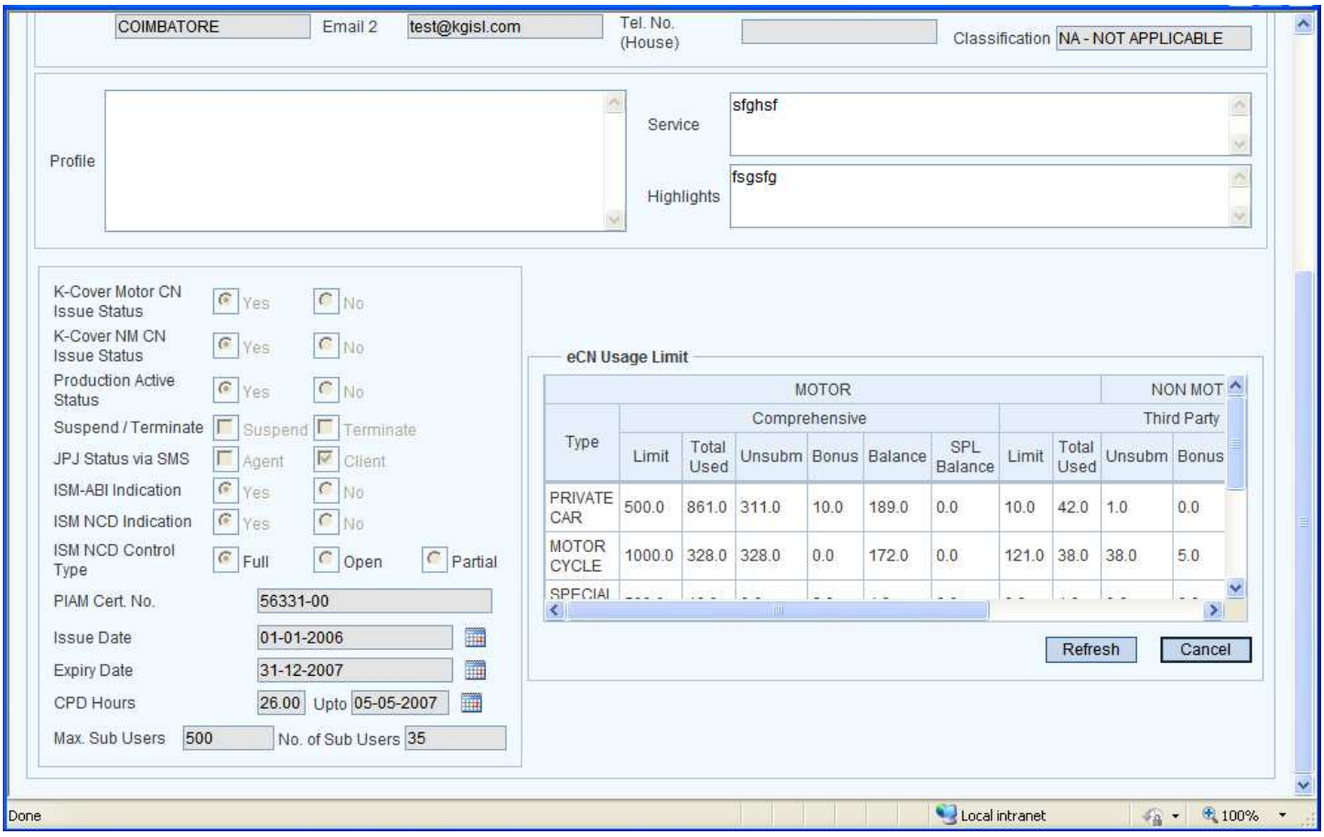


Image 1.238

User Interface		
Field	**Mandatory (Y/N)**	**Description**
K-Cover Motor CN Issue Status	**N**	YES box is selected if the agent is able to issue Motor Covernotes, otherwise NO is selected. This field is disabled.
K-Cover NM CN Issue Status		YES box is selected if the agent is able to issue Non Motor Covernotes, otherwise NO is selected. This field is disabled.
Production Active Status		YES box is selected if the agent is Production Active, otherwise NO is selected. This field is disabled.
Suspend / Terminate		SUSPEND Checkbox is checked if Agent is suspended or TERMINATE Checkbox is checked if the Agent is terminated. Neither is selected if the Agent is not Suspended or Terminated. This field is disabled.
JPJ Status via SMS		AGENT Checkbox is selected if the JPJ status via SMS is sent to Agent or CLIENT Checkbox is selected if the JPJ status via SMS is sent to Client
ISM-ABI Indication		YES box is selected if the agent has access to Vehicle Market Valuation, otherwise NO is selected. This field is disabled.
ISM NCD Indication		YES box is selected if the agent is able to receive NCD details, otherwise NO is selected. This field is disabled.
ISM NCD Control Type		There are Three Options in this Type. They are as follows: • Full – The NCD Percent and NCD Effective date will be received, but it will not be editable. • Open – The NCD Percent and NCD Effective date will be received, but it will be editable. • Partial – Flexible
PIAM Cert. No.		Disabled and displays the PIAM Cert. No
Issue Date		Disabled and displays the Issue Date of the PIAM Cert. No
Expiry Date		Disabled and displays the Expiry Date of the PIAM Cert. No
CPD Hours		
Max. Sub Users		Disabled and displays the Maximum Sub Users available to this Agency
No. of Sub Users		Disabled and displays the already present Sub Users of this Agency
eCN Usage Limit Grid		This Grid displays no. of used and remaining e Cover Notes for both Motor and Non Motor Classes. The various information that are included in that Grid are Type, Limit, Total Used, Un Submitted, Bonus, Balance, Special Balance for both Comprehensive and Third Party Insurances.
Refresh		Refreshes the Page
Cancel		Cancels the Page

1.4.3 ePAI for Approval/Decline/Cancel

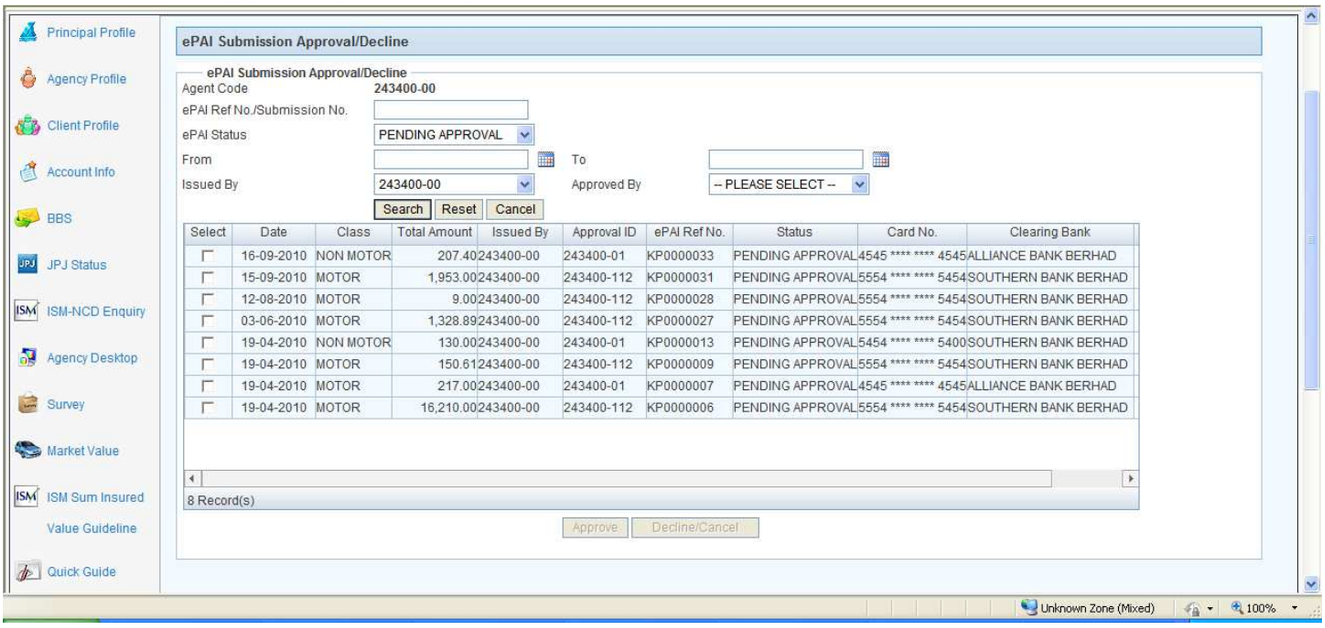


Image 1.239

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Agent Code	**N**	Displays the Agent Code
ePAI Ref No./Submission No.	**N**	The user has to enter this number to display one particular record
ePAI Status	**N**	The user has to select an option from the drop down list
From	**N**	The user has to select a date from which the search data has to begin
To	**N**	The user has to select a date to which the search data has to stop. This field becomes mandatory if From Date is selected
Issued By	**N**	The user has to select an option from the drop down list. It lists various sub user Agent code of this Agency and this Agent code itself.
Approved By	**N**	The user has to select an option from the drop down list
Search	**N**	The user has to click this button in order to search. The search results will be displayed in the Grid as shown in the Image 1.174
Reset	**N**	Clears all the value entered by the user (like when the first time the page loaded)
Cancel	**N**	Closes the form
ePAI Submission/Approval/Decline Grid	**N**	Displays various records based on the search criteria. If the ePAI Status selected is '**Pending Approval**' or '**Not OK**', the Grid displays a Checkbox for each record in the first column whereas for other type of ePAI Status, Serial No. will be displayed
Approve	**N**	Disabled
Decline/Cancel		Becomes enabled only when the ePAI Status is '**Pending Approval**' or '**Not OK**'. The user should select at least one record displayed in the Grid before clicking this button. The selected record's ePAI transaction will be cancelled and a Reference Number will be generated.

1.5 Reports

1.5.1 Agent Production

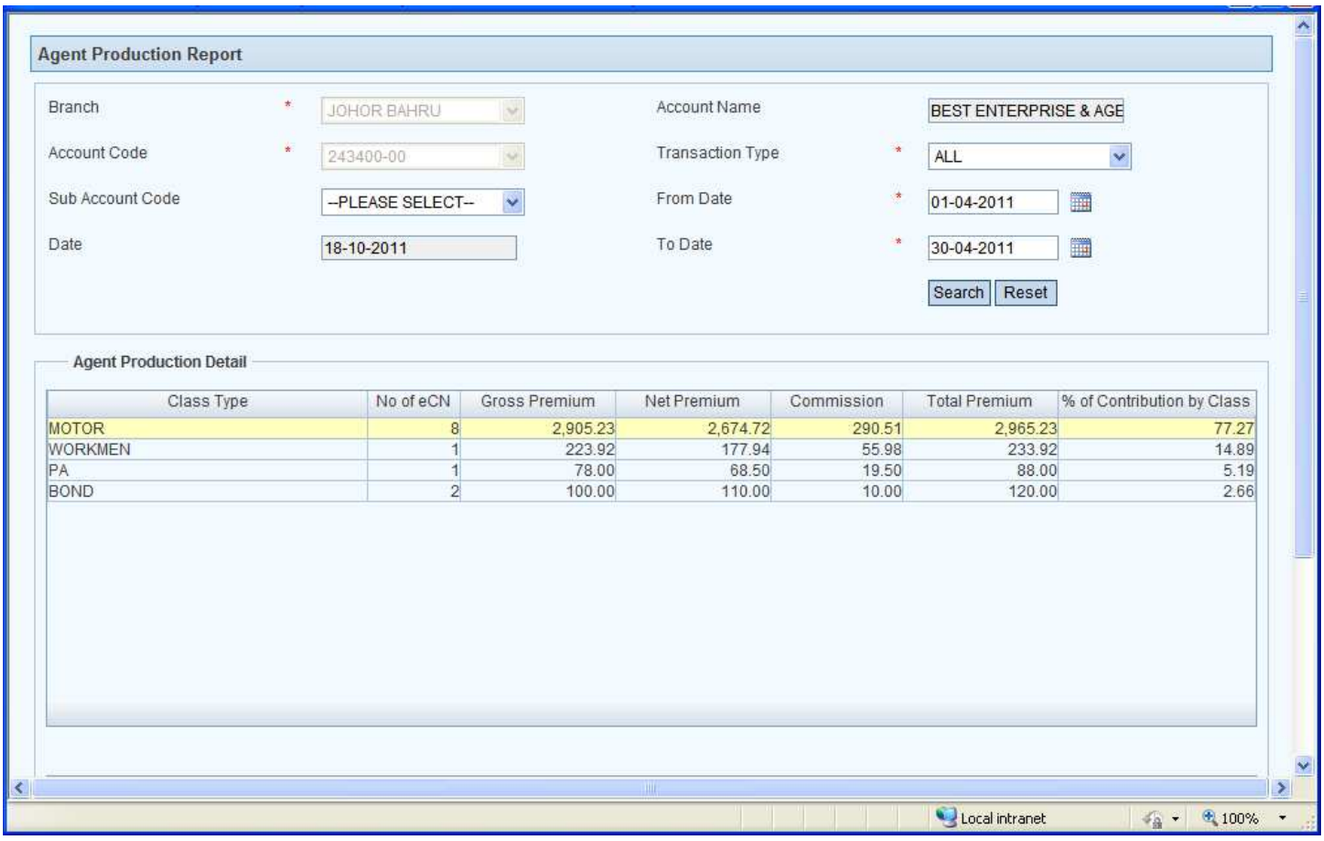


Image 1.240

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code if available from the drop down list.
Date	**N**	Displays Current date.
Account Name	**N**	Displays the Agency Name.
Transaction Type	**Y**	Select the Transaction Type from the drop down list.
From Date	**Y**	Displays the Current Date by default and allows you to change.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Search	**N**	Displays records in the grid matching the specified criteria. Fetches only submitted cover notes.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).

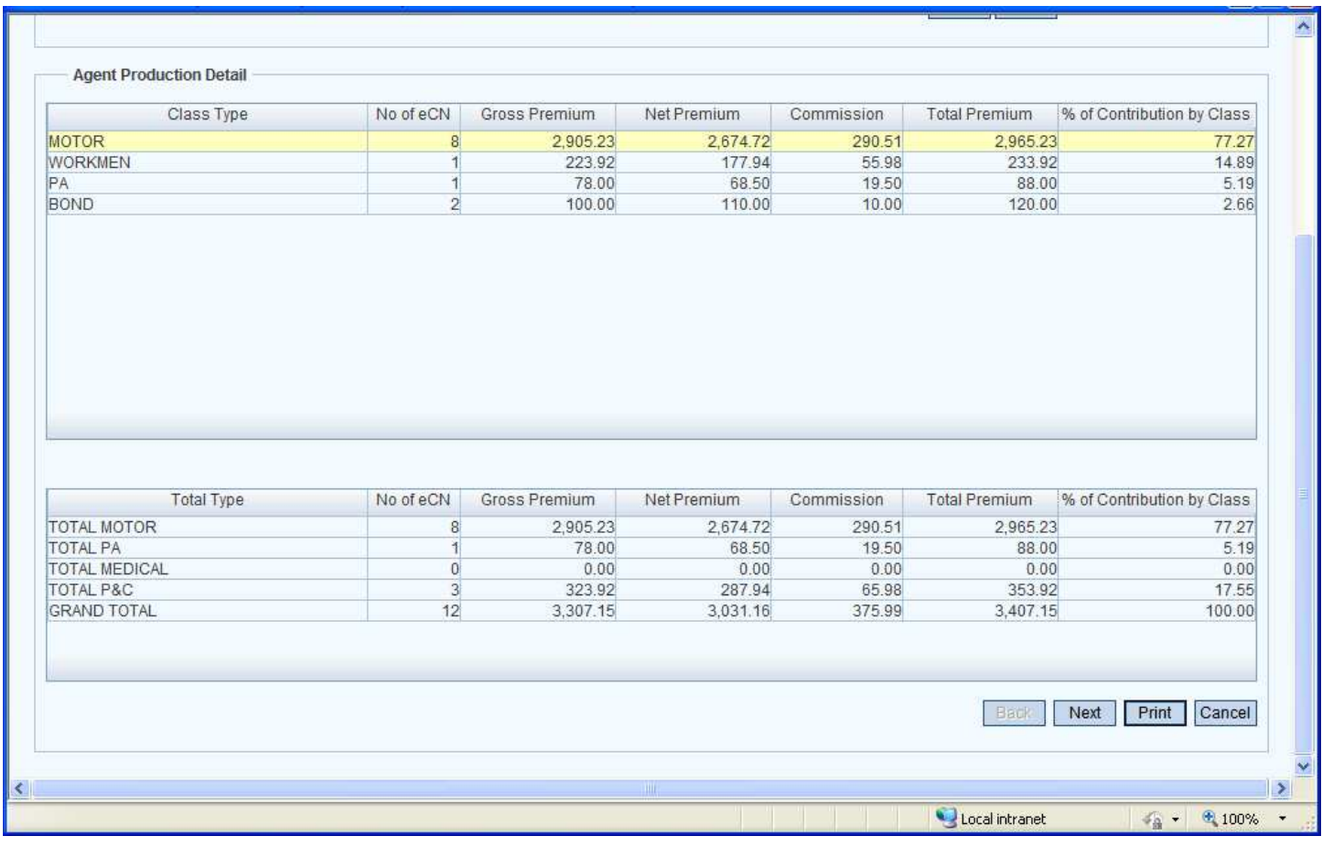


Image 1.241

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Agent Production Detail Grid	**N**	Displays production info including: Class Type, No of eCN, Gross Premium, Net Premium, Commission, Total Premium and % of Contribution by Class. Double clicking a row in the grid displays the Sub Class details in grid (**Image 1.177**).
Total Grid	**N**	Displays production info including: Total Type, No of eCN, Gross Premium, Net Premium, Commission, Total Premium and % of Contribution by Class.

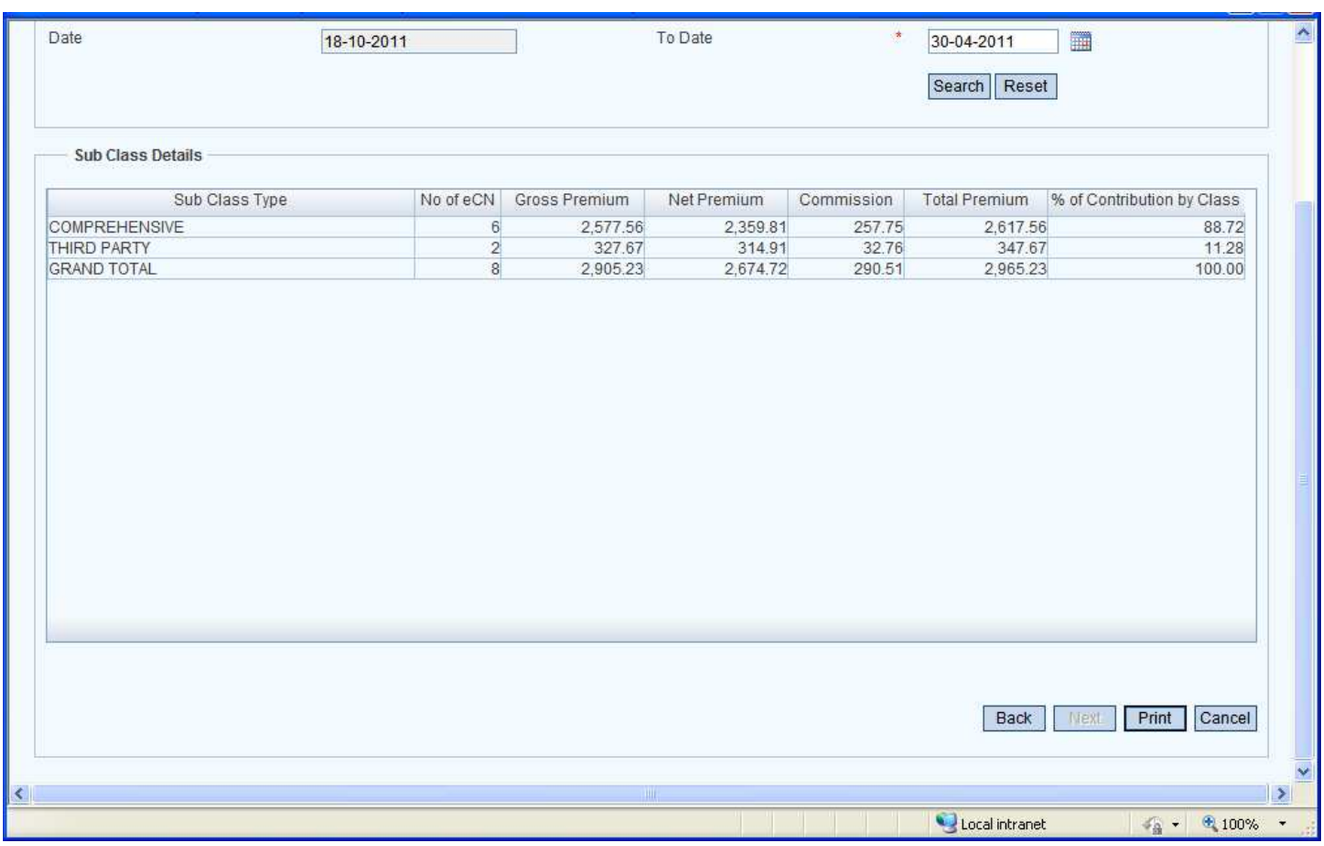


Image 1.242

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sub Class Details Grid	**N**	Displays Sub Class info including: Sub Class Total Type, No of eCN, Gross Premium, Net Premium, Commission, Total Premium and % of Contribution by Class. Double clicking a row in the grid displays the Cover note details in grid (**Image 1.178**).

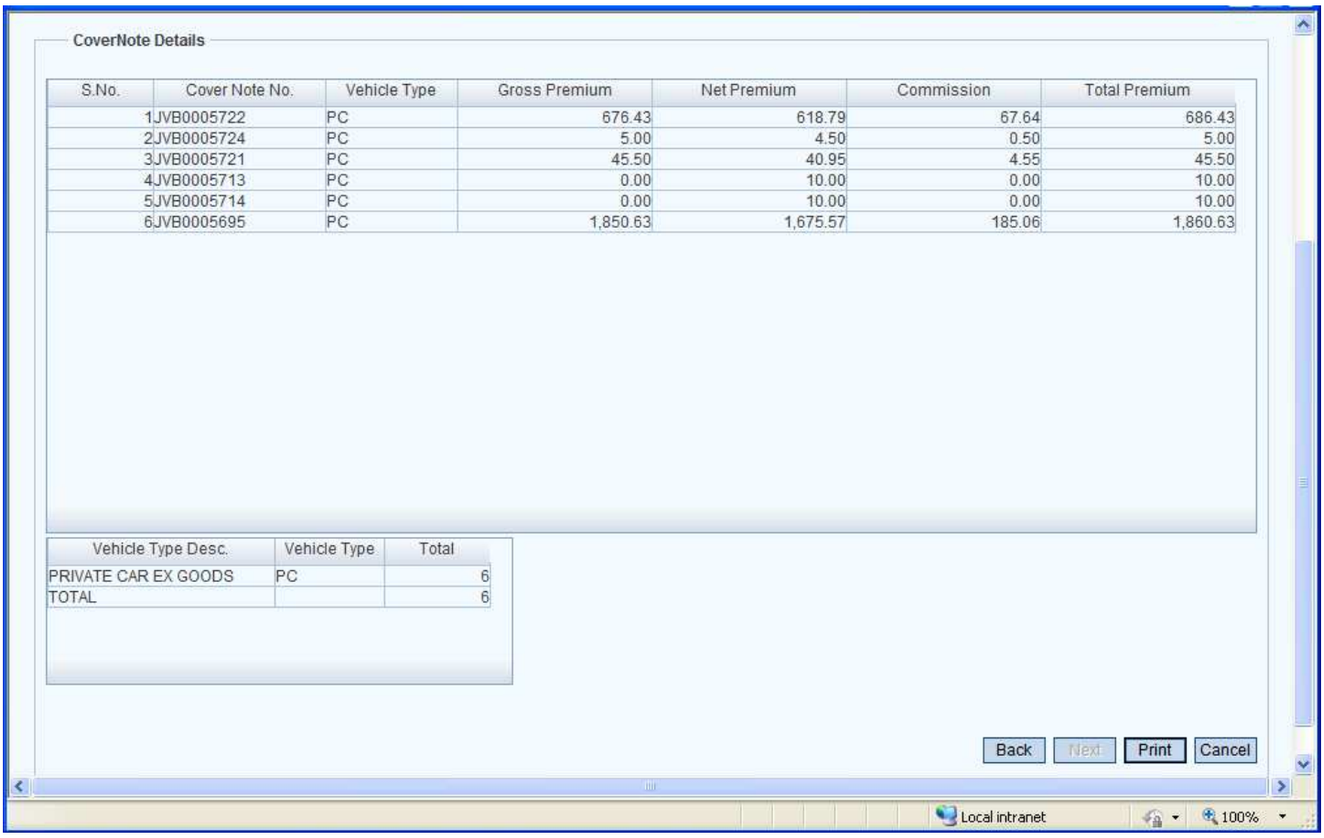


Image 1.243

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Covernote Details Grid	**N**	Displays Cover note info including: S No., Cover Note No., Vehicle Type, Gross Premium, Net Premium, Commission and Total Premium.
Vehicle Type Grid	**N**	Displays Vehicle type info including: Vehicle Type Desc, Vehicle Type and Total.
Back	**N**	Redirects you to the previous page, if applicable.
Next	**N**	Redirects you to the Next page, if applicable.
Print	**N**	Prints the Report.
Cancel	**N**	Closes the Page.

1.5.2 Monthly Production

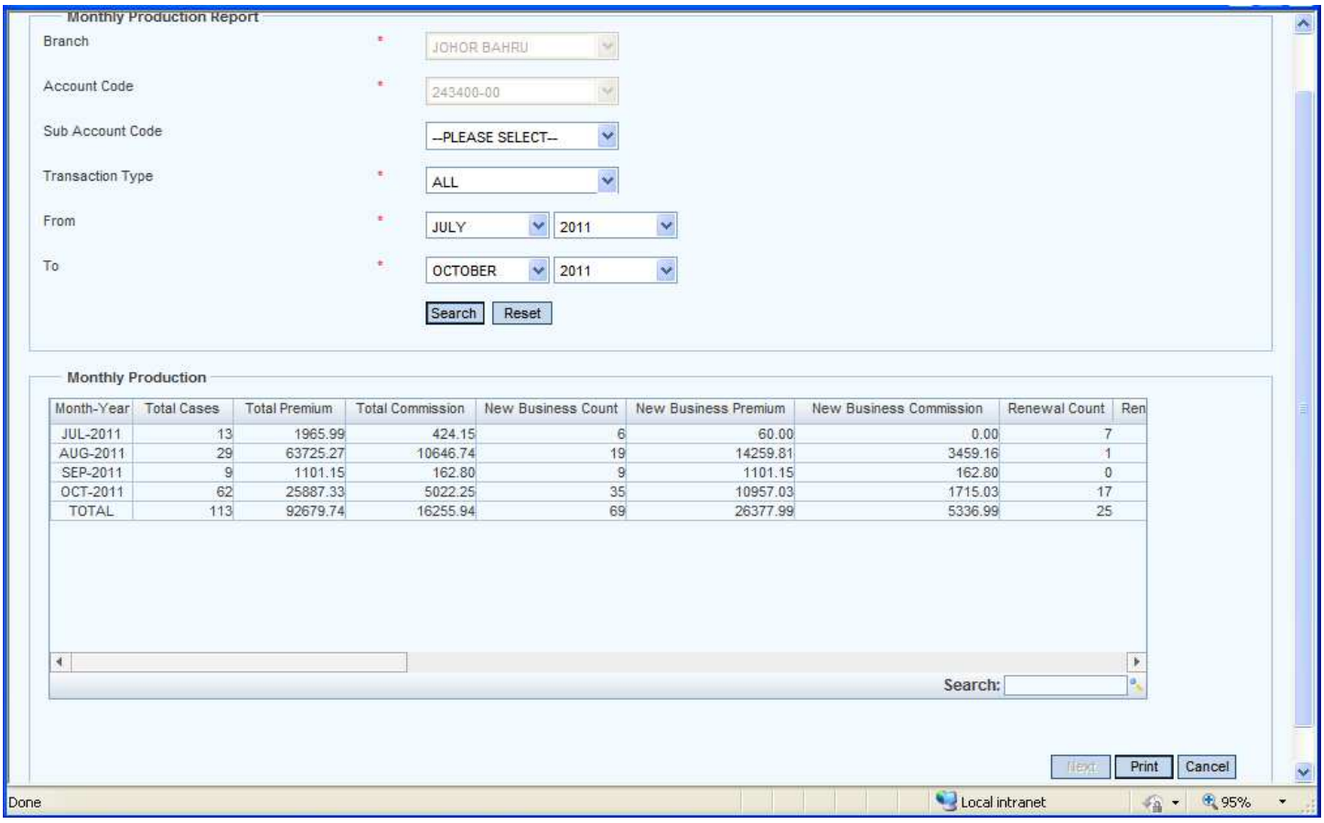


Image 1.244

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
Transaction Type	**Y**	Select the Transaction Type from the drop down list.
Date	**N**	Displays Current date.
Account Name	**N**	Displays the Agency Name.
From Date	**Y**	Displays the Current Date by default and allows you to change.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Monthly Production Grid	**N**	Displays the following Monthly Production Details: Double clicking a row in the grid displays the details view in the in grid (**Image 1.180**).

Column	Purpose
Month	Actual Month
Total Cases	Number of cover notes issued during the selected period with current status as 'submitted'.
Total Premium	Total premium amount of these Cover notes.
New Business	Number of cover notes issued under New business category.
New Business Premium	Premium Amount of these cover notes.
New Business Commission	Commission amount gained by these cover notes.
Renewal Business	Renewal before 6 months and after the 6 months of the cover notes period.
Renewal Premium	Premium amount for the Renewal cover notes.
Renewal Commission	Renewal before the commission amount of cover notes.
E Endorsement (Non JPJ)	Changes made in the Cover note approved in Road Tax.
E Endorsement (Non JPJ) Premium	Premium amount for the Endorsement Non JPJ
E Endorsement(Non JPJ) Commission	Changes in the commission amount of cover notes.
E Endorsement (JPJ)	Changes made in the Cover note which has not been approved in Road Tax.
E Endorsement Premium (JPJ)	Total premium amount of JPJ.
Free Text Non-Motor	Total number of cover notes created for selected month

Count	and year. Total number of cover notes created for selected month and year.
Free Text Commission	The agent's total commission Amount.

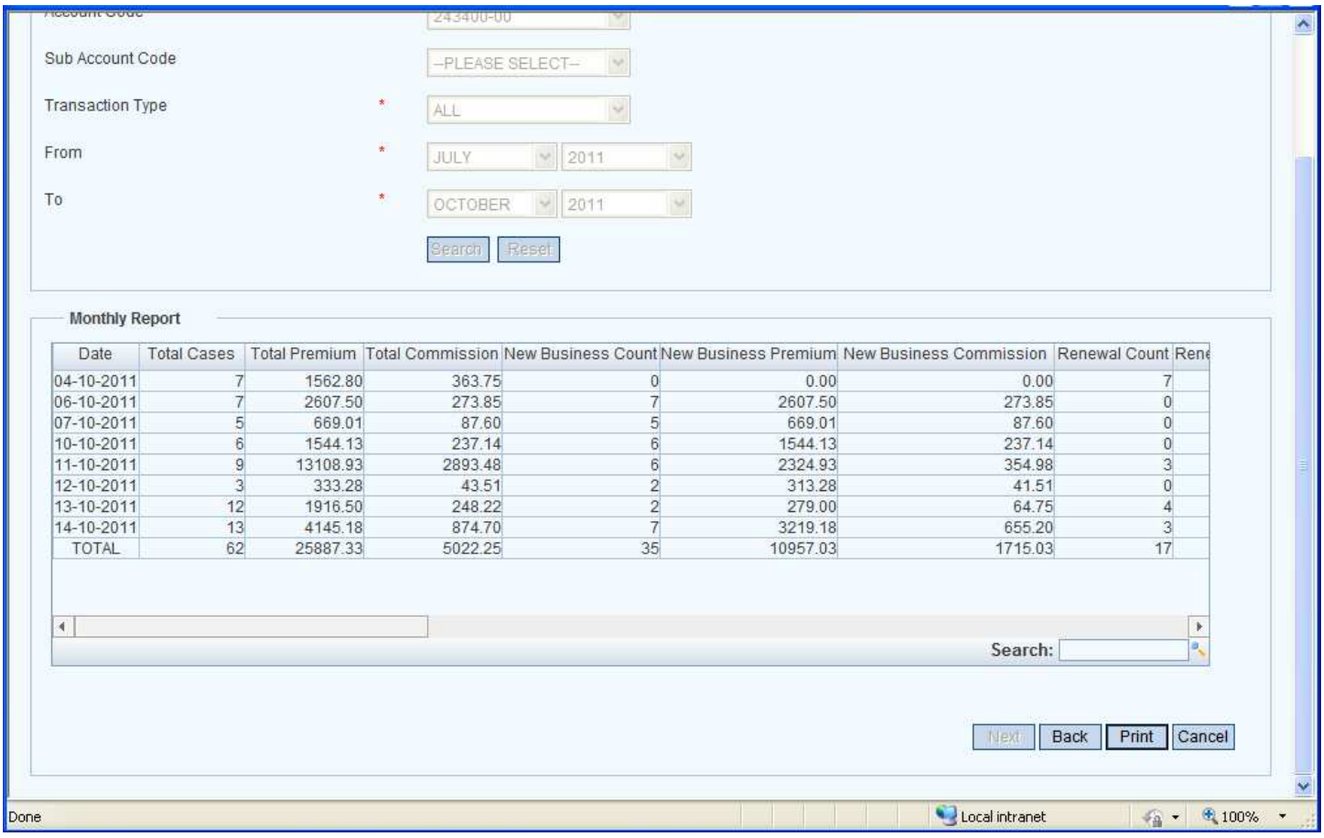


Image 1.245

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Monthly Report Grid	**N**	Displays Date-wise details including: Date, Total Cases, Total Premium, Total Commission, New Business, Business Premium, Business Commission, Renewal Business, Renewal Premium, Renewal Commission, E Endorsement (Non JPJ), E Endorsement (Non JPJ) Premium, E Endorsement(Non JPJ) Commission, E Endorsement, E Endorsement Premium, E Endorsement Commission, Free Text, Free Text Premium and Free Text Commission.
Back	**N**	Redirects you to the previous page (if applicable).
Next	**N**	Redirects you to the Next page (if applicable).
Print	**N**	Prints the Report.
Cancel	**N**	Closes the Page.

1.5.3 Renewal Notice

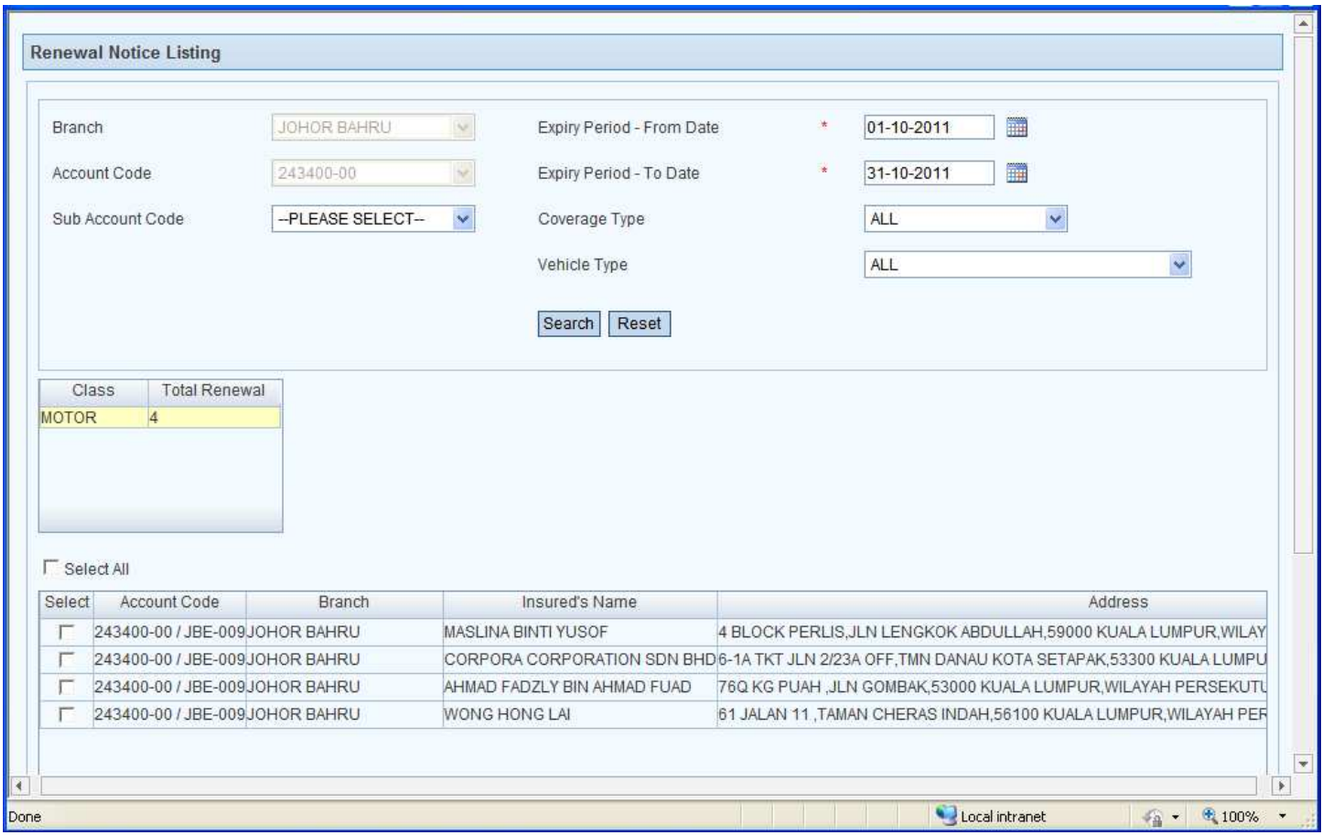


Image 1.246

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
Date	**N**	Displays Current date.
Expiry Period - From Date	**Y**	Displays the Current Date by default and allows you to change.
Expiry Period - To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Coverage Type	**N**	Select the Coverage Type from the drop-down list.
Vehicle Type	**N**	Select the Vehicle Type from the drop-down list.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
List Grid	**N**	Displays the values including Class and Total based on the Search. Double click the selected record to display the Renewal Notice Listing in the next Grid.
Detail Grid	**N**	This Grid displays the listed records in the previous grid with the details such as Select Box, Account Code, Branch, Insured's Name, Address, Contact No/Email, Policy No, Covernote No, Vehicle No, Vehicle Type, Effective Date, Expiry Date, Sum Insured, Renewal Premium, NCD%, Remark, Print with DPPA/MCPA box, Black Listed, Claim Type (if made) and Refer/Decline Risk.

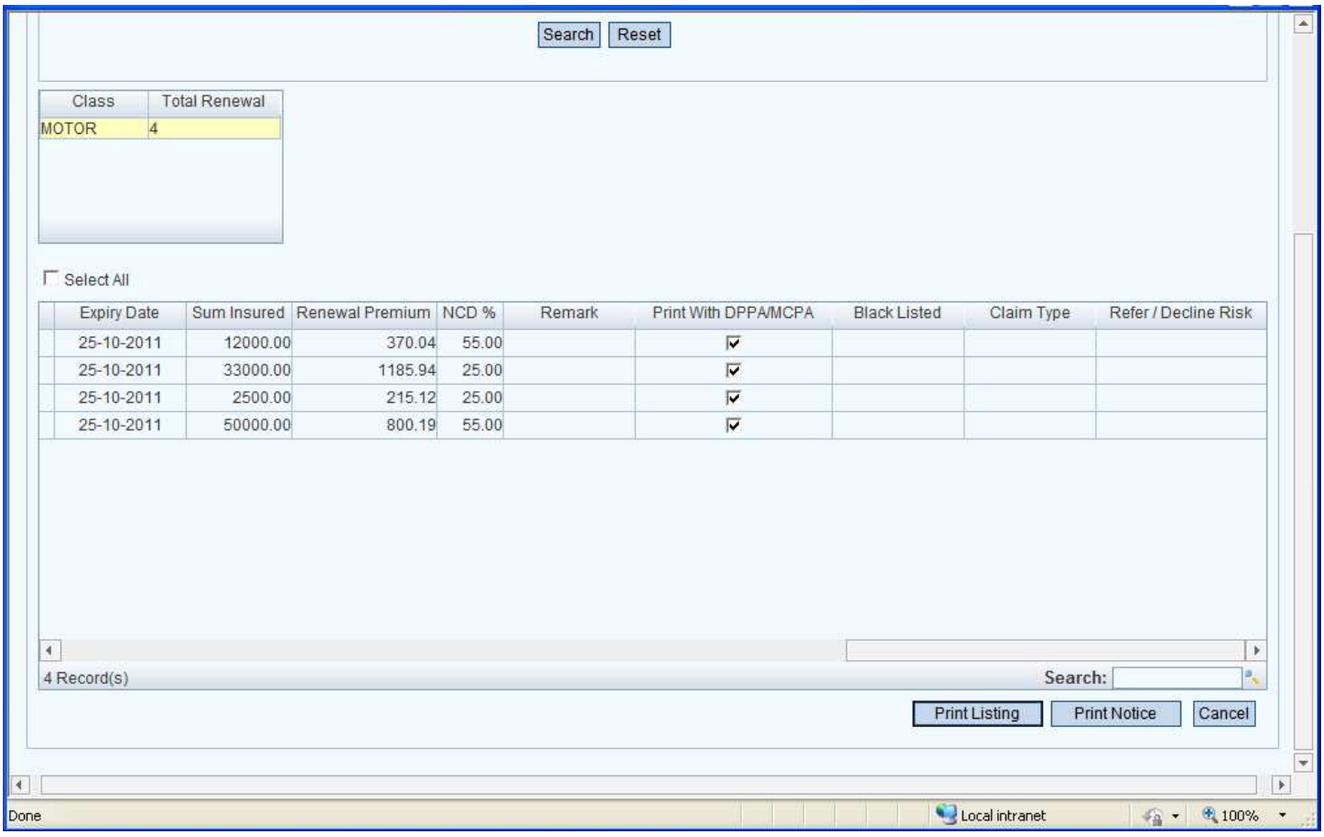


Image 1.247

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Print Listing	**N**	Prints the Renewal Listing of the selected rows.
Print Notice	**N**	Prints the Renewal Notice for the selected rows.
Cancel	**N**	Closes the Page

1.5.4 ePayment/pre-ePayment Transaction Listing

1.5.4.1 Approved Transactions

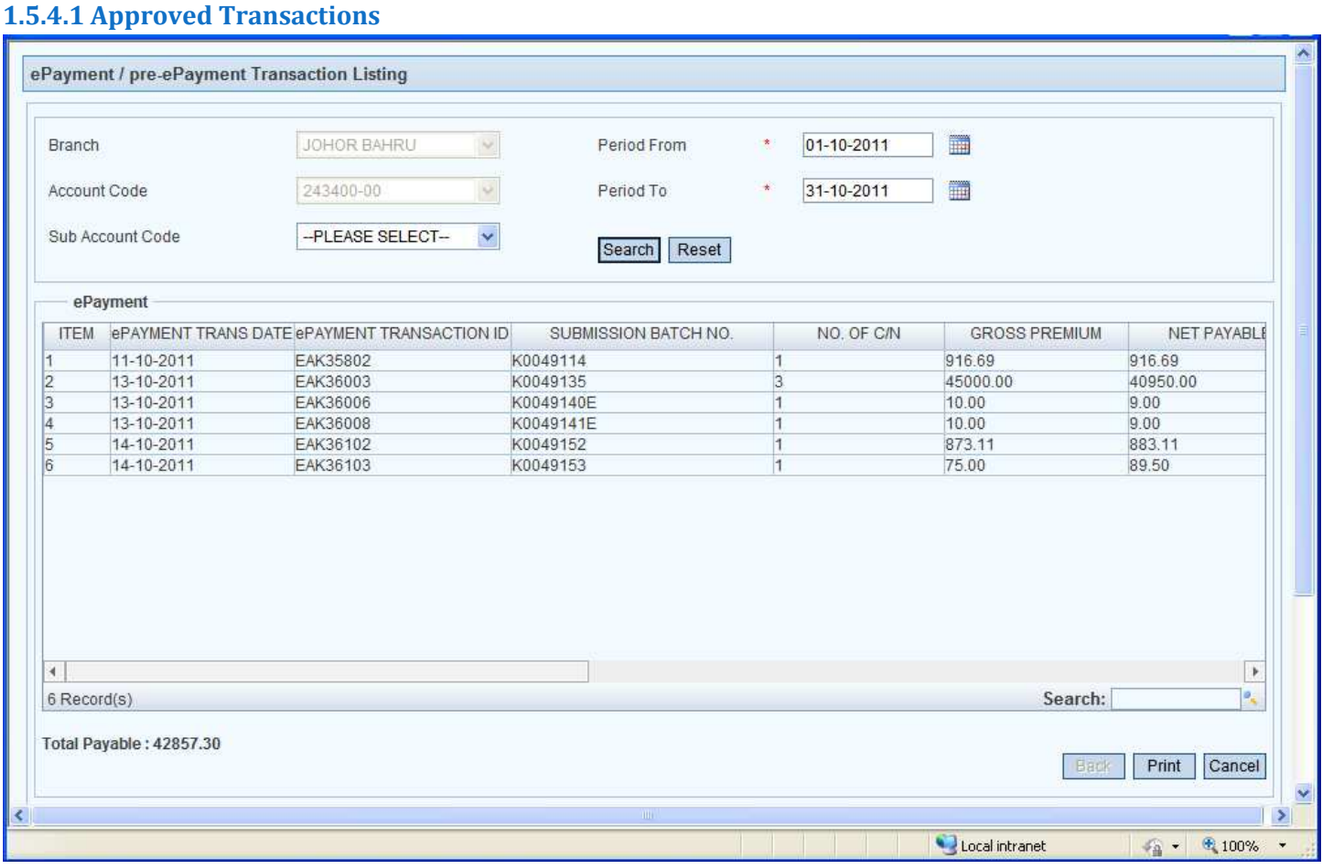


Image 1.248

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
Period From	**Y**	Displays the Current Date by default and allows you to change.
Period To	**Y**	Displays the last date of Month selected in the field: From Date, but allows you change.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Resets all entries to the default values (as if the page is loaded).
ePayment Grid	**N**	Displays various information which include Item No, ePayment Transaction Date, ePayment Transaction ID, Submission Batch No, No. of CN, Gross Premium, Net Payable, Amount, Pay Status, Differences, Approval Code, Approval Date, Clearing Bank, Pre-Epayment Indicator (Y if Done), Outstanding Debts Indicator (Y if there is Outstanding Debts). Double clicking a row shows the ePayment Details Grid (**Image 1.184**).

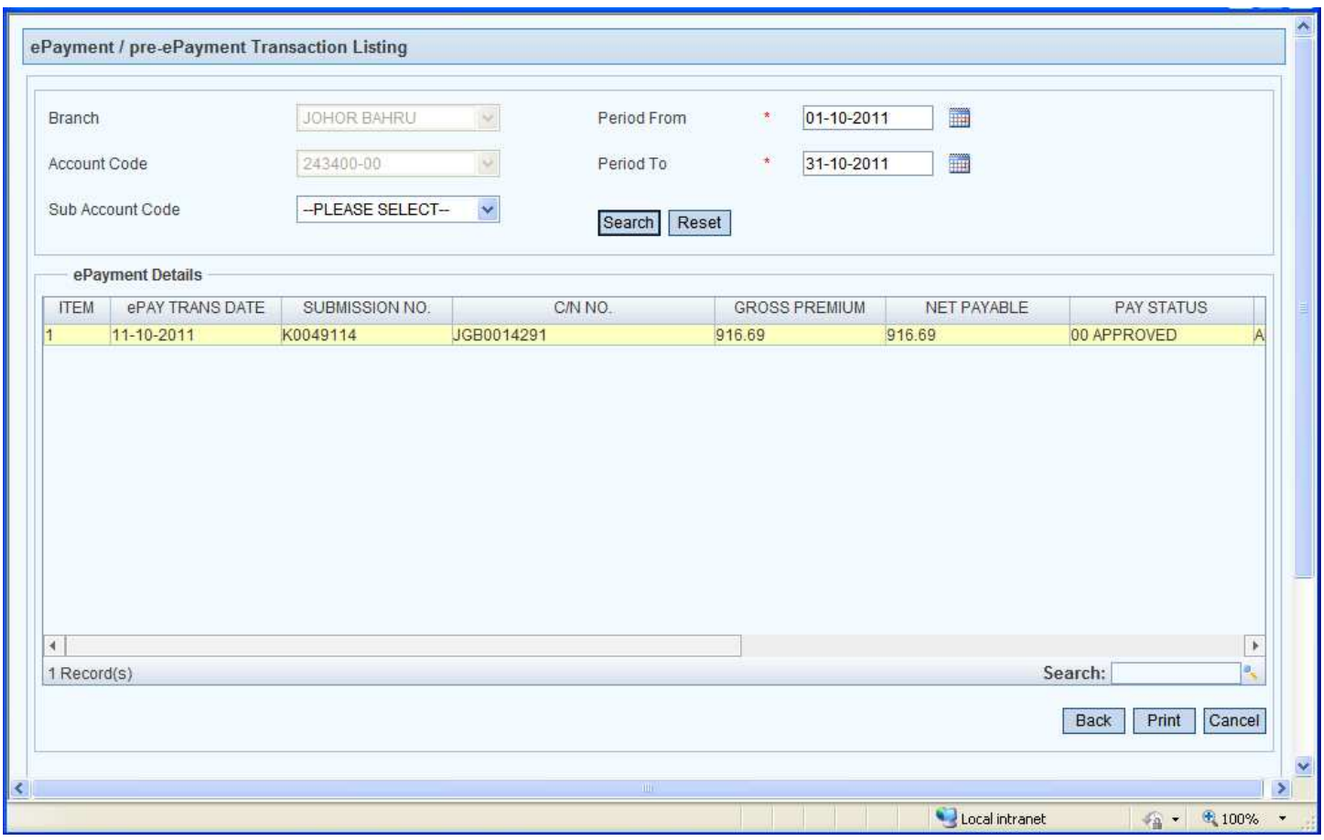


Image 1.249

User Interface		
Field	**Mandatory (Y/N)**	**Description**
ePayment Details Grid	**N**	Displays various information of a selected transaction which include Item No, ePayment Transaction Date, Submission No, CN No, Gross Premium, Net Payable, Pay Status, Approval Code, Approval Date, Clearing Bank, Pre ePayment Indicator (Y if Done), Outstanding Debts Indicator (Y if there is Outstanding Debts)
Back	**N**	Redirects you to the previous tab (enabled only from ePayment details page).
Print	**N**	Prints the ePayment/Pre ePayment Transaction Details.
Cancel	**N**	Closes the Page.

1.5.4.2 Rejected Transactions

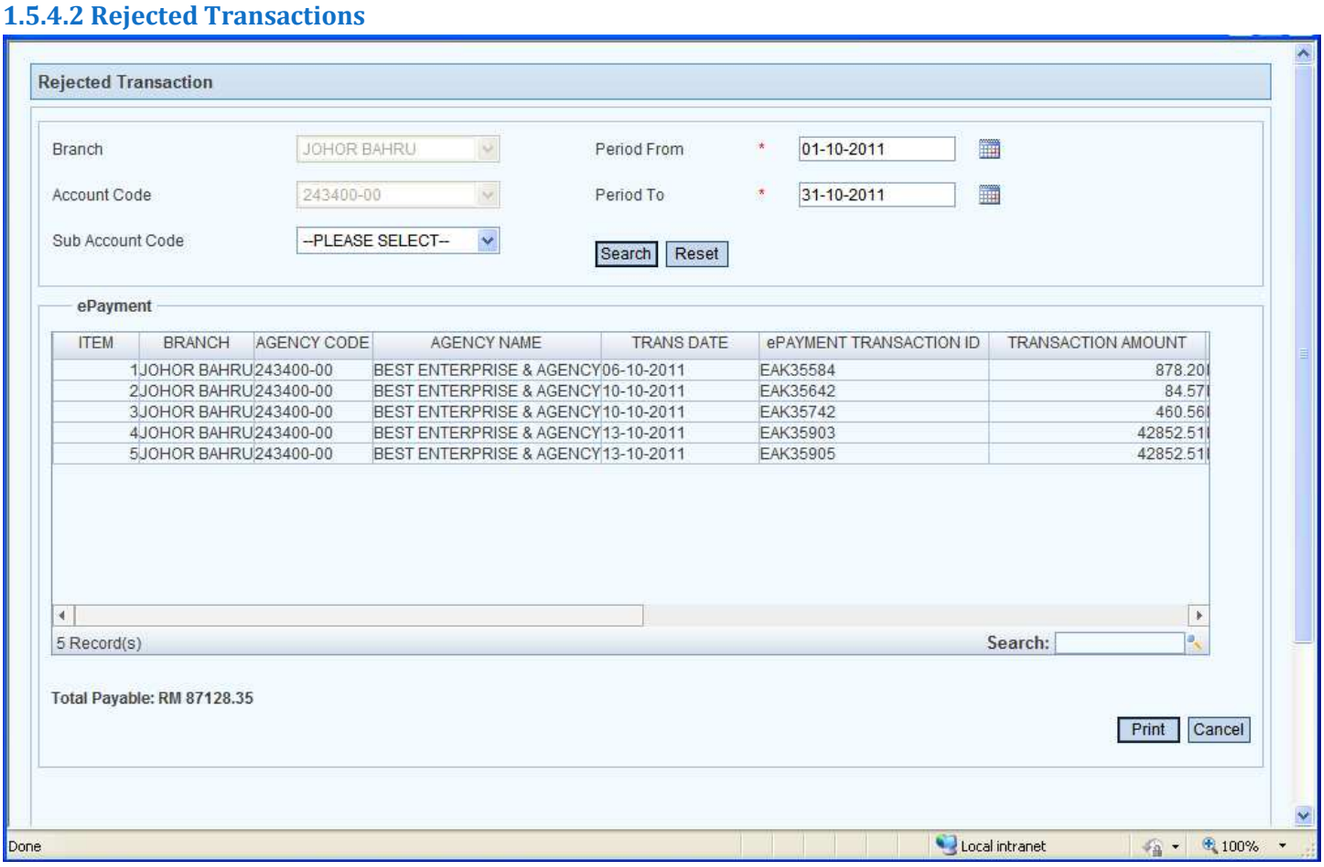


Image 1.250

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
Period From	**Y**	Displays the Current Date by default and allows you to change.
Period To	**Y**	Displays the last date of Month selected in the field: From Date, but allows you change.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Resets all entries to the default values (as if the page is loaded).
ePayment Grid	**N**	Displays various information which include Item No, Branch, Agency Code, Agency Name, Transaction Date, ePayment Transaction ID, Transaction Amount, Pending Reason, Credit Card No, Bank Response Description, Sending Time and Response Time
Print	**N**	Prints the ePayment/Pre ePayment Transaction Details.
Cancel	**N**	Closes the Page.

1.5.4.3 Pending for Bank Response

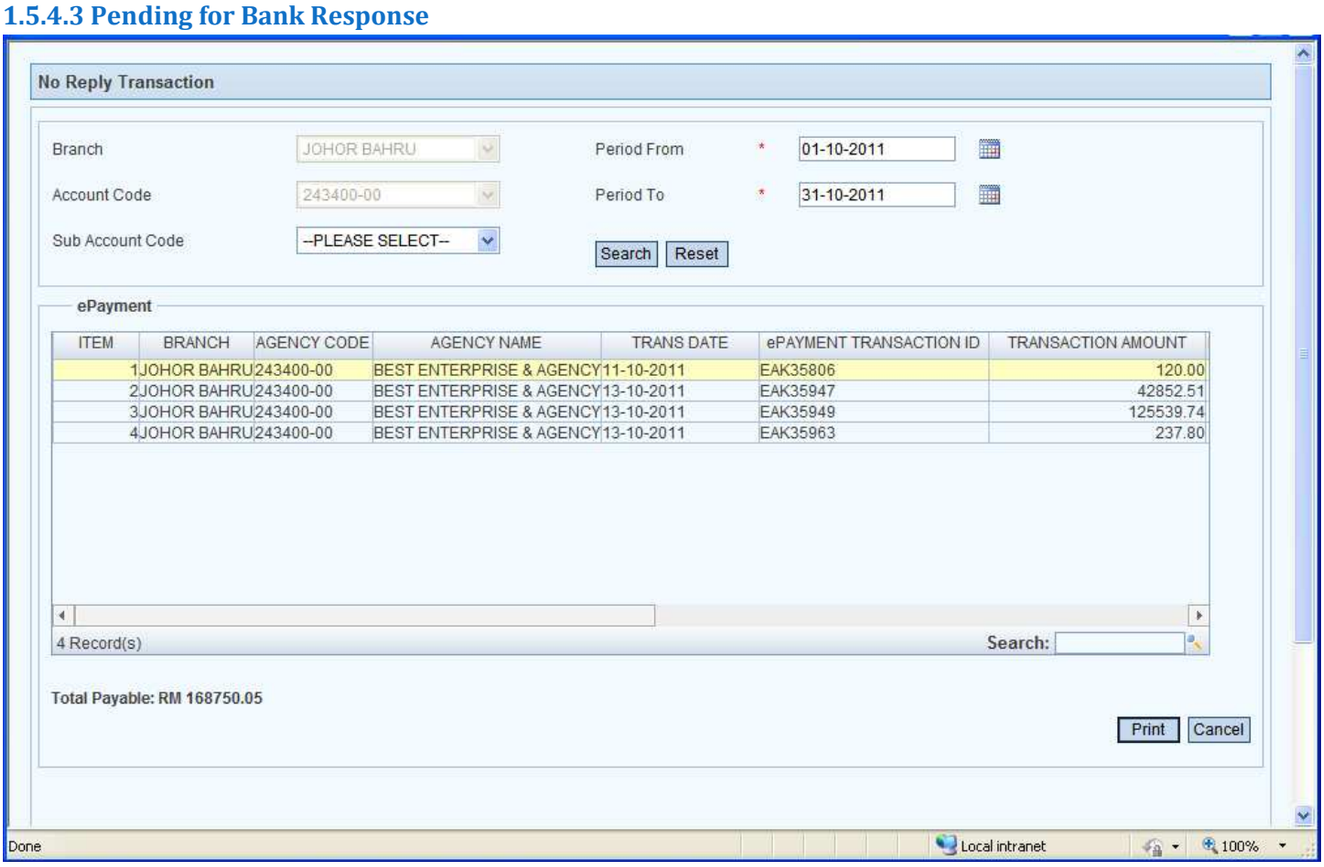


Image 1.251

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
Period From	**Y**	Displays the Current Date by default and allows you to change.
Period To	**Y**	Displays the last date of Month selected in the field: From Date, but allows you change.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Resets all entries to the default values (as if the page is loaded).
ePayment Grid	**N**	Displays various information which include Item No, Branch, Agency Code, Agency Name, Transaction Date, ePayment Transaction ID, Transaction Amount, Pending Reason, Credit Card No, Bank Response Description, Sending Time and Response Time
Print	**N**	Prints the ePayment/Pre ePayment Transaction Details.
Cancel	**N**	Closes the Page.

1.5.5 User Transaction Listing

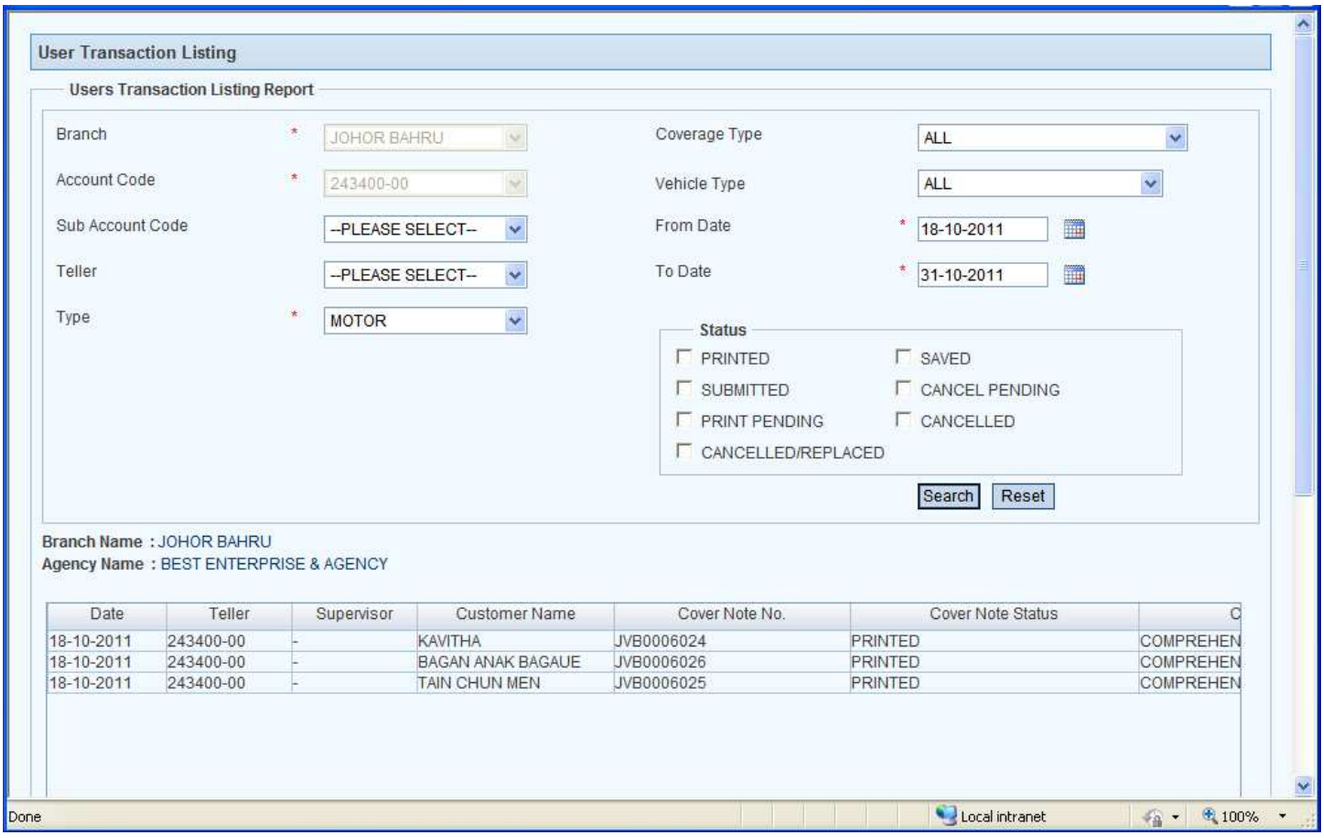


Image 1.252

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
Teller	**N**	Select the Teller from the drop down list.
Type	**Y**	Select the Type from the drop down list.
Coverage Type	**N**	Select the Coverage Type from the drop down list.
Vehicle Type	**N**	Select the Vehicle Type from the drop down list.
From Date	**Y**	Displays the Current Date by default and allows you to change.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Status	**N**	There are 7 checkboxes from which the user has to select 1 or more checkboxes in order to filter his/her results. If nothing is selected, a default search for all status type will be made.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Branch Name	**N**	Displays the selected Branch Name.
Agency Name	**N**	Displays the selected Agency Name.

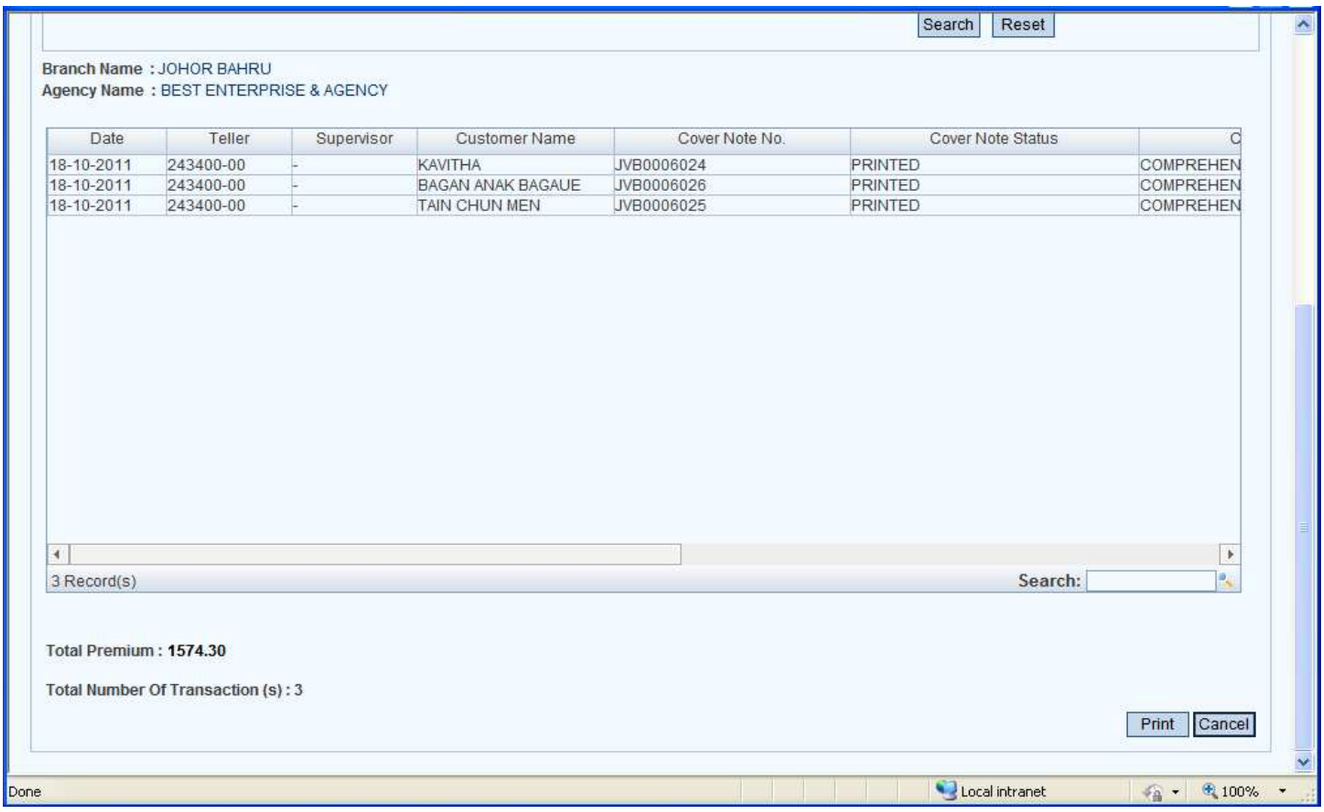


Image 1.253

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Status Grid	**N**	Displays all the searched records with various information such as Date, Teller, Supervisor, Customer Name, Covernote No, Covernote Status, Coverage Type, Vehicle Type, Vehicle No, Total Premium, 10% Commission and CART Premium
Total Premium	**N**	Displays the Total Premium of the displayed records
Total No. of Transactions	**N**	Displays the count of the searched results.
Print	**N**	Prints the report
Cancel	**N**	Closes the page.

1.5.6 Statements

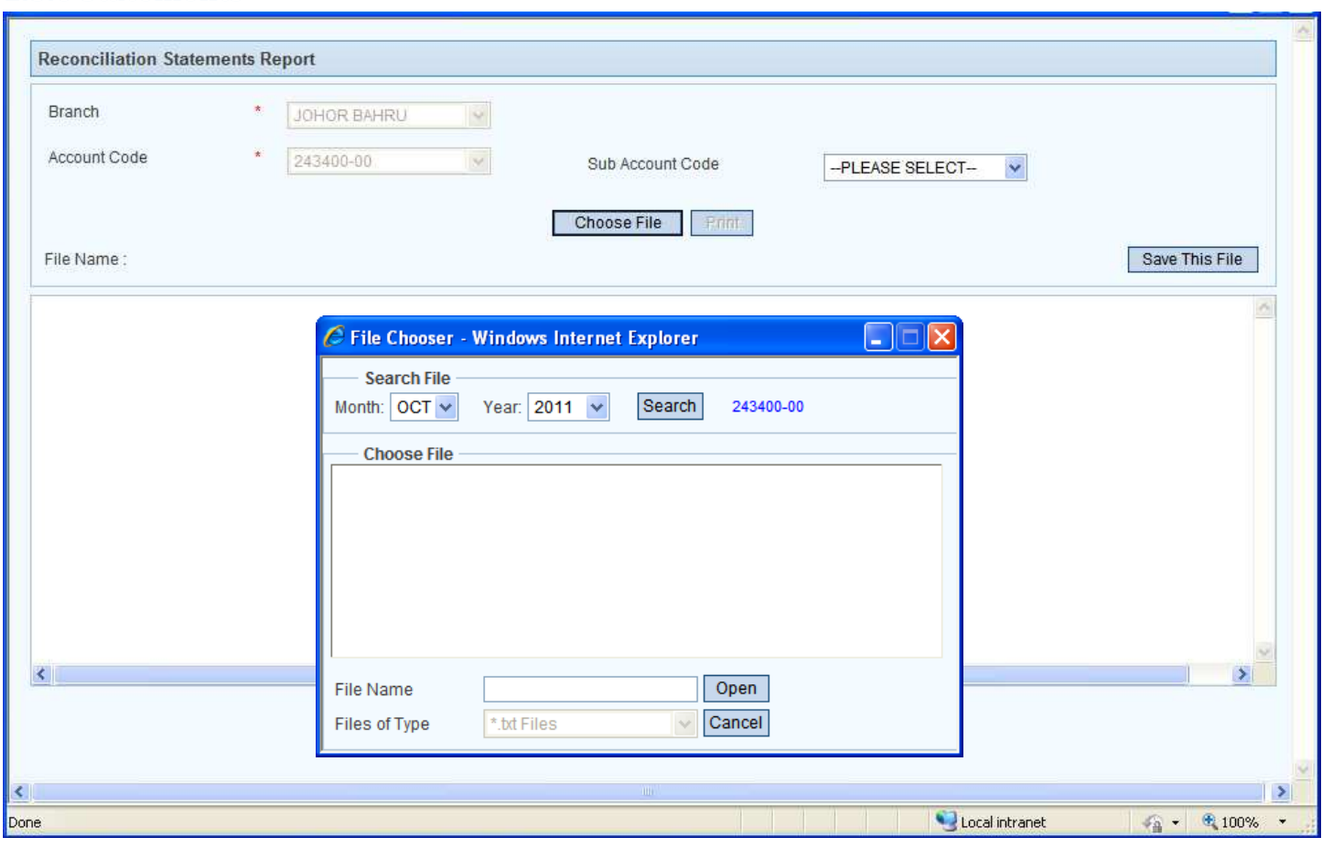


Image 1.254

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Agent's Branch Name.
Account Code	**Y**	Displays the Agent's Account Code.
Sub Account Code	**N**	Select the Agent's Sub Account Code from the drop down list.
Choose File	**N**	Opens the File Chooser dialog box.
Print	**N**	Prints the Statement details.
Save This File	**N**	Saves the changes made to the selected file.
File Chooser Dialog		
Month	**N**	Select the month from the drop down list.
Year	**N**	Select the Year from the drop down list.
Search	**N**	Searches the files for the selected Month, Year and Account Code. Displays the search result in the text area: Choose File.
Account Code	**N**	Displays the selected Account Code.
Open	**N**	Opens the selected file and displays in the Viewer.
Cancel	**N**	Closes the Page (File Chooser Dialogue).

1.5.7 CBC Analysis

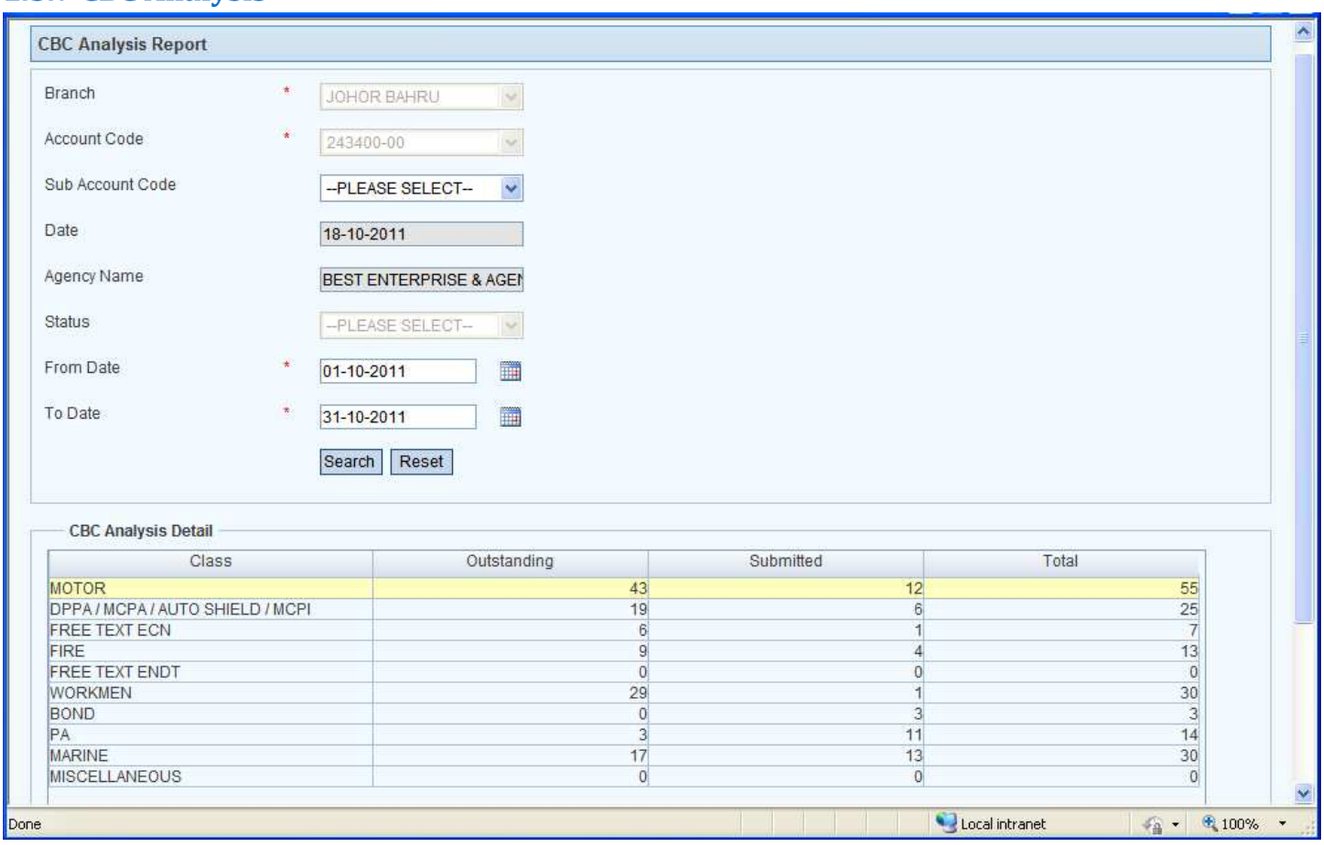


Image 1.255

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
Date	**N**	Displays the Current Date by default.
Agency Name	**N**	Displays the Agency Name.
Status	**N**	Displays the status of the cover note.
From Date	**Y**	Displays the Current Date by default.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
CBC Analysis Detail Grid	**N**	Displays the search results in the grid including: Class, Outstanding, Submitted, and Total. Double clicking on a row will display the complete details of the selected row (shown in **Image 1.192**).

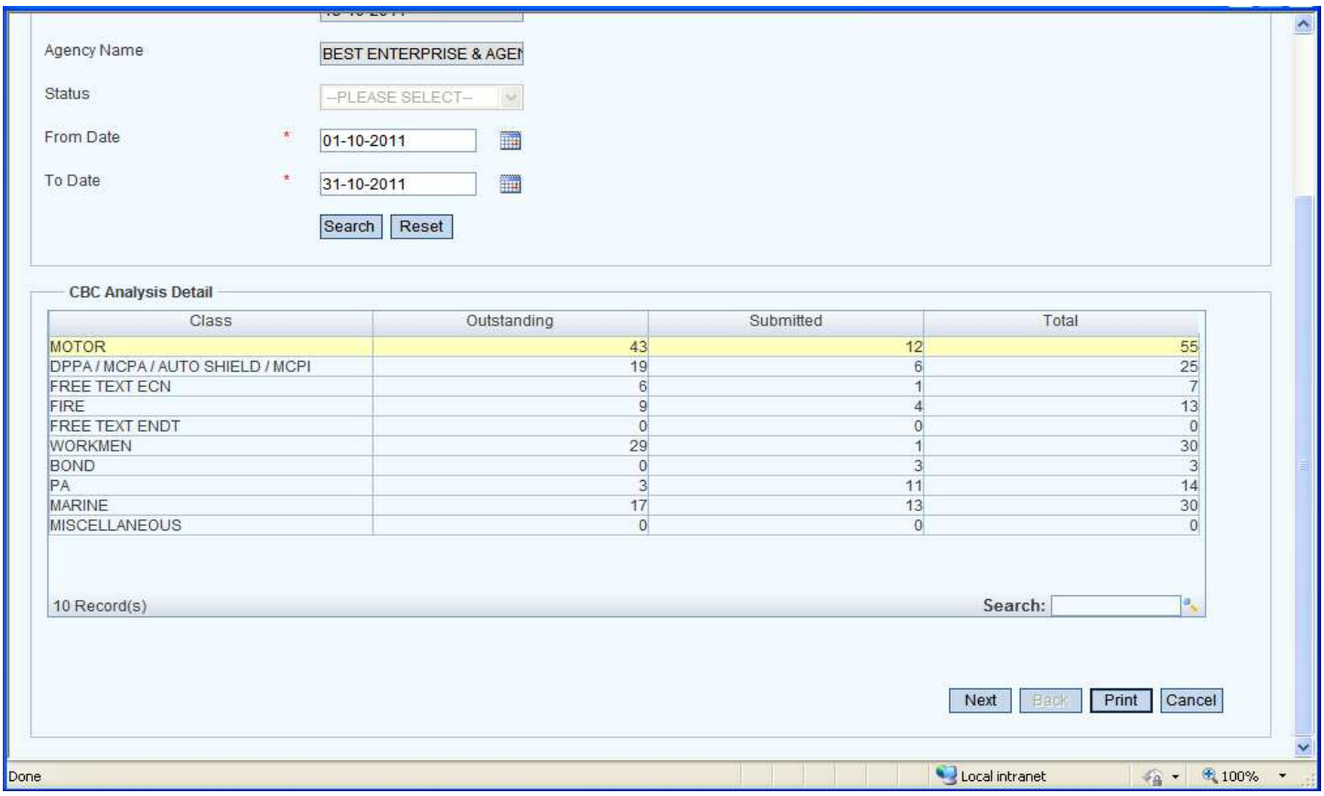


Image 1.256

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Next	**N**	Redirects you to the next page.
Back	**N**	Disabled by default in this page.
Print	**N**	Prints the Report.
Cancel	**N**	Closes the Page.

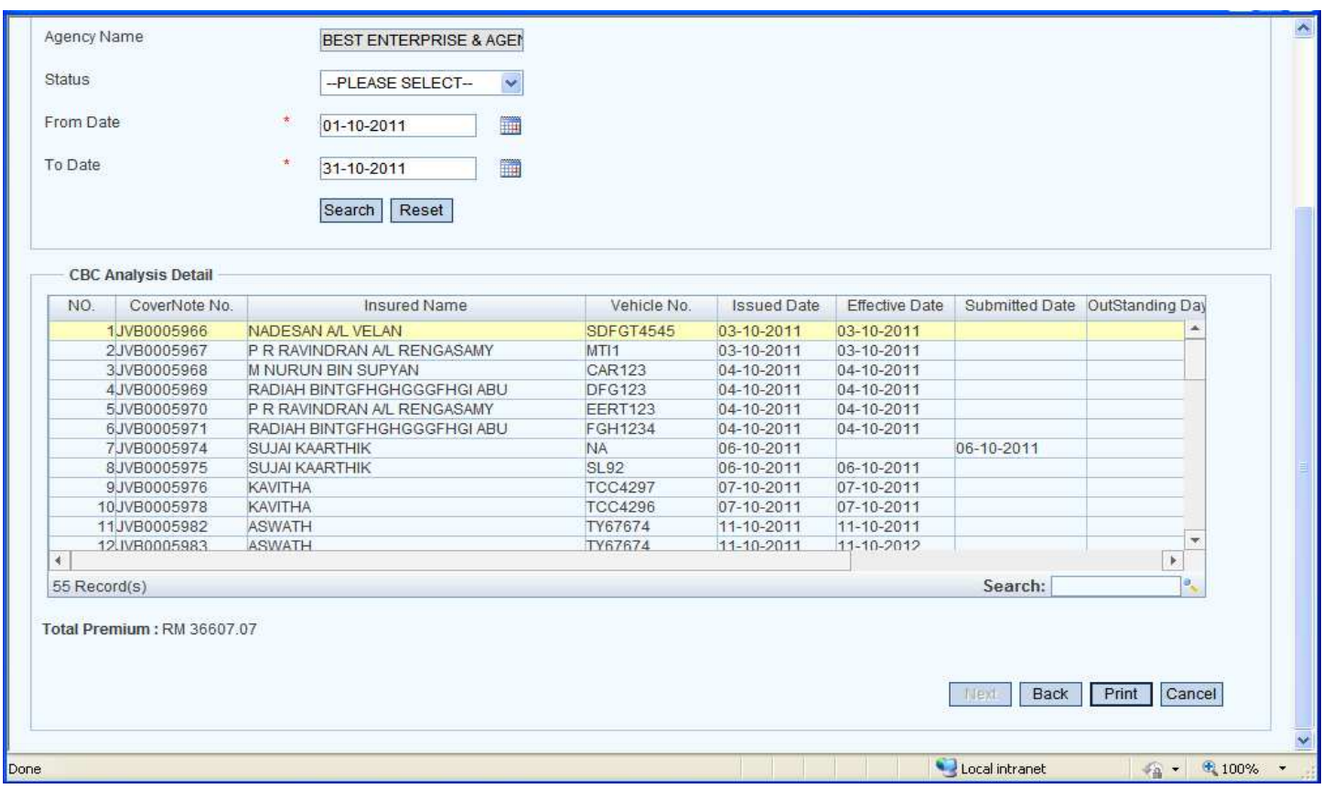


Image 1.257

User Interface		
Field	**Mandatory (Y/N)**	**Description**
CBC Analysis Detail Grid	**N**	Displays the search results in the grid including: No, Cover Note No., Insured Name, Vehicle No., Issued Date, Effective Date, Submitted Date, Outstanding Days, Policy No., Total Premium and Status.

1.5.8 Cancel Pending

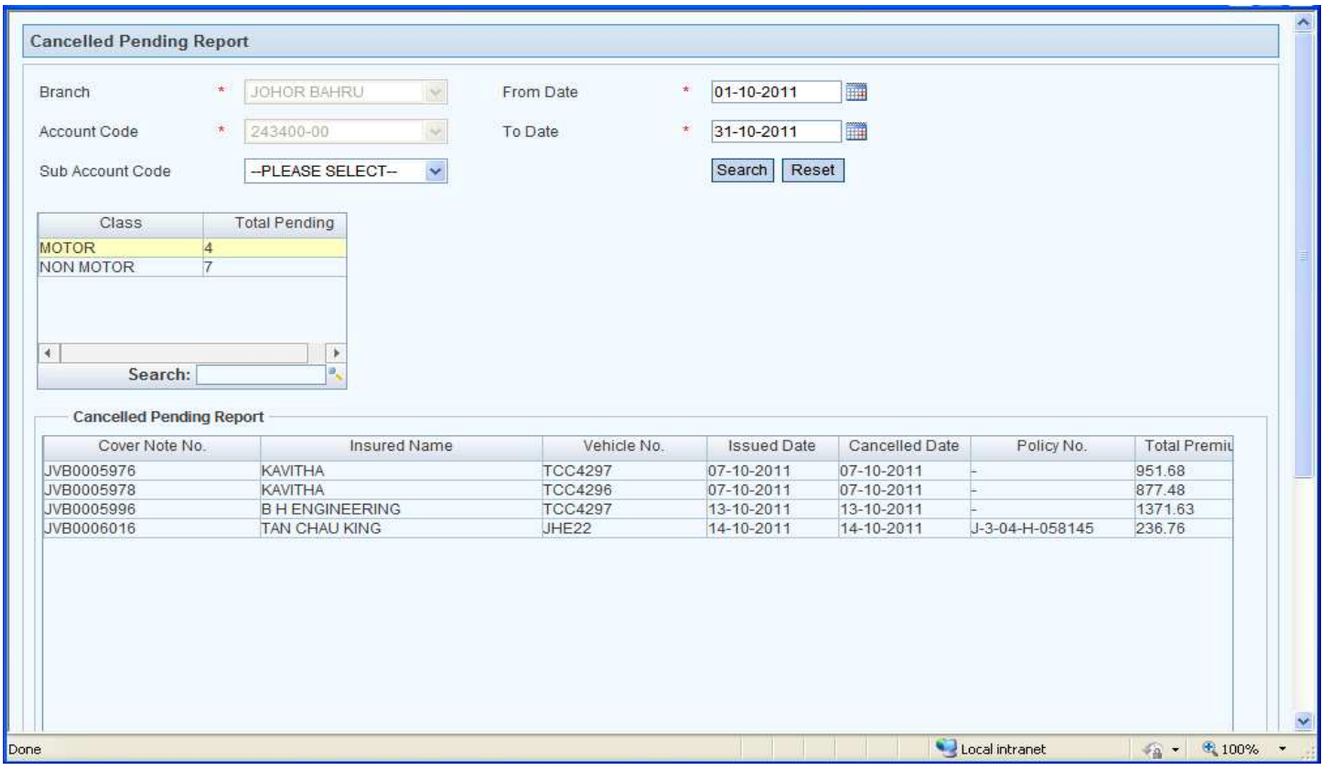


Image 1.258

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
From Date	**Y**	Displays the Current Date by default and allows you to change.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Listing Grid	**N**	Displays the values including Class and Total based on the Search. Double click the selected record to display the Cancel Pending Report Details in the next Grid.
Cancel Pending Report Grid	**N**	Displays the search results in the grid including: Cover Note No., Insured's Name, Vehicle No., Issued Date, Cancelled Date, Policy No., Total Premium (RM), Status and Replace Cover Note.

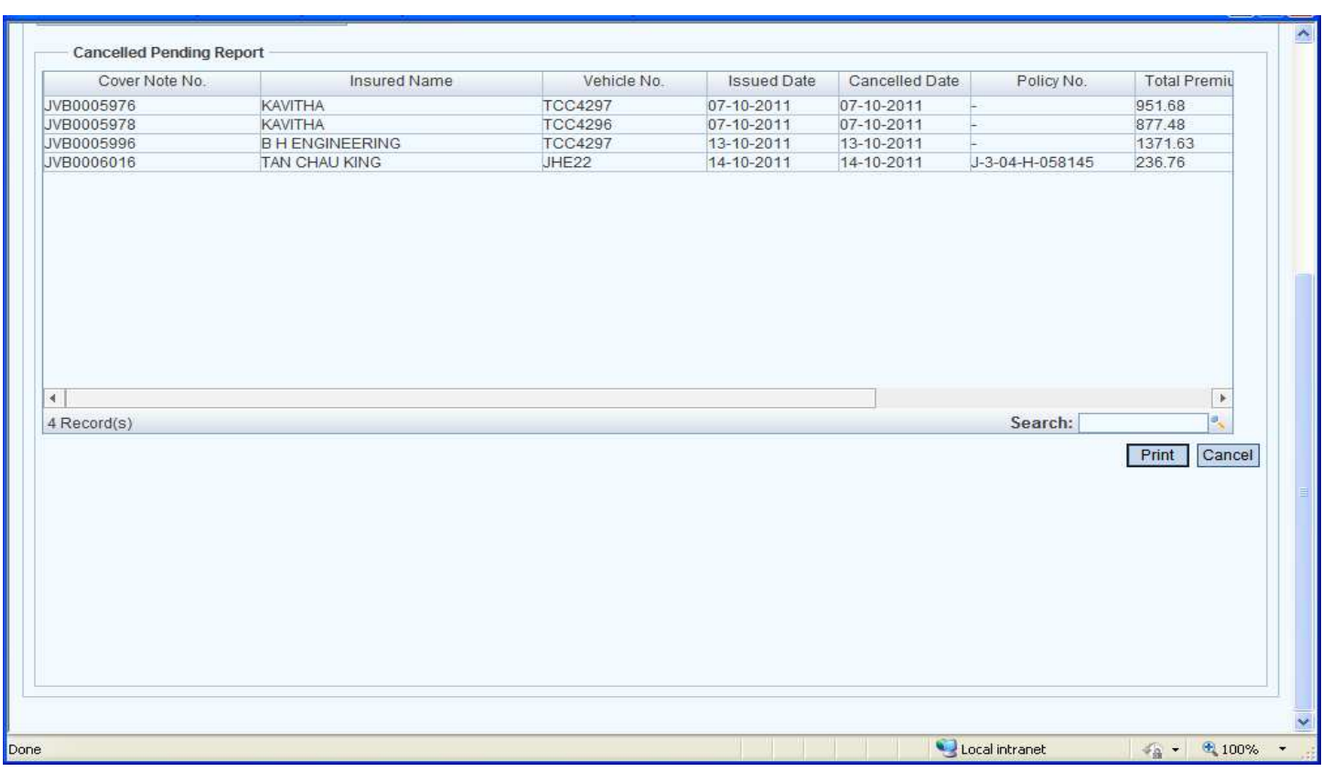


Image 1.259

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Print	**N**	Prints the report
Cancel	**N**	Closes the page

1.5.9 Print Pending

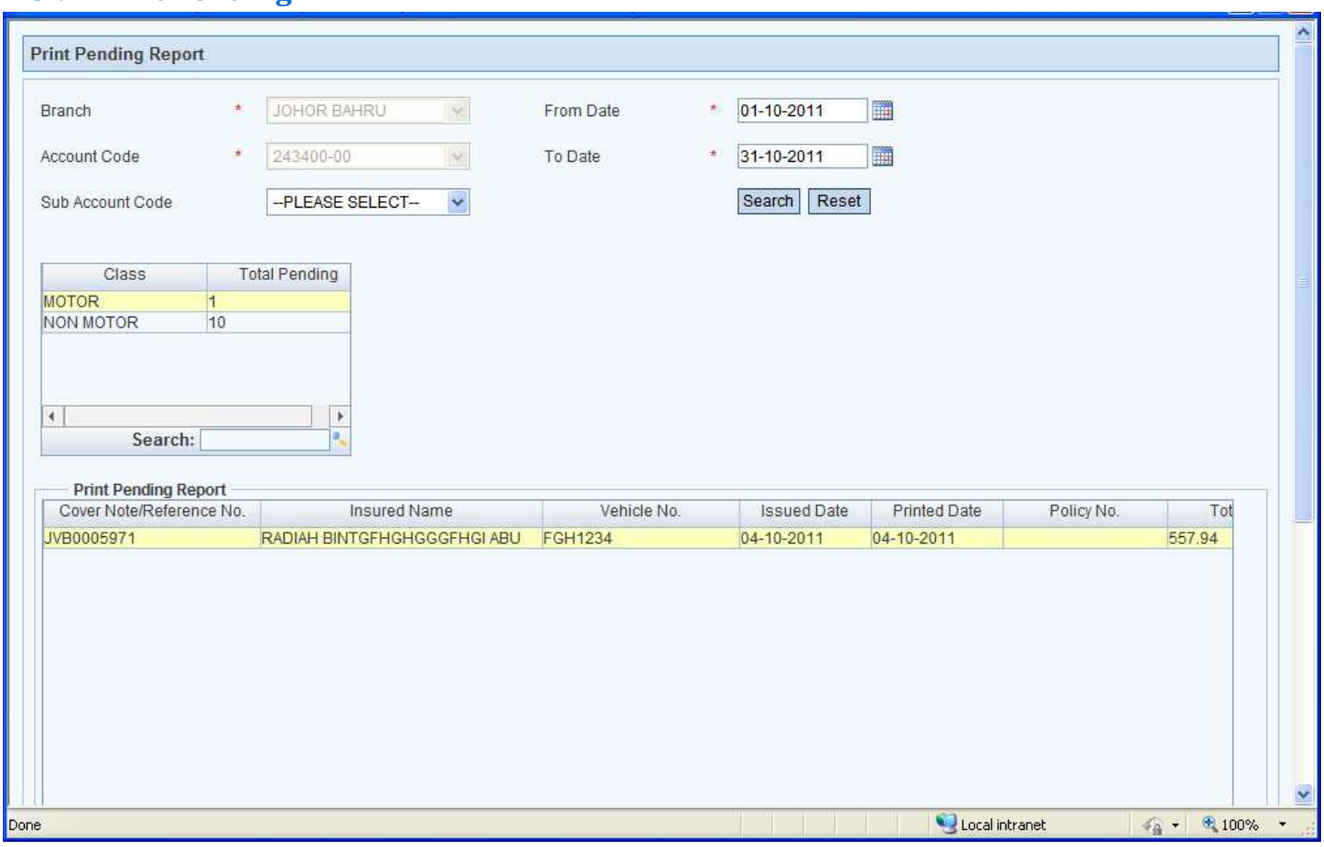


Image 1.260

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
From Date	**Y**	Displays the Current Date by default and allows you to change.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Listing Grid	**N**	Displays the values including Class and Total based on the Search. Double click the selected record to display the Print Pending Report Details in the next Grid.
Print Pending Report Grid	**N**	Displays the search results in the grid including: Cover Note No., Insured's Name, Vehicle No., Issued Date, Cancelled Date, Policy No., Total Premium (RM), Status and Replace Cover Note.

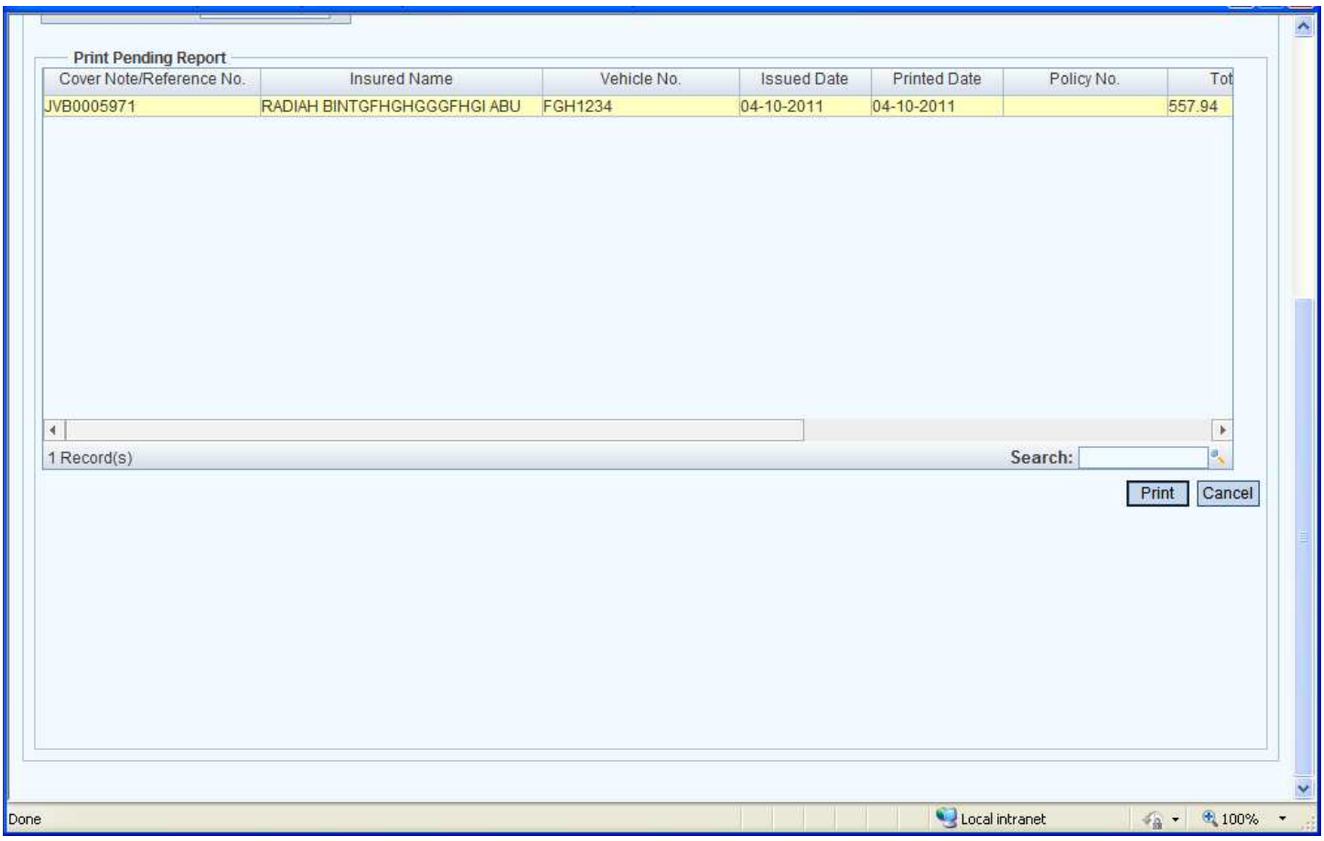


Image 1.261

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Print	**N**	Prints the report
Cancel	**N**	Closes the page

1.5.10 Endorsement Application Listing

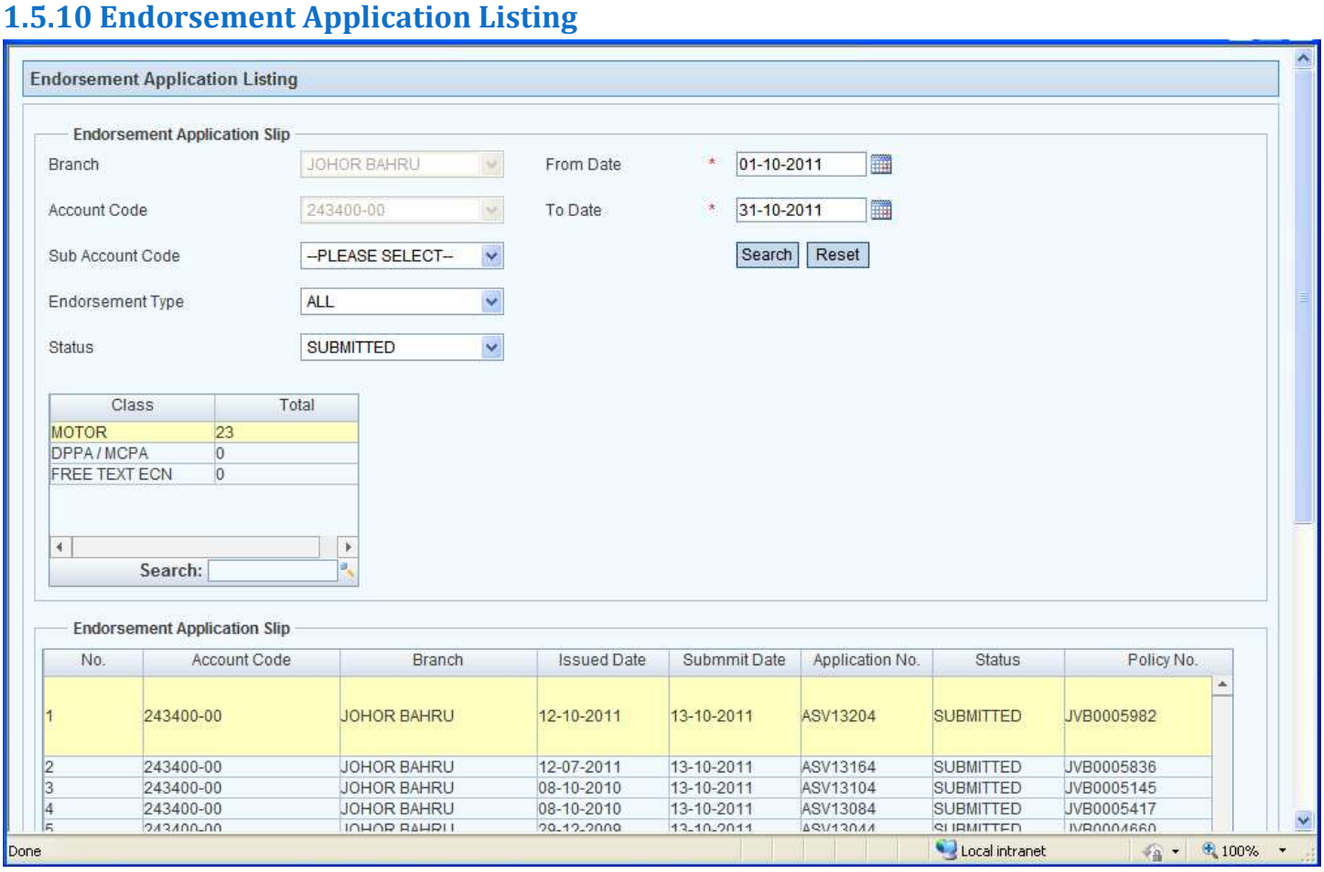


Image 1.262

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
Endorsement Type	**N**	Select an option from the drop down list
Status	**N**	Select an option from the drop down list
From Date	**Y**	Displays the Current Date by default and allows you to change.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Total Listing Grid	**N**	Displays the total records including Class and Total based on the Search. Double click the selected record to display the Endorsement Application Listing Details in the next Grid.
Endorsement Application Slip Grid	**N**	Displays the various records with the information such as Account No, Branch, Issued Date, Submitted Date, Application No, Status, Policy No, Vehicle No, Insured Name, Endorsement Effective Date, Type of Endorsement and Endorsement Description

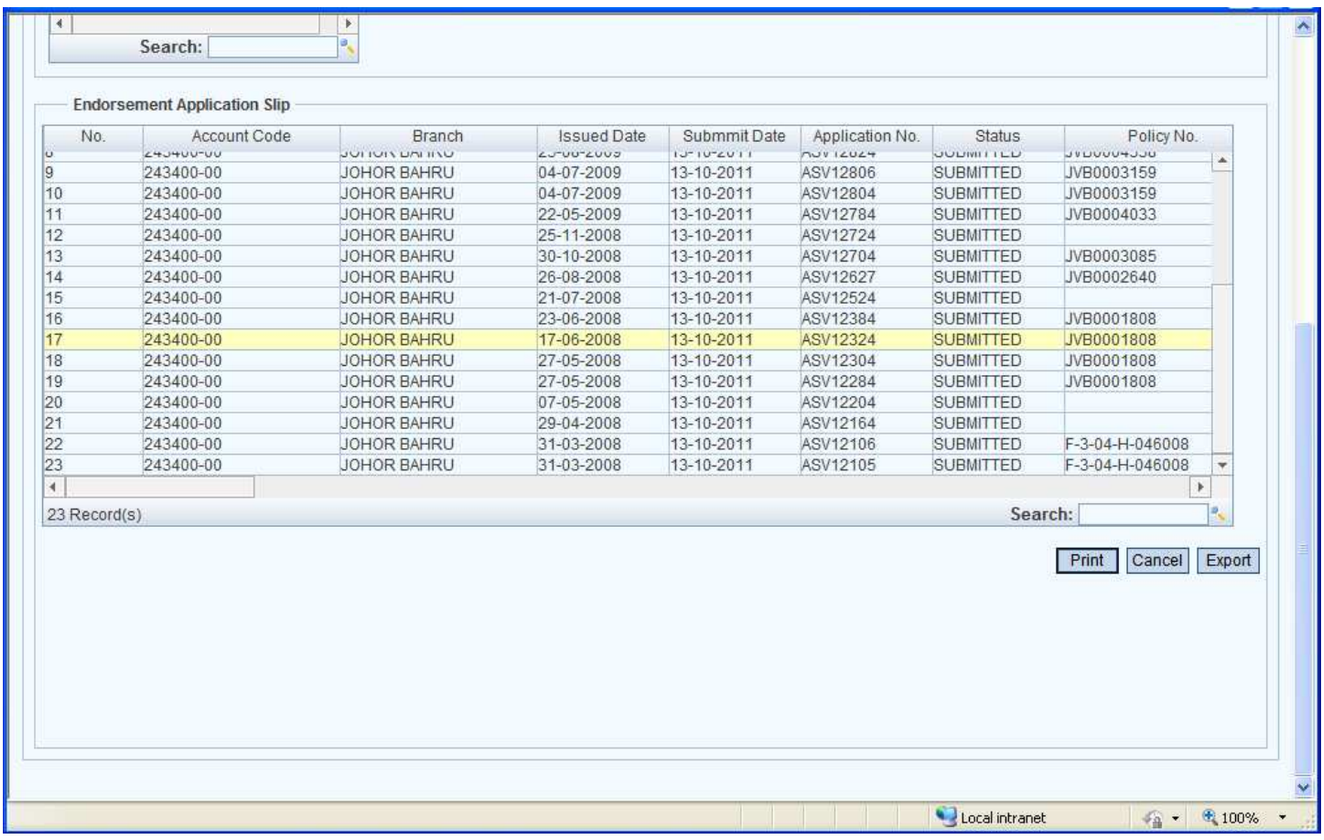


Image 1.263

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Print	**N**	Prints the report
Cancel	**N**	Closes the page
Export	**N**	Exports the data to MS Excel

1.5.11 Motor E Endorsement (Non JPJ) Without Premium Listing

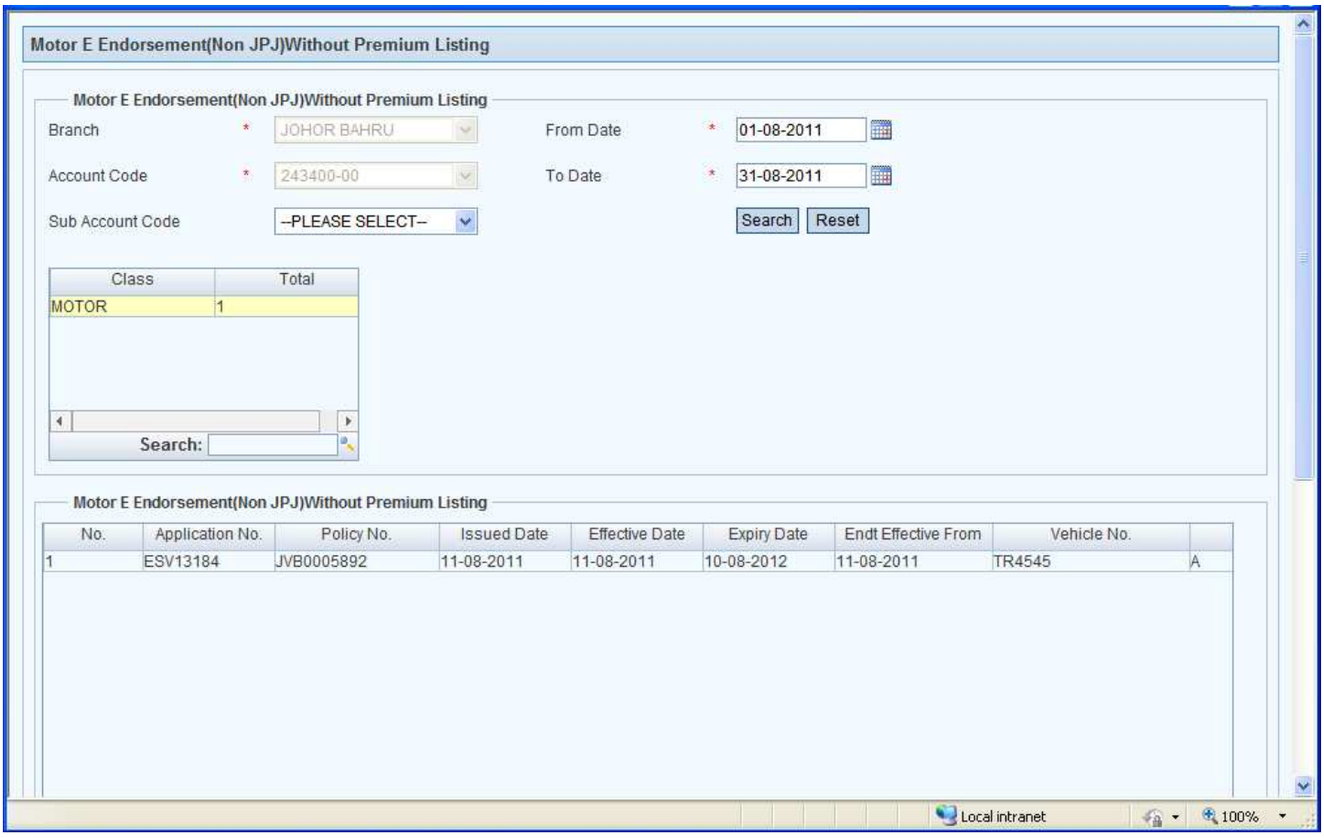


Image 1.264

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
From Date	**Y**	Displays the Current Date by default and allows you to change.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Total Listing Grid	**N**	Displays the total records including Class and Total based on the Search. Double click the selected record to display the Endorsement Application Listing Details in the next Grid.
Motor E Endorsement(Non JPJ)Without Premium Listing Grid	**N**	Displays the various records with the information such as Application No, Policy No, Issued Date, Effective Date, Expiry Date, Endorsement Effective Date, Vehicle Number, Insured Name, Type of Endorsement and Status.

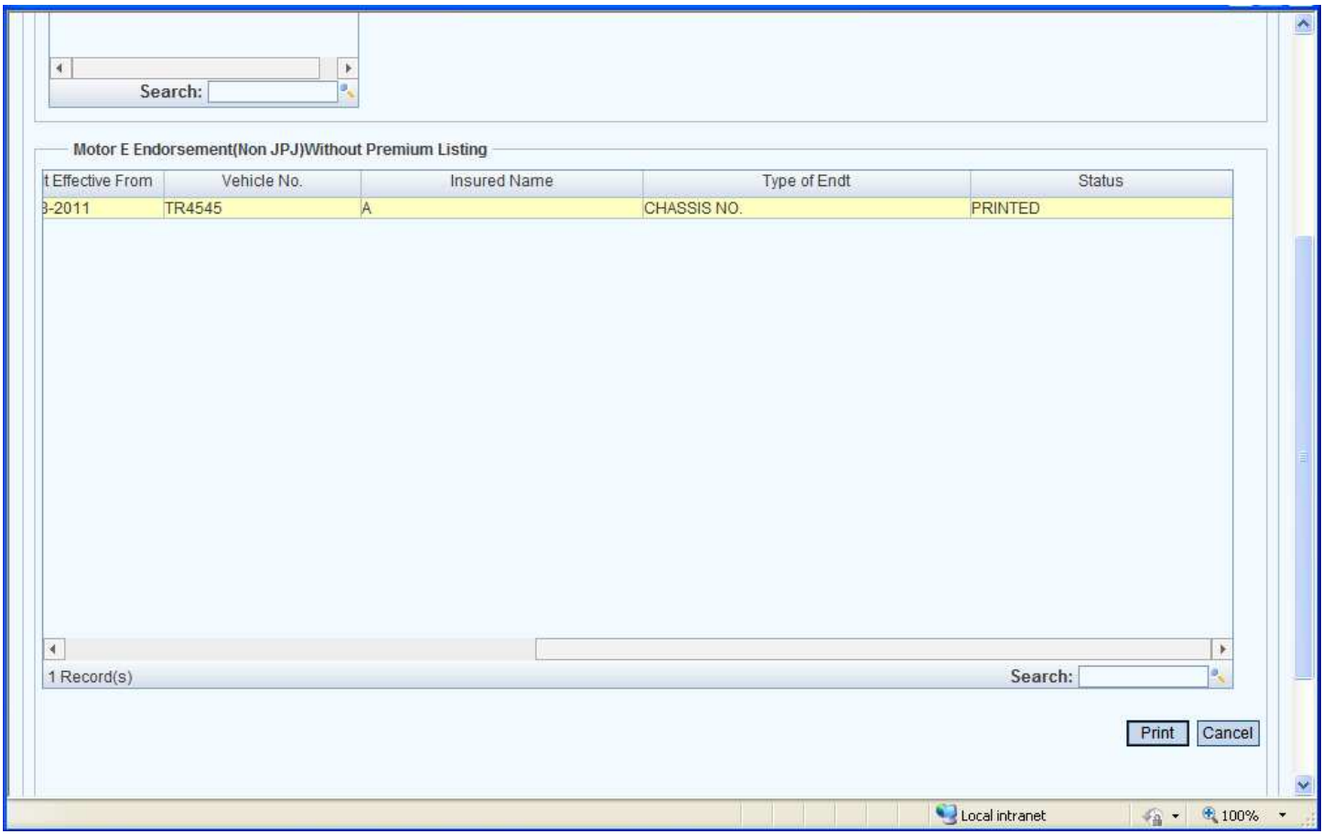


Image 1.265

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Print	**N**	Prints the report
Cancel	**N**	Closes the page

1.5.12 Submission Report

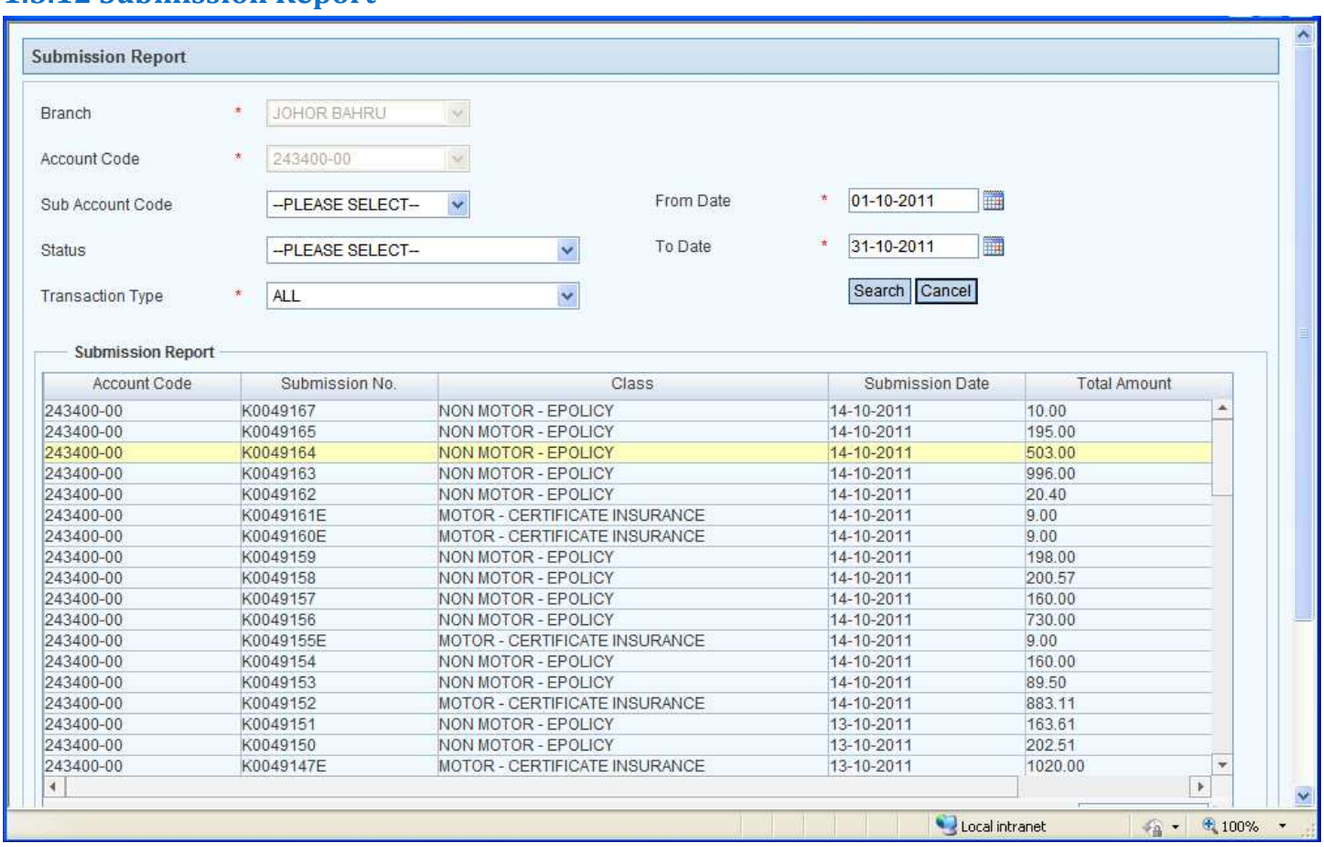


Image 1.266

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
Status	**N**	The user has to select from the drop down list. The different types of Covernote listed in this list are as follows: • Motor - Certificate Insurance • Motor - Confirmation Slip • Motor - Endorsement Application Slip • Motor - Endorsement Confirmation Slip • Motor - Endorsement Without Premium • Non Motor - Application Slip • Non Motor - Endorsement Confirmation Slip • Non Motor – eCoverNote • Non Motor – ePolicy
Transaction Type	**N**	Select one among the below transaction types. • All • e Cover • Internet • e Payment Paid
From Date	**Y**	Displays the Current Date by default and allows you to change.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).

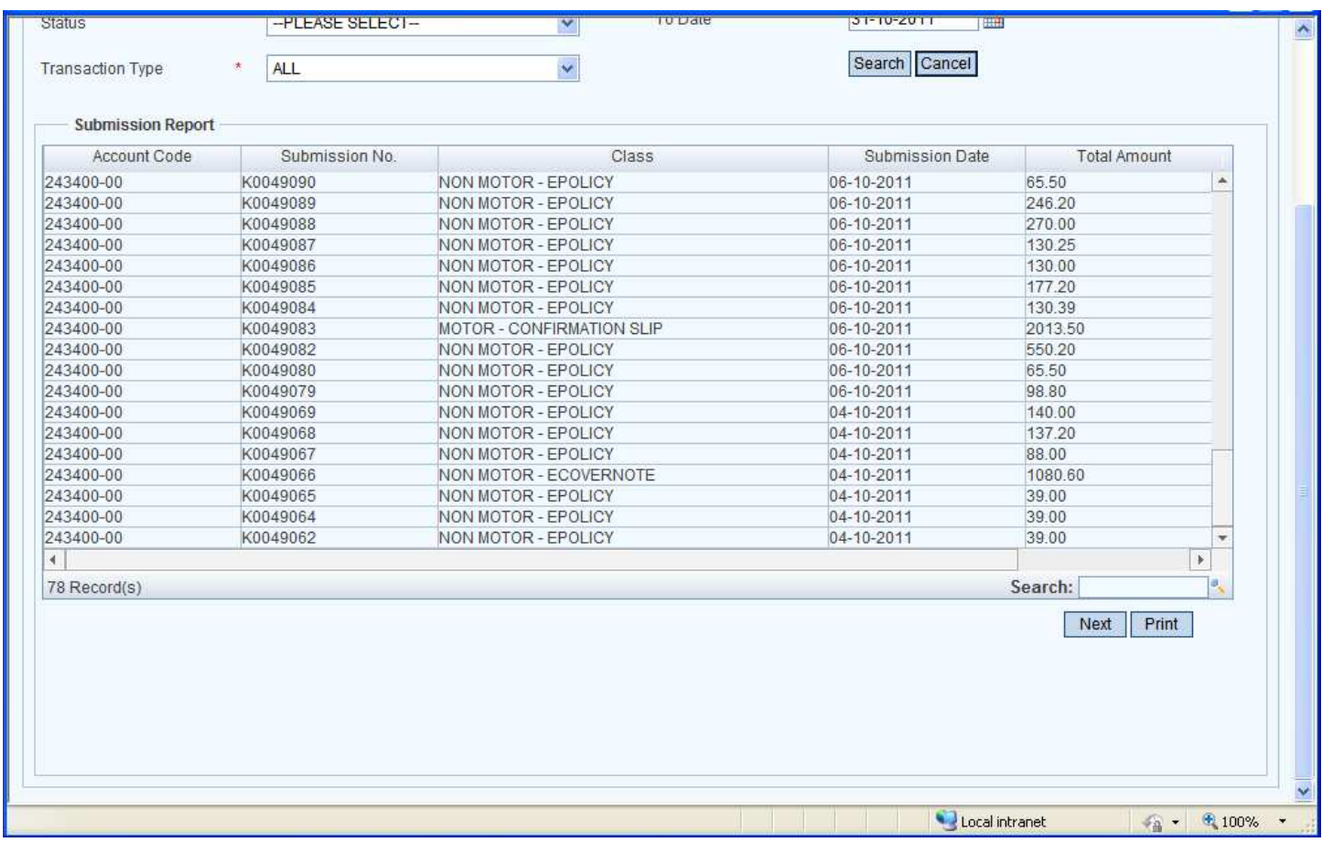


Image 1.267

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Submission Report Grid	**N**	Displays Submission details including: Account Code, Submission No., Class, Submission Date, Total Amount and e-Payment. Double clicking a selected record displays the Cover notes in the batch.
Next	**N**	Loads the grid with Cover notes in the Submission batch (if available and applicable).
Print	**N**	Prints the Report.

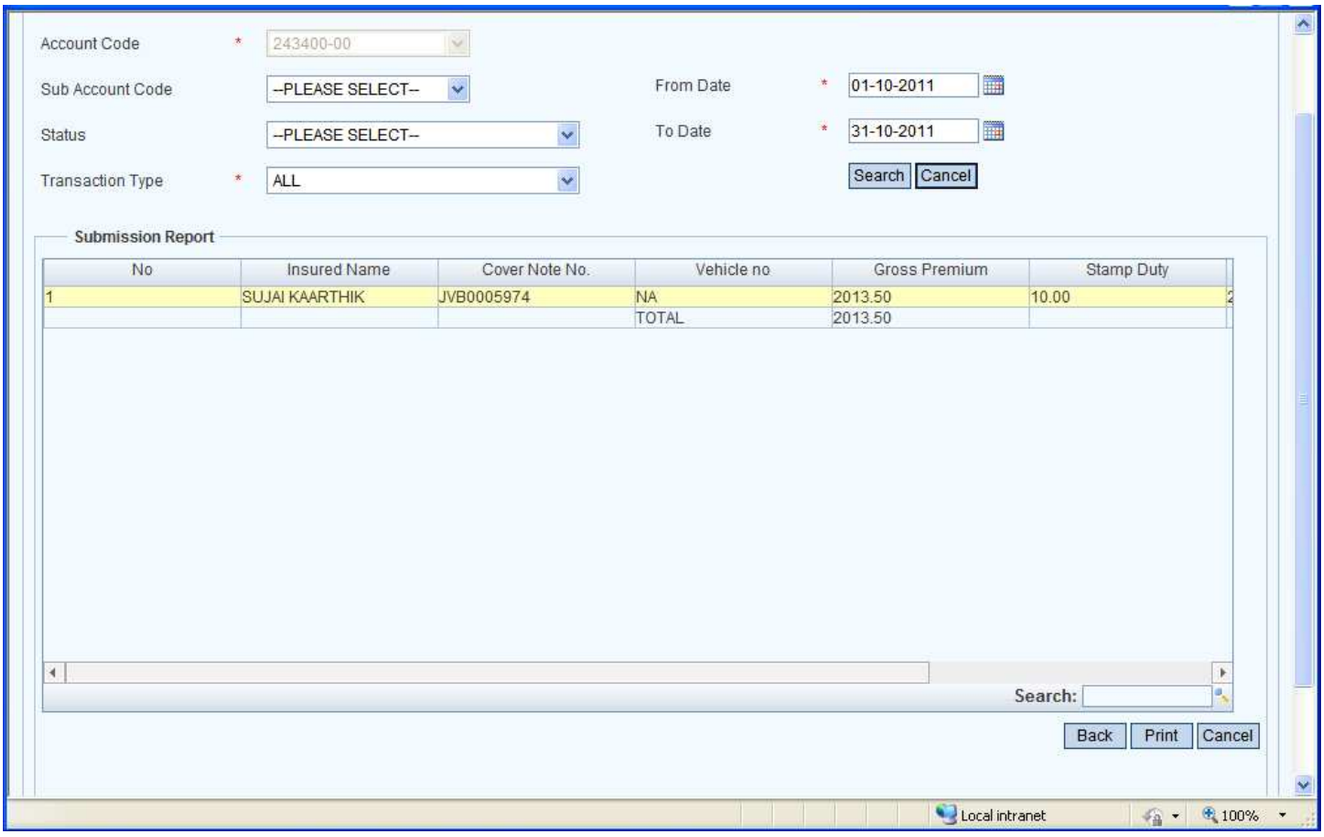


Image 1.268

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Back	**N**	Loads the grid with Submission numbers as shown in **Image 1.201 and Image 1.202**.
Print	**N**	Prints the Report.
Cancel	**N**	Closes the page.

1.5.13 End of Day Transaction Listing

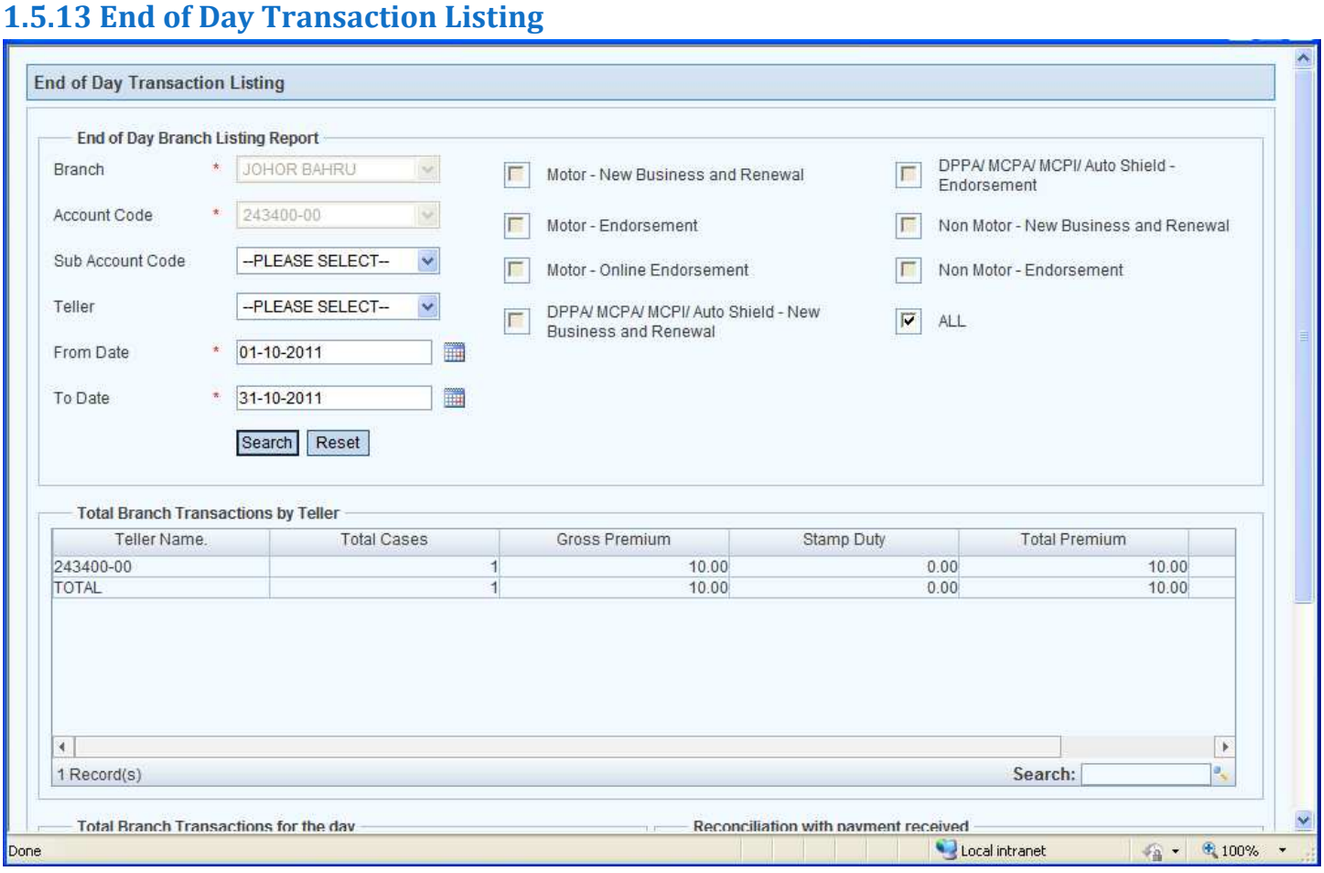


Image 1.269

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
Teller	**N**	Select the Teller from the drop down list.
From Date	**Y**	Displays the Current Date by default.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Options	**Y**	Select one or more of the check boxes as per the need. Select check box 'ALL' when you want to get all Listings.
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Total Branch Transactions by Teller	**N**	Displays the search results in the grid including: Teller Name, Total Cases, Gross Premium, Stamp Duty, Total Premium and Commission.

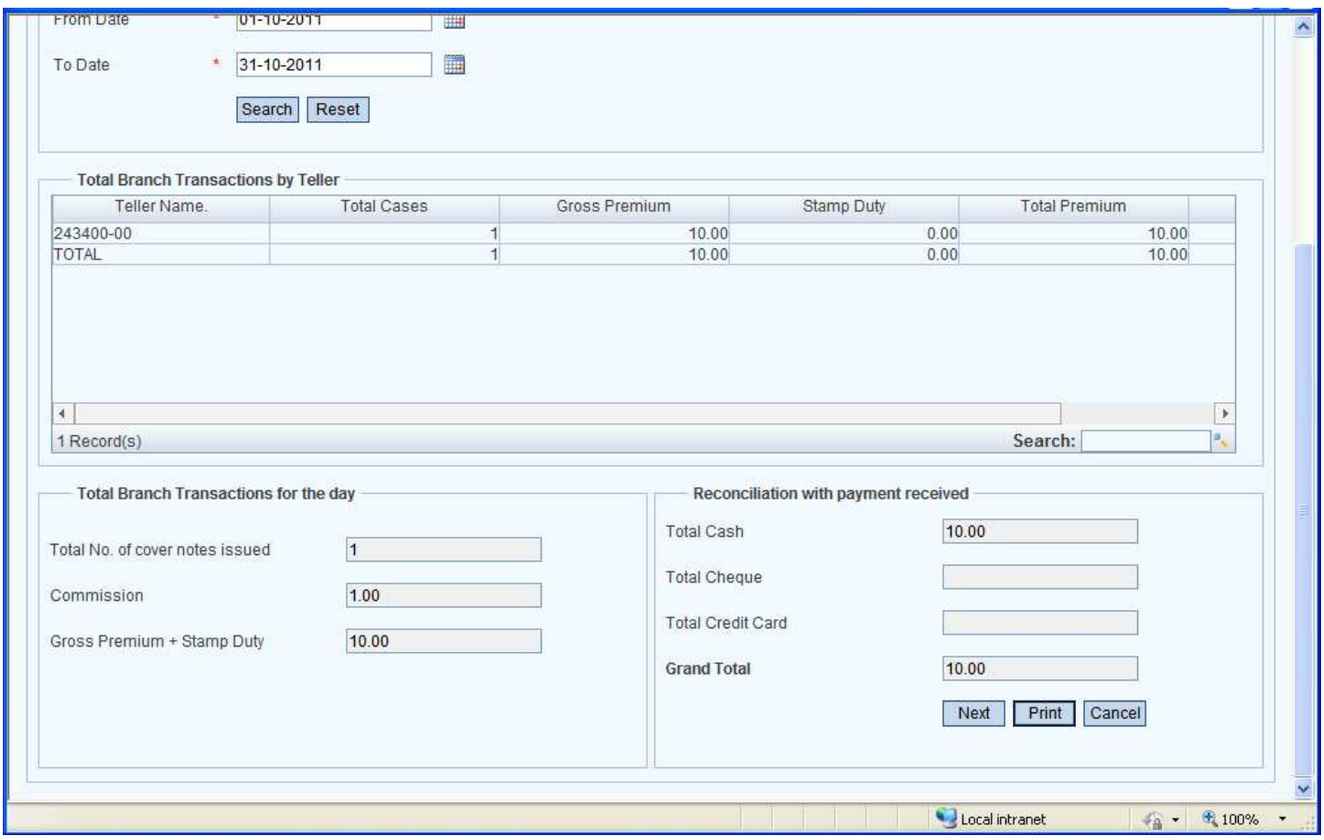


Image 1.270

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Total No. of Cover notes issued	**N**	Displays the total number of cover notes issued.
Commission	**N**	Displays the commission amount.
Gross Premium + Stamp Duty	**N**	Displays the sum of Gross Premium and Stamp Duty.
Total Cash	**N**	Displays the sum of payment made thru Cash.
Total Cheque	**N**	Displays the sum of payment made thru Cheque.
Total Credit Card	**N**	Displays the sum of payment made thru Credit Card.
Grand Total	**N**	Displays the sum of payment made thru Cash, Cheque and Credit Card.
Next	**N**	Redirects you to the Next page.
Print	**N**	Prints the Report.
Cancel	**N**	Closes the page

1.5.14 Internet Transaction Summary Report

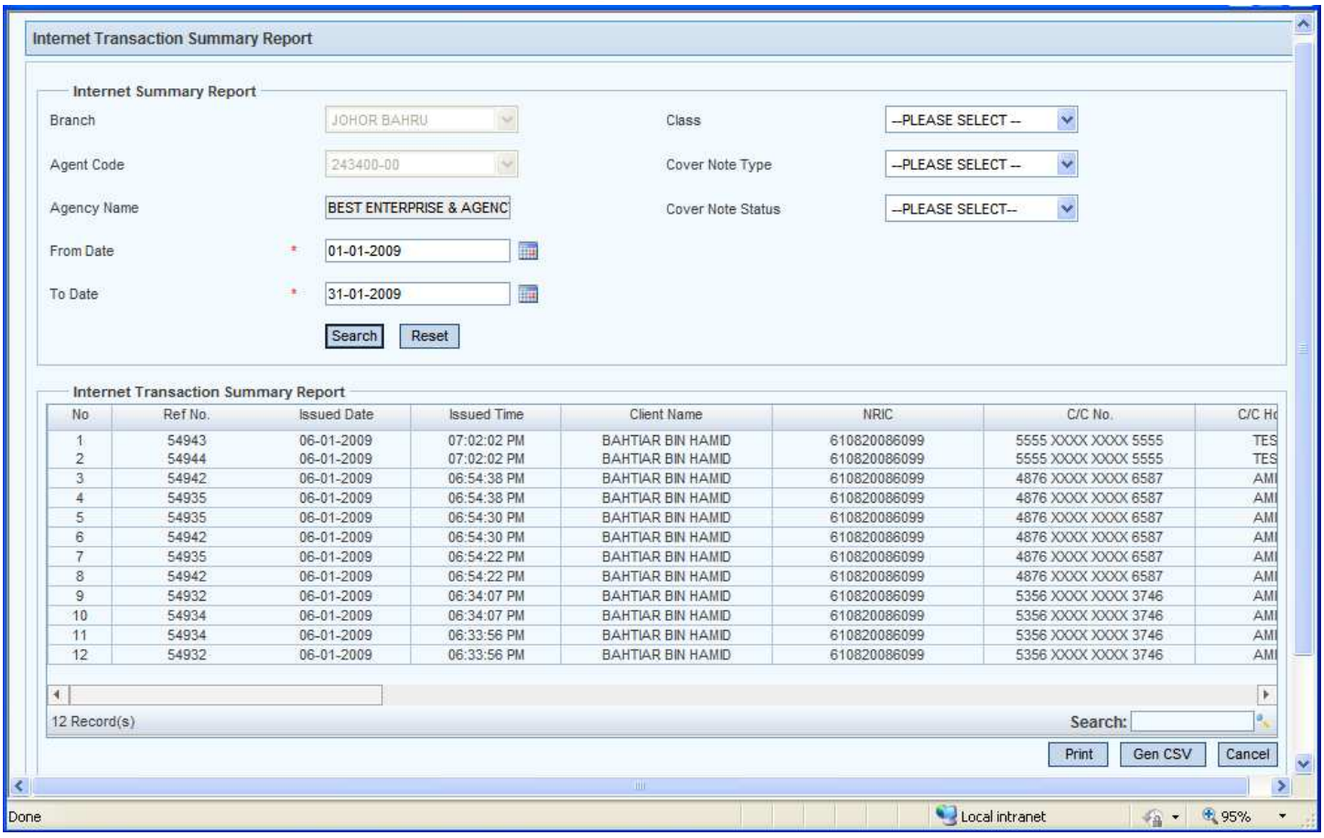


Image 1.271

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Agency Name	**N**	Displays the Agency Name
From Date	**Y**	Displays the Current Date by default and allows you to change.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Class	**N**	Select the Class from the Drop Down List
Covernote Type	**N**	Lists all the Covernote type in a drop down box. User has to select one
Covernote Status	**N**	Lists all the Covernote status in a drop down box. User has to select one
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Internet Transaction Summary Report Grid	**N**	Displays the search results in the grid including: No, Ref No., Issued Date, Issued Time, Client Name, NRIC, C/C No., C/C Holder, C/C Issuing Bank, Veh No., Veh Type, Cover Type, Class Type, Sum Insured, H/P No., C/N No., Account Code, Agent Name, Inception Date, Expire Date, E-Pay Status, Premium, Trans Code, C/C Type, C/N Status and JPJ Status.
Print	**N**	Prints the report
Cancel	**N**	Closes the page.

1.5.15 Non Motor Transaction Listing

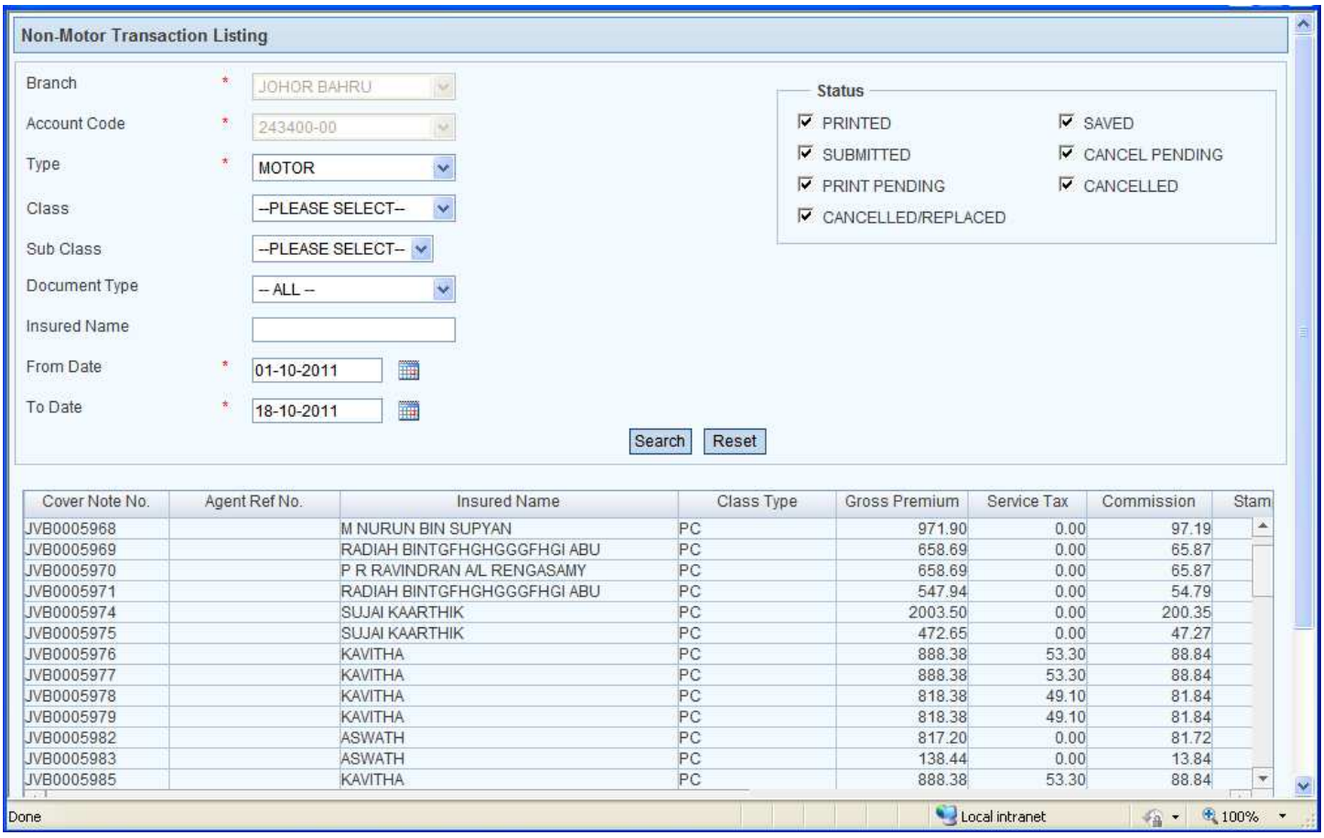


Image 1.272

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Type	**Y**	Select the Type from the drop down list.
Class	**N**	Select the Class from the drop down list.
Sub Class	**N**	Select the Sub Class from the drop down list.
From Date	**Y**	Displays the current month's first date by default but allows you to change.
To Date	**Y**	Displays current date by default but allows you to change
Status	**N**	Select the Status from the Check Box. If nothing is selected, search listing will display all the records regardless of the status types (the same applies when all the status types are selected).
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Listing Grid	**N**	Displays the search results in the grid including: Cover Note, Insured Name, Class Type, Gross Premium, Service Tax, Commission, Stamp Duty, Nett Premium, Issue Date, Inception Date, Expiry Date.

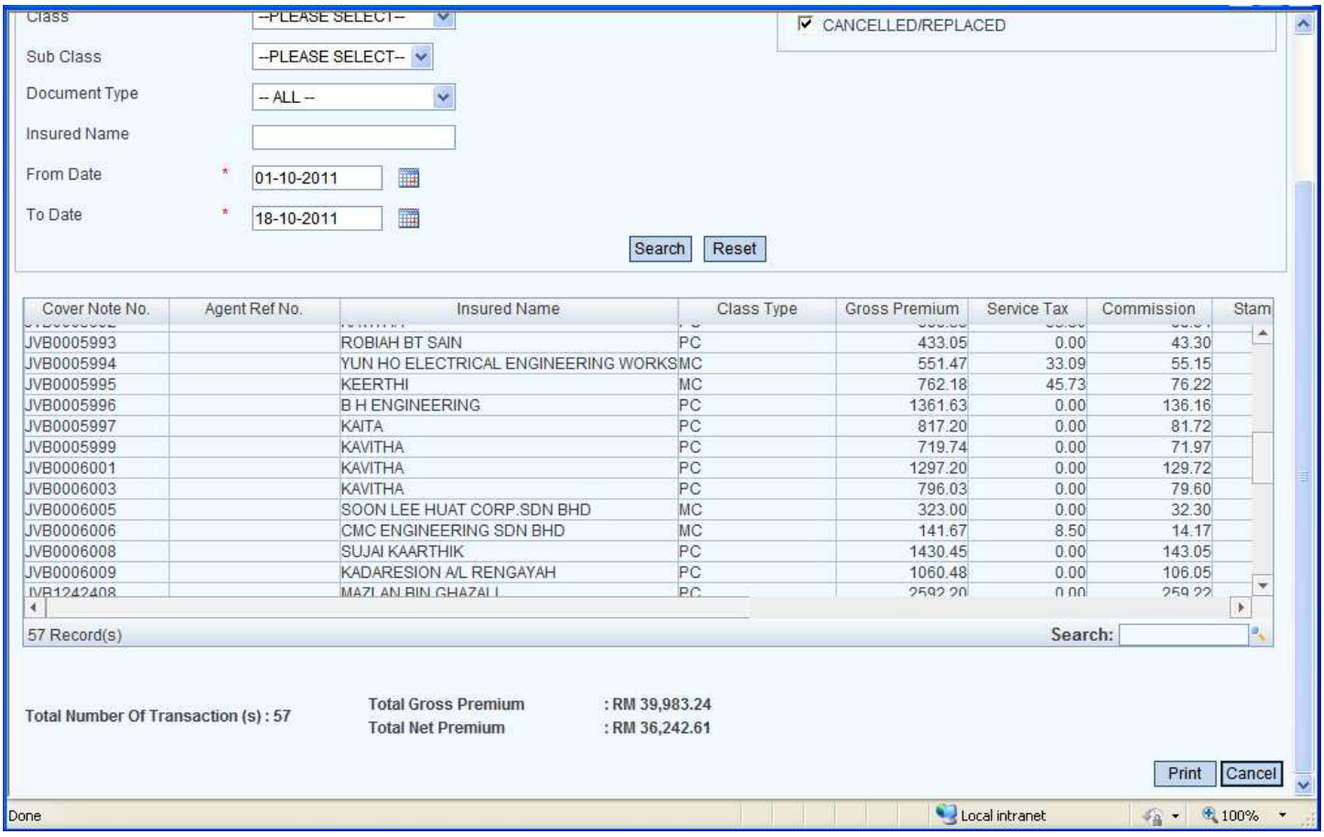


Image 1.273

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Print	**N**	Prints the Report.
Cancel	**N**	Closes the page

1.5.16 Policy Renewed Listing

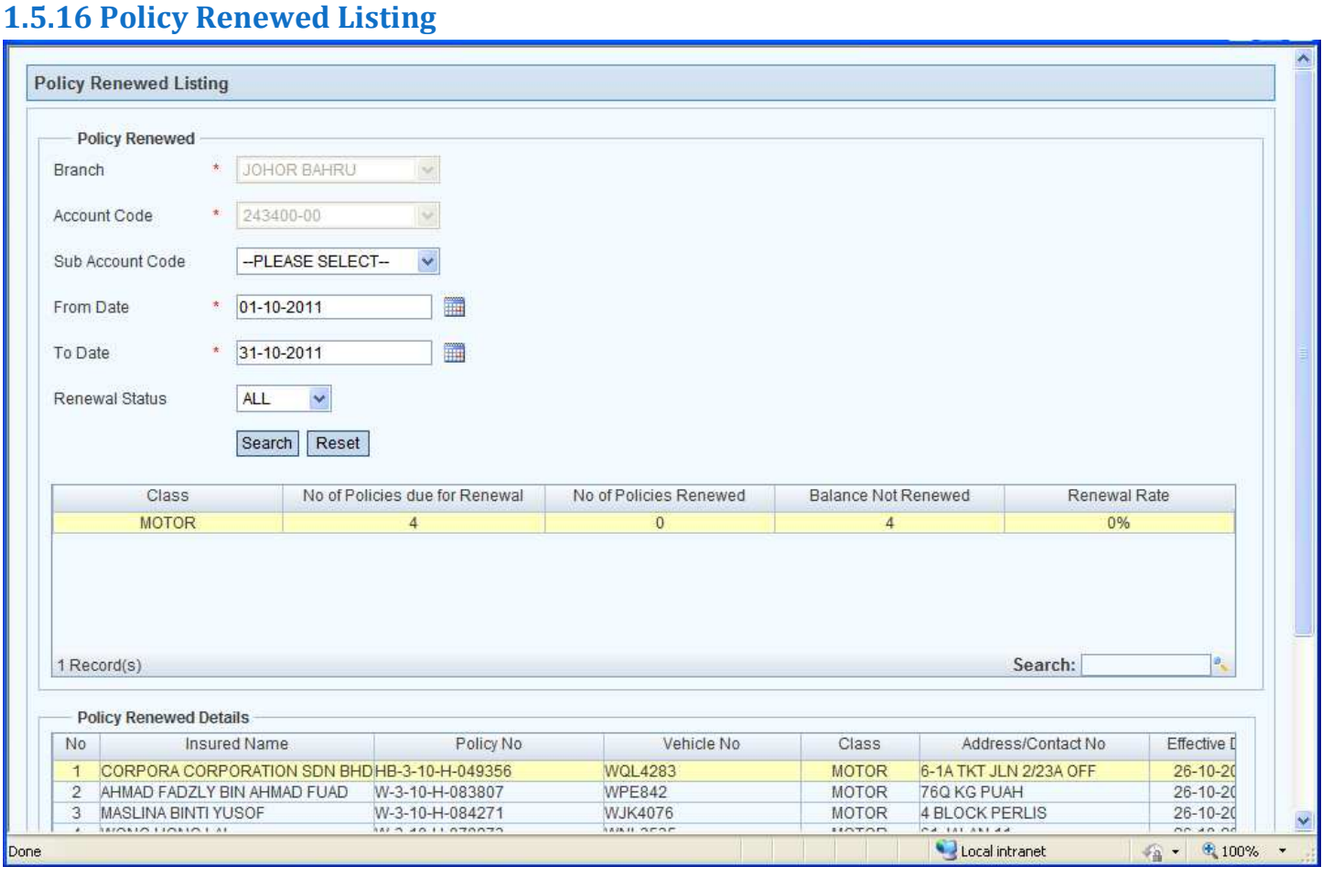


Image 1.274

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Account Code	**Y**	Displays the Account Code.
Sub Account Code	**N**	Select the Sub Account Code from the drop down list.
From Date	**Y**	Displays the Current Date by default and allows you to change.
To Date	**Y**	Displays the last date of Month selected in the field: From Date.
Renewal Status	**N**	Select from the Renewal Status from the Drop Down List
Search	**N**	Displays records in the grid matching the specified criteria.
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Listing Grid	**N**	Displays the values including Class and Total based on the Search. Double click the selected record to display the Policy Renewed Details in the next Grid.
Policy Renewed Details Grid	**N**	Displays the search results in the grid including: Insured's Name, Policy No, Vehicle No., Class, Address/Contact No, Effective Date, Expiry Date, Sum Insured, Total Payable, NCD% and Renewal Covernote Number

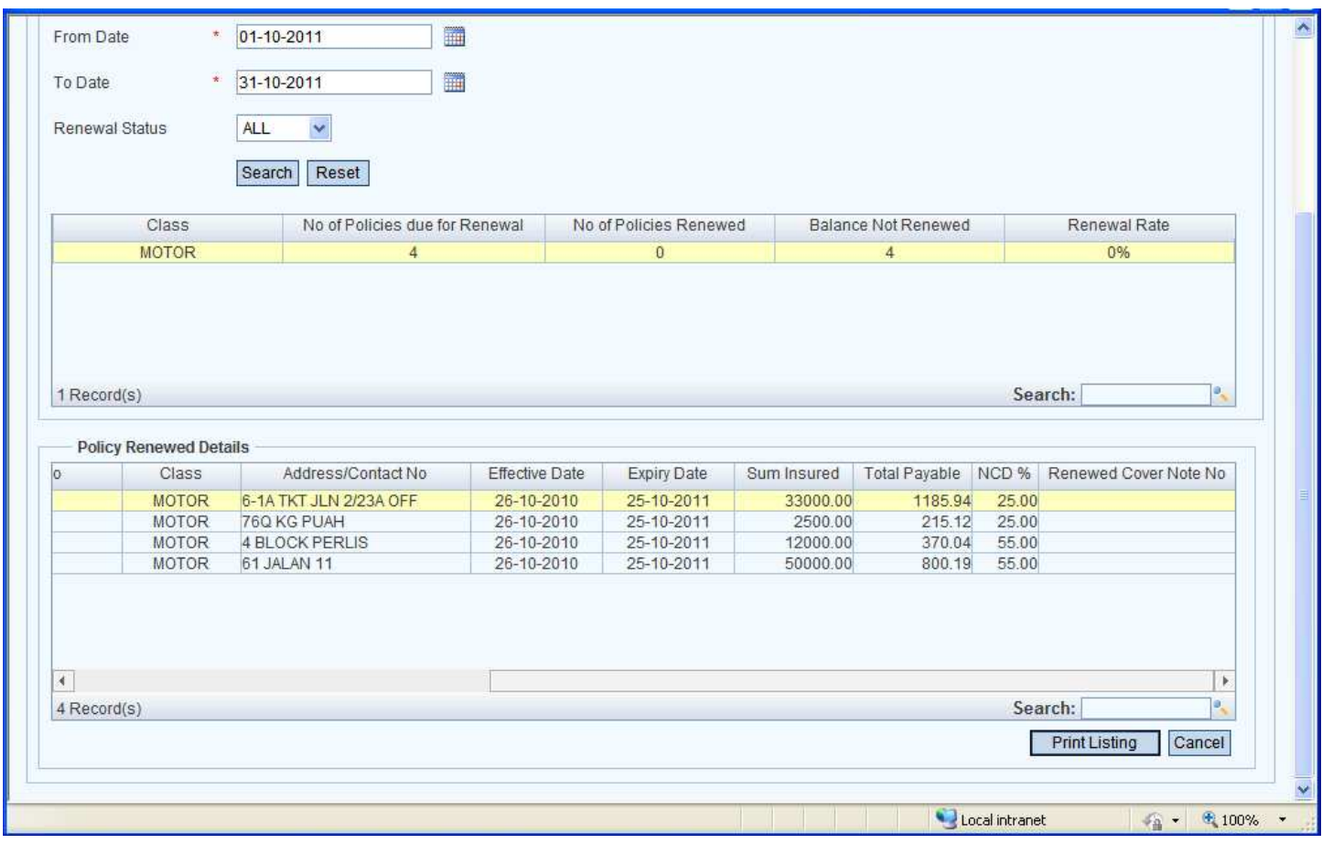


Image 1.275

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Print Listing	**N**	Prints the Report.
Cancel	**N**	Closes the page

1.5.17 MOC Info and Marine Transaction Listing

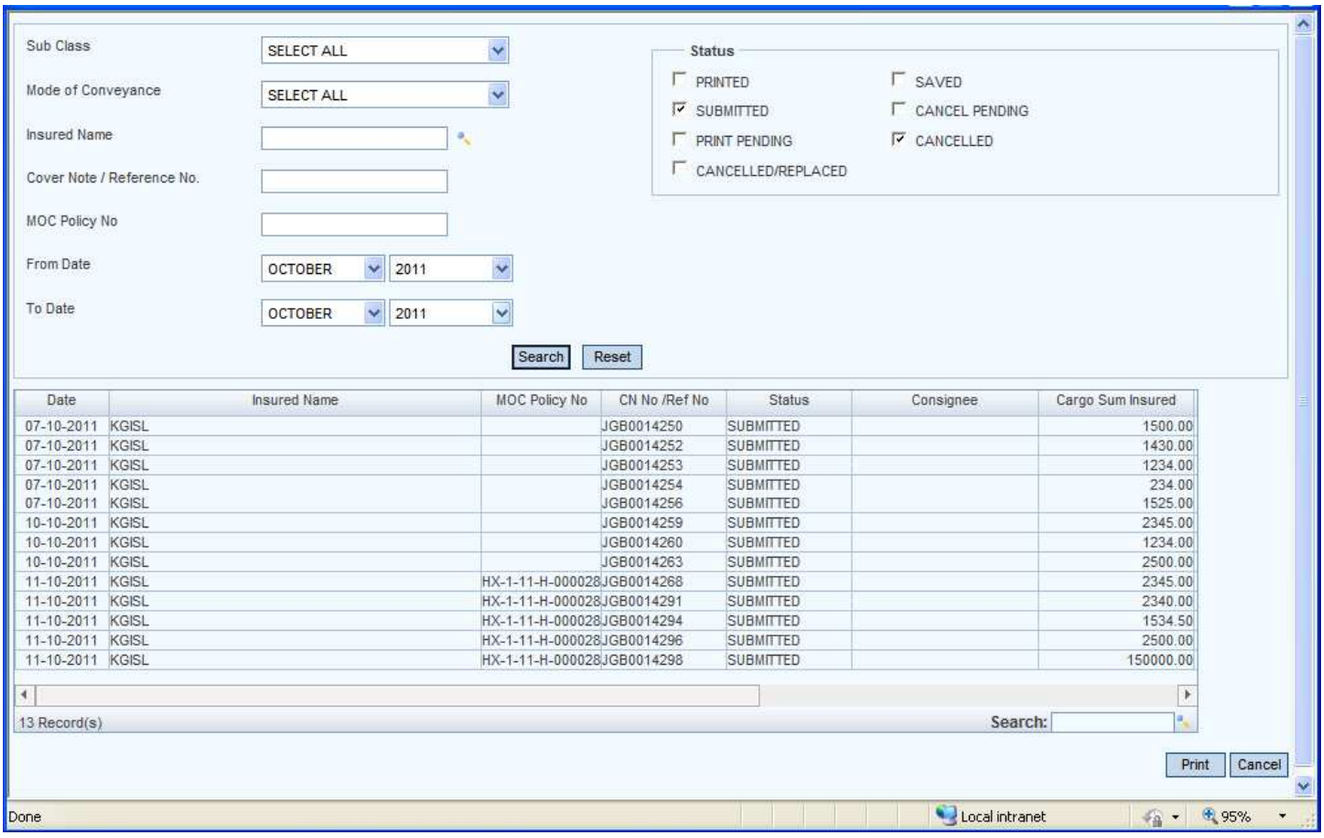


Image 1.276

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sub Class	**N**	Select a Sub Class from the Drop Down List. The Sub Classes which are available are as follows: • Inland Transit • Air Cargo • Local and Singapore Trade • Goods in Transit • International Export • Marine Open Cover • International Imports
Mode of Conveyance	**N**	Select a mode of conveyance from the drop down list. The various modes of conveyance are as follows: • Air • Land • Approved Vessel • Barge
Insured Name	**N**	Select a particular Insured's name by clicking the search icon
Covernote/Reference No	**N**	Enter the Covernote Number or the Reference Number
MOC Policy No	**N**	Enter the MOC Policy Number
From Date	**N**	Current month and year selected by default but can be changed.
To Date	**N**	Current month and year selected by default but can be changed. It also cannot be lesser than the From Date
Status	**N**	Select a particular status from the available options by checking the corresponding checkboxes. Not selecting any one of those boxes will bring the search results for all status types. User can also select more than one option
Search	**N**	Initiates the search operation and displays the results in the grid
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Marine Transaction Listing Grid	**N**	Displays the search results with various details such as Date, Insured Name, MOC Policy No, Covernote No/Reference No, Status, Consignee, Cargo Sum Insured, Billing Sum Insured, Policy Sum Insured, Gross Premium, Service Tax and Premium Payable.
Print	**N**	Prints the Report.
Cancel	**N**	Closes the page

1.5.18 Mobile Transaction Listing

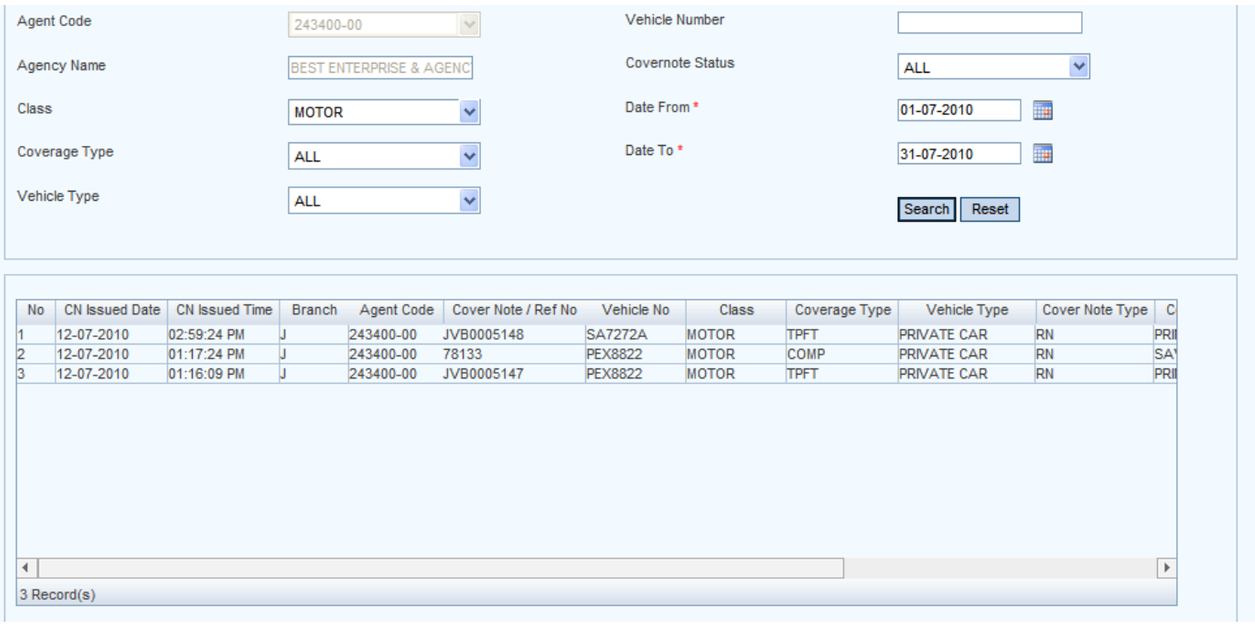


Image 1.277

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch Name.
Agent Code	**Y**	Displays the Account Code.
Agency Name	**N**	Displays the Agency Name
Class	**N**	Selected as MOTOR by default but user can change
Coverage Type	**N**	Select an option from the drop down list
Vehicle Type	**N**	Select an option from the drop down list
Covernote Number	**N**	Enter the Covernote Number
Vehicle Number	**N**	Enter the Vehicle Number if available
Covernote Status	**N**	Select an option from the drop down list
Date From	**Y**	Select a date from which the search should start
Date To	**Y**	Automatically selects the last day of the month selected in the Date From
Search	**N**	Initiates the search process and displays the result in the grid
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Mobile Transaction Listing Grid	**N**	Displays the search results with various details such as Covernote Issued Date, Covernote Issued Time, Branch, Agent Code, Covernote/Reference Number, Vehicle Number, Class, Coverage Type, Vehicle Type, Covernote Type, Covernote Status, Inception Date, Expiry Date and Total Premium
Print	**N**	Prints the report
Gen CSV	**N**	Exports the results to the MS Excel file
Cancel	**N**	Closes the page.

1.6 Print

1.6.1 Submission Sheet

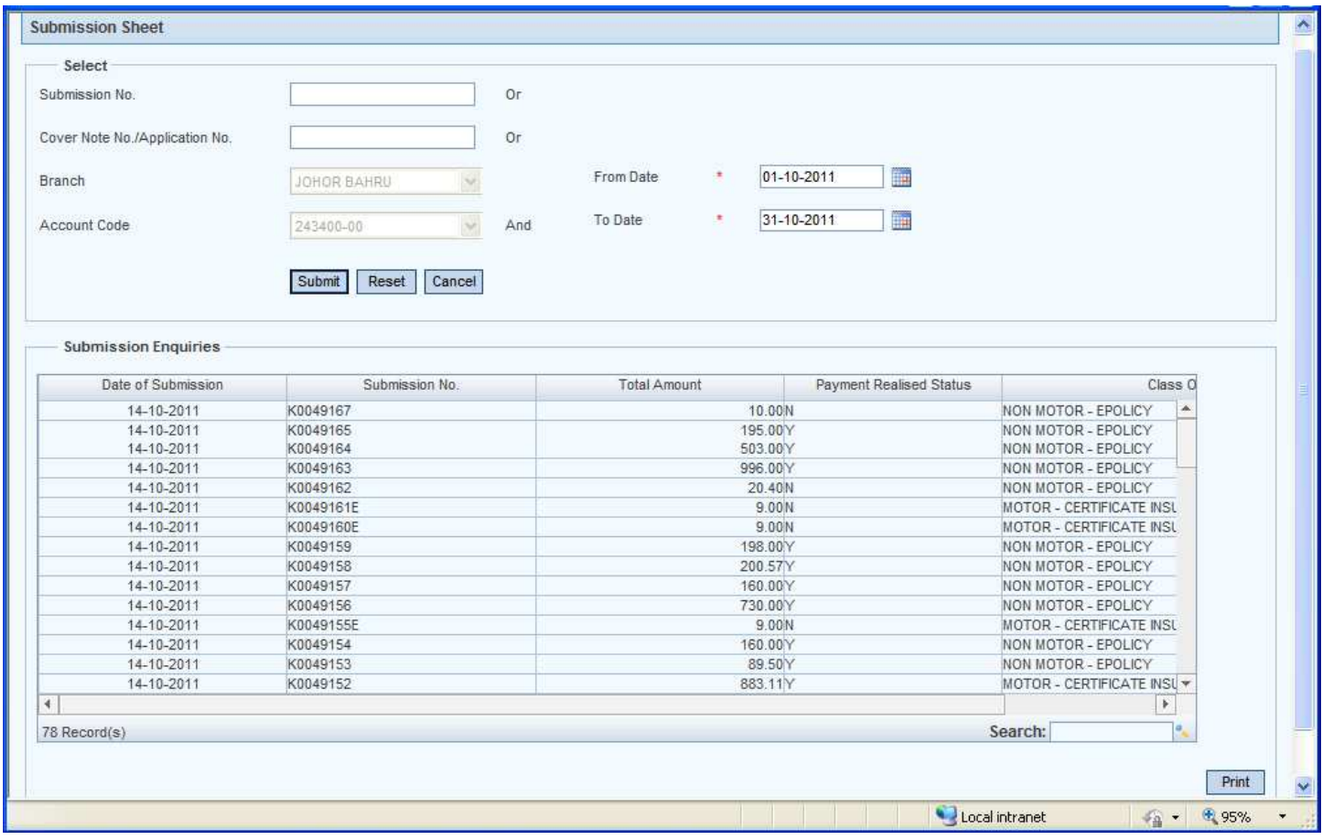


Image 1.278

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Submission Number	**N**	Enter the Submission Number
Covernote No/Application No	**N**	Enter the Covernote Number or the Application Number
Branch	**N**	Displays the branch
Account Code	**N**	Displays the Account Code
From Date	**N**	Displays current date by default, but user can change
To Date	**N**	Displays the last date of the month selected in From Date
Submit	**N**	Initiates the search process and displays the result in the grid
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Cancel	**N**	Closes the page
Submission Enquiries Grid	**N**	Displays the search results with various details such as Date of Submission, Submission Number, Total Amount, Payment Realized Status and Class.
Print	**N**	Prints the report

1.6.2 OS Debts Submission Sheet

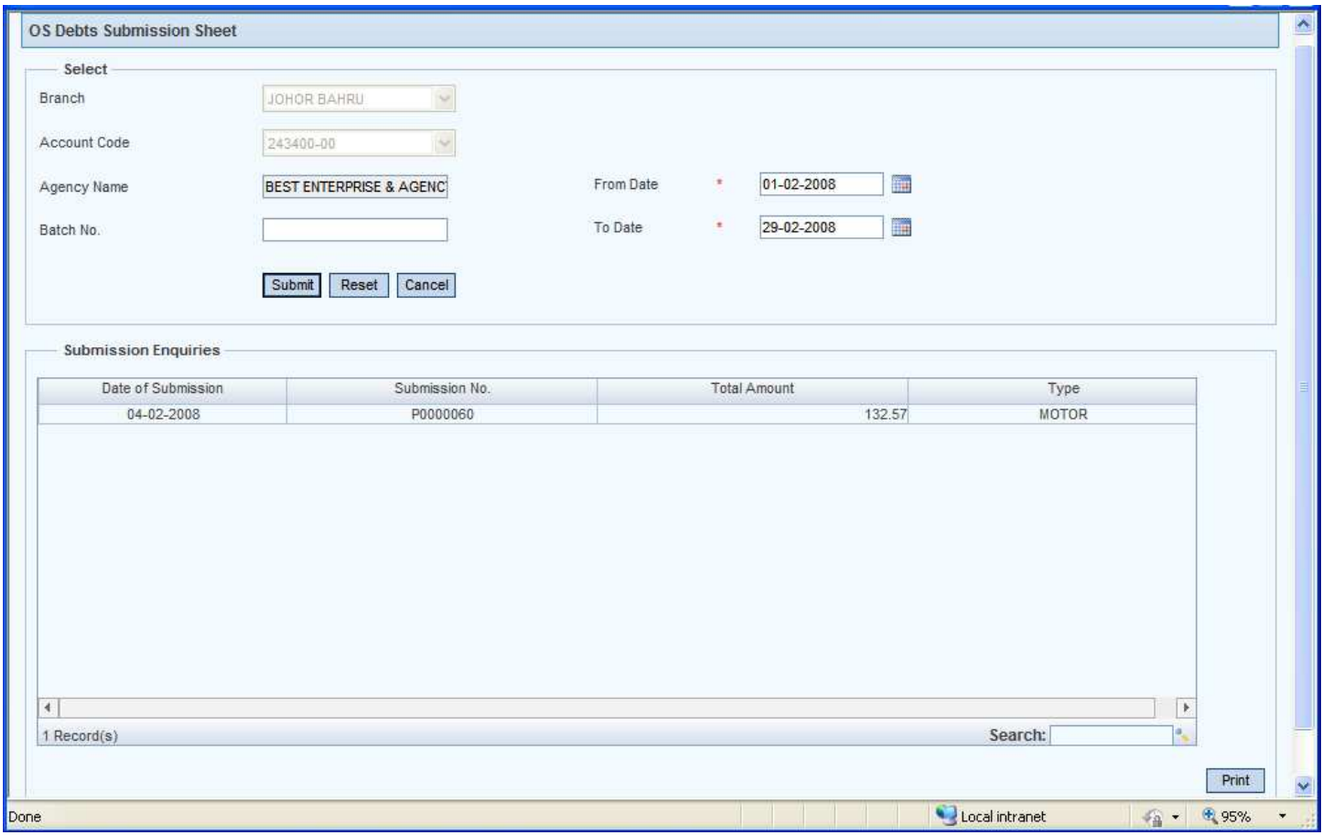


Image 1.279

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**N**	Displays the branch
Account Code	**N**	Displays the Account Code
Agency Name	**N**	Displays the Agency Name
Batch Number	**N**	Enter the Batch Number
From Date	**N**	Displays current date by default, but user can change
To Date	**N**	Displays the last date of the month selected in From Date
Submit	**N**	Initiates the search process and displays the result in the grid
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Cancel	**N**	Closes the page
Submission Enquiries Grid	**N**	Displays the search results with various details such as Date of Submission, Submission Number, Total Amount and Type.
Print	**N**	Prints the report

1.6.3 PW Listing

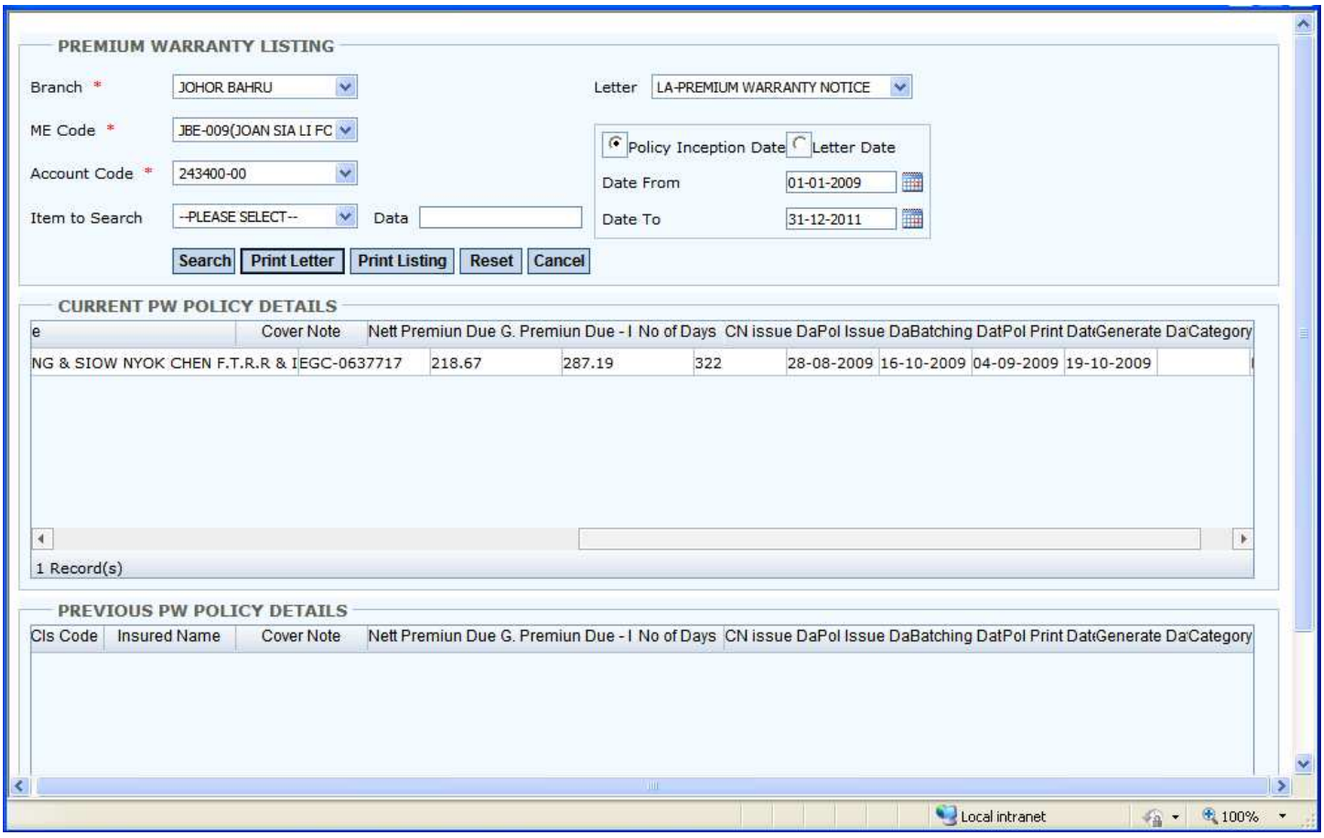


Image 1.280

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the branch
ME Code	**Y**	Displays the ME Code
Account Code	**Y**	Displays the Account Code
Item to Search	**N**	Select any one option from the list (Policy, Covernote, Insured Name)
Data	**N**	Enter a relevant data based on the selection of 'Item To Search'
Letter	**N**	Select any one of the option from the list (LA-Premium Warranty Notice, LB-Notice of Cancellation)
Date	**N**	Policy Inception Date is selected by default, but user can change to Letter Date.
Date From	**N**	Select a date from which the search should start
Date To	**N**	Select a date from which the search should end. This cannot be lesser than the Date From
Search	**N**	Displays the search results in the appropriate Grid
Print Letter	**N**	Prints the letter that has to be sent to the client whose record is selected
Print Listing	**N**	Prints the report with all search listed records
Reset	**N**	Clears all entries to the default values (as if the page is loaded).
Cancel	**N**	Closes the page
Current PW Policy Details Grid	**N**	Displays the record that matches the search criteria. It has various information ehich include Agency Code, Agency Name, Inception Date, Expiry Date, Policy No, S/Cls Code, Insured Name, Covernote No, Nett Premium Due, Gross Premium Due, No. of Days, Covernote Issued Date, Policy Issued Date, Batching Date, Policy Print Date, Generated Date and Category. **Note:** Category A – Policy Not Paid Category B – Partial Payment Category C – Cancellation – Premium 60 days on risks
Previous PW Policy Details Grid	**N**	Displays the record that matches the search criteria. It has various information such as Agency Code, Agency Name, Inception Date, Expiry Date, Policy No, S/Cls Code, Insured Name, Covernote No, Net Premium Due, Gross Premium Due, No. of Days, Covernote Issued Date, Policy Issued Date, batching Date, Policy Print Date, Generated Date and Category **Note:** Category A – Policy Not Paid Category B – Partial Payment Category C – Cancellation – Premium 60 days on risks

1.7 Utilities

1.7.1 My Calendar

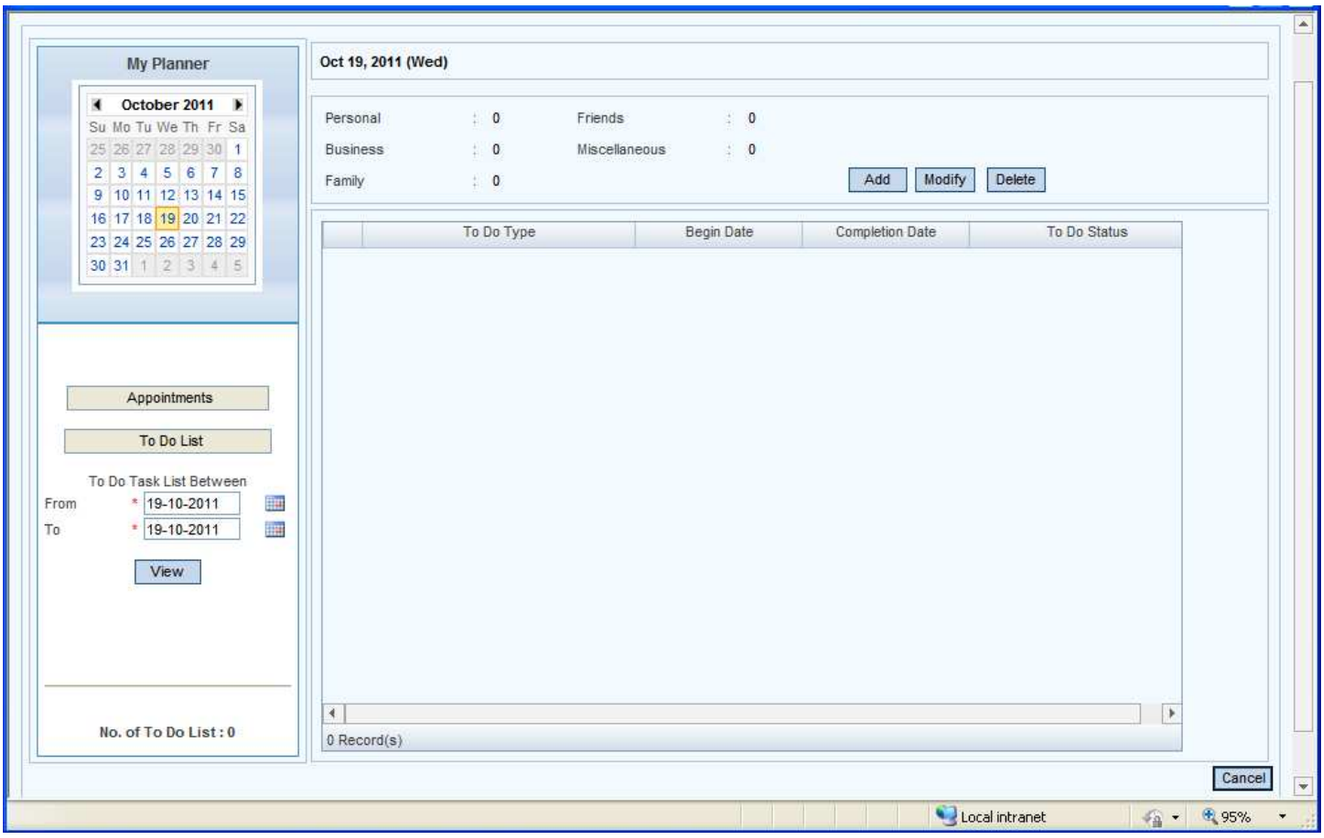


Image 1.281

User Interface		
Field	**Mandatory (Y/N)**	**Description**
From	**N**	Displays the Current Date by default but allows you to change.
To	**N**	Displays the Current Date by default but allows you to change.
View	**N**	Displays appointments you've already saved, if available.
Appointments	**N**	Click this button to view the Appointments.
To Do List	**N**	Click this button to view the To-Do List.
Add	**N**	Pops up a window to add new appointments.
Modify	**N**	Pops up a window with existing appointment details to let you modify.
Delete	**N**	Deletes an appointment already created after getting a confirmation message from you.

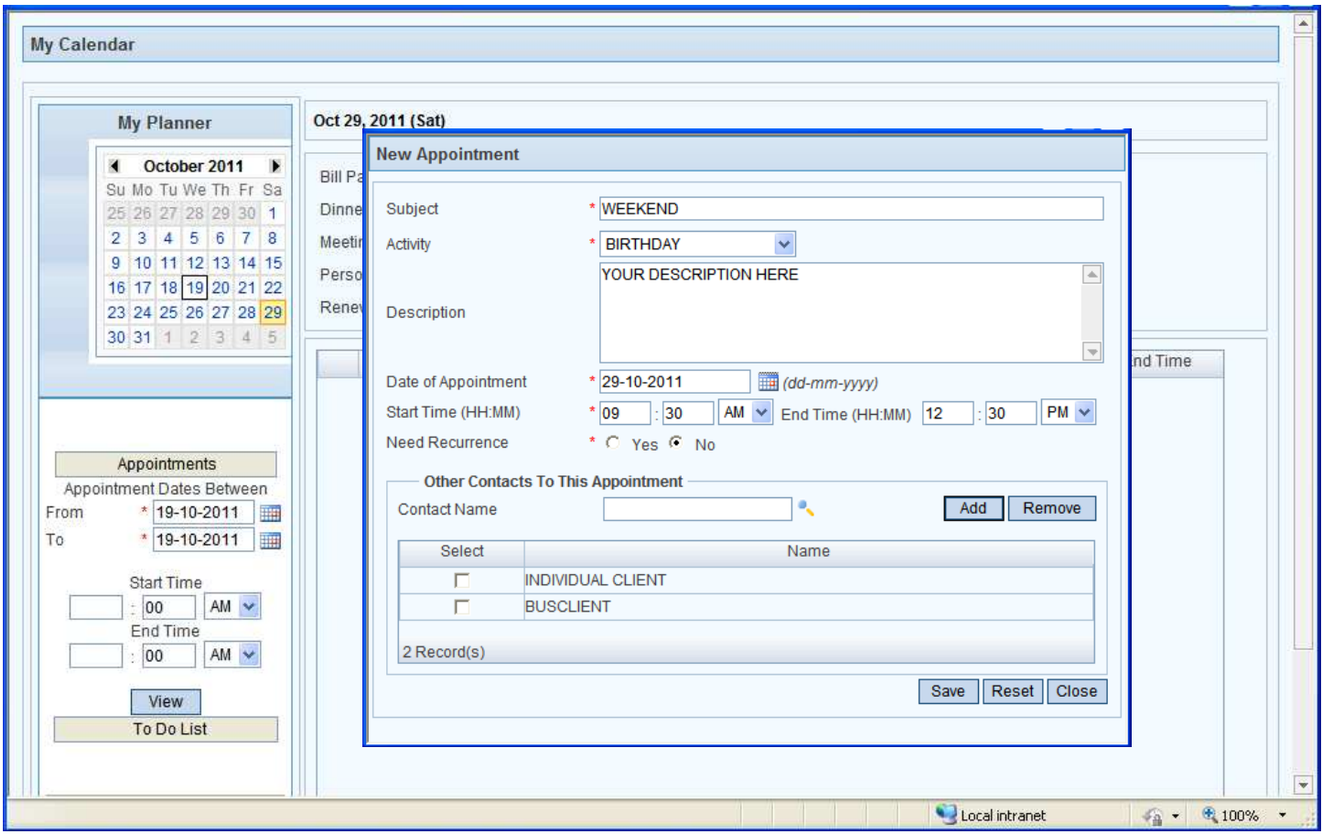


Image 1.282

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Subject	**Y**	Enter the Subject of appointment.
Activity	**Y**	Select the activity from the drop-down list.
Description	**N**	Enter the description of appointment.
Date of Appointment	**Y**	Enter the date of appointment.
Start Time	**Y**	Enter the Start Time.
End Time	**N**	Enter the End Time.
Need Recurrence	**Y**	Select Yes/No radio button depending upon the requirement.
Contact Name	**N**	Enter the Contact Name if needed. Click the search button, which pops-up a search window to add existing client's name.
Add	**N**	Adds the entered/selected contact's name in the grid.
Remove	**N**	Removes selected contacts in the grid.
Save	**N**	Saves the appointment. Please refer to **Image 1.218** to look the Appointment after Save has been made
Reset	**N**	Clears all entries made.
Close	**N**	Closes the window.

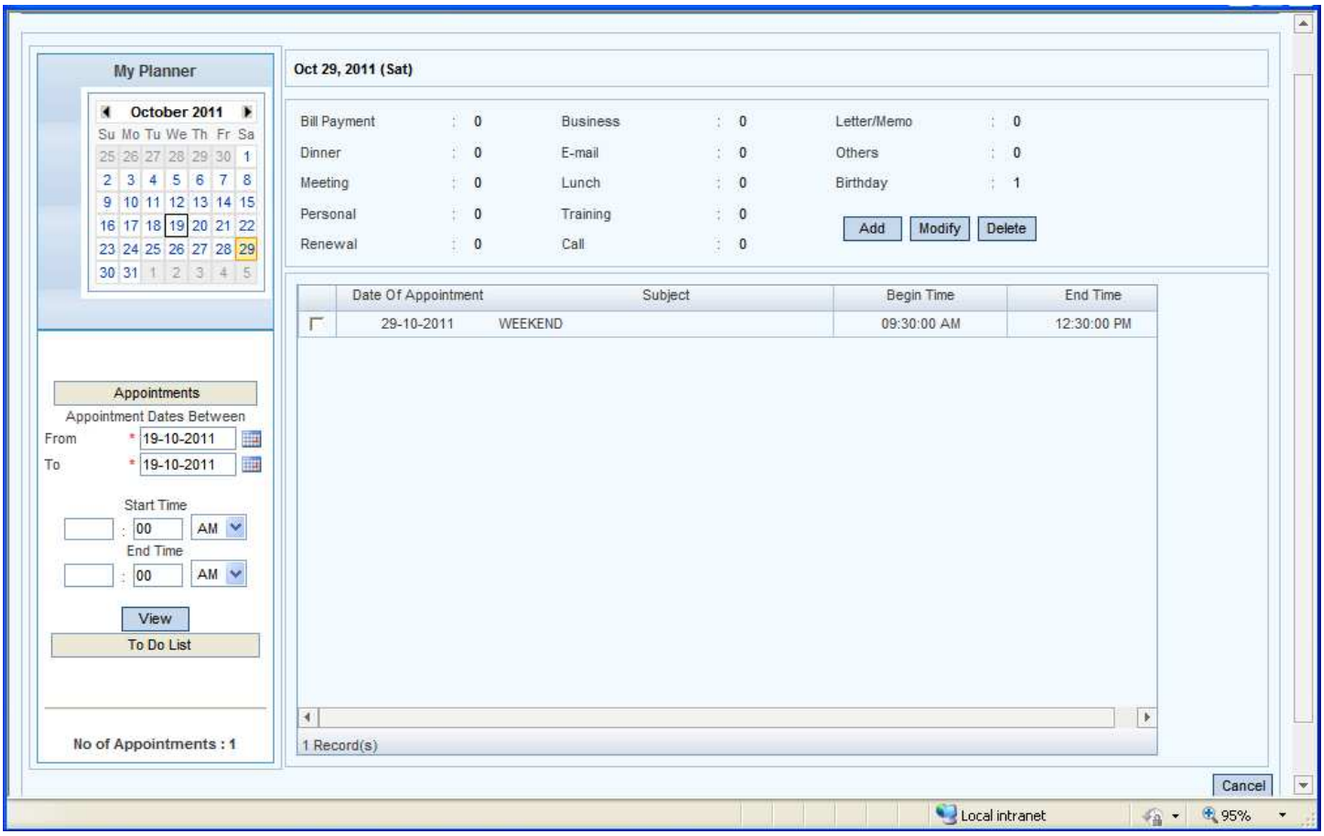


Image 1.283

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Appointment Grid	**N**	Displays the search results in the grid including: Date of Appointment, Subject, Begin Time, and End Time.

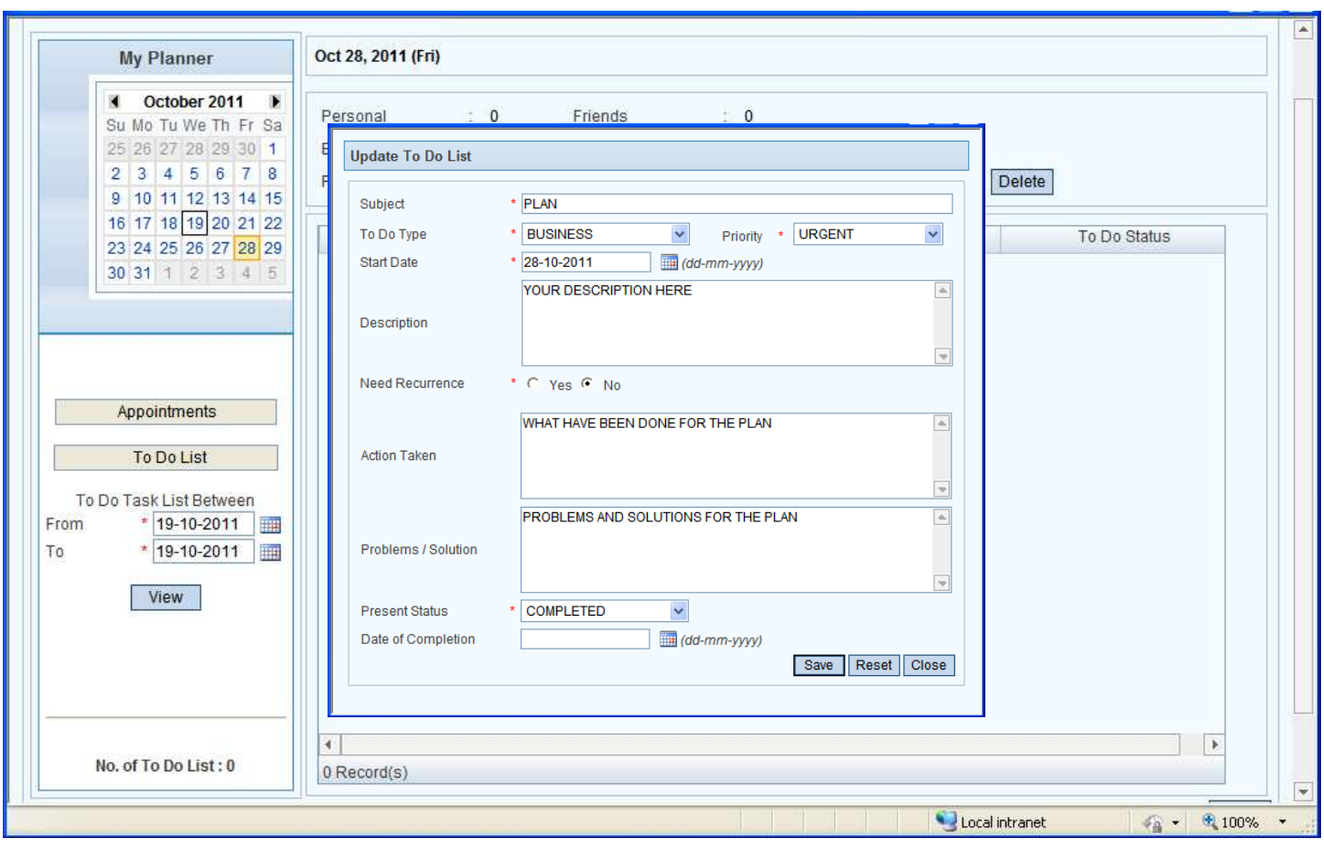


Image 1.284

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Subject	**Y**	Enter the Subject of To Do List
To Do Type	**Y**	Select the To Do Type from the drop-down list.
Priority	**Y**	Select the Priority from the drop-down list.
Start Date	**Y**	Enter the Start Date of appointment.
Description	**N**	Enter the description of appointment.
Need Recurrence	**Y**	Select Yes/No radio button depending upon the requirement.
Recurrence Options	**Y**	Select Daily/Weekly/Monthly radio button depending upon the requirement.
Recurrence Day (for Monthly)	**Y**	Enter the recurrence day.
End of Recurrence	**Y**	Enter the End day of Recurrence.
Action Taken	**N**	Enter the Action Taken.
Problems/Solution	**N**	Enter the Problems and Solutions if any.
Present Status	**Y**	Select Present Status from the drop down list.
Date of Completion	**N**	Enter the Date of Completion.
Save	**N**	Saves the To Do List. Please refer to **Image 1.220** to look the Appointment after Save has been made
Reset	**N**	Clears all entries made.
Close	**N**	Closes the window.

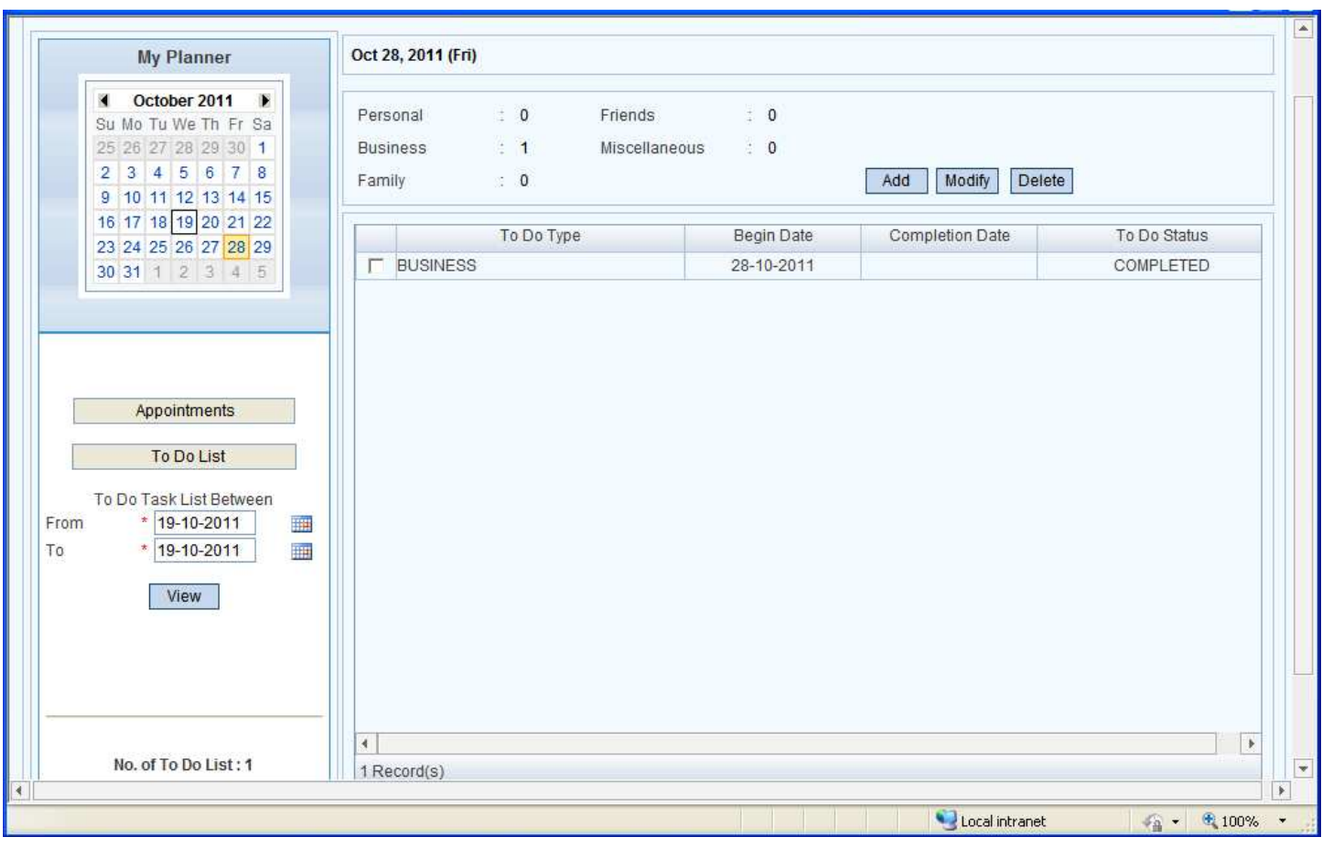


Image 1.285

User Interface		
Field	**Mandatory (Y/N)**	**Description**
To Do List Grid	**N**	Displays the search results in the grid including: To Do Type, Begin Date, Completion Date and To Do Status.

1.7.2 Change Password

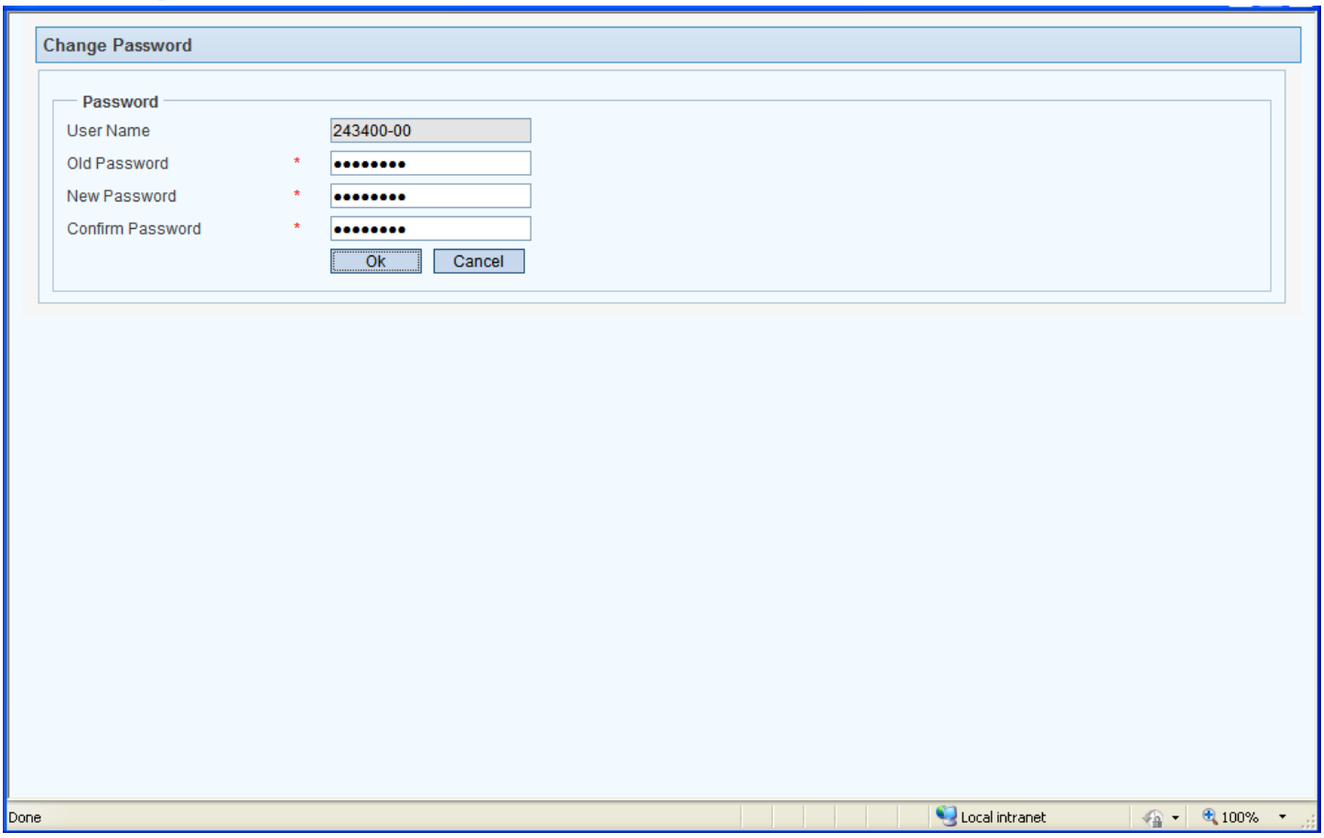


Image 1.286

User Interface		
Field	**Mandatory (Y/N)**	**Description**
User Name	**Y**	Displays the User Name.
Old Password	**Y**	Enter the Old Password.
New Password	**Y**	Enter the New Password.
Confirm Password	**Y**	Enter the New Password again for confirmation.
Ok	**N**	Changes the Password if Old password is correct, New Password is not equal to Old password and both New and Confirm passwords are equal. Shows validation message otherwise.
Cancel	**N**	Closes the Page.

1.8 Home

1.8.1 Principal Profile

1.8.1.1 Agent Code

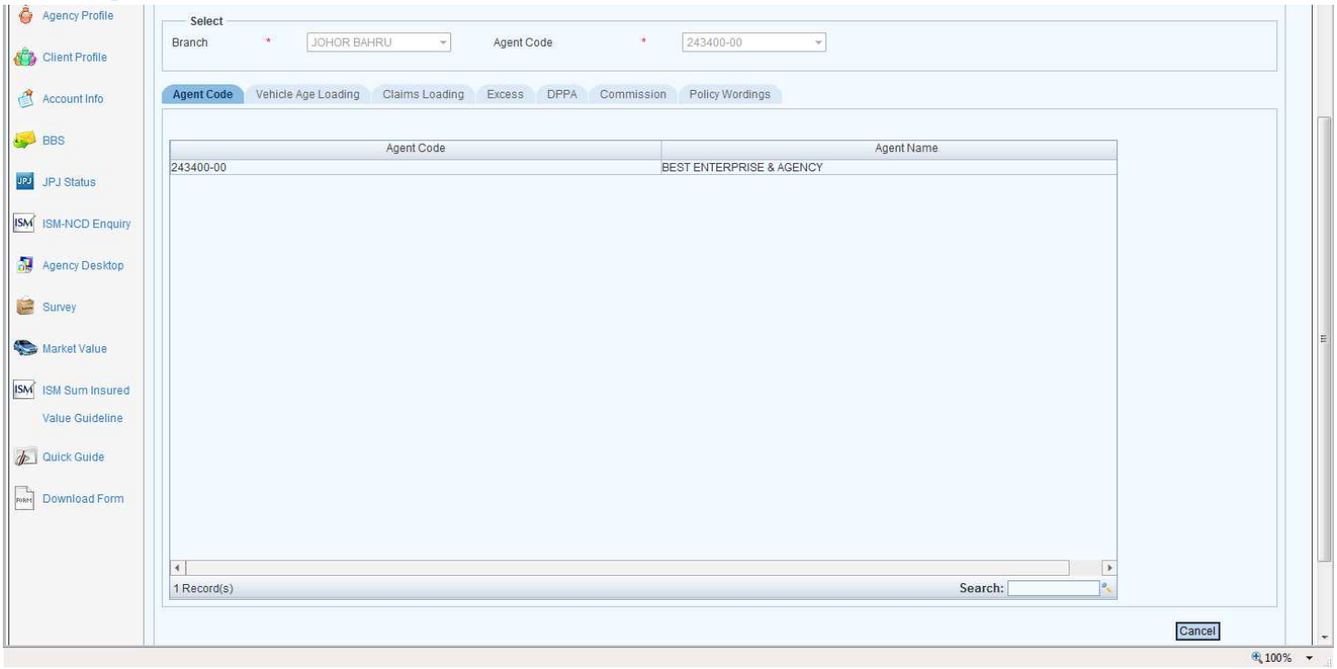


Image 1.287

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Grid	**N**	Displays Agency Code and Agency Name.
Cancel	**N**	Closes the Page

1.8.1.2 Vehicle Age Loading

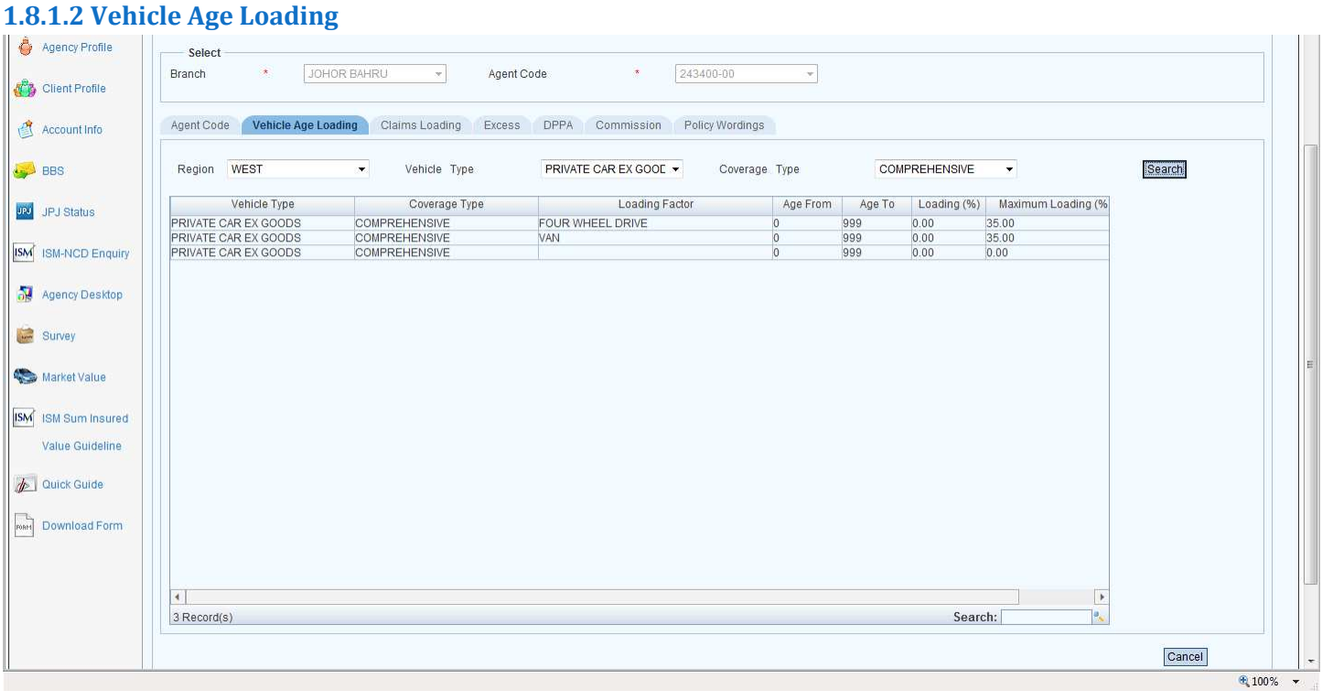


Image 1.288

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Grid	**N**	Displays Agency Code and Agency Name.
Cancel	**N**	Closes the Page

1.8.1.3 Claims Loading

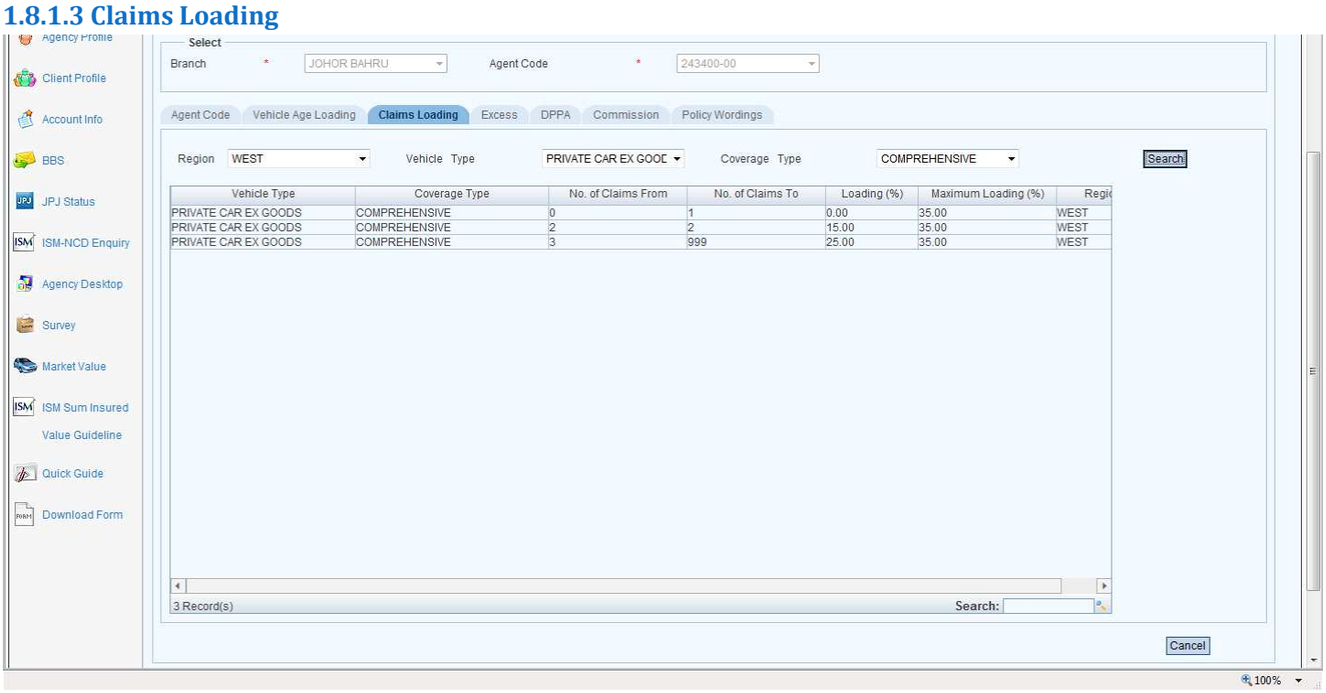


Image 1.289

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Region	**N**	Select Region from the drop down list.
Vehicle Type	**N**	Select Vehicle Type from the drop down list.
Coverage Type	**N**	Select Coverage Type from the drop down list.
Search	**N**	Displays records in the grid matching the specified criteria.
Grid	**N**	Displays Vehicle Age Loading details including: Vehicle Type, Coverage Type, No. of Claims From, No. of Claims To, Loading %, Maximum Loading % and Region.
Cancel	**N**	Closes the page.

1.8.1.4 Claims Loading

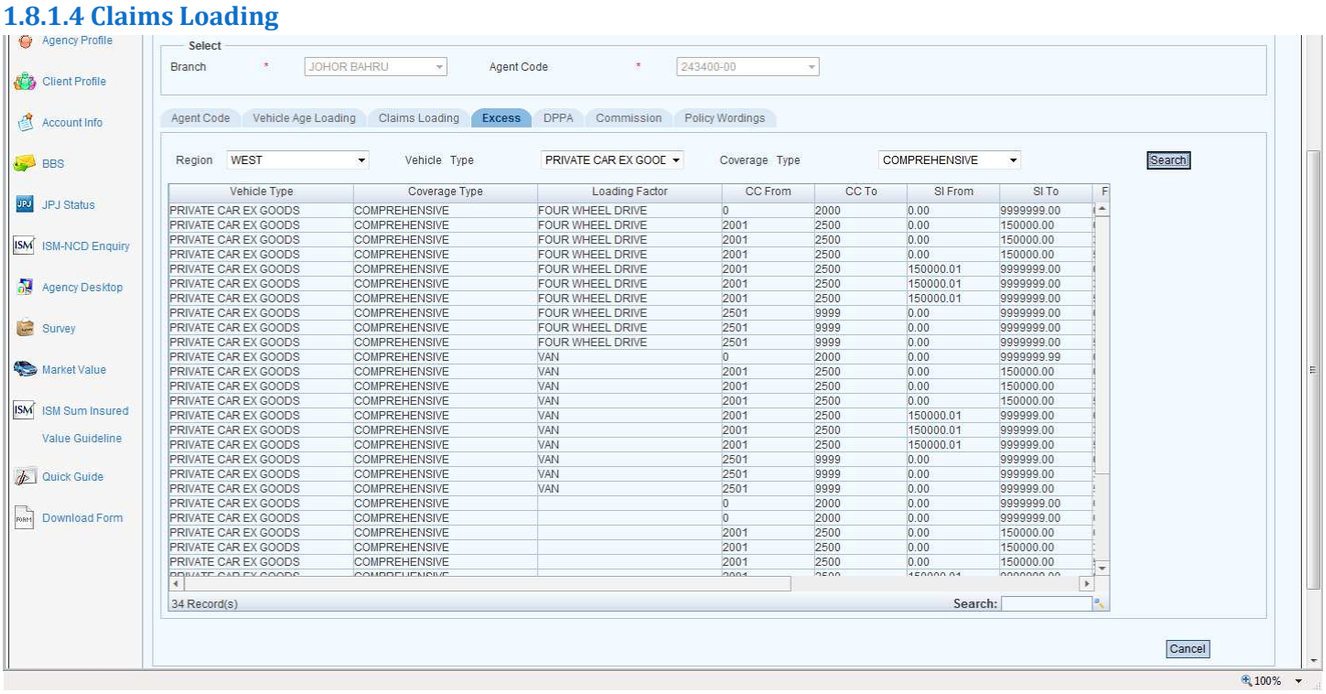


Image 1.290

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Region	**N**	Select Region from the drop down list.
Vehicle Type	**N**	Select Vehicle Type from the drop down list.
Coverage Type	**N**	Select Coverage Type from the drop down list.

Search	**N**	Displays records in the grid matching the specified criteria.
Grid	**N**	Displays Vehicle Age Loading details including: Vehicle Type, Coverage Type, Loading Factor, CC From, CC To, SI From, SI To, From NCD %, To NCD %, Excess %, Maximum Excess and Region.
Cancel	**N**	Closes the page.

1.8.1.5 DPPA

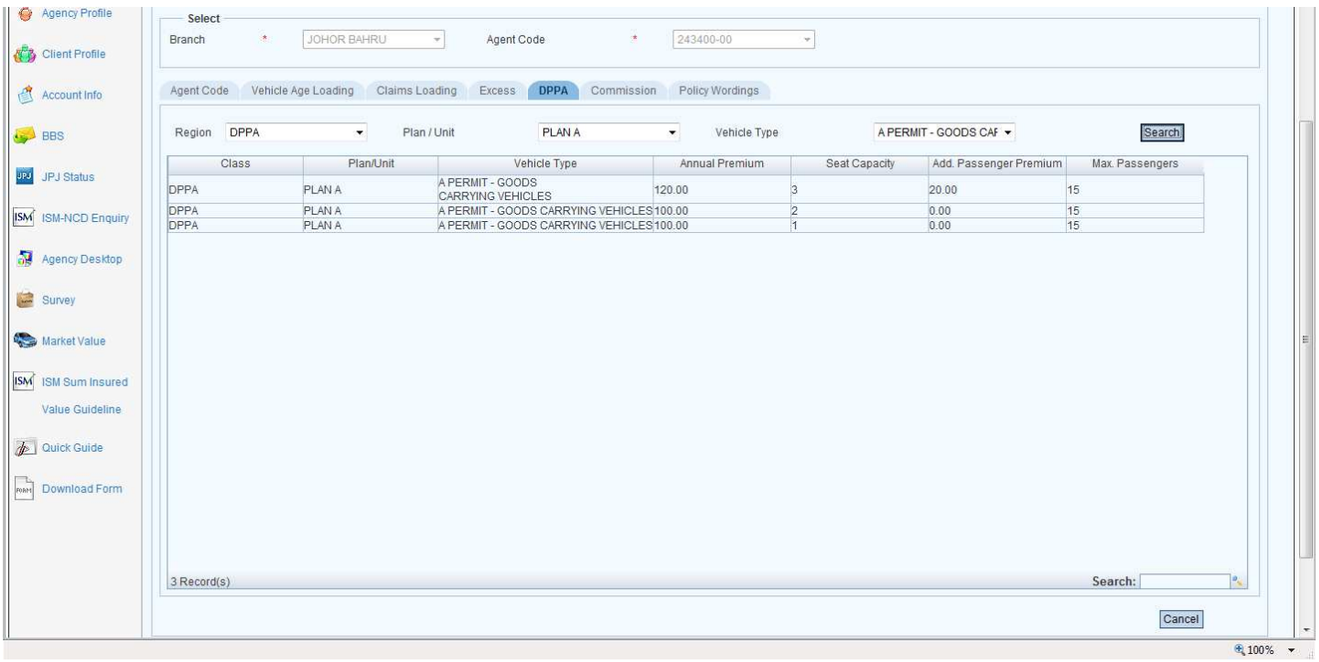


Image 1.291

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Region	**N**	Select Region from the drop down list.
Plan/Unit	**N**	Select Plan/Unit from the drop down list.
Vehicle Type	**N**	Select Vehicle Type from the drop down list.
Search	**N**	Displays records in the grid matching the specified criteria.
Grid	**N**	Displays Vehicle Age Loading details including: Class, Plan/Unit, Vehicle Type, Annual Premium, Seat Capacity, Add. Passenger Premium and Max. Passengers.
Cancel	**N**	Closes the page.

1.8.1.6 Commission

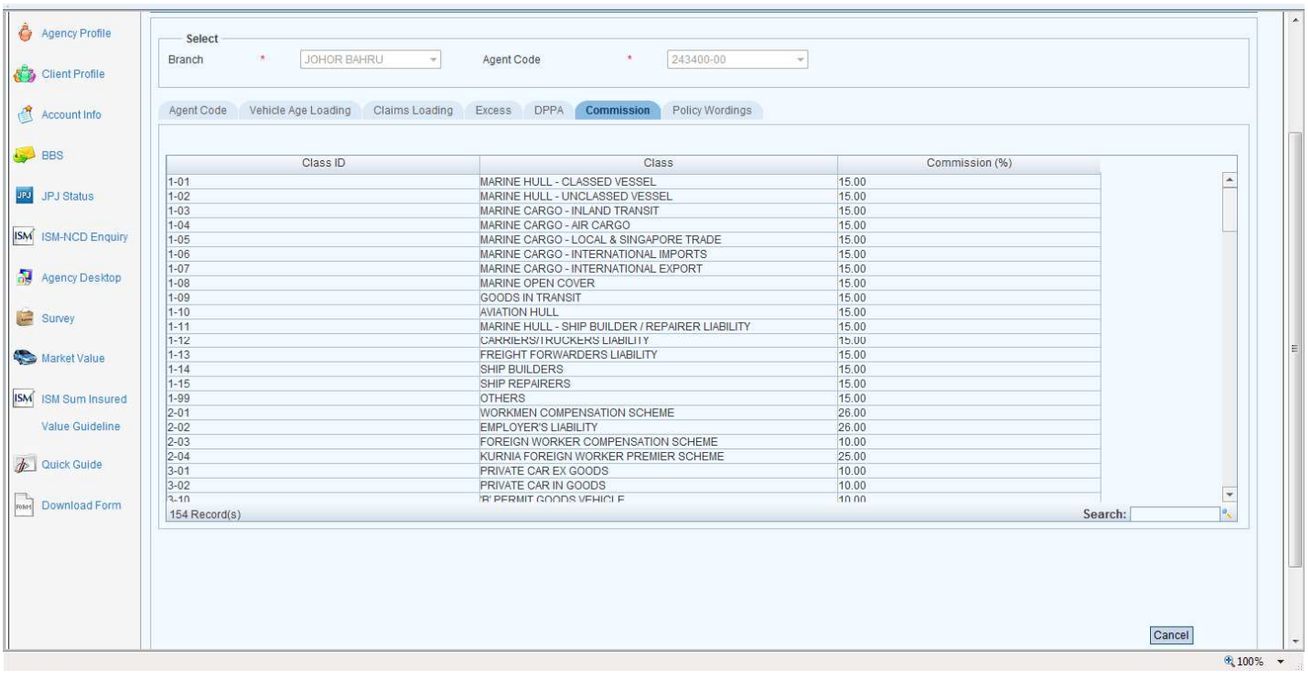


Image 1.292

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Grid	**N**	Displays the Class ID, Class and Commission for the Agent for each class.
Cancel	**N**	Closes the Page

1.8.1.7 Policy Wordings

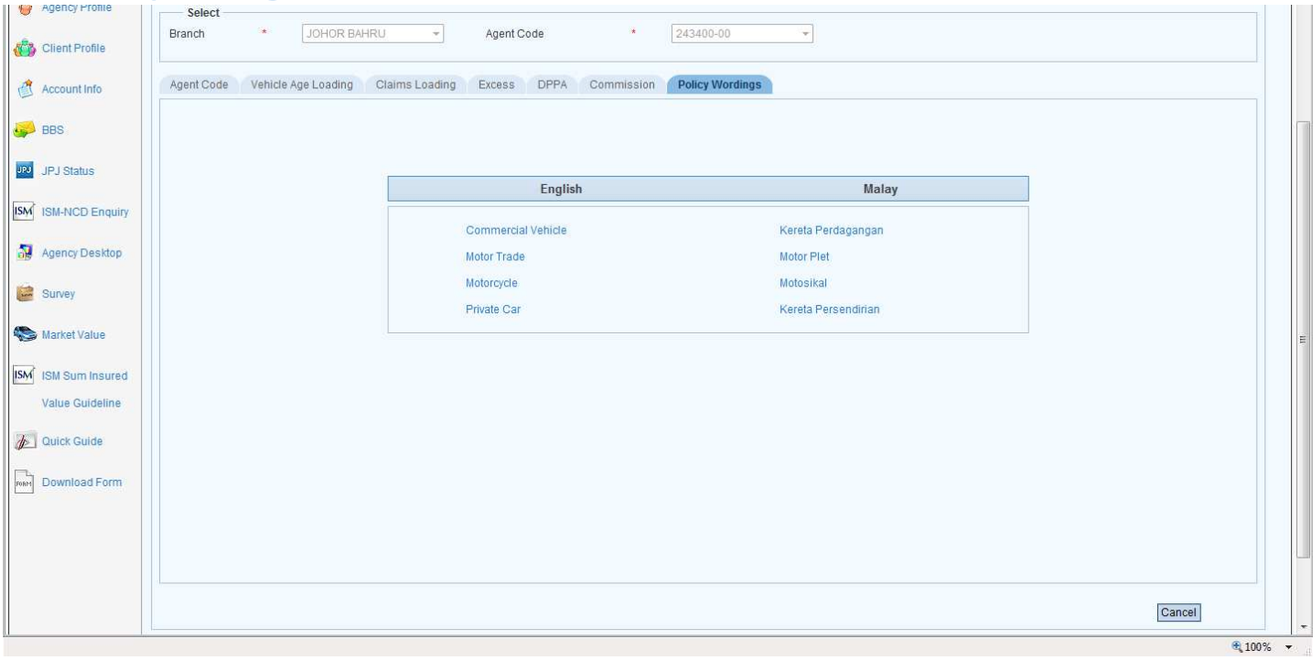


Image 1.293

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Links	**N**	Click the links provided to download the Policy Wordings in English or Malay.
Cancel	**N**	Closes the page.

1.8.2 Agency Profile

1.8.2.1 Production

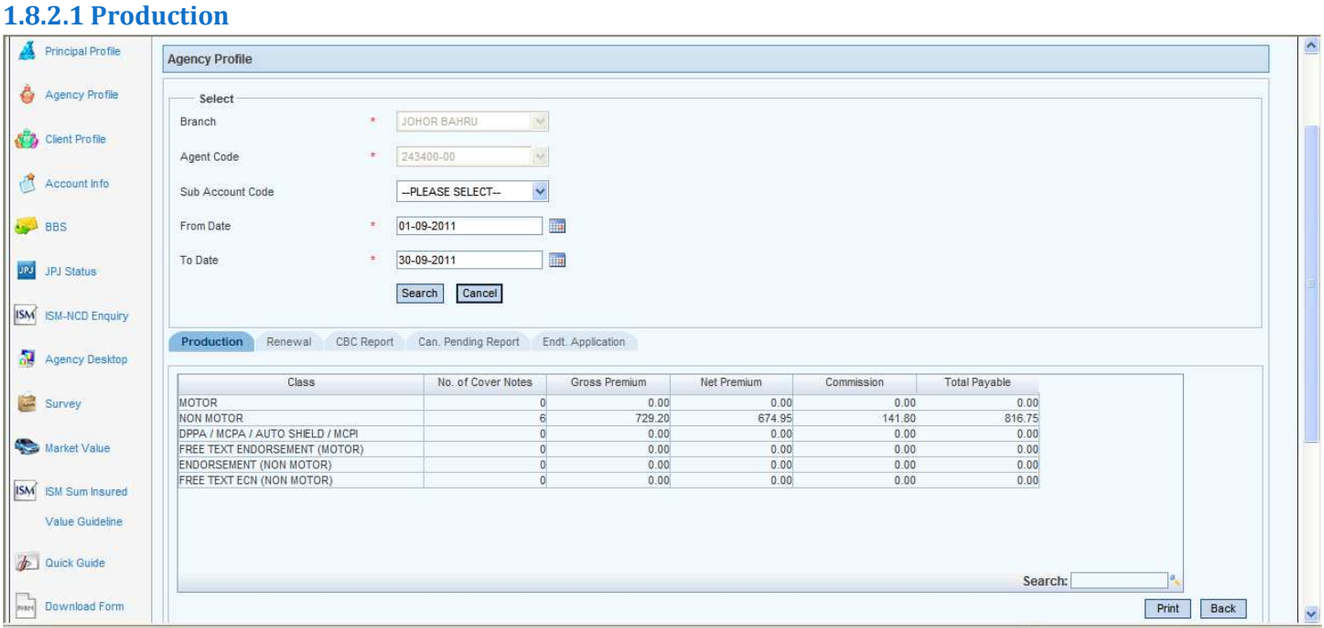


Image 1.294

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Sub Account Code	**N**	Select from the list
From Date	**Y**	Displays current date by default, but allows you to change.
To Date	**Y**	Displays the last day of the selected From Date's Month
Search	**N**	Displays the results in the Grid based on the search criteria
Cancel	**N**	Closes the page
Production Grid	**N**	Displays Production details including: Class, No. of Cover Notes, Gross Premium, Net Premium, Commission and Total Payable. Double clicking on a record leads you to the detailed Production Report Grid (see **Image 1.230**)
Print	**N**	Prints the Report.
Back	**N**	Redirects you to the previous page (if applicable).

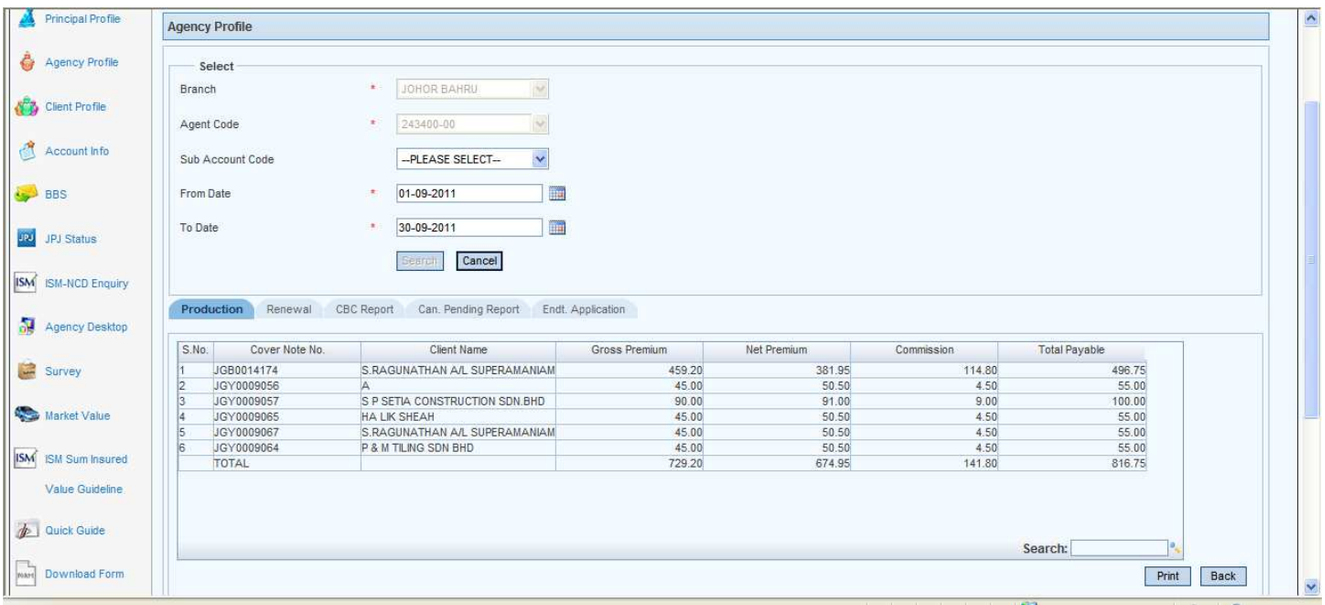


Image 1.295

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Production Grid	**N**	Displays Production details including: Covernote No, Client Name, Gross Premium, Nett Premium, Commission, and Total Payable
Print	**N**	Prints the Report.
Back	**N**	Redirects you to the previous page (if applicable).

1.8.2.2 Renewal

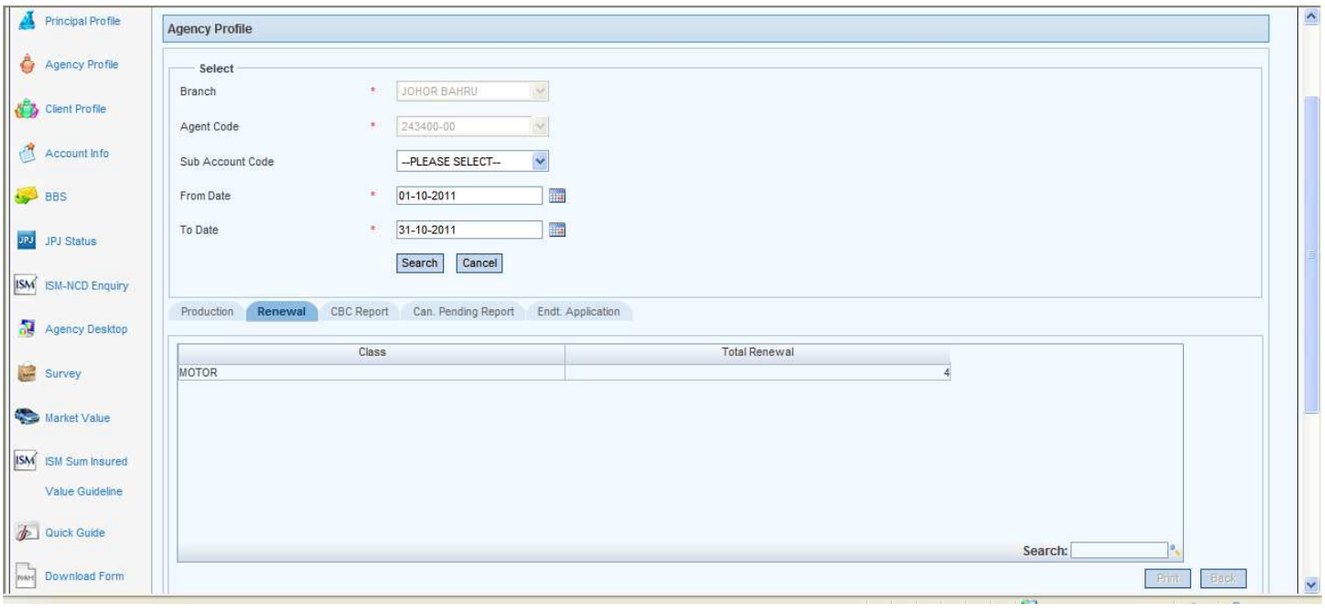


Image 1.296

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Sub Account Code	**N**	Select from the list
From Date	**Y**	Displays current date by default, but allows you to change.
To Date	**Y**	Displays the last day of the selected From Date's Month
Search	**N**	Displays the results in the Grid based on the search criteria
Cancel	**N**	Closes the page
Renewal Grid	**N**	Displays Renewal details including: Class, and Total Policies to be renewed. Double clicking on a record leads you to the detailed Renewal Report Grid (see **Image 1.232**)
Print	**N**	Prints the Report (if applicable).
Back	**N**	Redirects you to the previous page (if applicable).

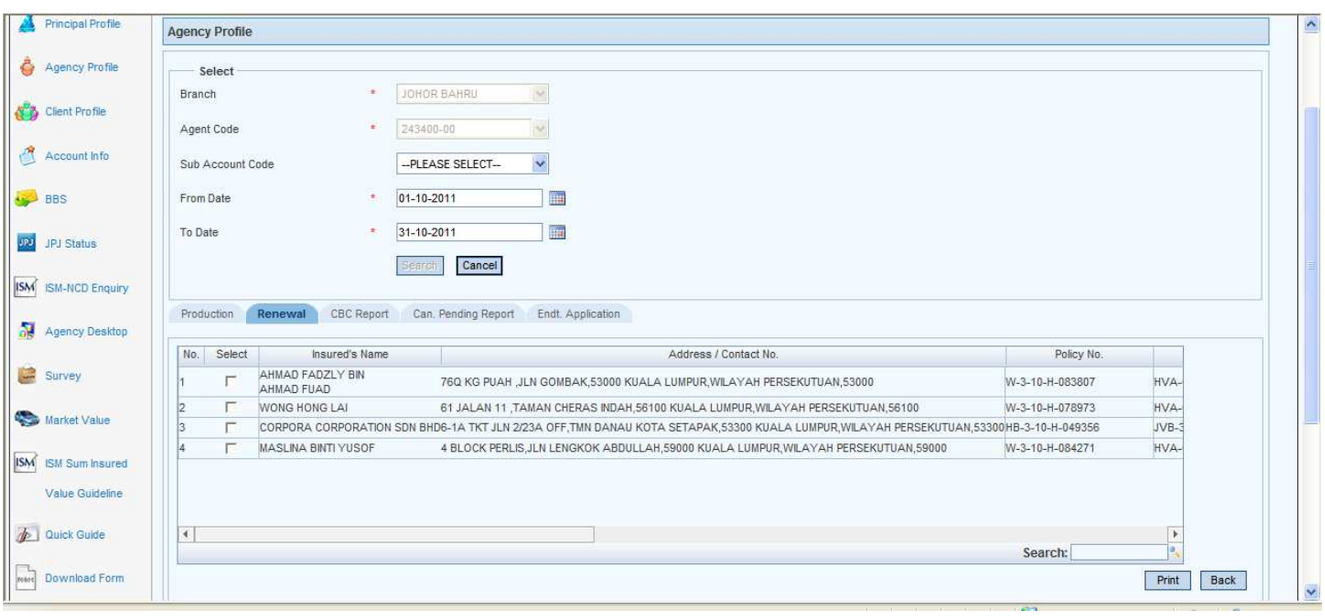


Image 1.297

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Renewal Grid	**N**	Displays Renewal details including: Insured Name, Address/Contact No, Policy No, Covernote No, Vehicle No, Effective Date, Expiry Date, Sum Insured, NCD %, Remarks, Blacklisted records, Claim Details and Refer/Decline Risks
Print	**N**	Prints the Reports for selected records.
Back	**N**	Redirects you to the previous page (if applicable).

1.8.2.3 CBC Report

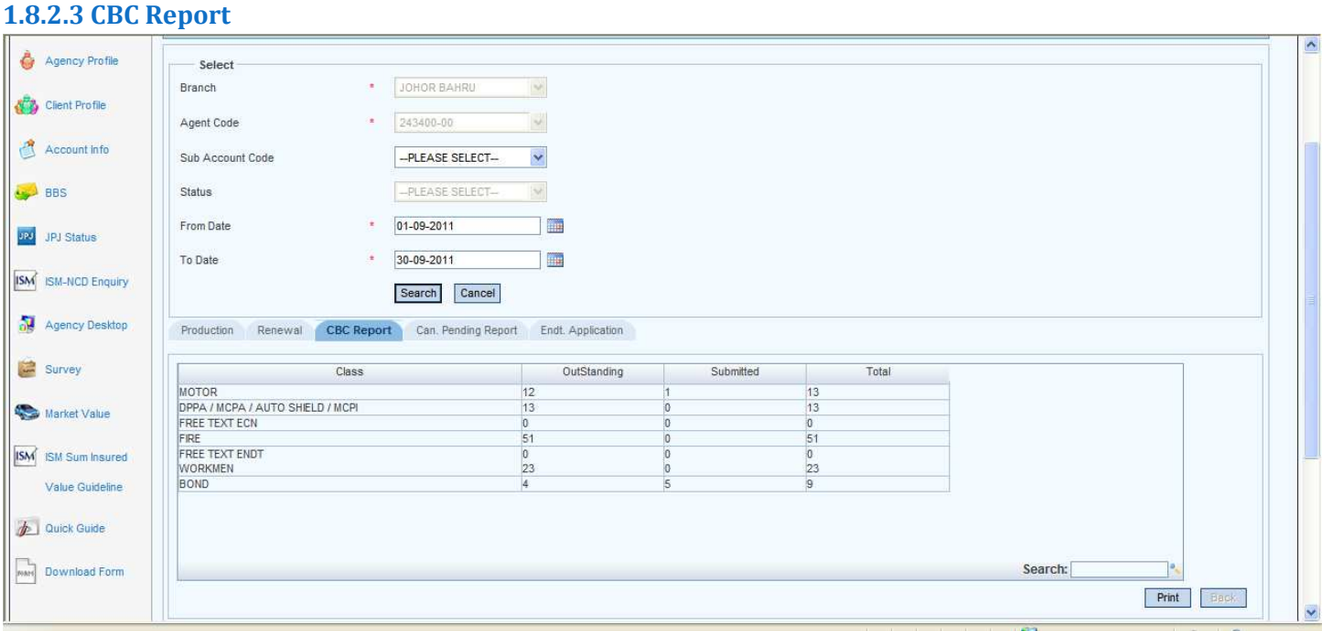


Image 1.298

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Sub Account Code	**N**	Select from the list
From Date	**Y**	Displays current date by default, but allows you to change.
To Date	**Y**	Displays the last day of the selected From Date's Month
Search	**N**	Displays the results in the Grid based on the search criteria
Cancel	**N**	Closes the page
CBC Reports Grid	**N**	Displays CBC details including: Class, Outstanding Records count, Submitted Records count and Total. Double clicking on a record leads you to the detailed CBC Report Grid (see **Image 1.234**)
Print	**N**	Prints the Report (if applicable).
Back	**N**	Redirects you to the previous page (if applicable).

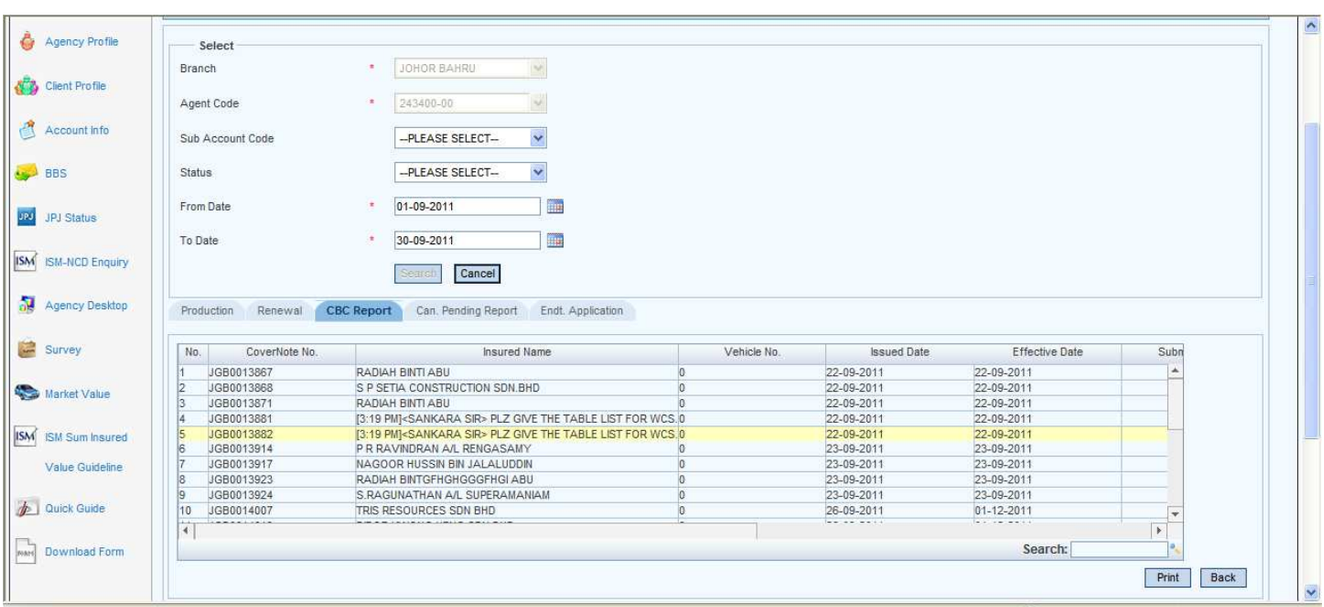


Image 1.299

User Interface		
Field	**Mandatory (Y/N)**	**Description**
CBC Reports Grid	**N**	Displays CBC details including: Covernote No, Insured Name, Vehicle No, Issued Date, Effective Date, Submitted Date, Outstanding Days, Policy No, Total Premium and Status
Print	**N**	Prints the Report.
Back	**N**	Redirects you to the previous page (if applicable).

1.8.2.4 Cancel Pending Report

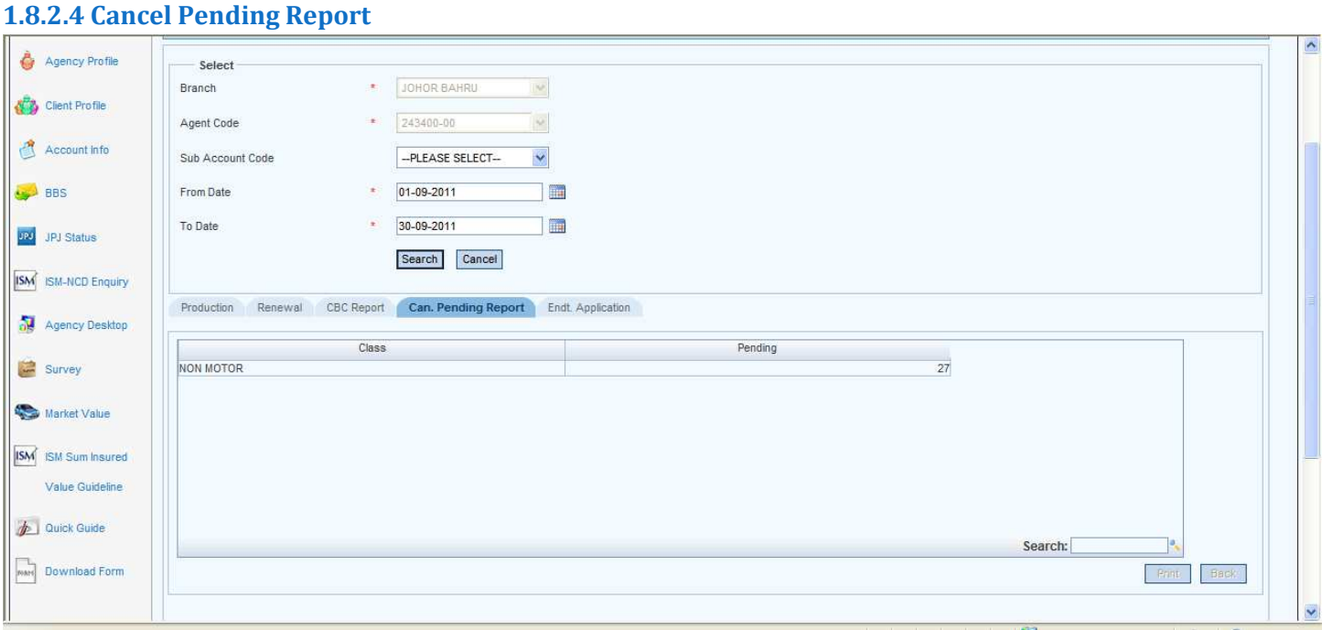


Image 1.300

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Sub Account Code	**N**	Select from the list
From Date	**Y**	Displays current date by default, but allows you to change.
To Date	**Y**	Displays the last day of the selected From Date's Month
Search	**N**	Displays the results in the Grid based on the search criteria
Cancel	**N**	Closes the page
Cancel Pending Reports Grid	**N**	Displays Cancel Pending details including: Class and Total count of records. Double clicking on a record leads you to the detailed Cancel Pending Grid (see **Image 1.236**)
Print	**N**	Prints the Report (if applicable).
Back	**N**	Redirects you to the previous page (if applicable).

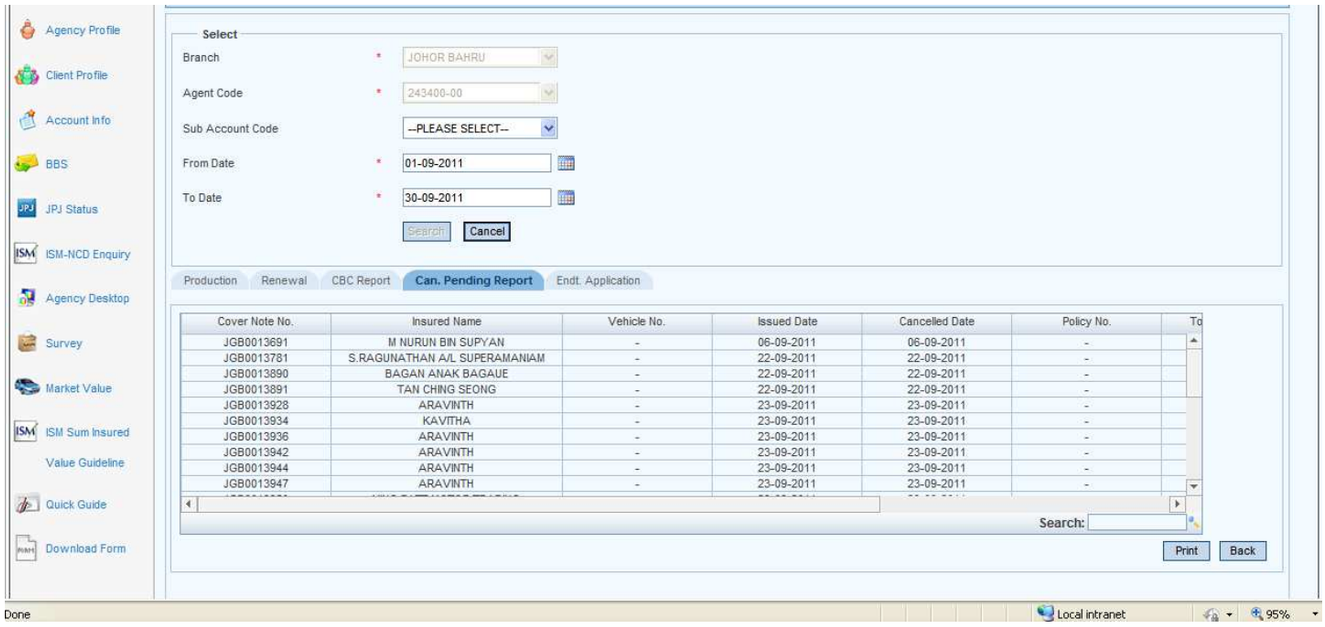


Image 1.301

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cancel Pending Reports Grid	**N**	Displays Cancel Pending details including: Covernote No, Insured Name, Vehicle No, Issued Date, Cancelled Date, Policy No, Total Premium, Status and Replacement Covernote No
Print	**N**	Prints the Report.
Back	**N**	Redirects you to the previous page (if applicable).

1.8.2.5 Endorsement Application

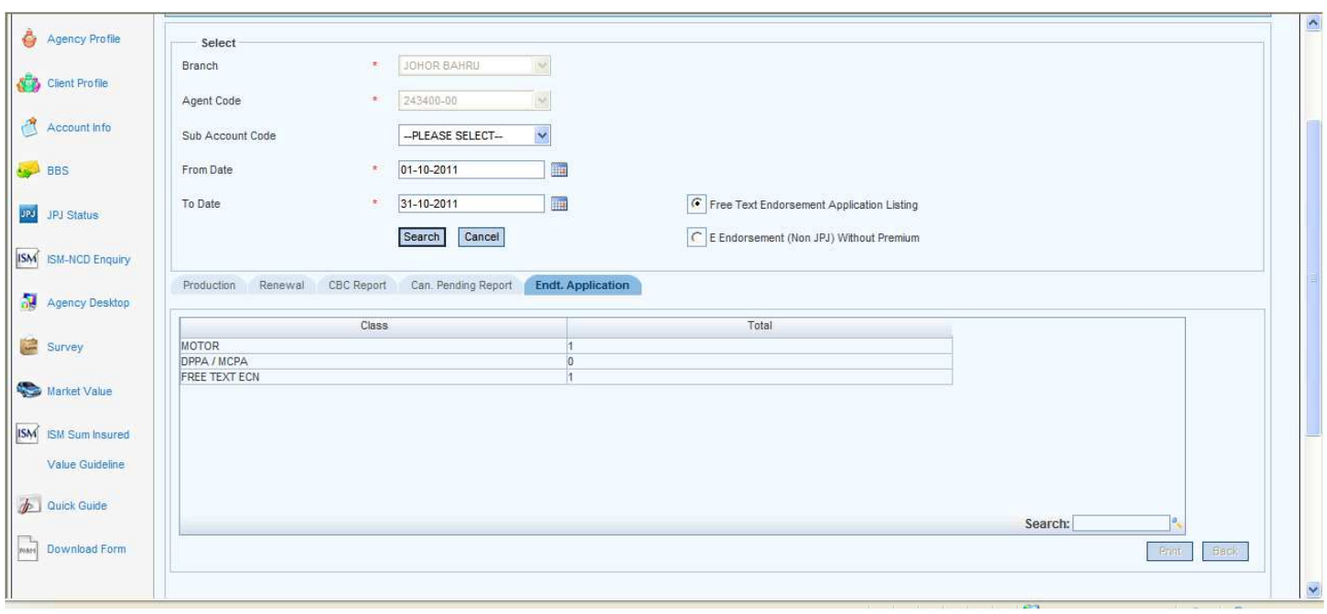


Image 1.302

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
Sub Account Code	**N**	Select from the list
From Date	**Y**	Displays current date by default, but allows you to change.
To Date	**Y**	Displays the last day of the selected From Date's Month
Options	**Y**	**Free text Endorsement Application Listing:** If this option is selected, search results which come under Free text Endt Application Listing will only be displayed. **E Endorsement (Non JPJ) Without Premium:** If this option is selected, search results which come under E Endorsement (Non JPJ) Without Premium Listing will only be displayed.
Search	**N**	Displays the results in the Grid based on the search criteria
Cancel	**N**	Closes the page
Endt. Application Reports Grid	**N**	Displays Endt. Application details including: Class and Total count of records. Double clicking on a record leads you to the detailed Endt. Application Grid (see **Image 1.238**)
Print	**N**	Prints the Report (if applicable).
Back	**N**	Redirects you to the previous page (if applicable).

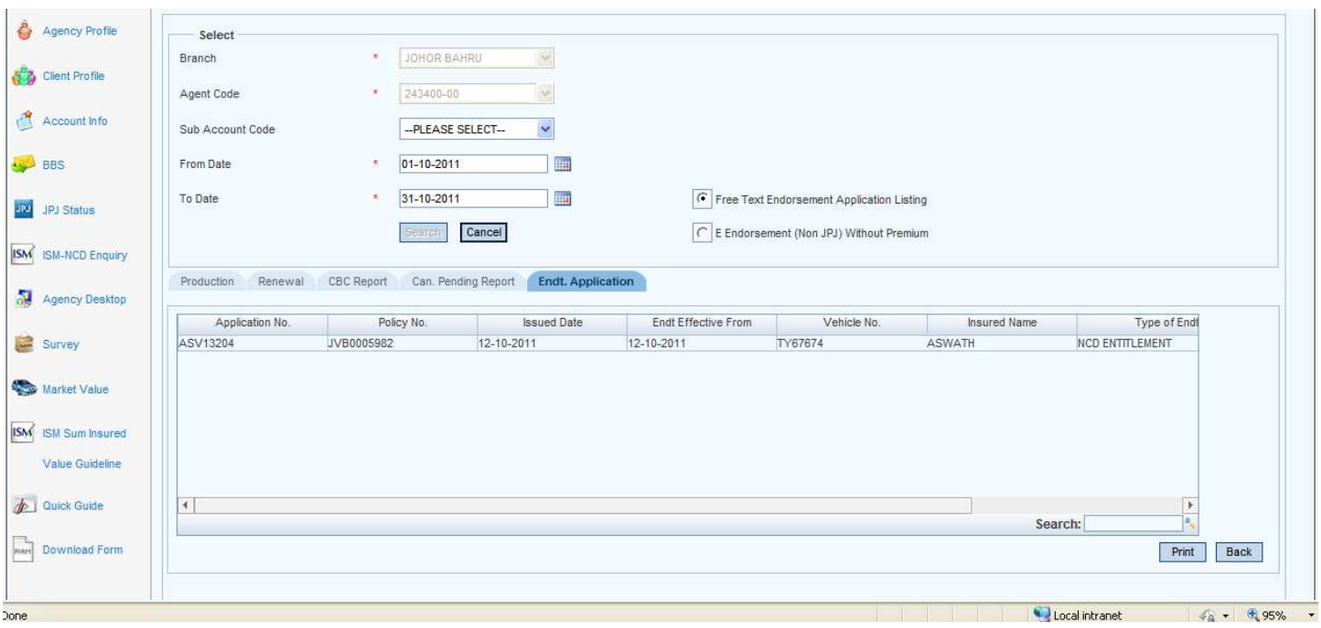


Image 1.303

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Endt. Application Reports Grid	**N**	Displays Endt. Application details including: Application No, Policy No, Issued Date, Endt Effective From Date, Vehicle No, Insured Name, Type of Endt, and Status
Print	**N**	Prints the Report.
Back	**N**	Redirects you to the previous page (if applicable).

1.8.3 Client Profile

1.8.3.1 Covernote

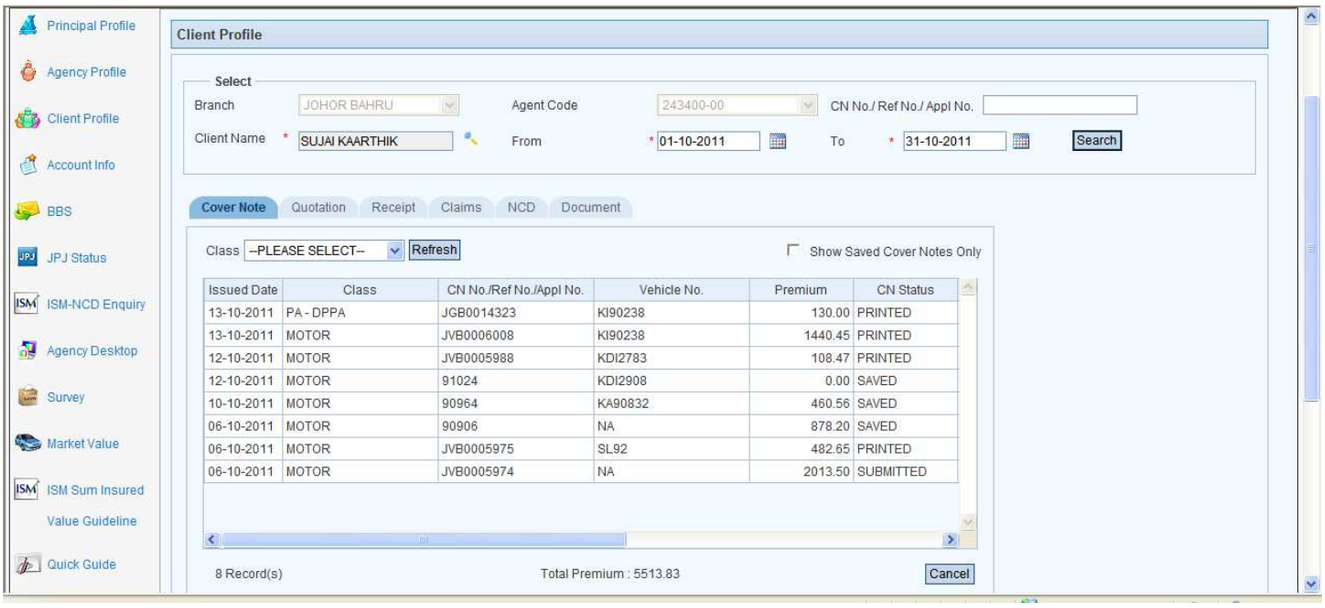


Image 1.304

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
CN No/Ref No/Appl No	**N**	Enter anyone of Covernote No, Reference No or Application No
Client Name	**Y**	Select the client through the search process by clicking the search icon, whose records have to be retrieved
From Date	**Y**	Displays current date by default, but allows you to change.
To Date	**Y**	Displays the last day of the selected From Date's Month but allows you to change.
Search	**N**	Initiates the search process and displays the results in Grid
Class	**N**	Select a class to further filter your search.
Refresh	**N**	Initiates the filtering of data based on the Class selection and Show Saved Covernotes option.
Show Saved Covernotes	**N**	If this option is selected only Covernotes with status as SAVED will be displayed
Covernote Grid	**N**	Displays the search results in the grid with the details Issued Date, Class, CN No/Ref No/Appl No, Vehicle No, Premium, CN Status, JPJ Status, Covernote Type and Policy No. Double clicking a row pops up an Edit options window with one or more of the below options. The options displayed are based on the cover note status, class and type. The various Covernote Options are as follows: • Motor to DPPA • Motor to MCPA • Motor to Autoshield • Motor to Perfect Rider • Cancel and Replace Cover Note • Cancel Covernote Without Replacement • Amend Open Dated Covernote • Update Interchange Vehicle Number • Refer Risk • View and Update JPJ details • Update Covernote • Print Covernote Clicking Ok button in the Edit Options window loads appropriate forms for further processing.
Cancel	**N**	Closes the page

1.8.3.2 Quotation

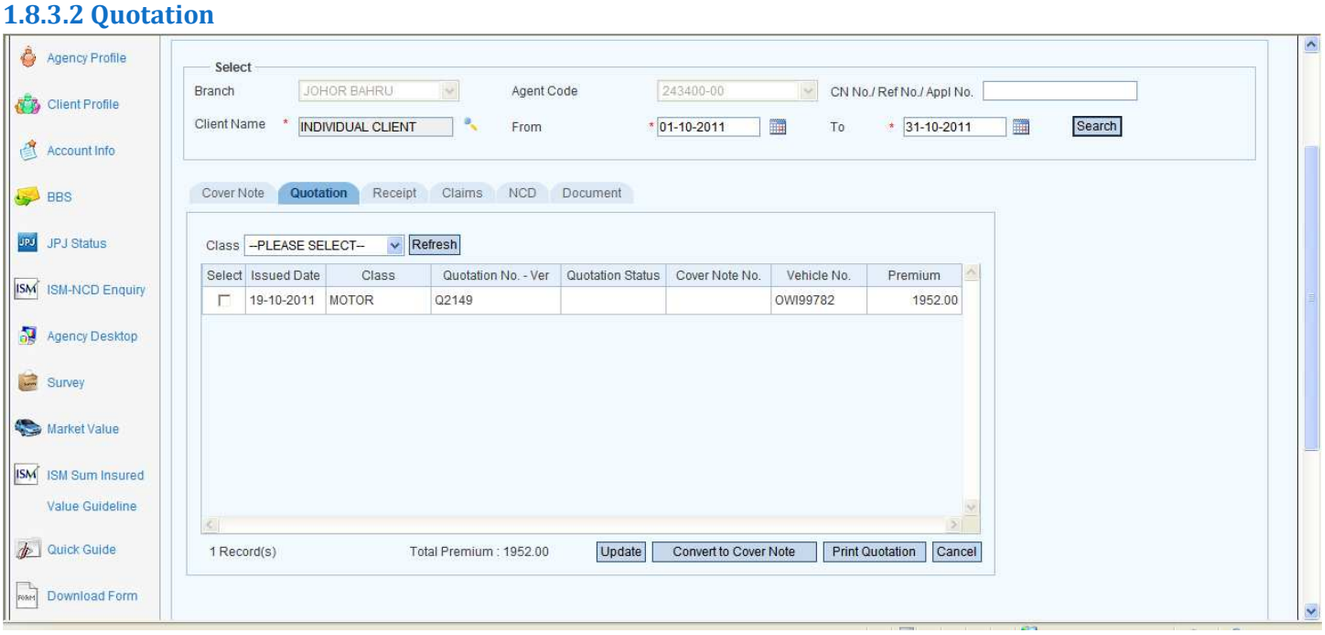


Image 1.305

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
CN No/Ref No/Appl No	**N**	Enter anyone of Covernote No, Reference No or Application No
Client Name	**Y**	Select the client through the search process by clicking the search icon, whose records have to be retrieved
From Date	**Y**	Displays current date by default, but allows you to change.
To Date	**Y**	Displays the last day of the selected From Date's Month but allows you to change.
Search	**N**	Initiates the search process and displays the results in Grid
Class	**N**	Select a class to further filter your search.
Refresh	**N**	Initiates the filtering of data based on the Class selection.
Quotation Grid	**N**	Displays the search results with the details Issued Date, Class, Quotation No – Ver, Quotation Status, Covernote No, Vehicle No, and Premium.
Update	**N**	Goes to the update mode of the quotation after confirmation from the user
Convert to Covernote	**N**	A Popup Window directs you the New Business – Motor Screen after confirmation from the user
Print Quotation	**N**	Prints the quotation
Cancel	**N**	Closes the page.

1.8.3.3 Receipt

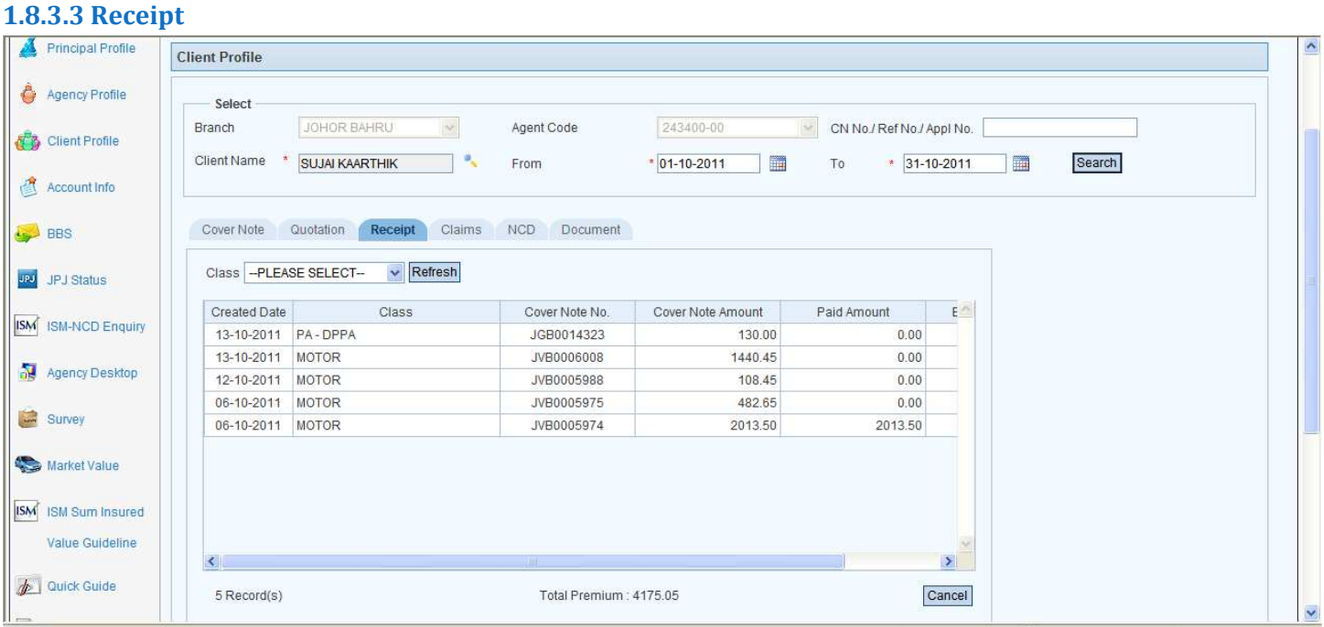


Image 1.306

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
CN No/Ref No/Appl No	**N**	Enter anyone of Covernote No, Reference No or Application No
Client Name	**Y**	Select the client through the search process by clicking the search icon, whose records have to be retrieved
From Date	**Y**	Displays current date by default, but allows you to change.
To Date	**Y**	Displays the last day of the selected From Date's Month but allows you to change.
Search	**N**	Initiates the search process and displays the results in Grid
Class	**N**	Select a class to further filter your search.
Refresh	**N**	Initiates the filtering of data based on the Class selection.
Receipt Grid	**N**	Displays all the payment done records for the selected client with the details Created Date, Class, Covernote No, Covernote Amount, Paid Amount, and Balance Amount. Double clicking a record will pop up a new window as shown in **Image 1.242**
Cancel	**N**	Closes the page

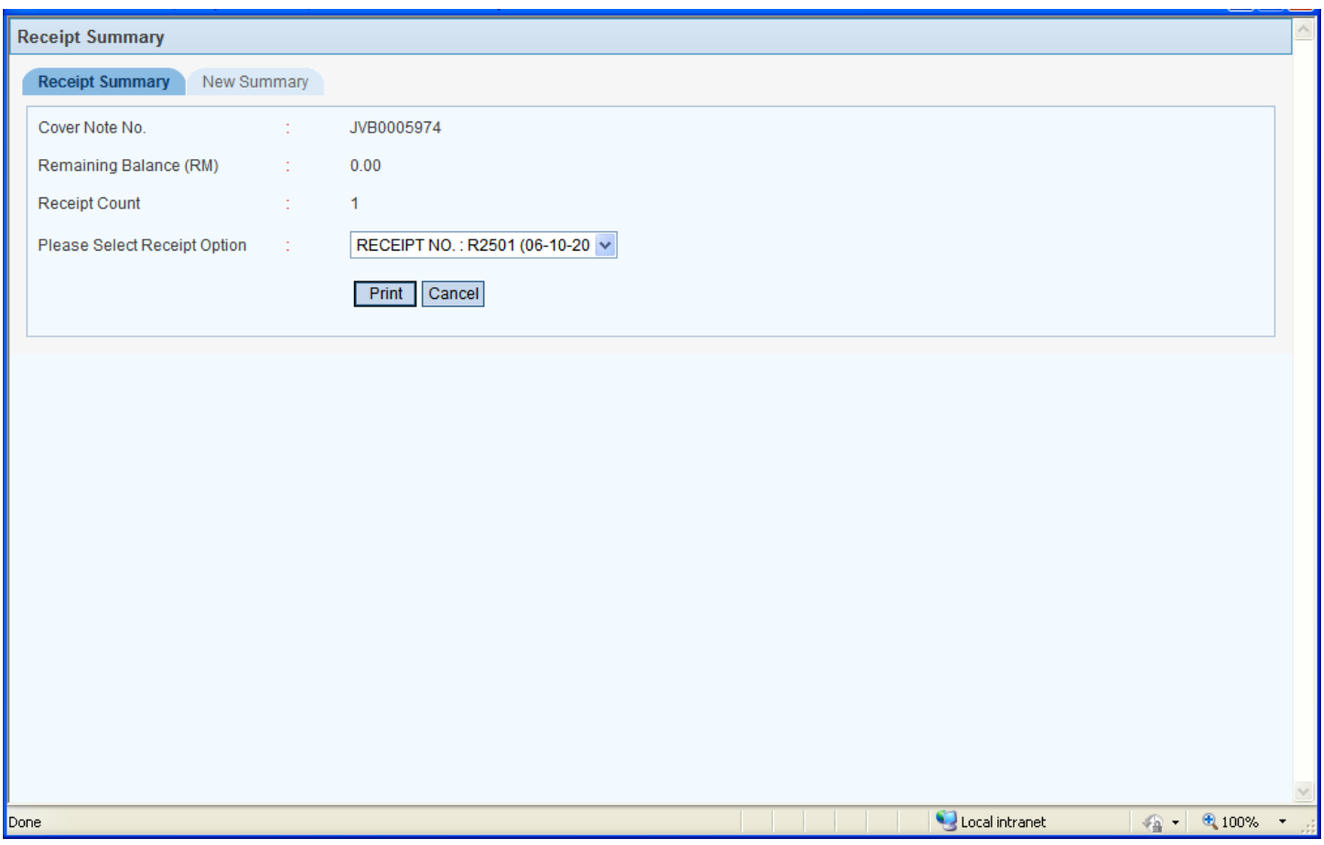


Image 1.307

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Covernote No	**N**	Displays the Covernote No
Remaining Balance	**N**	Displays if there is any remaining balance
Receipt Count	**N**	Displays the no. of times the receipt have been printed
Receipt Option	**N**	Select an option from the list
Print	**N**	Prints the Receipt
Cancel	**N**	Closes the page

1.8.3.4 Claims

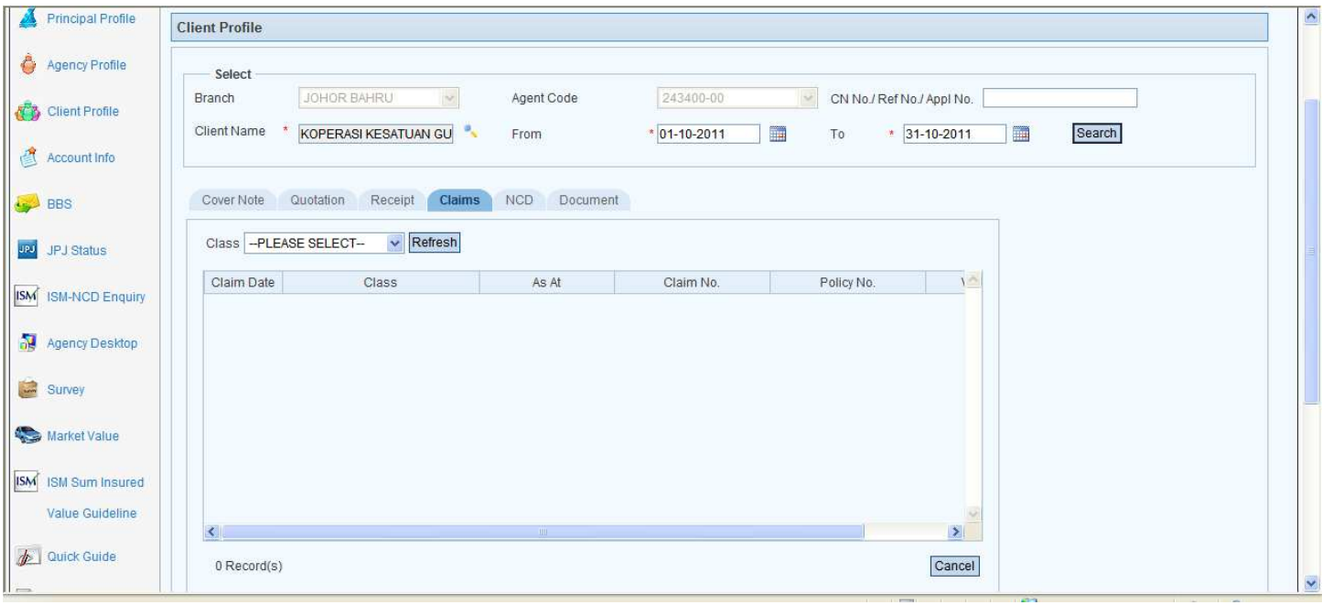


Image 1.308

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
CN No/Ref No/Appl No	**N**	Enter anyone of Covernote No, Reference No or Application No
Client Name	**Y**	Select the client through the search process by clicking the search icon, whose records have to be retrieved
From Date	**Y**	Displays current date by default, but allows you to change.
To Date	**Y**	Displays the last day of the selected From Date's Month but allows you to change.
Search	**N**	Initiates the search process and displays the results in Grid
Class	**N**	Select a class to further filter your search.
Refresh	**N**	Initiates the filtering of data based on the Class selection.
Claims Grid	**N**	Displays all the claim records for the selected client with the details Claim Date, Class, As At, Claim No, Policy No, and Vehicle No
Cancel	**N**	Closes the page

1.8.3.5 NCD

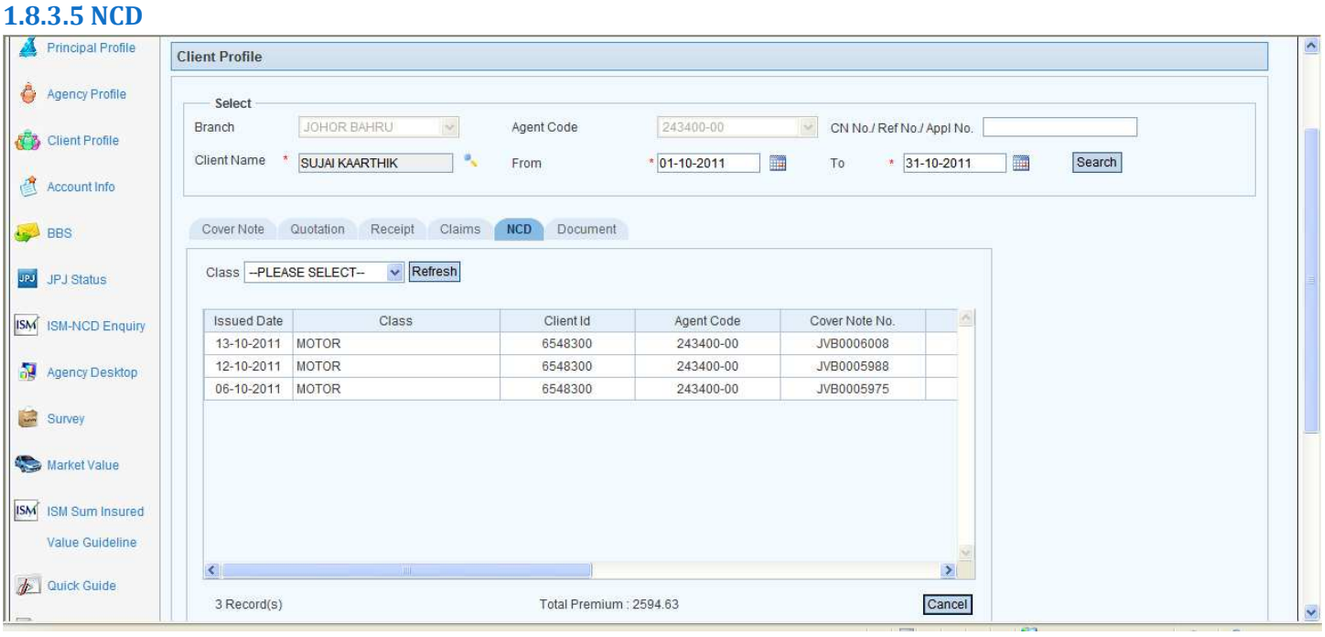


Image 1.309

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
CN No/Ref No/Appl No	**N**	Enter anyone of Covernote No, Reference No or Application No
Client Name	**Y**	Select the client through the search process by clicking the search icon, whose records have to be retrieved
From Date	**Y**	Displays current date by default, but allows you to change.
To Date	**Y**	Displays the last day of the selected From Date's Month but allows you to change.
Search	**N**	Initiates the search process and displays the results in Grid
Class	**N**	Select a class to further filter your search.
Refresh	**N**	Initiates the filtering of data based on the Class selection.
NCD Grid	**N**	Displays all the Covernotes for the selected client with the details Issued Date, Class, Client Id, Agent Code, Covernote No, Vehicle No, Premium, Covernote Status, NCD Status, and NCD Type
Cancel	**N**	Closes the page

1.8.3.6 Document

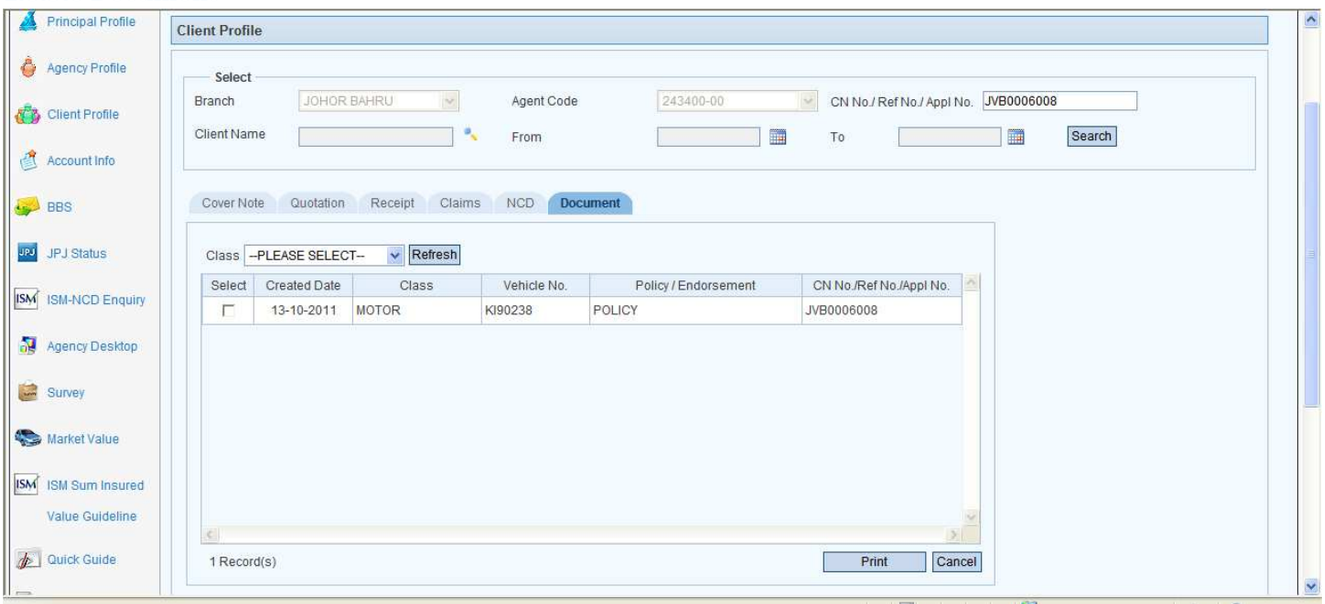


Image 1.310

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the Branch.
Agent Code	**Y**	Displays the Agent Code.
CN No/Ref No/Appl No	**N**	Enter anyone of Covernote No, Reference No or Application No
Client Name	**Y**	Select the client through the search process by clicking the search icon, whose records have to be retrieved
From Date	**Y**	Displays current date by default, but allows you to change.
To Date	**Y**	Displays the last day of the selected From Date's Month but allows you to change.
Search	**N**	Initiates the search process and displays the results in Grid
Class	**N**	Select a class to further filter your search.
Refresh	**N**	Initiates the filtering of data based on the Class selection.
Document Grid	**N**	Displays all the Covernotes for the selected client with the details Created Date, Class, Vehicle No, Policy/Endorsement, and CN No/Ref No/Appl No
Print	**N**	Prints the Document for the selected record
Cancel	**N**	Closes the page

1.8.4 Account Information

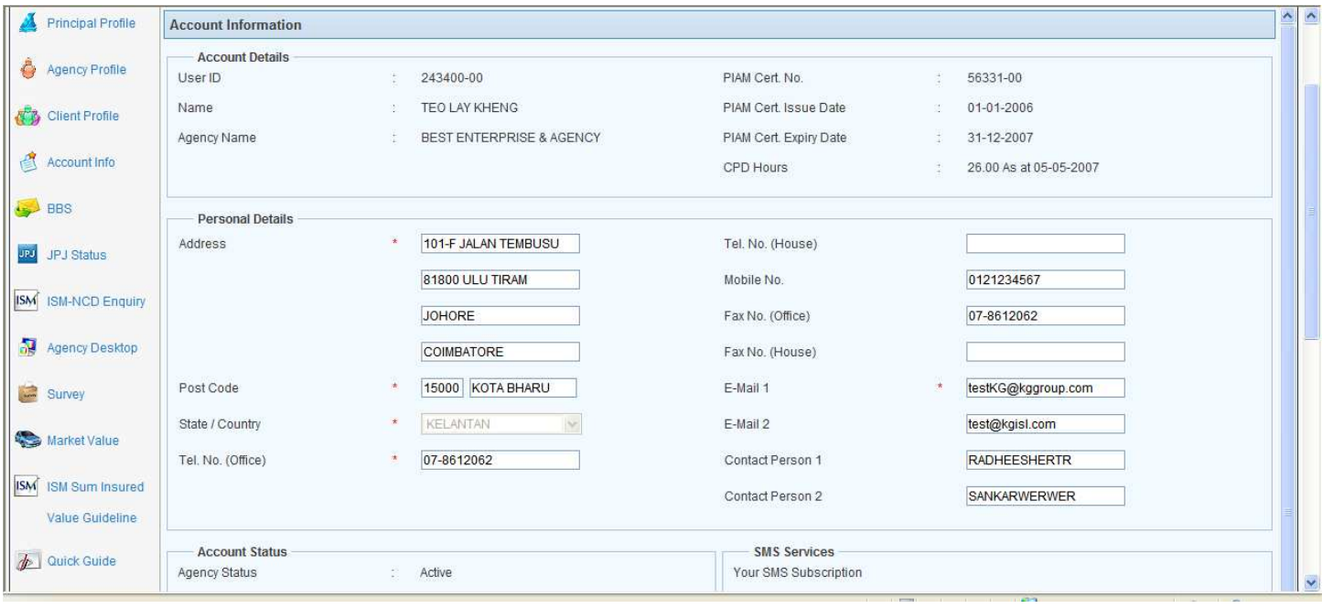


Image 1.311

User Interface		
Field	**Mandatory (Y/N)**	**Description**
User ID	**N**	Displays the User ID.
Name	**N**	Displays the Name.
Agency Name	**N**	Displays the Agency Name.
PIAM cert. No.	**N**	Displays the PIAM cert. No.
PIAM cert. Issue Date	**N**	Displays the PIAM cert. Issue Date.
PIAM cert. Expiry Date	**N**	Displays the PIAM cert. Expiry Date.
CPD Hours	**N**	Displays the Number of CPD Hours you have gained for that year till that date.
Address	**Y**	Displays the Address and allows you to change.
Postcode	**Y**	Displays the Postcode and allows you to change.
State	**Y**	Displays the State and allows you to change.
Tel. No. (Office)	**Y**	Displays the Office Telephone number and allows you to change.
Tel. No. (Home)	**N**	Displays the Home Telephone number and allows you to change.
Mobile. No	**N**	Displays the Mobile number and allows you to change.
Fax. No. (Office)	**N**	Displays the Office Fax number and allows you to change.
Fax. No. (Home)	**N**	Displays the Home Fax number and allows you to change.
E-mail	**Y**	Displays the E-mail address and allows you to change.
E-mail 2	**N**	Displays the additional E-mail address, if present and allows you to change.
Contact Person 1	**N**	Displays the Contact Person 1's name
Contact Person 2	**N**	Displays the Contact Person 2's name

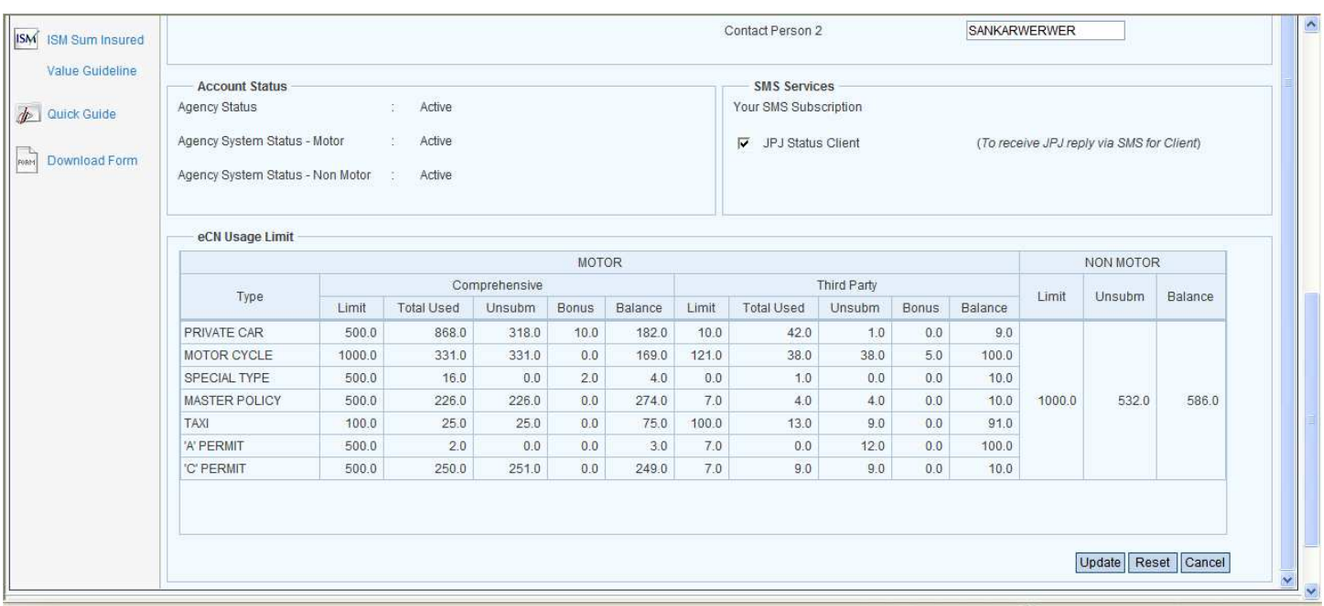


Image 1.312

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Agency Status	**N**	Displays the Agency Status information. If the status is Inactive, you cannot issue both Motor and Non-Motor Cover Notes.
Agency Status – Motor	**N**	Displays the Agency Status information for Motor. If the status is Inactive, you cannot issue Motor Cover Notes.
Agency Status - Non Motor	**N**	Displays the Agency Status information for Non-Motor. If the status is Inactive, you cannot issue Non-Motor Cover Notes.
JPJ Status Client	**N**	Select this check box to receive JPJ reply via SMS.
eCN usage Limit Grid	**N**	Displays the Cover note status for both Motor and Non-Motor including: Limit, Un submitted, Balance.
Update	**N**	Updates the Account Info details.
Reset	**N**	Clears all entries made.
Cancel	**N**	Closes the page.

1.8.5 Bulletin Board

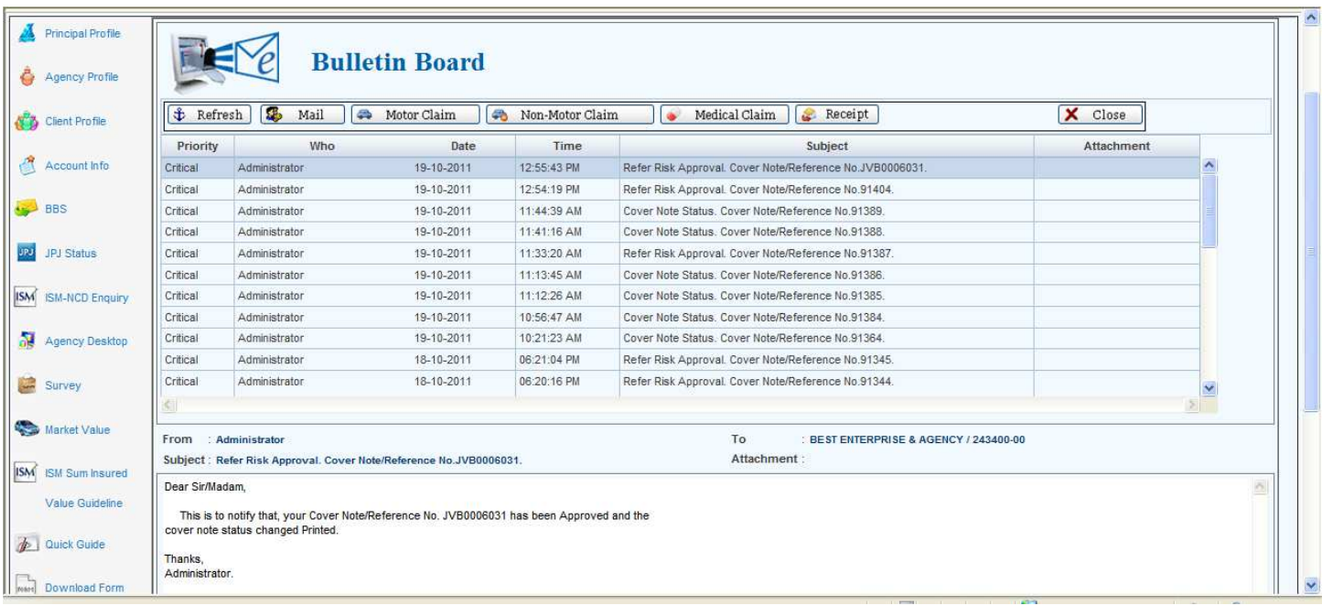


Image 1.313

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Refresh	**N**	Refreshes the Page
Mail	**N**	Opens the email window through which email for support is sent
Motor Claim	**N**	Directs to the Motor Claim Notification page
Non Motor Claim	**N**	Directs to the Non Motor Claim Notification page
Medical Claim	**N**	Directs to the Medical Claim Notification page
Receipt	**N**	Directs to the Receipt Search page
Mail Box	**N**	Displays all the messages sent from the Administrator to the Agency. The mail information contains the details Priority, Sender, Date, Time, Subject and Attachment. When the user clicks on a particular mail, the content of the email is displayed in the panel below the Inbox
Close	**N**	Closes the Bulletin Board

1.8.5.1 Mail

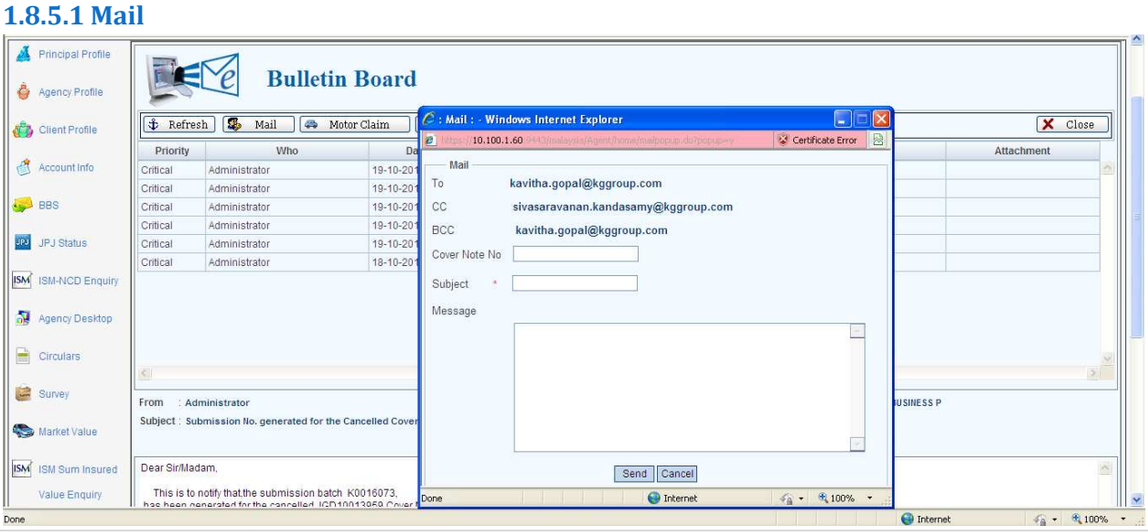


Image 1.314

User Interface		
Field	**Mandatory (Y/N)**	**Description**
To	**N**	Recipient of the mail. The user cannot change this
CC	**N**	CC Recipient of your mail. This also cannot be changed
BCC	**N**	NA
Covernote No	**N**	Enter the Covernote No, if you need clarifications or problems with a particular Covernote
Subject	**Y**	Enter the Subject
Message	**N**	Enter the message to be sent
Send	**N**	Click this button to send an email
Cancel	**N**	Closes the page

1.8.5.2 Motor Claim

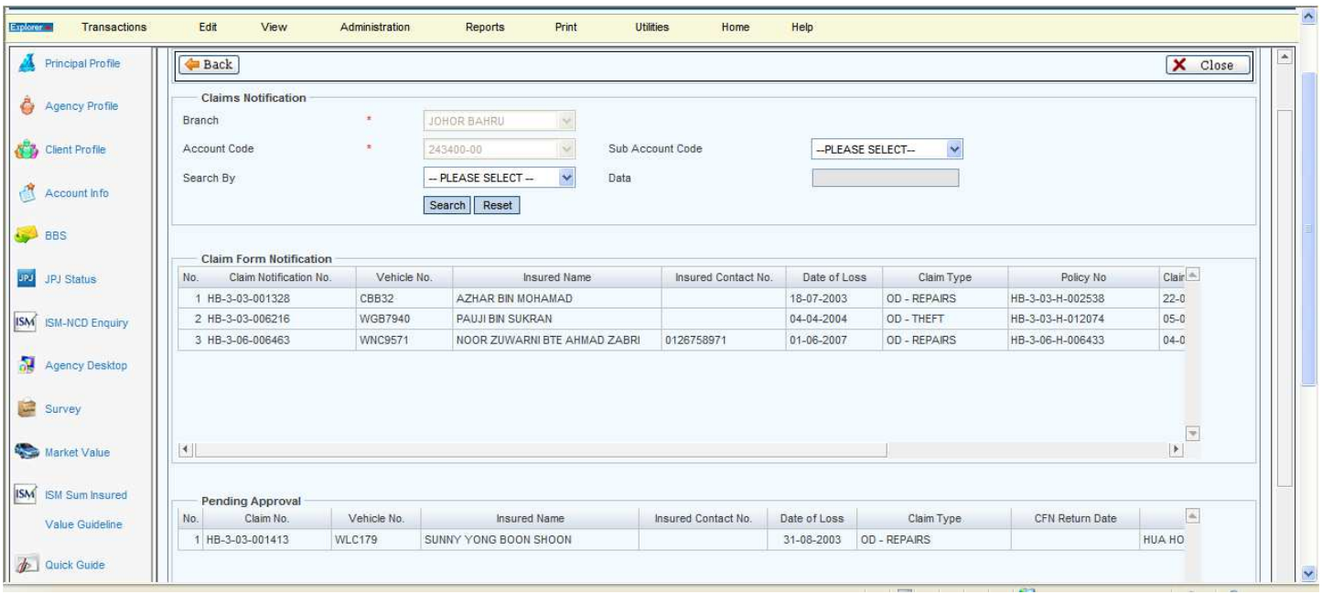


Image 1.315

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the branch
Account Code	**Y**	Displays the Account Code
Search By	**Y**	Select a search criteria from the list
Sub Account Code	**N**	Displays Sub Account Code if available
Data	**N**	Disabled by default, but mandatory when Search By Option is selected
Search	**N**	Initiates the search and displays results in corresponding Grids
Reset	**N**	Clears all the fields entered by the user.
Back	**N**	Redirects to the Bulletin Board Home page
Claim Form Notification Grid	**N**	Displays Claim Form Notification with details Claim Notification No, Vehicle No, Insured Name, Insured Contact No, Date of Loss, Claim Type, Policy No, Claim Form Taken Date, and Workshop Location
Pending Approval Grid	**N**	Displays Claims Pending Approval records with details Claim No, Vehicle No, Insured Name, insured Contact No, Date of Loss, Claim Type, CFN Return Date, and Workshop Location

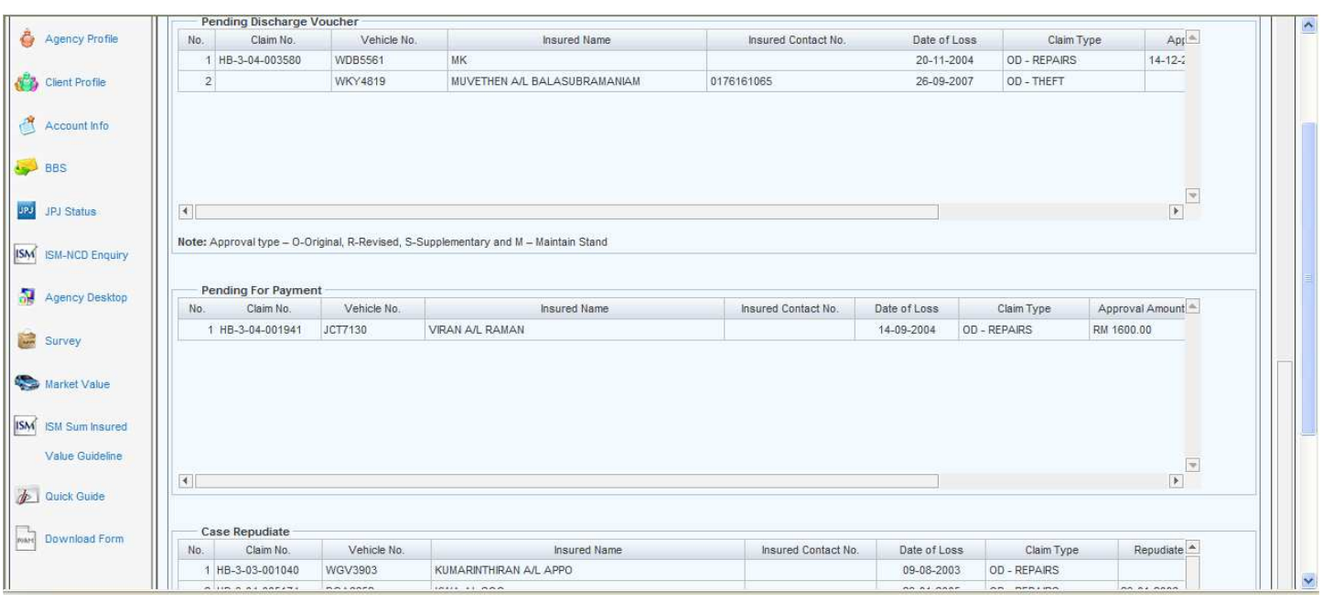


Image 1.316

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Pending Discharge Voucher Grid	**N**	Details of Pending Discharge Voucher records are displayed with details Claim No, Vehicle No, Insured Name, Insured Contact No, Date of Loss, Claim Type, Approval Date, Approval Amount, and Approval Type
Pending for Payment Grid	**N**	Details of Pending for Payment records is displayed with details Claim No, Vehicle No, Insured Name, Insured Contact No, Date of Loss, Claim Type, Approval Amount, and Discharge Voucher Return Date
Case Repudiate Grid	**N**	Details of rejected claims is displayed with details Claim No, Vehicle No, Insured Name, Insured Contact No, Date of Loss, Claim Type, Repudiate Date, Reasons of Repudiation.

1.8.5.3 Non Motor Claim

Image 1.317

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the branch
Account Code	**Y**	Displays the Account Code
Search By	**Y**	Select a search criteria from the list
Sub Account Code	**N**	Displays Sub Account Code if available
Data	**N**	Disabled by default, but mandatory when Search By Option is selected
Search	**N**	Initiates the search and displays results in corresponding Grids
Reset	**N**	Clears all the fields entered by the user.
Back	**N**	Redirects to the Bulletin Board Home page
Non Motor Claim Form Notification Grid	**N**	Displays Non Motor Claim Form Notification with details Claim No, Policy No, Insured Name, Claimant Name, Intimation Date, Accident Date, Notification Date, Class, Cause of Loss, Adjuster Name, Adjuster Assigned Date, Final Report Date, Claim File Status, Approval Date, Approval Amount, DV Received Date, Cheque Issued Date, Cheque No, and Pending Documents

1.8.5.4 Medical Claim

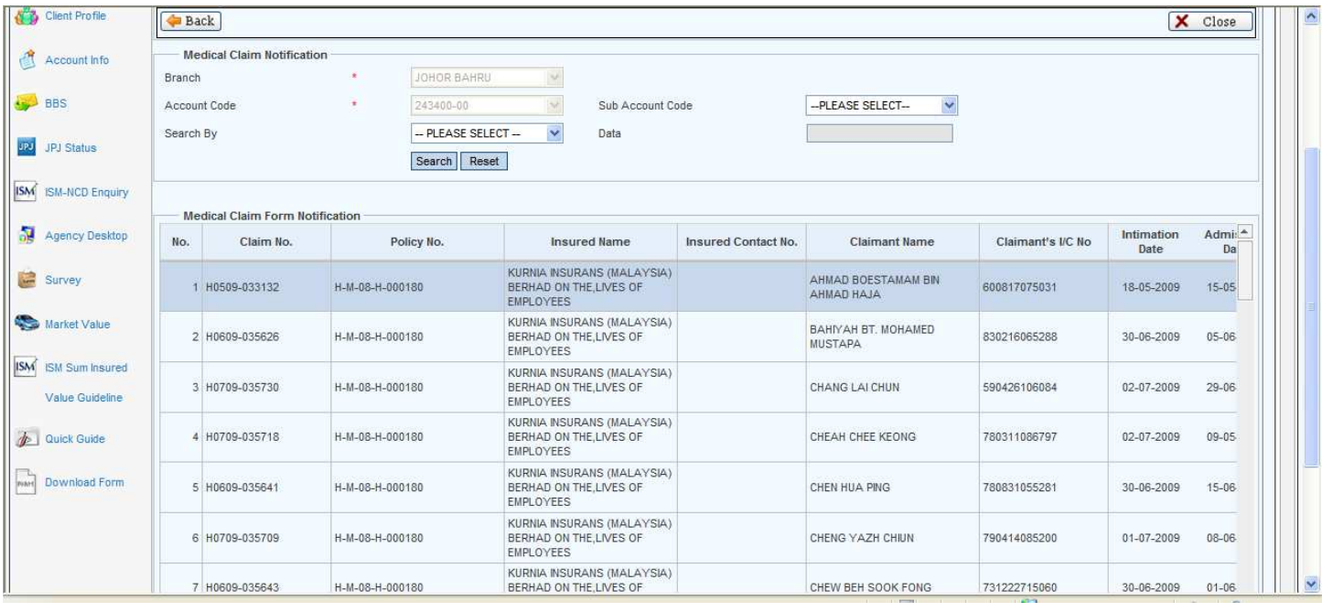


Image 1.318

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the branch
Account Code	**Y**	Displays the Account Code
Search By	**Y**	Select a search criteria from the list
Sub Account Code	**N**	Displays Sub Account Code if available
Data	**N**	Disabled by default, but mandatory when Search By Option is selected
Search	**N**	Initiates the search and displays results in corresponding Grids
Reset	**N**	Clears all the fields entered by the user.
Back	**N**	Redirects to the Bulletin Board Home page
Medical Claim Form Notification Grid	**N**	Displays Medical Claim Form Notification with details Claim No, Policy No, Insured Name, Insured's Contact No, Claimant Name, and Claimant's I/C No, Intimation Date, Admission Date, Hospital and Claim File Status.

1.8.5.5 Receipt

Image 1.319

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the branch
Account Code	**Y**	Displays the Account Code
Search By	**Y**	Select a search criteria from the list
Sub Account Code	**N**	Displays Sub Account Code if available
Search Data	**N**	Hidden by default, but mandatory when Search By Option is selected. Following are the fields which gets displayed based on the option selected in the Search By: **Search By** / **Field Name** Receipt No / Receipt No Payee Name / Payee Name Statement Description / Statement Description Submission No / Agent Submission No
Search	**N**	Initiates the search and displays results in corresponding Grids
Reset	**N**	Clears all the fields entered by the user.
Back	**N**	Redirects to the Bulletin Board Home page
Receipt Details Grid	**N**	Displays the Search results with details Receipt No, Issue Date, Payee Name, Pay Amount (RM), Bank Code, Bank Cheque No, and Statement Description

1.8.6 JPJ Status

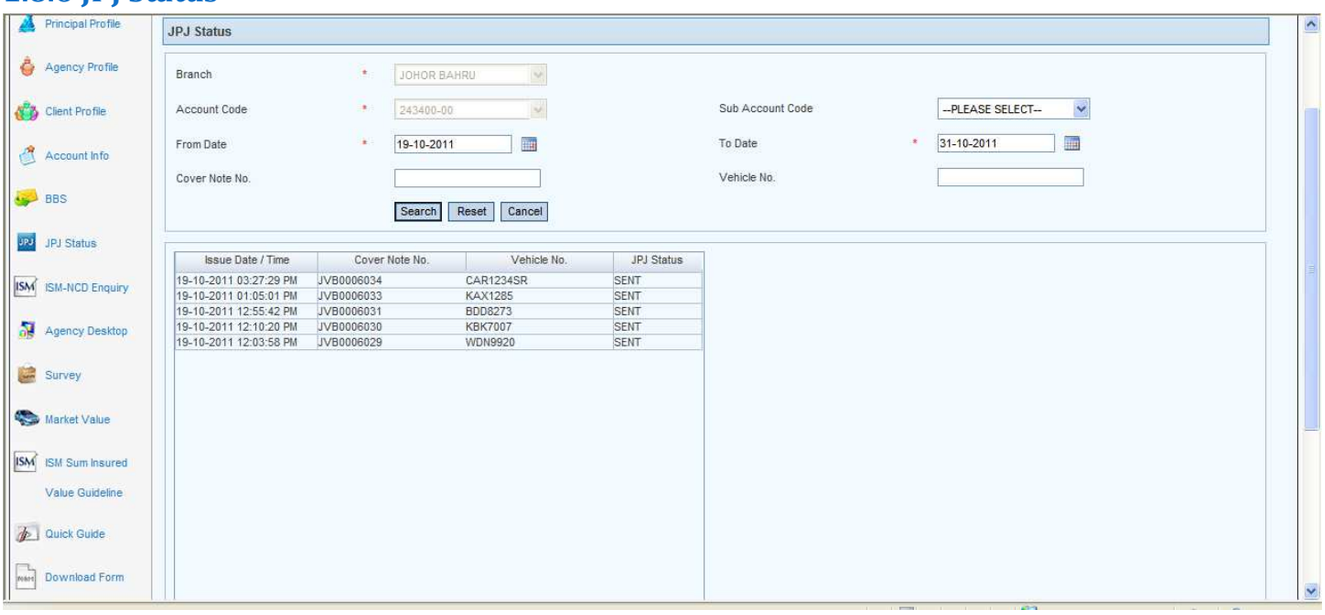


Image 1.320

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the branch
Account Code	**Y**	Displays the Account Code
Sub Account Code	**N**	Displays the Sub Account Code if available
From Date	**Y**	Displays Current Date by default but allows you to change
To Date	**Y**	Displays the last day of the month selected in the From Date by default, but allows you to change
Covernote No	**N**	Enter the Covernote Number
Vehicle No	**N**	Enter the Vehicle Number
Search	**N**	Initiates the search process and displays the result in the Grid
Reset	**N**	Clears all the user entered values
Cancel	**N**	Closes the page
JPJ Status Grid	**N**	Displays the search results with various details such as Issue Date/Time, Covernote Number, Vehicle Number and JPJ Status

1.8.7 Agency Desktop

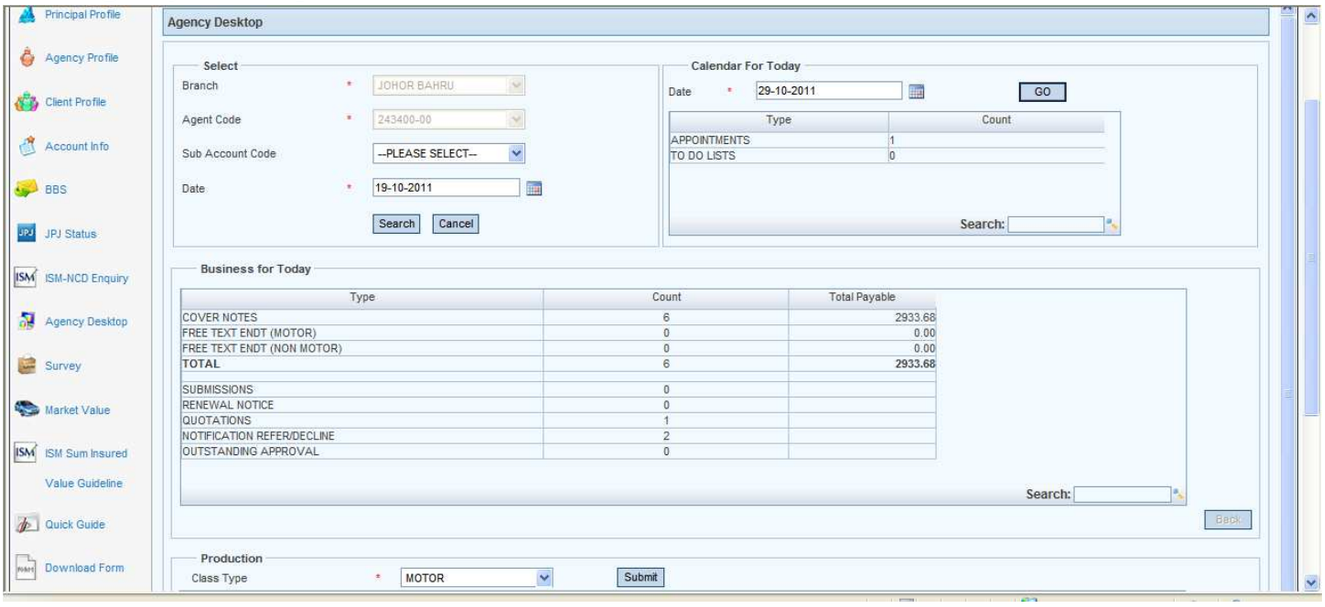


Image 1.321

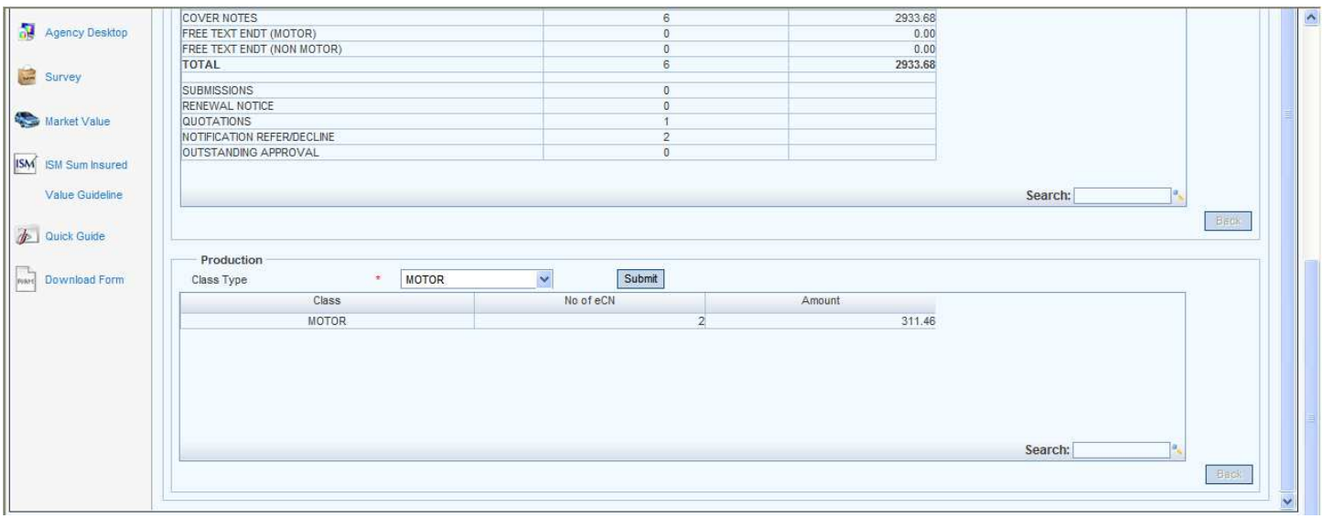


Image 1.322

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	**Y**	Displays the branch
Account Code	**Y**	Displays the Account Code
Sub Account Code	**N**	Displays the Sub Account Code if available
Date	**Y**	Displays Current Date by default but allows you to change
Search	**N**	Initiates the search process and displays the result in the 'Business For Today' Grid
Business for Today Grid	**N**	Displays various transactions made on the selected date such as Covernotes, Free Text Endt (Motor), Free Text Endt (Non Motor), Total Count of these 3 types and Submissions, Renewal Notice, Quotations, Notification Refer/Decline, and Outstanding Approval. Double clicking on a row opens a more detailed Grid (**Image 1.278**)
Back	**N**	Disabled and cannot be used.
Class Type	**Y**	User has to select a Class Type
Production Grid	**N**	Displays the production details on the selected date with the details Class, no. of eCN and Amount. Double clicking a record will open a more detailed Grid (**Image 1.280**)
Calendar for Today		
Date	**Y**	Select a Date
Go	**N**	Initiates the search process and displays the results in Calendar Grid
Calendar Grid	**N**	Displays the To Do List and Appointments on the searched day

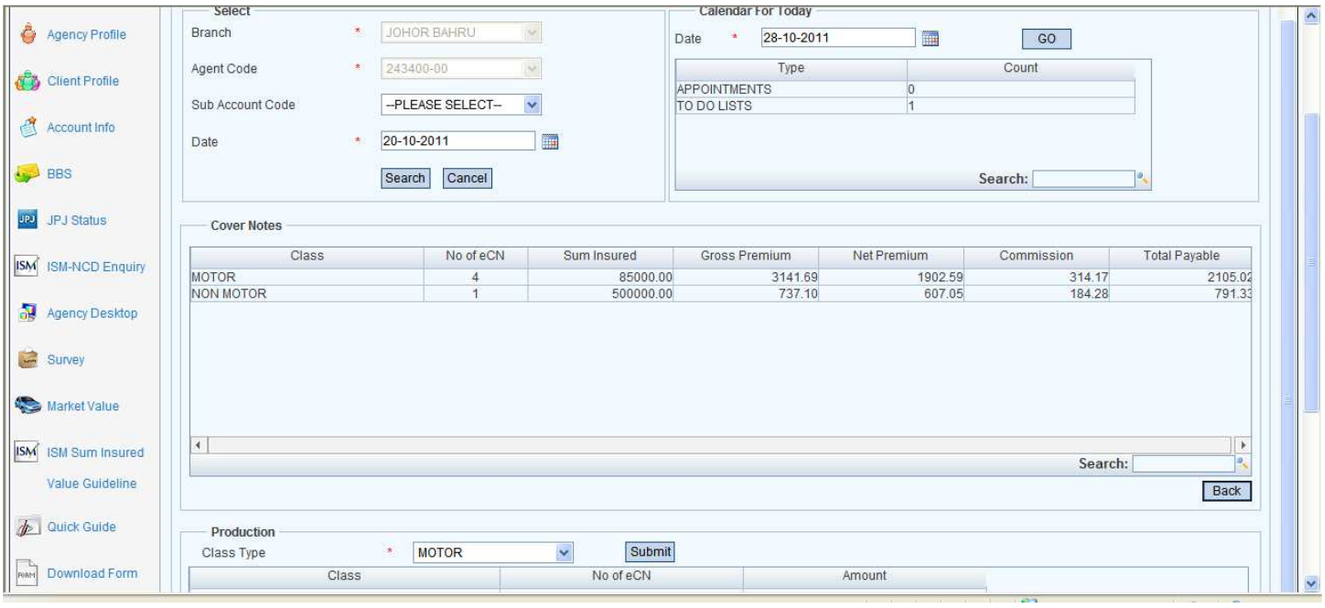


Image 1.323

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Covernotes Grid	**N**	Displays no. of records with Motor and Non Motor separated. Double Clicking a record will open a more detailed Grid (**Image 1.279**)

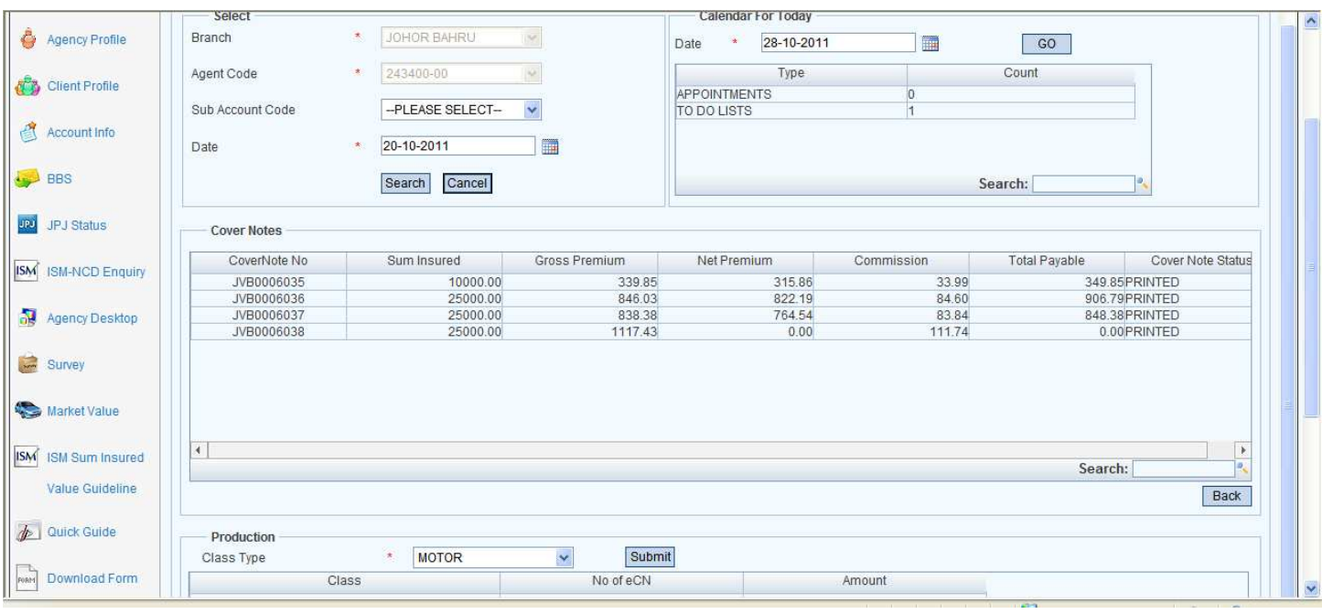


Image 1.324

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Covernotes Grid	**N**	Displays the individual records with details Covernote No, Sum Insured, Gross Premium, Net Premium, Commission, Total Payable and Covernote Status

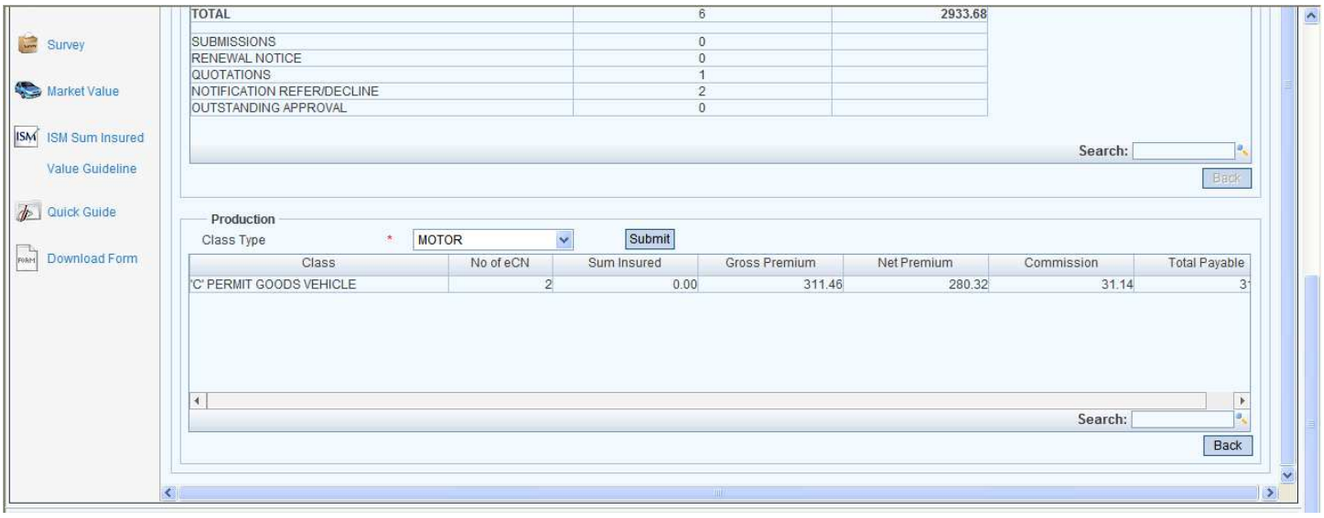


Image 1.325

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Production Grid	**N**	Displays the total records with details Class, No. of eCN, Sum Insured, Gross Premium, Net Premium, Commission and Total Payable. Double clicking on a record will open a more detailed individual records Grid (**Image 1.281**)

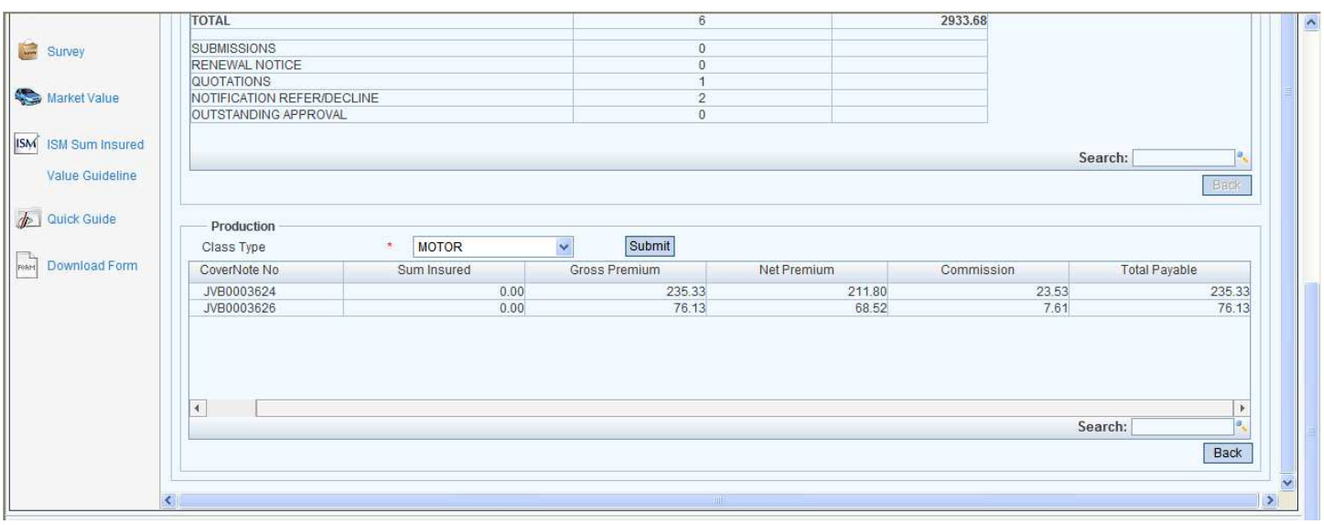


Image 1.326

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Production Grid	**N**	Displays the individual records with details Covernote No, Sum Insured, Gross Premium, Net Premium, Commission, and Total Payable.