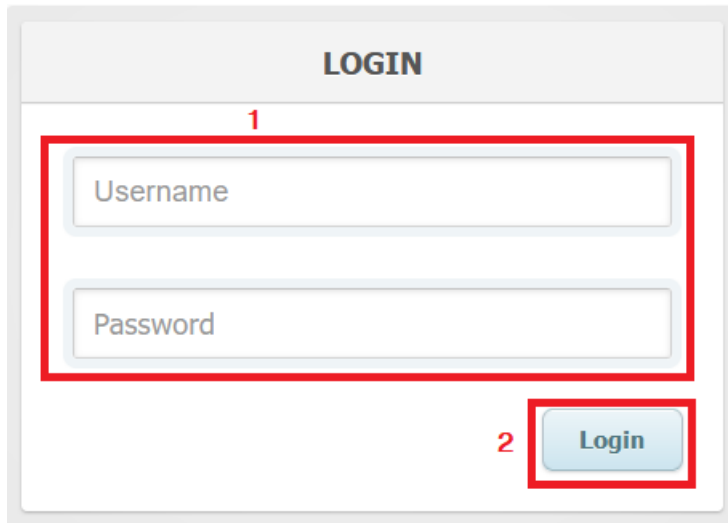


## How to update application & policy

- Login

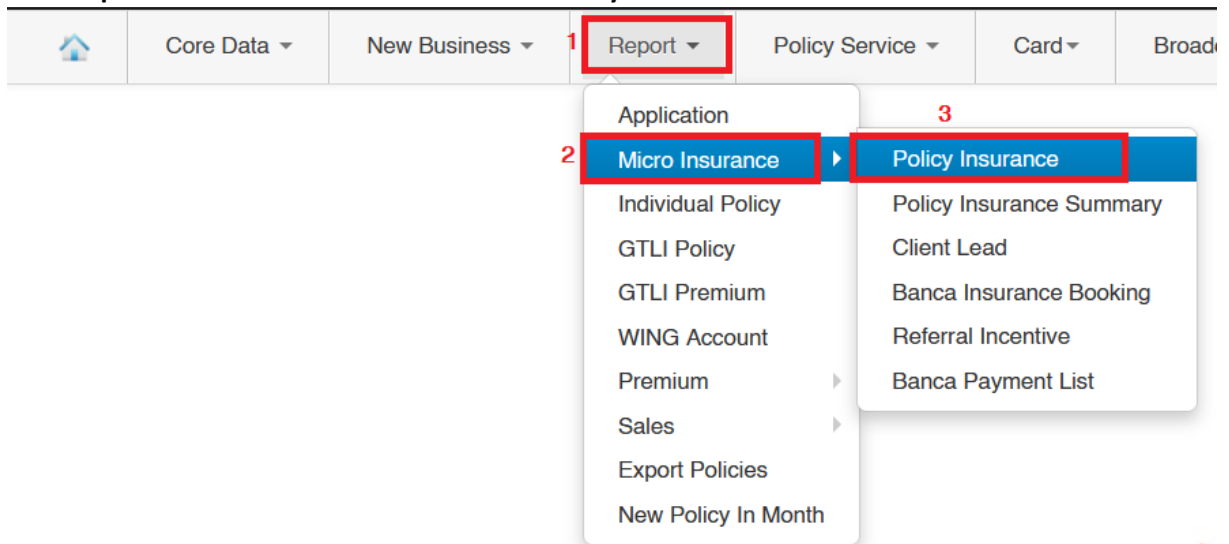
Input username & password → click **Login**



A screenshot of a login form titled "LOGIN". It contains two input fields: "Username" and "Password". A red rectangle labeled "1" encloses both fields. A red rectangle labeled "2" encloses the "Login" button at the bottom right.

- Main screen display

Click **Report** → click **Micro Insurance** → click **Policy Insurance**



- Policy Insurance screen display

Input required criteria: Issued date from & date to

Optional criteria: Application Number, channel, Company

→ Click **Search** → click **Application Number** in the list

**Search Micro Policy Insurance**

1

Optional criteria

Issued Date From: 1-05-2022 To: 15-06-2022 Application Number: APPXXXXXXXXX Channel: Corporate Company: Hattha Bank

Branch Code: ☒ All ☒ 007 ☒ 018 ☒ 024 ☒ 026 ☒ 036 ☒ 037 ☒ 040 ☒ 044 ☒ 045 ☒ 046 ☒ 051 ☒ 062 ☒ 073 ☒ 075 ☒ 077 ☒ 078 ☒ 085 ☒ 089 ☒ 096 ☒ 097 ☒ 100 ☒ 114 ☒ 117 ☒ 134 ☒ 145 ☒ 153 ☒ 158

2

Result [ Issued Policies : 5 | Total Premium : \$234.96 ]

**Search** **Export**

No	Branch Code	Branch	Customer No.	Full Name	Full Name	Gender	ID No.	DOB	Issued Age	Phone Number	Province	Application No.	Policy No.	Product ID	Product Name	Sum Assure	Premium	Disc Amt
1	085	Preah Sdach District Branch - Angkor Reach Commune	CUS-22001066	ហ៊ុន សុខុម	CHHOEUN SOKNE	Female	050777644	10-01-1994	28	100000000	បន្ទាយមានជ័យ	APP2201181	CERSO2201138	SO2022001	SO	2000	20.70	2.4
2	085	Preah Sdach District Branch - Angkor Reach Commune	CUS-22001067	គឹម អ៊ុន	KHOEM UN	Male	051257872	12-07-1969	52	979703319	បន្ទាយមានជ័យ	APP2201182	CERSO2201139	SO2022001	SO	5000	51.70	6.2
3	085	Preah Sdach District Branch - Angkor Reach Commune	CUS-22001068	គឹម អ៊ុន	KHOEM UN	Male	051257872	12-07-1969	41	979703319	បន្ទាយមានជ័យ	APP2201183	CERSO2201140	SO2022001	SO	2000	20.70	2.4
4	085	Preah Sdach District Branch - Angkor Reach Commune	CUS-22001069	ហ៊ុន សុខុម	POUN VANNA	Male	051515125	04-06-1973	48	92409608	បន្ទាយមានជ័យ	APP2201184	CERSO2201141	SO2022001	SO	5000	51.70	6.2

- **Edit screen display**  
Edit application and policy information → click **save**

**Application Form Editing**

**Save** **Print Certificate** **Print Application**

**Application Details**

Application Number: APP2201182  
Branch Name: Preah Sdach District Branch - Angkor  
Branch Code: 085  
Sale Agent ID: CLC111  
Sale Agent Name: Song La  
Application Date: 05-05-2022  
Certificate No.: CERSO2201139  
Policy Status: IP

**Customer Information**

ID Type: ID Card  
ID No.: 051257872  
Surname in Khmer: គឹម  
First Name in Khmer: អ៊ុន  
Surname in English: KHOEM  
First Name in English: UN  
Nationality: Cambodian  
Gender: Male  
Date of Birth (DD-MM-YYYY): 12-07-1969  
Age: 52  
Marital Status: Single  
Occupation: Farming  
Phone Number: 979703319  
Email:

**Address**

House No.: 1110/8  
Street: ផ្លូវលេខ ១១១  
Village: ភូមិស្រែចម្ការ  
Commune: សង្កាត់បឹងកក់  
District: ខណ្ឌបឹងកក់  
Province: បន្ទាយមានជ័យ

**Insurance Product and Detail**

Selected Package: Packaged  
Product Name: Simple One  
Term of Cover (Year): 1  
Payment Period: 1  
Sum Assure (USD): 5000  
Pay Mode: Annually  
Premium (USD): 51.7  
Discount Amount (USD): 6.2  
Premium After Discount (USD): 45.5

**Rider**

Rider Product: DHC2202001HATTHA BANK  
Sum Assure (USD): 10  
Rider Premium (USD): 20.3  
Discount Amount (USD): 2.44  
Premium After Discount (USD): 17.86

**Total Premium**

Total Amount (USD): 72  
Total Discount Amount (USD): 8.64  
Total Amount After Discount (USD): 63.36

**Beneficiary(s)**

Full Name: ហ៊ុន សុខុម  
Age: -  
Relation: ប្រពន្ធម្តាយ  
Percentage of Share(%): 100  
Address: បន្ទាយមានជ័យ

**Health Question of the Assured**

1. Has the Life Assured in the conditions which existed before effective date of insurance policy and defined as: Cancer, diabetes, heart disease, liver disease, stroke, lung disease, kidney disease or chronic injuries? If yes, please state the reason.

NO  
Please give details

**Issue Policy**

Issue Date (DD-MM-YYYY): 05-05-2022  
Input Collected Premium (USD): 63.36  
Payment Reference No.: Test

- **Notification screen**  
Success

**INFORMATION**

Application is updated successfully.

**OK**

Error or invalid input



## ERROR

ID Type is required.

OK



## ERROR

Issued date cannot be smaller than application date.

OK