



# MALAYSIAN BAR PROFESSIONAL INDEMNITY INSURANCE

Guide to completing the [Online Proposal Form](#) and [Generating Mandatory Invoice](#)



## 1. LOGGING ON

**a** Click on the link provided to you which will open your Internet browser (Internet Explorer/Google Chrome).

**b** You will be brought to the login page for the Online Proposal Form submission. Click on the [Click here to start](#) as indicated below.

### Online Proposal Form Submission

#### Online Proposal Form Submission 2019

In response to your feedback we have revamped the website to make your online submission process easy and simple.

Before you proceed to enter the renewal data for your 2019 Proposal Form:

- Please check that your machine meets the [minimum system configurations](#) to use this website.
- Please keep the [listed information](#) ready before proceeding.
- Download or view the Online Proposal Form User Guide by clicking [here](#).
- Download or view JLT's Privacy Notice in relation to the Personal Data Protection Act 2010 by clicking [here](#).

Once you have submitted your proposal form, you will receive an acknowledgement from JLT within 3 working days.

If you do not receive the acknowledgement, please contact JLT at 03-2723 3241.

To download or view the 2018 Proposal Form, please click [here](#).

Download or view the Online Proposal Form User Guide by clicking [here](#).

**Note:** Please ensure that the section on "Claims Experience" is accurately completed to reflect the updated information relating to your previous claim notification (if any).

[Click here to start](#)

**c** Using the credentials provided in email, enter your User name, Password and click the [Login](#) button.

### PII Renewal Online 2019

User name \*

Password \*

[Login](#)

[New firm registration?](#)

[Forgot your password?](#)

The system will then prompt you to enter your contact details. You will only have to perform this once.

Upon subsequent logins, once you enter the User name and Password, you will be taken to Dashboard or to Question 1 directly.)

### Contact details.

Please provide your contact details for reference purpose

Name \*

Telephone \*

Email \*

**1** You are required to click and read: [Terms & Conditions](#)

**2** ☐ I have read and understood the [Terms & Conditions](#).

**3**

[Accept and continue](#)

[Close](#)

After you have provided your details, [tick the check box](#) to indicate your agreement to the Terms and Conditions. Then click [Accept and continue](#) button.



# MALAYSIAN BAR PROFESSIONAL INDEMNITY INSURANCE

Guide to completing the [Online Proposal Form and Generating Mandatory Invoice](#)

## 2. COMPLETING THE PROPOSAL FORM

a

This is what the Proposal Form: Question 1 screen looks like.

**Details of Firm** [Show previous year's answer](#)

**Firm Code**  **Firm Name**

**Date Established \***  (DD/MM/YYYY)

**Address for correspondence**

**Line 1**  **Line 2**

**Line 3**  **Line 4**

**City \***  **Postal \***

**State \***  **Country \***

**Telephone \***  **Fax**

**Email \***

How many branch offices does the firm have in total other than the office stated above?

Select the state for each of your other branches:

Please click Save & continue after completing this question. The section links (on the right) are available only for questions that have been saved

[Save and continue →](#)

For your convenience, the system automatically pre-fills the details from the previous year and allows you to make changes.

Once you have filled up the details, click on **Save and Continue** at the bottom of the page to navigate to next question.

b

There are 8 questions in total. Once you have filled in all the questions, the last page would be the Declaration page as shown below.

(1) Authorisation to allow use of the information by DC

**AUTHORITY TO INSURERS AND OTHER PARTIES**

**Authorisation:**

I/We hereby authorise the Insurers and/or adjusters and/or claims managers to disclose to the Bar Council of the Malaysian Bar, from time-to-time such information arising from any claim under the insurance cover issued to me/us to enable the Bar Council to have access to the complete claims information and/or data for the sole purpose of the management of the Mandatory Master Policy Scheme and its Risk Management objectives.

I/We hereby authorise representatives of the Bar Council of the Malaysian Bar together with representatives of JLT and/or the Insurers to review the Firm's process and procedures at the Firm's offices for the purposes of advising on the enhancement of its Risk Management processes measures.

Provided always that it is expressly understood and agreed between the Bar Council and the Firm that such information as disclosed by the Insurers and/or adjusters and/or claims managers and/or representatives of the Malaysian Bar shall not render the Firm and/or the Legal Practitioners concerned to any disciplinary action by the Advocates & Solicitors Disciplinary Board.

☒ **Authorise** <sup>2</sup>

(2) Declaration that statements in the Proposal Form are complete and true

I/We warrant that all the above statements are true and complete and, in relation to the answers to Questions 6 and 7, I/We have obtained written confirmation from each of the legal practitioners named in Questions 2 (a) and 2 (b). I/We agree that this completed Proposal Form shall be the basis of the contract between the Firm and the Insurers.

"The completion of this Proposal Form does not bind the proposer or insurers to complete a Contract of Insurance, but if a policy is issued, this Proposal Form together with any other information supplied prior to inception shall form the basis of any Contract of Insurance effected thereon."

☒ **Declared** <sup>2</sup>

[Go back to previous page](#) [Preview proposal form](#) [Confirm and get mandatory invoice](#)

**Preview**<sup>1</sup> the Proposal Form details and verify that the information has been reported accurately. Read the Authorisation and Declaration and tick both **Authorise** and **Declared** check boxes<sup>2</sup>. Click **Confirm and get mandatory invoice**<sup>3</sup> which brings you to the invoice screen to confirm the total amount payable.

c

In the event if you are unable to complete the Proposal Form, you can login to the site anytime and continue to complete the Proposal Form using the Dashboard menu. Click on the highlighted Status **Continue to Complete** as shown below.

### Dashboard

**NOTE:**  
This Dashboard keeps your PII Policy documents i.e. Proposal Forms, Invoices, Official Receipts and Sched download and save. You may use your username and password to access this Dashboard at any time.

Actions	Activity	Status
Proposal Form Submission	Proposal Form Submission started on 02/10/2018	<b>Continue to Complete</b>
Mandatory Premium Invoice		



# MALAYSIAN BAR PROFESSIONAL INDEMNITY INSURANCE

Guide to completing the Online Proposal Form and Generating Mandatory Invoice

## 3. GENERATING INVOICE ONLINE

- a** Upon confirming the Proposal Form, the Mandatory invoice in PDF format is generated with 'Standard Base Excess' and 'Reduced Base Excess' premium options automatically and email is triggered with the proposal form together as an attachment. The Mandatory summary screen is similar as shown below:

**Mandatory Payment Summary**

Policy Period: 01 January 2019 - 31 December 2019

Your Firm's Mandatory Invoice has just been sent to your email. It has also been saved together with a copy of your Proposal Form submission in the "Dashboard Below" which you can view, download and print at any time by logging in again using the same Firm code and password.

For renewal of your Mandatory Policy, you must choose either a "Standard Base Excess" or "Reduced Base Excess" in your Invoice. The Mandatory Limit of Indemnity is stated in the Invoice. "Standard Base Excess" means that if and when there is a claim, you must bear (pay) up to the "Standard Base Excess" amount (towards defence costs and/or judgement/settlement sum) while the Insurers shall pay for the balance up to the Limit of Indemnity. If you choose a "Reduced Base Excess" you shall bear half of the Standard Base Excess in the event of a claim but subject to higher Base Excess amounts specified for high risk claims i.e. conveyancing and Misconduct [see clause 10 of the Certificate of Insurance at www.praktis.com.my].

In case if you are facing problems in downloading the Invoice automatically, [click here](#).

Mandatory Limit Summary	Standard Base Excess	Reduced Base Excess
Mandatory Limit	350,000.00	350,000.00
Gross Premium	3,762.00	5,012.00
Service Tax	225.72	300.72
Total Amount Payable	3,987.72	5,312.72
Amount Paid	0.00	0.00

[Dashboard](#)

- b** To purchase the Top-Up, navigate to Dashboard and click on the 'Top-Up Purchase' as shown below:

**Dashboard**

**NOTE:**  
This Dashboard keeps your PII Policy documents i.e. Proposal Forms, Invoices, Official Receipts and Schedules and save. You may use your username and password to access this Dashboard at any time.

Actions	Activity	Status
Proposal Form Submission	Proposal Form Submitted on 01/10/2018	Completed
Mandatory Premium Invoice	Mandatory premium Invoice is confirmed on 02/10/2018	Completed
Mandatory Payments	Pending for payment	Outstanding Payment
Mandatory Schedule	Pending for payment	
Top-Up Invoice		<a href="#">Top-Up Purchase</a>

You may view and choose other Options for Top-up Limits within RM20 million by clicking on "Top-Up Purchase" above.

Top-Up Payments

Top-Up Schedule

The highlighted Status should be your next Action Point.

- c** A default set of Limits appears for you to choose the preferred option by clicking on the 'Checkout' button as shown below.

**Online Top-Up Quotes**

**Instructions**

1. A default set of Total limits have been selected. You may change the default selections and click 'Save & Print Quote' to produce a fresh Top-Up Quotation.
2. If you have decided on an option, choose the preferred Total limit and click the 'Checkout' button to confirm the Top-Up purchase.

Note: 'Save and Print Quote' button does not confirm your Top-Up purchase. Only upon clicking the 'Checkout' button, your Top-Up purchase is considered confirmed.

We thank you for purchasing top-up limit MYR 1,000,000.00 for year 2018. You are advised to at least maintain the same amount of Top-up cover (or higher if you require it) for a sufficient number of years e.g. based on the limitation period.

Policy Period: 01 January 2019 - 31 December 2019      Mandatory Limit: 350,000.00      Base Excess: 25,000.00

Total Limit	Top-Up Limit	Mandatory Limit	Gross Premium	Service Tax(6.00 %)	Net Premium	Action
<input type="checkbox"/> 600,000.00	150,000.00	350,000.00	544.86	32.69	577.55	<a href="#">Checkout</a>
<input type="checkbox"/> 750,000.00	400,000.00	350,000.00	1,167.26	70.04	1,237.29	<a href="#">Checkout</a>
<input checked="" type="checkbox"/> 1,000,000.00	650,000.00	350,000.00	1,257.12	75.43	1,332.54	<a href="#">Checkout</a>
<input checked="" type="checkbox"/> 1,500,000.00	1,150,000.00	350,000.00	2,090.70	125.44	2,216.14	<a href="#">Checkout</a>
<input checked="" type="checkbox"/> 2,000,000.00	1,650,000.00	350,000.00	2,859.68	171.58	3,031.27	<a href="#">Checkout</a>
<input checked="" type="checkbox"/> 2,500,000.00	2,150,000.00	350,000.00	3,674.21	220.45	3,894.66	<a href="#">Checkout</a>
<input checked="" type="checkbox"/> 3,000,000.00	2,650,000.00	350,000.00	4,002.93	240.18	4,243.10	<a href="#">Checkout</a>

[Save and Print Quote](#)



# MALAYSIAN BAR PROFESSIONAL INDEMNITY INSURANCE

Guide to completing the Online Proposal Form and Generating Mandatory Invoice

## 3. GENERATING INVOICE ONLINE

- d** Upon checking out the 'Top-Up' option, Payment summary screen appears with Total payable Mandatory with 'Standard Base Excess' and Top-Up payment as shown below.

**Tick** to accept the terms and conditions so that you would be able to '**Submit to JLT**' the payment details and proceed to make the necessary payment arrangements.

Payment Summary

Policy Period 01 January 2019 - 31 December 2019 Base Excess 25,000.00

Instructions

1. If you wish to change the Total limit before making the payment arrangements, please click the 'Change Quote' button on the Top-Up Summary section
2. Accept the Terms and Conditions and click the 'Submit to JLT' button to notify JLT MBAR Team on your recent invoice confirmation.

Mandatory Limit Summary		Top-Up Summary	
Mandatory Limit	350,000.00	Total Limit	1,000,000.00
Gross Premium	3,762.00	Gross Premium	1,267.11
Service Tax	225.72	Service Tax	75.42
Total payable for Mandatory Limit	3,987.72	Total payable for Top-Up Limit	1,332.54
Amount paid	0.00	Amount paid	0.00

Total Amount Due (Mandatory and Top-Up) : RM 5,320.26

1 ☒ Tick to accept following terms and conditions

Upon payment of this invoice, you/Firm agrees and re-confirms that all the information, warranties and declaration made in the Proposal Form are true and complete and that the completed Proposal Form shall be the basis of the contract between the Firm and the Insurers.

2 **Submit to JLT**

- e** Navigate to Dashboard. In order to proceed with the payment arrangements, click on the **Method of Payment** as shown below.

METHODS OF PAYMENT

In order to proceed with the payment arrangements, please click the 'Download Payment Instructions' template which comes with pre-filled information and complete the payment options and submit to the respective parties.

CASH	Pay at: Suite 10.2 10th Floor, Faber Imperial Court, 21A Jalan Sultan Ismail, 50250 Kuala Lumpur
CHEQUE/BANK DRAFT/CASHIER'S ORDER	Made payable to: JLT Sdn Bhd Please write Firm Name and Firm Code on the back of the Cheque/Bank Draft/Cashier's Order. A/c No. : 7719006287 NOTE: Cheques issued against CLIENT'S ACCOUNT will not be accepted.
BANK TRANSFER/GIRO	To: Citibank Bhd, Funds Transfer Department 44th Floor, Menara Citibank, 165 Jalan Ampang, 50450 Kuala Lumpur A/c Name : Jardine Lloyd Thompson Sdn Bhd A/c No. : 7719006287 <a href="#">Download Payment Instructions</a>
JomPAY	 Billar Code: 75705 Ref-1: 7719006287 Ref-2: [Please refer your invoice] JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

**IMPORTANT NOTICE**  
The Schedule of Insurance will only be issued when the payment is received.

Click on the **Download Payment Instructions** template which auto populates the pre-filled information, complete the payment options (via Giro, Cash or Cheque) and submit to the respective parties (bank, JLT MBAR team (cash or cheque payment)).