



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 2017

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 2017 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 2017 Proposal Form, please click [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 2017

Please enter your User name and Password for authentication.

Please note that all fields are mandatory.

User name *

93618

Password *

[Login](#)

[New firm registration?](#)

[Forgot your password?](#)

d 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 *

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

[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.



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2. COMPLETING THE PROPOSAL FORM

a

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

Details of Firm

Form Code 99998 Firm Name JOHN SAHAR ASSOCIATES

Date Established * 07/08/2013 (DD/MM/YYYY)

Address for correspondence

Line 1 Unit 5-3B, Line 2 Jalan P. Ramlee

Line 3 Line 4

City * JOHOR BAHRU Postal *

State * JOHOR Country * MALAYSIA

Telephone * 07 6729210 Fax * 07 67291821

Email * johansha@associates.com

If you need a Tax Invoice, please provide your GST Registration number for the Insurer to issue your Tax Invoice after the premium has been paid.

GST Registration number

Please ensure that you have saved the current page by clicking the Save and continue button before using the section links. Your page will not be saved otherwise.

Section Links are available only for the pages that have been saved by you.

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) Authorization to allow use of the information by BCI

AUTHORITY TO INSURERS AND OTHER PARTIES

Authorisation: 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 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. 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 shall not render the Firm and/or the Legal Practitioners concerned to any disciplinary action by the Advocates & Solicitors Disciplinary Board.

Authorise Decline

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

AUTHORITY TO INSURERS AND OTHER PARTIES

We warrant that all the above statements are true and complete and, in relation to the answers to Questions 6 and 7, we have obtained written confirmation from each of the legal practitioners named in Questions 2 (a) and 2 (b). 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 constitute the proposal or insurers to complete a Contract of Insurance, but if a policy is issued, the Proposal Form together with any other information supplied prior to inception shall form the basis of any Contract of Insurance effected hereon.

Decline Authorise

Go back to previous page Preview proposal form Confirm and get mandatory invoice ->

Preview¹ 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 boxes². Click **Confirm and get mandatory invoice**³ which brings you to the invoice screen to confirm the total amount payable.

c

Additional Pointers

Preview To view the Proposal Form with details saved so far

How to answer this question? To obtain help on answering the question

Show previous year's answer To view previous year answers for each question

Go back to previous page Takes you to previous page (Question)

d

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

JOHN SAHAR ASSOCIATES (99998)

Actions	Activity	Status
Proposal Form Submission	Proposal Form Submission started on 04/08/2015	Continue to Complete
Mandatory Premium Invoice		

Note: The status for each action in the dashboard will be refreshed automatically upon completion of each stage.



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3. GENERATING INVOICE ONLINE

a

Upon confirming the Proposal Form, the Mandatory Invoice screen appears for you to choose the **preferred excess**, review and confirm the invoice.

Online Premium Invoice (JOHN SAHAR ASSOCIATES)

Invoice No : 2016-99998-1/D16M97245 Policy Period : 01 January 2016 - 31 December 2016

Instructions

1. Please choose the preferred Excess (Standard or Reduced). Depending on the selection, Total amount payable would be refreshed.
2. Accept the terms and conditions and confirm the invoice.
3. Please disable the pop-up blocker prior confirming the invoice. Refer to FAQ for instructions.

Mandatory Limit	300,000.00
<input checked="" type="radio"/> Standard Excess or Base Excess	20,000.00
Base Premium for 2 lawyer(s)	2,280.00
<input type="radio"/> Reduced Excess To RM 10,000.00	2,500.00 (Premium for reduced excess)
Gross Premium	2,280.00
GST (6.00 %)	136.80
Total Amount Payable	2,416.80

☒ Tick to accept following terms and conditions

Upon payment of this invoice, you/our 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.

b

Tick to accept the terms and conditions stated in the Mandatory Invoice screen and click on the **confirm and proceed** button which will produce the Mandatory Invoice together with the Top-Up quotation which you can print out.

Note: The above figures shown based on 2 lawyers are meant for illustration purposes only.

c

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

Dashboard

JOHN SAHAR ASSOCIATES (99998)

Actions	Activity	Status
Proposal Form Submission	Proposal Form Submitted on 04/08/2015	Completed
Mandatory Premium Invoice	Mandatory premium invoice is confirmed on 04/08/2015	Completed
Mandatory Payments	Pending for payment	Method of Payment
Mandatory Schedule	Pending for payment	
Top-Up Invoice		Top-Up Purchase

You may view and choose other Options for Top-up Limits within RM30 million by clicking on "Top-up Purchase" above

Top-Up Payments

Top-Up Schedule

The Highlighted Status should be your next Action Point

Click on the **Download Payment Instructions** template which auto populates 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)).

A more detailed **online guide** is available to help you to complete the Proposal Form and generate invoice online.

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