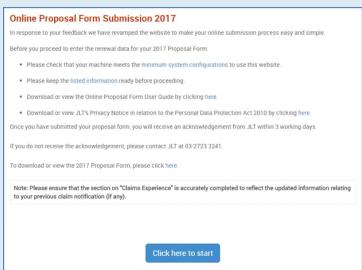


MALAYSIAN BAR PROFESSIONAL INDEMNITY INSURANCE

Guide to completing the Online Proposal Form and Generating Mandatory Invoice

1. LOGGING ON

- Click on the link provided to you which will open your Internet browser (Internet Explorer/Google Chrome).
- You will be brought to the login page for the Online Proposal Form submission. Click on the **Click here to start** as indicated below.



Using the credentials provided in email, enter your User name, Password and click the Login button.



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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.



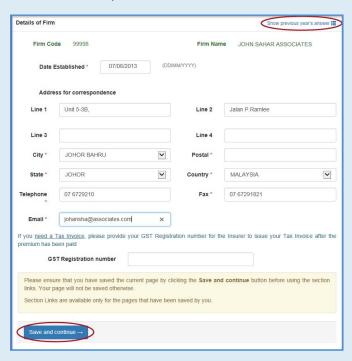
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2. COMPLETING THE PROPOSAL FORM

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



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.

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.



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 invoice³ which brings you to the invoice screen to confirm the total amount payable.



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.



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



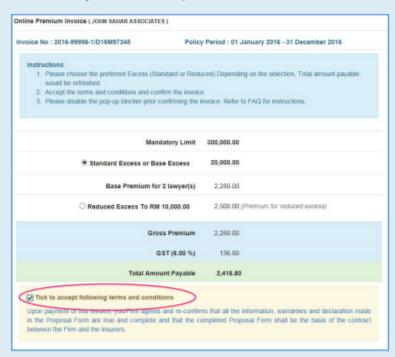
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Guide to completing the Online Proposal Form and Generating Mandatory Invoice

3. GENERATING INVOICE ONLINE



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

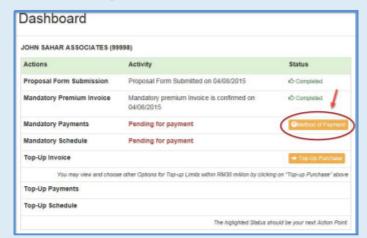


Tick to accept the terms and conditions stated in the Mandatory Invoice screen and click on the confirm and proceed button which will produce the Mandatory Invoice together with the Top-Up quotation which you can print out.

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



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



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 on the online.

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.