




Interaction	Control/Activities	Records
<pre> graph TD     Start([Start]) --&gt; Step1[1. Cheque received send to Finance Department]     Step1 --&gt; Step3[3. Reconfirm with broking staff]     Step3 --&gt; Decision{2. Check the cheque details?}     Decision -- N --&gt; Step1     Decision -- Y --&gt; Step4[4. Acknowledge receipt received]     Step4 --&gt; Step5[5. Photocopy the cheque]     Step5 --&gt; Step6[6. Bank-in the cheque]     Step6 --&gt; Step7[7. Print official receipt]     Step7 --&gt; Step8[8. AM verify cheque bank-in listing in CMB]     Step8 --&gt; End([End])                     </pre>	<ol style="list-style-type: none"> <li>Cheque received will be stamped and keyed-in by broking staff into ClearMind Broker (CMB). Broking staff allocate the receipt according to insured's instruction. Admin staff will send the cheque to Finance Department on the same day or next working day.</li> <li>Finance staff will check the cheque details (e.g: payee's name, date, etc).</li> <li>If the details are incorrect, Finance staff will return the cheque to broking staff.</li> <li>If the details are correct, Finance staff will accept the cheque and post the transaction in the CMB.</li> <li>Finance staff will make a photocopy of the cheque for filing/record purpose.</li> <li>The bank in will be done the next working day from the day Finance received the cheque. Fill in the quantity of cheque in record book and pass it to the Despatch boy (DB) for banking-in. Despatch boy will bring back the summary of cheque deposit record slip and pass it to Finance Department.</li> <li>A copy of the computerised official receipts will be printed out from CMB and provided to brokers or clients ( upon request).</li> <li>Assistant Manager will verify cheque bank-in listing in CMB.</li> </ol>	<ul style="list-style-type: none"> <li>CMB</li> <li>Original Cheque</li> <li>Photocopy Cheque</li> <li>Bank in slip</li> <li>Cheque deposit slip</li> <li>Official Receipt</li> <li>Cheque bank-in verification</li> </ul>

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