

Interaction	Control/Activities	Records
<pre> graph TD     Start([Start]) --&gt; Step1[1. Receive e-mail/fax from cedant.]     Step1 --&gt; Step2[2. Send renewal or new business offer to RI]     Step2 --&gt; Decision1{RI accepts?}     Decision1 -- No --&gt; Step2     Decision1 -- Yes --&gt; Step3[3. Confirmation received from RI]     Step3 --&gt; Step4[4. Inform Cedant on the confirmation.]     Step4 --&gt; Step5[5. Receive e-payment from CAB]     Step5 --&gt; Decision2{Changes in the risk?}     Decision2 -- Yes --&gt; Step6[6. Advise RI on the changes]     Decision2 -- No --&gt; Step7[7. Issue Debit Note]     Step6 --&gt; Step7     Step7 --&gt; Step8[8. File Debit Note]     Step8 --&gt; End([End])                     </pre>	<ol style="list-style-type: none"> <li>1. Receive email or fax from cedant offering renewal or New Business with enclosure Terms &amp; Conditions.</li> <li>2. Send renewal or new business offers to Reinsurers via fax/email with Terms &amp; Conditions.</li> <li>3. Reinsurer will notify their confirmation of acceptance through fax/email.</li> <li>4. Advise cedant on the reinsurer's acceptance by email/ fax as confirmation slip after being checked by the RI Executive and the HOD or CEO.</li> <li>5. Receive payment from CAB through e-payment to our account, then checked by the RI Executive / HOD or CEO.</li> <li>6. Advice reinsurer on the changes of the risk (if any).</li> <li>7. Issue Debit Note on the brokerage once received e-payment from CAB.</li> <li>8. File the Debit Note for record.</li> </ol>	<ul style="list-style-type: none"> <li>• Email or fax from Cedant</li> <li>• Facultative terms &amp; conditions</li> <li>• Document of confirmation from reinsurer</li> <li>• e-payment</li> <li>• Email/ fax</li> <li>• Debit Note</li> </ul>

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