

Workflow Process

E-PAYMENT – BROKING

Doc No.	AIB-WP-FIN-008
Rev.	1
Date	01/08/2019
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Interaction	Control/Activities	Records
<pre> graph TD Start([Start]) --> Step1[1. Generate payment listing analysis report] Step1 --> Step2[2. Input payment data to Clearmind] Step2 --> Step3[3. Allocate E-payment number and recorded details on E-payment system] Step3 --> Step4[4. Check and print Remittance] Step4 --> Step5[5. Key in E-Payment/TT remittance & cheque listing] Step5 --> Step6[6. Generate Cash Flow Report] Step6 --> Step7[7. Verify by Finance HOD/AM] Step7 --> Step8[8. Signed by Authorized signatories] Step8 --> Step9[9. Photocopy cheque for filing] Step9 --> Step10[10. Send E-Payment/TT to Insurer] Step10 --> Step11[11. Filing] Step11 --> End([End]) </pre>	<ol style="list-style-type: none"> The payment staff will generate the Payment Listing Analysis Report from ClearMind Broker (CMB). Memorandum of Policy (MOP) number will be allocated in the creditor/debtor account according to the Payment Listing Analysis Report and the receipt number will be tagged to the last MOP number. Payment is generated in the CMB by keying in the date, payee's name and bank account number. The payment staff will go to CMB to mark the respective MOI no. to be made to Insurers and allocate the E-Payment number according to bank and account number. Date, payee's name and amount will also be recorded on the Hong Leong E-Payment System. Store the Remittance Report in CMB and check the Payee's name, amount and official receipt number. Print two Copies of Remittance Advice for record/filing and client. Key In E-Payment No./Remittance in the Hong Leong E-Payment System and Cheque Listing. A Proline Cash Flow Report will be generated. Pass the Cash Flow Report, Remittance Advice, Invoice and E-payment (TT) to Finance HOD /AM for verification. After Finance HOD / AM has verified, the payment staff passes the Cash Flow Report, Remittance Advice, Invoice and E-payment (TT) to the authorized signatories. Photocopy the cheque for record/filing. Send E-Payment/TT and a copy of Remittance Advice & Invoice to Insurers and obtain acknowledgement in the Out Going Cheque/TT Record Listing. For Insurers outside KL, we will email the payment advice and E-Payment/TT accordingly. File the Remittance Advice & Invoice with photocopy of supporting documents such as copy of TT, Payment Listing Analysis Report. 	<ul style="list-style-type: none"> Payment Listing Analysis Report ClearMind Broker Payment Listing Analysis Report Hong Leong System Remittance Advice E-Payment Remittance Cash flow report Cash Flow Report Remittance Advice Invoice E-Payment/TT Cash Flow Report Remittance Advice Invoice E-Payment/TT Photocopy cheque E-Payment/TT Remittance Advice Invoice Out going cheque record listing Remittance Advice Invoice Photocopy of TT Payment Listing Analysis Report

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