

Interaction	Control/Activities	Records
<pre> graph TD Start([Start]) --> Step1[1. Receive claim advice from Cedant] Step1 --> Step2[2. Record in the claim register book] Step2 --> Step3[3. Advise reinsurer by letter] Step3 --> Decision{Claim settles?} Decision -- Yes --> Step4[4. Receive cheque from reinsurer] Decision -- No --> FollowUp[Follow up with reinsurer] FollowUp --> Step4 Step4 --> Step5[5. Instruct Finance to make payment to Cedant] Step5 --> Step6[6. Update File] Step6 --> End([End]) </pre>	1. Cedant will advise on claims lodged through Preliminary Loss/Settlement Loss Advice.	<ul style="list-style-type: none"> • Preliminary Loss • Settlement Loss Advice
	2. Open claims file and record in the register book.	<ul style="list-style-type: none"> • Letter • Claim Monitoring Status • Loss Adjuster's Report • Bill • Preliminary Loss • Settlement Loss Advice • Register Book
	3. Advise reinsurer in writing together with Cedant's document attachments such as Loss Adjuster's report and bill.	
	4. Receive cheque for claims settlement payment from reinsurer.	
	5. Instruct Finance Department to make payment to cedant via internal memo.	<ul style="list-style-type: none"> • Memo
	6. Update Claims File.	

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