

18 October 2019

Dear Agents / Person responsible for completing the Sasria Annexures

Please find listed below important requirements for completing your Annexures.

1. Provide current and correct information on the compulsory fields, cells C5 to C15 on the annexure.
2. Please do not add or delete rows and columns to the annexure.
3. Please do not change the Rate Codes on the annexure.
4. The only column that has manual inputs is the Gross Premium column, column D.
5. Please special paste the Gross Premium values in column D.
6. Gross Premium amounts should have two decimal points only, this enables accuracy.
7. Commission and Binder Fee are automated. Please do not remove or change formulas.
8. Kindly ensure the total value of the annexures submitted to Sasria, matches your payment to Sasria.
9. When Reversing Premium ensure you are using the Commission rate relevant to the period you are reversing. Use an Adjustment annexure for reversals.
10. When Backdating Premium ensure you are using the Commission rate relevant to the period you are backdating. Use an Adjustment annexure for backdating.
11. Please notify your Customer Relationship Manager of all Reversals and Backdating prior to doing so.

Thank you for your co-operation with regards to the above requirements.