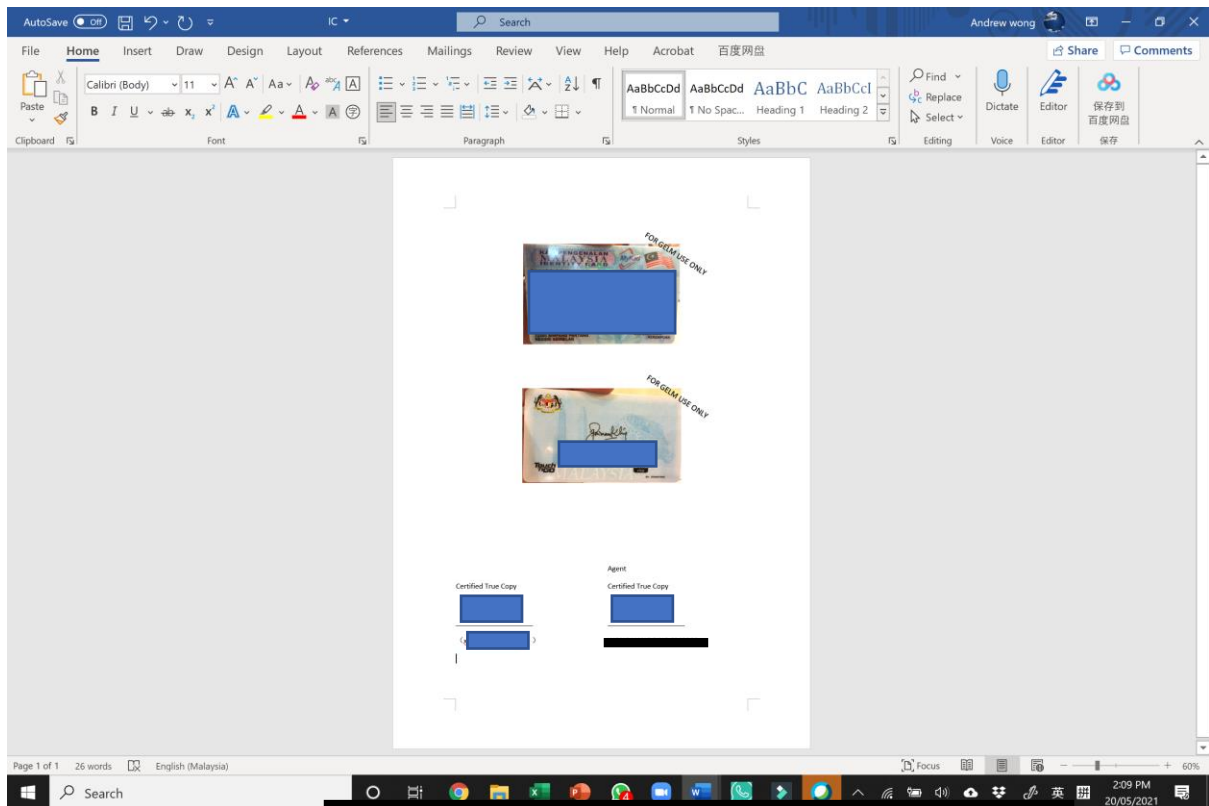


IC Submission

Sample:



- Edit it using Microsoft Word
- Edit front and back in a page.
- Put a sentence "FOR GELM USE ONLY" on IC.
- This document needs Signature of IC owner as Certified True Copy
- This document needs Signature of Agent as Agent Certified True Copy
- Save this Microsoft Word file in google drive customer folder for future uses.

Nominee form with IC / Claim documents with IC

- Tips: Get ready few pieces of blank paper when you meet customer face to face, get them sign on left bottom corner. You may print out on this signed paper after you edit the file.
- Tips: For NTF, you may request customer to sign on a blank paper (explain the use of signed paper) and courier/post to you.

Other form with IC

- Esign can be accepted.
- You may edit the file and save as PDF
- You send to customer through WhatsApp/Other App
- You ask customer to sign it using app and send back to you.
- App to sign: (Iphone – Acrobat), (Android – Adobe Acrobat Reader)

Step to Sign Document using App

1. I Whatsapp you the form.
2. You open the form use the following app in your phone.
 - a. Apple: Acrobat
 - b. Android: Adobe Acrobat Reader
3. Select a pen icon and select "Fill & Sign"
4. Select a ink sign icon and select "Create Signature"
5. Sign your name (same with your policy signature) and select "Done"
6. Put the signature on correct place.
 - a. Form: Left bottom
7. Select export button and select "Share a copy".
8. Send me using Whatsapp. (No need to fill in the information, I will do it for you.)

You may do it within 2-3min. I will help you to fill in all informations to submit to GE.