12. Editable Form Submission
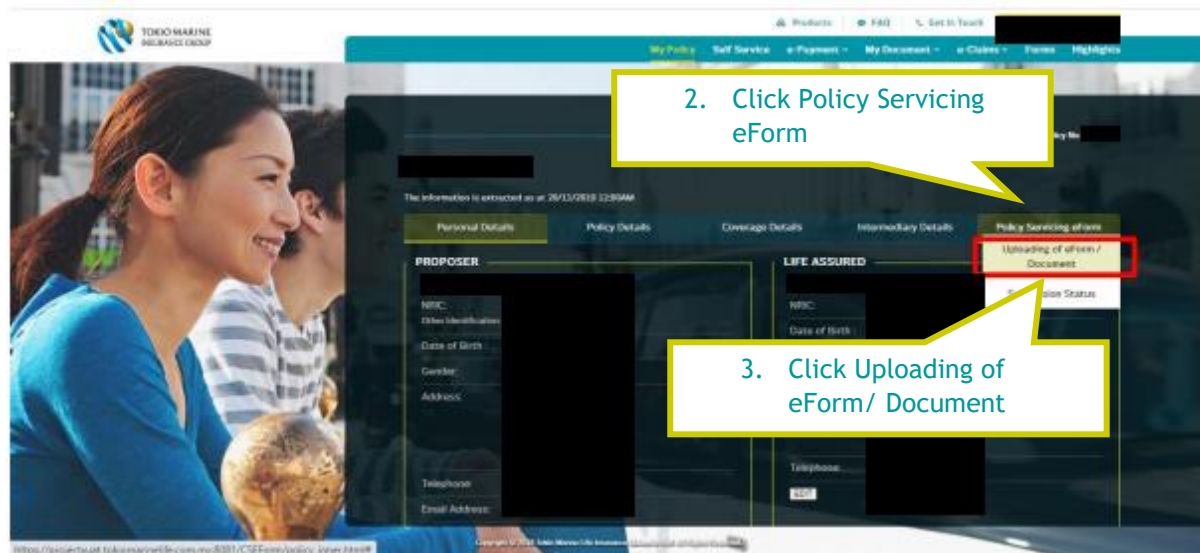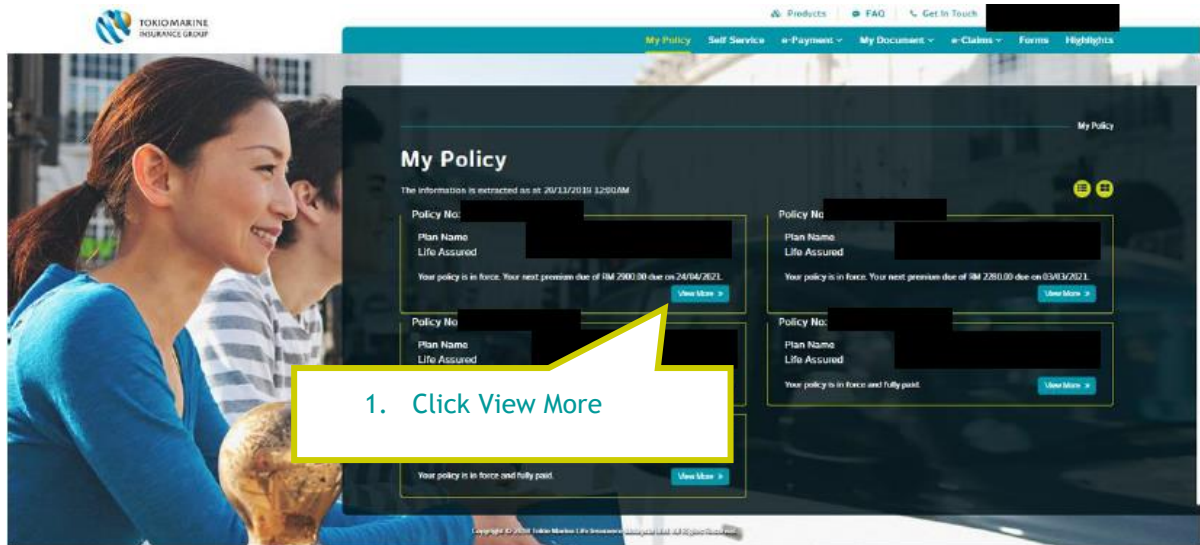
1. Click View More

2. Click Policy Servicing eForm

3. Click Uploading of eForm/ Document

4. Select "Form Name/ Doc Type" That You Would Like To Submit From The Drop Down List

5. Click "Choose File" To Upload Form/ Document

* File Must Be In PDF, JPEG and PNG
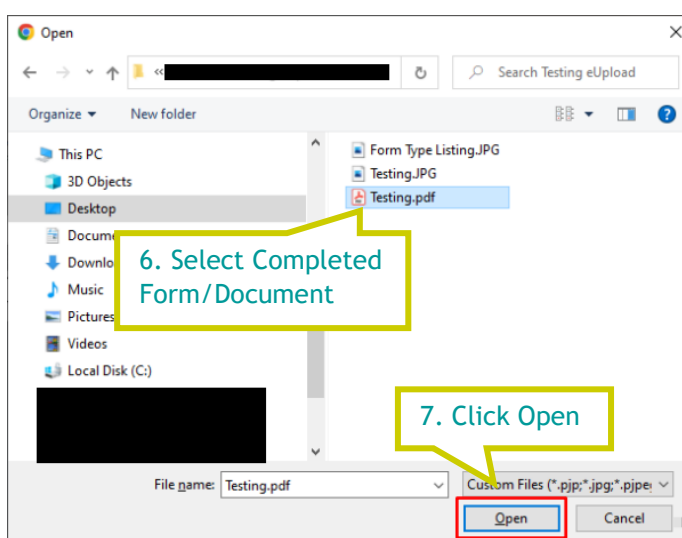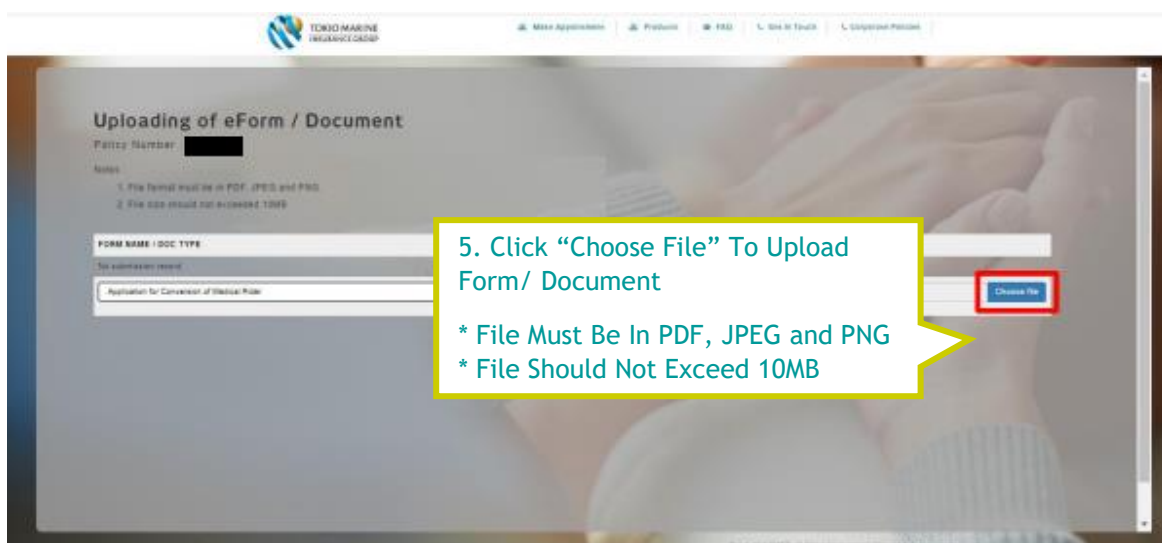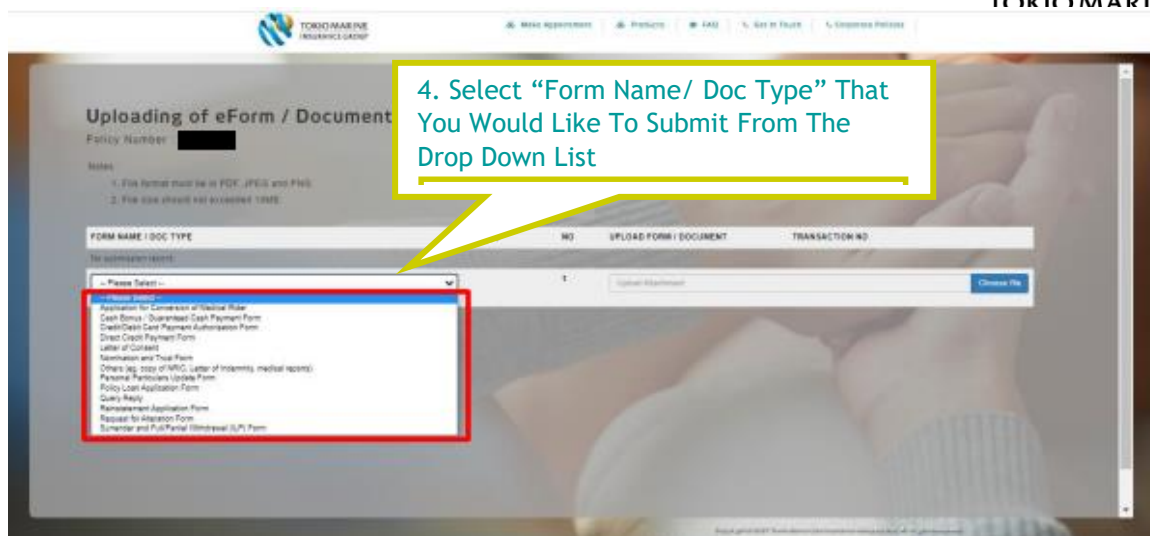* File Should Not Exceed 10MB

6. Select Completed Form/Document

7. Click Open

Tokio Marine Life Insurance Malaysia Bhd. (457556-X)
Ground Floor, Menara Tokio Marine Life,
189, Jalan Tun Razak, 50400 Kuala Lumpur.
General Line : (603) 2059 6188
Fax : (603) 2162 8068
Customer Care Hotline : (603) 2603 3999
Website : tokiomarine.com
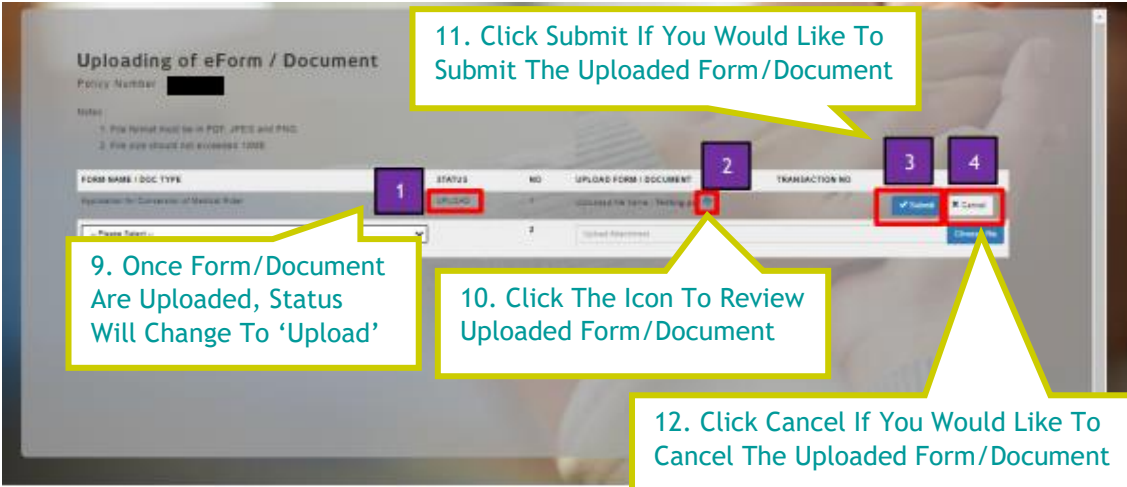
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Thank you, you have successfully uploaded.

OK

8. This Message Will Appear Once Form/Document Is Successfully Uploaded and Click 'OK'

*You May Upload Multiple Form/Document Under The Same Policy

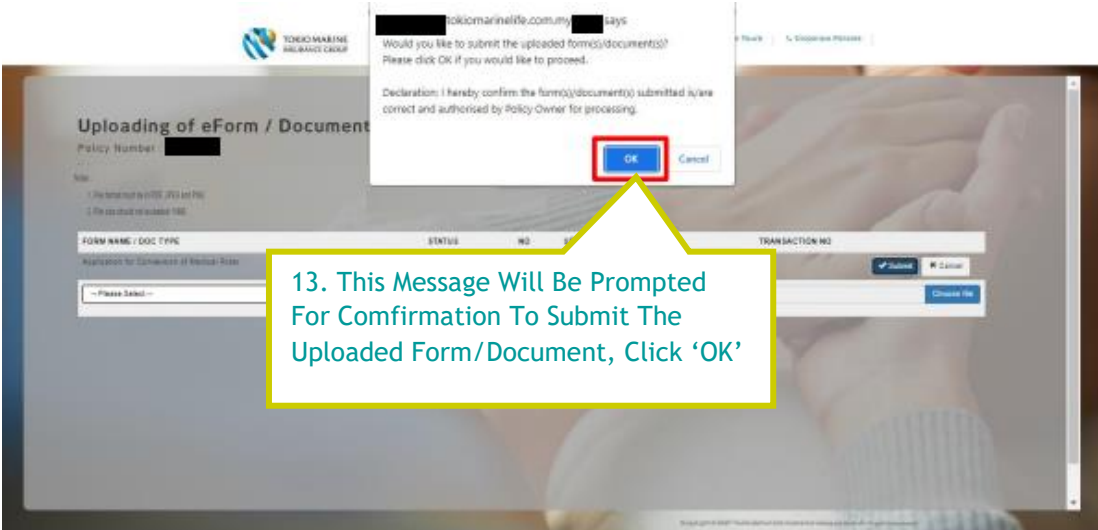11. Click Submit If You Would Like To Submit The Uploaded Form/Document

9. Once Form/Document Are Uploaded, Status Will Change To 'Upload'
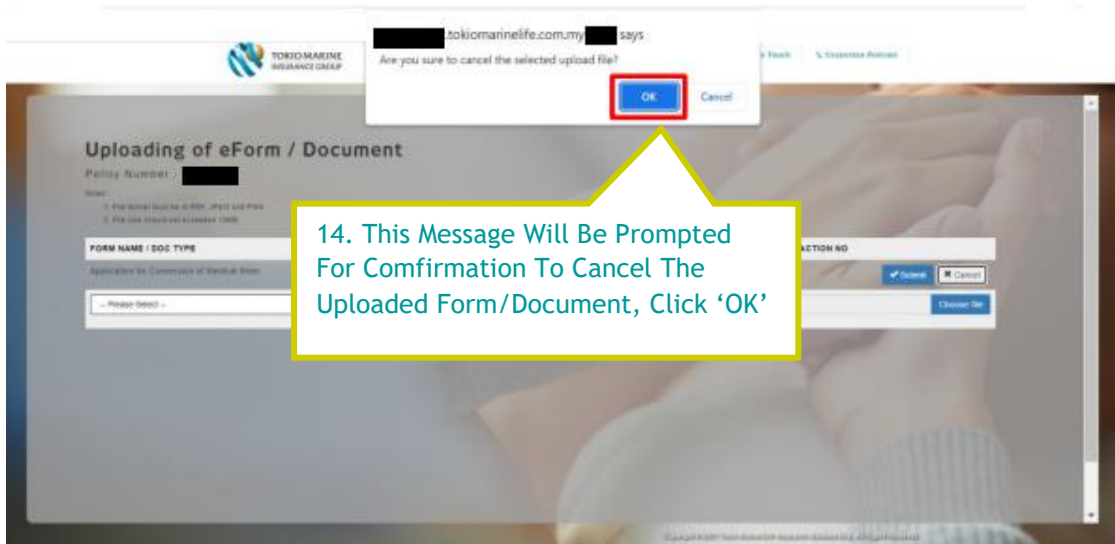
10. Click The Icon To Review Uploaded Form/Document

12. Click Cancel If You Would Like To Cancel The Uploaded Form/Document

13. This Message Will Be Prompted For Comfirmation To Submit The Uploaded Form/Document, Click 'OK'

14. This Message Will Be Prompted For Comfirmation To Cancel The Uploaded Form/Document, Click 'OK'

15. After Clicking 'OK' To Comfirm Submission Of Uploaded Form/Document, This Message Will Be Prompted Once Is It Successfully Submitted, Click 'OK'

16. Status Will Change To 'Submit' And Transaction No. Will Be Created For Each Submission

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17. Status Will Change To 'Export' Once The Form/Document Has Been Picked Up For Processing