

Al-Mudharabah Surplus Distribution Guideline

Participant's Guideline

Step 1

Download the *Al-Mudharabah* surplus distribution form by clicking/typing the link below:



<https://www.insuranstaib.com.bn/surplus-distribution/gt>

Step 2



1. Please complete the form with all the required details.
2. If the Participant appoints a representative to collect the *Al-Mudharabah* surplus on their behalf, the representative must present an authorisation letter signed by the Participant.
3. If the Participant has passed away, the nominee or legal heir must provide a probate letter.

Step 3

Submit the completed form with the required documents (as listed in the form) by any of the following methods:



- (a) Email the documents to gt.queries@insuranstaib.com.bn with the subject "SURPLUS"; or
- (b) Send the documents via WhatsApp to **878-2003**; or
- (c) Drop off the documents at IITGT Head Office at **Unit 5-7, Bangunan Suria, Kiulap.**

Note: A notification will be sent to the Participant upon submission.

Step 4

If you have any further enquiries, kindly reach us at **222-3004 / 878-2003** during office hours.



Takaful Counter	Monday- Thursday	Friday	Saturday
Head Office Bangunan Suria	8:15am - 4:00pm	8:15am - 11:15am 2:30pm - 4:00pm	Closed



General Takaful
Helpline
222-3004

- Skip Queue
- Get quote
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Garis Panduan Bagi Pengagihan Lebihan *Al-Mudharabah*

Garis Panduan bagi Peserta

Langkah 1

Awda boleh memuat turun borang bagi pengagihan lebihan *Al-Mudharabah* dengan menekan/menaip link di bawah



<https://www.insuranstaib.com.bn/surplus-distribution/gt>

Langkah 2

1. Sila lengkapkan borang dengan semua maklumat yang diperlukan.



2. Jika Peserta melantik wakil untuk mengambil lebihan *Al-Mudharabah* bagi pihak Peserta, wakil hendaklah mengemukakan surat kebenaran yang ditandatangani oleh Peserta.

3. Bagi Peserta yang telah meninggal dunia, penama atau waris hendaklah mengemukakan surat probet.

Langkah 3

Hantar borang yang lengkap beserta dokumen-dokumen yang diperlukan (sepertimana yang dinyatakan di dalam borang) sama ada:



(a) Emel dokumen-dokumen tersebut ke gt.queries@insuranstaib.com.bn dengan perkara "SURPLUS"; atau

(b) Hantar dokumen-dokumen melalui *WhatsApp* ke talian **878-2003**; atau

(c) Hantar dokumen-dokumen ke ibu pejabat IITGT di **Unit 5-7, Bangunan Suria, Kiulap.**

Nota: Peserta akan menerima pemberitahuan selepas penghantaran.

Langkah 4

Jika awda mempunyai pertanyaan lanjut, sila hubungi kami di talian **222-3004 / 878-2003** semasa waktu bekerja.



Kaunter Takaful	Isnin - Khamis	Jumaat	Sabtu
Ibu Pejabat Bangunan Suria	8:15am - 4:00pm	8:15am - 11:15am 2:30pm - 4:00pm	Tutup



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222-3004

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