

PARTICIPANT'S GUIDELINE

STEP 1



EITHER download the surplus payment application form by clicking/typing the link below:

<https://www.insuranstaib.com.bn/pdfs/SurplusForm.pdf>

OR you can download the form on our website at:

<https://www.insuranstaib.com.bn/other-services/surplus-form>

STEP 2



Fill in the form completely. If the Participant has passed away, kindly fill in the recipient's details accordingly.

STEP 3



Send the completed form with required documents [copy of Identification Card and copy of bank account book (if applicable)] by:

- (a) Emailing to enquiry.bpcf@insuranstaib.com.bn with email subject "SURPLUS", or
- (b) Sending image documents through WhatsApp to **819-9104**, or
- (c) Dropping the documents at IITFT Head Office at **Unit 6, Bangunan Setia Kenangan II, Kiulap.**

STEP 4



Your submission is complete. If you have any further enquiry, kindly reach us at **222-3006/819-9104** during office hours only.

Takaful Counter/Desk	Monday - Thursday	Friday	Saturday
Head Office Setia Kenangan II	8:15am - 12:00pm 1:30pm - 4:00pm	8:15am - 11:15am 2:30pm - 4:00pm	Closed



Family Takaful
Line
222-3006

- Enquire
- Get quote
- Renew your Takaful policy
- Participate in new Takaful policy



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PANDUAN BAGI PESERTA

LANGKAH 1



Awda boleh memuat turun borang permohonan bayaran lebihan dengan menekan/menaip link di bawah:

<https://www.insuranstaib.com.bn/pdfs/SurplusForm.pdf>

ATAU muat turun borang tersebut melalui laman web di:

<https://www.insuranstaib.com.bn/other-services/surplus-form>

LANGKAH 2



Isikan borang berkenaan dengan lengkap. Jika Peserta telah meninggal dunia, sila isikan butiran penuh penerima lebihan.

LANGKAH 3



Hantarkan borang yang lengkap beserta dokumen yang diperlukan [Salinan Kad Pengenalan dan salinan buku akaun bank (jika berkenaan)] dengan cara:

- (a) Menghantarkan emel kepada enquiry.bpcft@insuranstaib.com.bn dengan tajuk emel "SURPLUS", atau
- (b) Menghantarkan gambar dokumen melalui WhatsApp ke talian **819-9104**, atau
- (c) Menghantar dokumen-dokumen tersebut ke Ibu Pejabat IITFT di **Unit 6, Bangunan Setia Kenangan II, Kiulap.**

LANGKAH 4



Permohonan awda selesai. Jika awda mempunyai pertanyaan lanjut, sila hubungi kami di talian **222-3006/819-9104** semasa waktu pejabat sahaja.

Kaunter/Meja Takaful	Isnin - Khamis	Jumaat	Sabtu
Ibu Pejabat Setia Kenangan II	8:15am - 12:00pm 1:30pm - 4:00pm	8:15am - 11:15am 2:30pm - 4:00pm	Tutup



Family Takaful
Line
222-3006

- Bertanya
- Dapatkan sebut harga
- Perbaharui polisi Takaful awda
- Sertai polisi Takaful baru



IIT Mobile



MEMASUKKAN
KOD QR UNTUK
MEMASUKKAN

Ikuti kami di laman sosial untuk mendapatkan maklumat terkini:

 insuranstaib