



OSIP Operations Manual

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|------------------|----|
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Admin instructions

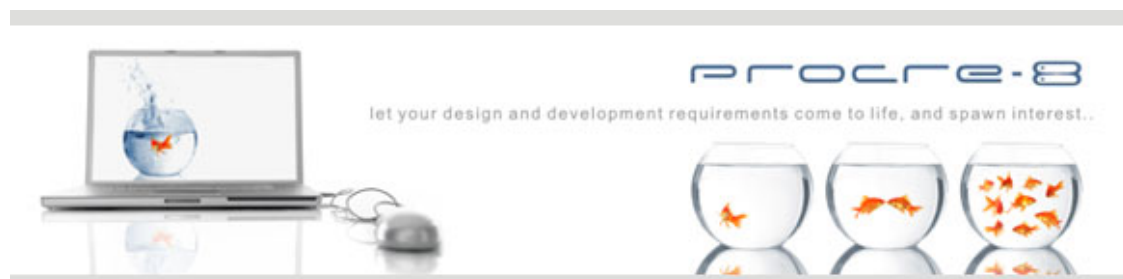
Manage registered users

Introduction: The OSIP website enables users i.e. brokers or members, to register on the website. The job of the admin is to authenticate the users and to make sure that they are who they claim they are.

The goal is to authenticate a newly registered user within 48 hours.

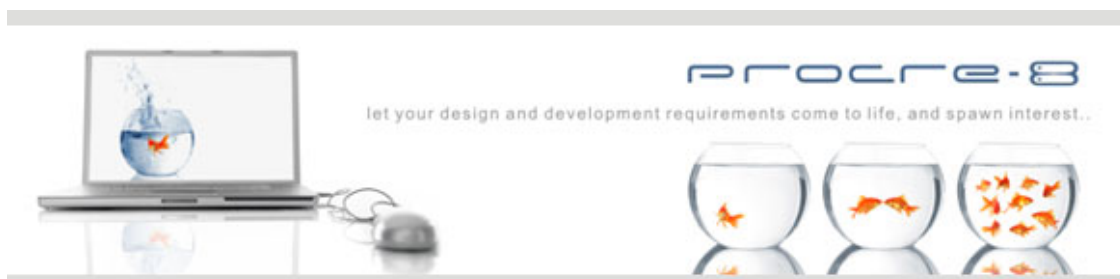
Below is illustrated a step by step process of what occurs when a user registers:

1. A new member registers by pressing the registration button on the website





2. The registration is complete for a broker or a member





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Username
Password
☐ Remember me

[Lost Password?](#)
No account yet? [Register](#)

Registration

Fields marked with an asterisk (*) are required.

| | |
|--------------------|------------------|
| Name: * | Mr. X Broker |
| Username: * | mx |
| E-mail: * | mx@procre8.co.za |
| Password: * | ***** |
| Verify Password: * | ***** |

Extended Details

| | | |
|-----------------------------|--------------------------------|----------|
| Company Name | X Broker Firm | Required |
| Type (member or broker) | Broker | Required |
| telephone | 0113354587 | Required |
| cell | 0828889965 | Required |
| fax | 0113354587 | Required |
| company registration number | 2007/11235/002 | Required |
| physical address | 3rd road X street Johannesburg | Required |

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3. The new registered user will receive the following details via email.



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Hello NAME,

Thank you for registering at OSIP. Your account is created and will be authenticated by staff usually in 48 hours.

After activation you may login to <http://www.osip.co.za> using the following username and password:

Password - PASS

Username - USER

4. All website admin's (SAIA and FSB) will receive the following email.

Hello YOURNAME,

A new User has registered at OSIP.

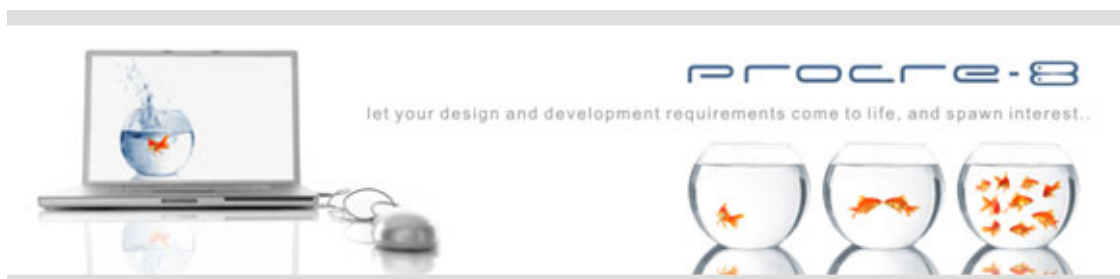
This e-mail contains their details:

Name – NAME

E-mail - EMAIL

Username – USERNAME

Please do not respond to this message as it is automatically generated and is for information purposes only





OSIP
OFFSHORE INSURANCE PLACEMENTS



Home News About us Help Contact us

Username

Password

☐ Remember me

Login

Lost Password?

No account yet? Register

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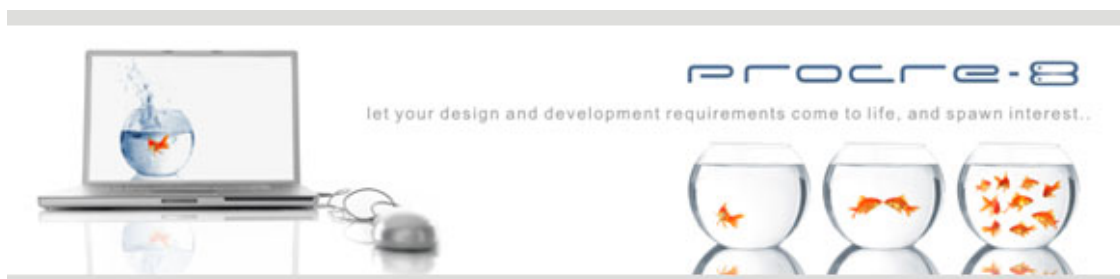


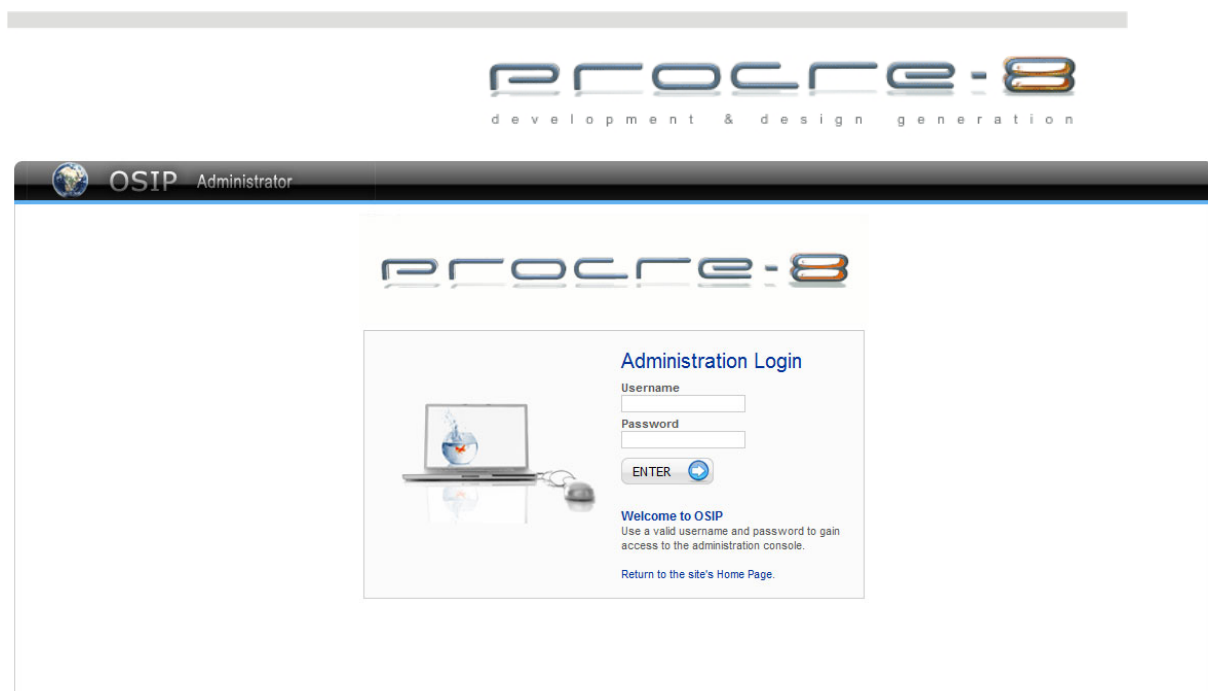
Registration Complete!

Your account has been created and will be authenticated by staff usually in 48 hours. Please contact us should you have any problems.

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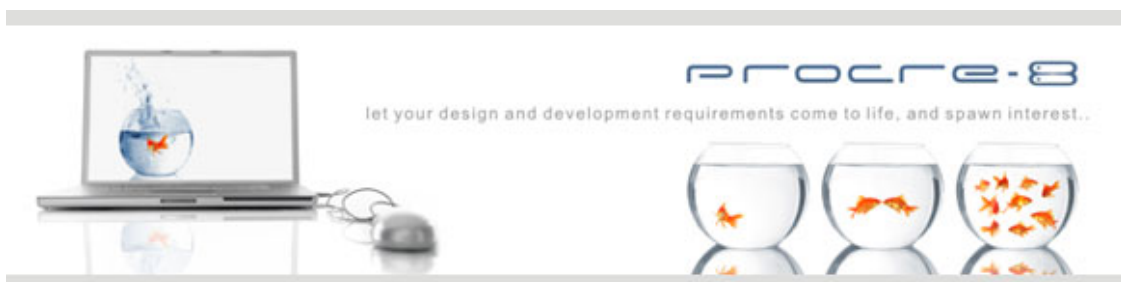
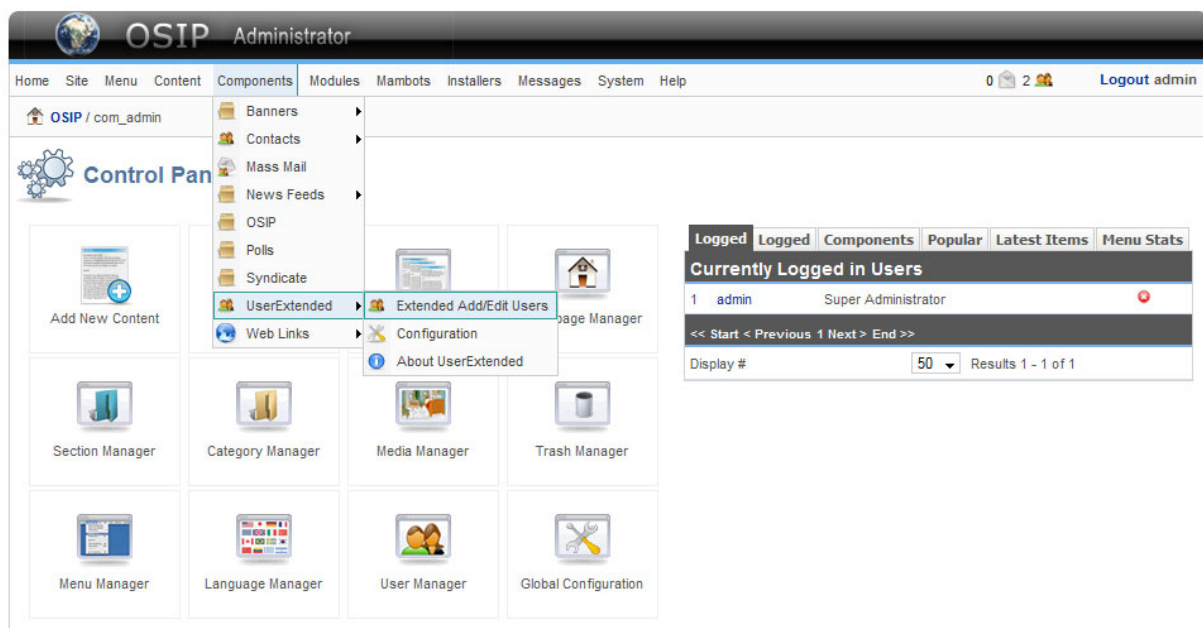
5. The information has to be validated and checked. You will have to log into the backend of the website. To do this please go to <http://www.osip.co.za/administrator/>





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6. Now please log in with your provided user name and password.
7. Once logged in you will see the control panel area. Please go to components -> user extended ->



8. You will see a list of all users. On the right hand side you either see a green tick or a red cross. The tick means that the user has been authenticated and can log in. If there is a red cross it means that the user has not yet been authenticated. Please look for the user who needs to be validated.

[Home](#) [Site](#) [Menu](#) [Content](#) [Components](#) [Modules](#) [Mambots](#) [Installers](#) [Messages](#) [System](#) [Help](#)

[New](#) [Edit](#) [Delete](#)

User Extended Component

Display # 50 Search:

User Extended Manager

| # | Name | UserID | Group | E-Mail | Last Visit | Enabled |
|----|------------------------------------|-------------------|---------------------|-------------------------------|---------------------|---------|
| 1 | mem1 | mem1 | Registered | mem@procre8.co.za | 2008-11-04 12:16:25 | ✖ |
| 2 | Ian Wild (Allianz) | wildi | Registered | wildi@allianz.co.za | 2008-10-02 08:38:48 | ✔ |
| 3 | Terence Stander (Allianz) | standert | Registered | standert@allianz.co.za | 0000-00-00 00:00:00 | ✔ |
| 4 | Steve Forgaty (AIG) | forгатys | Registered | steve.fogarty@aig.com | 2009-01-21 11:00:04 | ✔ |
| 5 | David Rijntjes (Santam) | rijntjesd | Registered | david.rijntjes@santam.co.za | 2008-08-18 15:04:18 | ✔ |
| 6 | Phil Lowrie (Mutual and Federal) | lowriep | Registered | plovrie@mf.co.za | 2008-12-08 10:15:08 | ✔ |
| 7 | Franscois Engels (Firedart) | engelsf | Registered | engels@firedart.co.za | 2008-11-12 10:30:40 | ✔ |
| 8 | Michael Steensma (Mutal & Federal) | steensmam | Registered | msteensm@mf.co.za | 0000-00-00 00:00:00 | ✔ |
| 9 | Grant Cloutman | cloutmang | Registered | gcloutma@mf.co.za | 2008-10-21 09:52:48 | ✔ |
| 10 | tshidimember | tshidimember | Registered | tshidik@fsb.co.za | 0000-00-00 00:00:00 | ✔ |
| 11 | Mr. X Member | mxm | Registered | mxm@procre8.co.za | 0000-00-00 00:00:00 | ✖ |
| 12 | broker1 | broker1 | Manager | broker@procre8.co.za | 2008-08-27 16:32:43 | ✖ |
| 13 | Ana Wilson | WilsonAna | Manager | wilsonana@forbes.co.za | 2009-01-07 13:11:52 | ✔ |
| 14 | ba1 | ba1 | Administrator | ba1@procre8.co.za | 2008-11-04 12:16:45 | ✖ |
| 15 | Helene Smith (Alexander Forbes) | smithh | Administrator | smithh@forbes.co.za | 2009-01-21 11:00:29 | ✔ |
| 16 | Irene Best (AON) | besti | Administrator | irene_best@aon.co.za | 2008-04-18 08:29:31 | ✔ |
| 17 | Kim Oosthuizen (Glenrand MIB) | oostheizenk | Administrator | koostheizen@glenrandmib.co.za | 0000-00-00 00:00:00 | ✔ |
| 18 | Clive Boyd (Marsh) | boydc | Administrator | cliveboyd@marsh.co.za | 0000-00-00 00:00:00 | ✔ |
| 19 | Dennis Wallace (Eikos) | wallaced | Administrator | wallaced@eikos.co.za | 0000-00-00 00:00:00 | ✔ |
| 20 | Leigh-Ann Forrester (Jankelow) | forresterla | Administrator | Leighannf@jankelow.co.za | 0000-00-00 00:00:00 | ✔ |
| 21 | Khlosia Amit (Lloyd) | amitk | Administrator | ak@lloydssa.co.za | 0000-00-00 00:00:00 | ✔ |
| 22 | tshidibrokeradmin | tshidibrokeradmin | Administrator | tshidik@fsb.co.za | 0000-00-00 00:00:00 | ✔ |
| 23 | Administrator | admin | Super Administrator | phil@procre8.co.za | 2009-01-21 13:57:49 | ✔ |

9. Once you found the user please click on his/hers username.



10. You can now see their registration details. If you click on the next tab “extended”, you can see the users details. Please double check them. Once you have cross checked the details and are satisfied that this user is a genuine member or broker, you can now authenticate.

The screenshot shows the OSIP Administrator interface. The top navigation bar includes links for Home, Site, Menu, Content, Components, Modules, Mambots, Installers, Messages, System, and Help. The user is logged in as 'admin'. The main content area displays the 'Edit User Extended' form for a user named 'Mr. X Member'. The form has two tabs: 'Core' and 'Extended'. The 'Core' tab is active, showing fields for Name, Username, Email, New Password, Verify Password, Group, Block User, Register Date, and Last Visit Date. The 'Group' dropdown menu is open, showing options: Public Frontend, Registered (selected), Author, and Editor. The 'Block User' checkbox is checked. The 'Register Date' is 2009-01-21 13:54:28 and the 'Last Visit Date' is 0000-00-00 00:00:00. The footer contains the copyright notice: Copyright © 2004-2006, Bernhard Zechmann <http://www.zechmann.com>.

| Core | Extended |
|------------------|---|
| Name: | Mr. X Member |
| Username: | mxm |
| Email: | mxm@procre8.co.za |
| New Password: | |
| Verify Password: | |
| Group: | Public Frontend Registered - Author - Editor |
| Block User | Yes |
| Register Date | 2009-01-21 13:54:28 |
| Last Visit Date | 0000-00-00 00:00:00 |



OSIP Administrator

Home Site Menu Content Components Modules Mambots Installers Messages System Help 0 2 Logout admin

OSIP / com_user_extended / edit Save Cancel

User Extended Component Edit User Extended

Core Extended

Extended Details

| | | |
|-----------------------------|---------------------------|----------|
| Company Name | X Member Company | Required |
| Type (member or broker) | Member | Required |
| telephone | 0113354587 | Required |
| cell | 0828889965 | Required |
| fax | 0113354587 | Required |
| company registration number | 2007/11235/002 | Required |
| physical address | 3rd road X street Johanne | Required |

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- IMPORTANT:** To make the current user a broker you need to select administrator under group.
- IMPORTANT:** To authenticate a member you need to select registered under group.

OSIP Administrator

Home Site Menu Content Components Modules Mambots Installers Messages System Help 0 2 Logout admin

OSIP / com_user_extended / edit Save Cancel

User Extended Component Edit User Extended

Core Extended

Name: Mr. X Member

Username: mxm

Email: mxm@procre8.co.za

New Password:

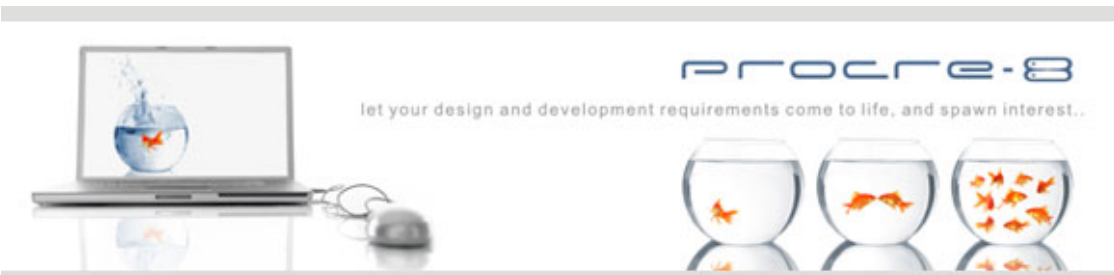
Verify Password:

Group: Public Frontend Registered - Author - Editor

Block User Yes

Register Date 2009-01-21 13:54:28

Last Visit Date 0000-00-00 00:00:00



13. Double check all the details, if everything is correct select “Block User” no and press save (top right).

OSIP Administrator

Home Site Menu Content Components Modules Mambots Installers Messages System Help

0 2 Logout admin

OSIP / com_user_extended / edit

Save Cancel

User Extended Component

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Core Extended

Name: Mr. X Member

Username: mxm

Email: mxm@procre8.co.za

New Password:

Verify Password:

Group: Public Frontend
- Registered
- Author
- Editor

Block User: Yes

Register Date: 2009-01-21 13:54:28

Last Visit Date: 0000-00-00 00:00:00

14. Should you want to ban a user. Click on the cross or tick in the enable Column, in the row where the users name appears. This will enable or disable the user’s access to the front end.



OSIP Administrator

Home Site Menu Content Components Modules Mambots Installers Messages System Help

0 2 Logout admin

OSIP / com_user_extended

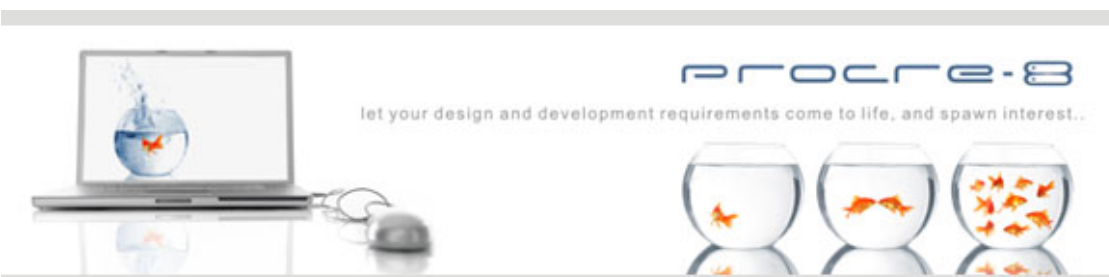
New Edit Delete

Display # 50 Search:

User Extended Manager

| # | Name | UserID | Group | E-Mail | Last Visit | Enabled |
|----|------------------------------------|-------------------|---------------------|-------------------------------|---------------------|---------|
| 1 | mem1 | mem1 | Registered | mem@procre8.co.za | 2008-11-04 12:16:25 | |
| 2 | Ian Wild (Allianz) | wildi | Registered | wildi@allianz.co.za | 2008-10-02 08:38:48 | |
| 3 | Terence Stander (Allianz) | standert | Registered | standert@allianz.co.za | 0000-00-00 00:00:00 | |
| 4 | Steve Fogarty (AIG) | fogatys | Registered | steve.fogarty@aig.com | 2009-01-21 11:00:04 | |
| 5 | David Rijnjes (Santam) | rijntjesd | Registered | david.rijntjes@santam.co.za | 2008-08-18 15:04:18 | |
| 6 | Phil Lowrie (Mutual and Federal) | lowriep | Registered | plowrie@mf.co.za | 2008-12-08 10:15:08 | |
| 7 | Franscois Engels (Firedart) | engelsf | Registered | engels@firedart.co.za | 2008-11-12 10:30:40 | |
| 8 | Michael Steensma (Mutal & Federal) | steensmam | Registered | msteensm@mf.co.za | 0000-00-00 00:00:00 | |
| 9 | Grant Cloutman | cloutmang | Registered | gcloutma@mf.co.za | 2008-10-21 09:52:48 | |
| 10 | tshidimember | tshidimember | Registered | tshidik@fsb.co.za | 0000-00-00 00:00:00 | |
| 11 | Mr. X Member | mrxm | Registered | mrxm@procre8.co.za | 0000-00-00 00:00:00 | |
| 12 | broker1 | broker1 | Manager | broker@procre8.co.za | 2008-08-27 16:32:43 | |
| 13 | Ana Wilson | WilsonAna | Manager | wilsonana@aforbes.co.za | 2009-01-07 13:11:52 | |
| 14 | ba1 | ba1 | Administrator | ba1@procre8.co.za | 2008-11-04 12:16:45 | |
| 15 | Helene Smith (Alexander Forbes) | smithh | Administrator | smithh@aforbes.co.za | 2009-01-21 11:00:29 | |
| 16 | Irene Best (AON) | besti | Administrator | irene_best@aon.co.za | 2008-04-18 08:29:31 | |
| 17 | Kim Oostheizen (Glenrand MIB) | oostheizenk | Administrator | koostheizen@glenrandmib.co.za | 0000-00-00 00:00:00 | |
| 18 | Clive Boyd (Marsh) | boydc | Administrator | cliveboyd@marsh.co.za | 0000-00-00 00:00:00 | |
| 19 | Dennis Wallace (Ekos) | wallaced | Administrator | wallaced@ekos.co.za | 0000-00-00 00:00:00 | |
| 20 | Leigh-Ann Forrester (Jankelow) | forresterla | Administrator | Leighannf@jankelow.co.za | 0000-00-00 00:00:00 | |
| 21 | Khilosia Amit (Lloyd) | amitk | Administrator | ak@lloydssa.co.za | 0000-00-00 00:00:00 | |
| 22 | tshidibrokeradmin | tshidibrokeradmin | Administrator | tshidik@fsb.co.za | 0000-00-00 00:00:00 | |
| 23 | Administrator | admin | Super Administrator | phil@procre8.co.za | 2009-01-21 13:57:49 | |

15. If you would like to add a user yourself in the backend simply press on new (top right hand side) and add the new user. **Remember** to use “superadmin” as admin, “administrator” as broker admin, and “registered” as member.



OSIP Administrator

Home Site Menu Content Components Modules Mambots Installers Messages System Help

0 2 Logout admin

OSIP / com_user_extended

New Edit Delete

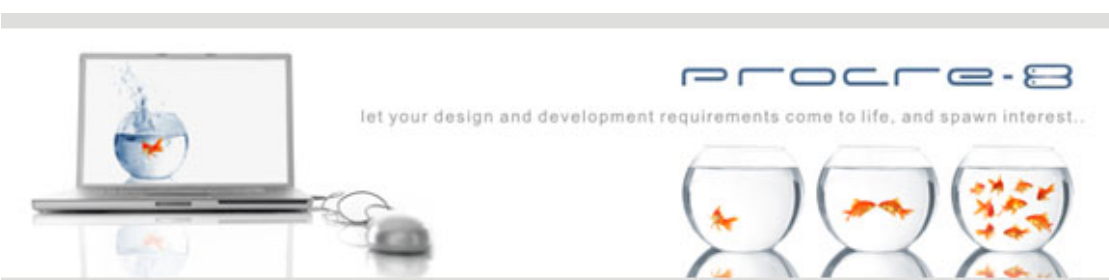
Display # 50 Search:

User Extended Manager

| # | Name | UserID | Group | E-Mail | Last Visit | Enabled |
|----|------------------------------------|-------------------|---------------------|-------------------------------|---------------------|---------|
| 1 | mem1 | mem1 | Registered | mem@procre8.co.za | 2008-11-04 12:16:25 | ✖ |
| 2 | Ian Wild (Allianz) | wildi | Registered | wildi@allianz.co.za | 2008-10-02 08:38:48 | ✔ |
| 3 | Terence Stander (Allianz) | standert | Registered | standert@allianz.co.za | 0000-00-00 00:00:00 | ✔ |
| 4 | Steve Fogarty (AIG) | fogatys | Registered | steve.fogarty@aig.com | 2009-01-21 11:00:04 | ✔ |
| 5 | David Rijnjes (Santam) | rijntjesd | Registered | david.rijntjes@santam.co.za | 2008-08-18 15:04:18 | ✔ |
| 6 | Phil Lowrie (Mutual and Federal) | lowriep | Registered | plowrie@mf.co.za | 2008-12-08 10:15:08 | ✔ |
| 7 | Franscois Engels (Firedart) | engelsf | Registered | engels@firedart.co.za | 2008-11-12 10:30:40 | ✔ |
| 8 | Michael Steensma (Mutal & Federal) | steensmam | Registered | msteensm@mf.co.za | 0000-00-00 00:00:00 | ✔ |
| 9 | Grant Cloutman | cloutmang | Registered | gcloutma@mf.co.za | 2008-10-21 09:52:48 | ✔ |
| 10 | tshidimember | tshidimember | Registered | tshidik@fsb.co.za | 0000-00-00 00:00:00 | ✔ |
| 11 | Mr. X Member | mrxm | Registered | mrxm@procre8.co.za | 0000-00-00 00:00:00 | ✖ |
| 12 | broker1 | broker1 | Manager | broker@procre8.co.za | 2008-08-27 16:32:43 | ✖ |
| 13 | Ana Wilson | WilsonAna | Manager | wilsonana@aforbes.co.za | 2009-01-07 13:11:52 | ✔ |
| 14 | ba1 | ba1 | Administrator | ba1@procre8.co.za | 2008-11-04 12:16:45 | ✖ |
| 15 | Helene Smith (Alexander Forbes) | smithh | Administrator | smithh@aforbes.co.za | 2009-01-21 11:00:29 | ✔ |
| 16 | Irene Best (AON) | besti | Administrator | irene_best@aon.co.za | 2008-04-18 08:29:31 | ✔ |
| 17 | Kim Oostheizen (Glenrand MIB) | oostheizenk | Administrator | koostheizen@glenrandmib.co.za | 0000-00-00 00:00:00 | ✔ |
| 18 | Clive Boyd (Marsh) | boydc | Administrator | cliveboyd@marsh.co.za | 0000-00-00 00:00:00 | ✔ |
| 19 | Dennis Wallace (Ekos) | wallaced | Administrator | wallaced@ekos.co.za | 0000-00-00 00:00:00 | ✔ |
| 20 | Leigh-Ann Forrester (Jankelow) | forresterla | Administrator | Leighannf@jankelow.co.za | 0000-00-00 00:00:00 | ✔ |
| 21 | Khilosia Amit (Lloyd) | amitk | Administrator | ak@lloydssa.co.za | 0000-00-00 00:00:00 | ✔ |
| 22 | tshidibrokeradmin | tshidibrokeradmin | Administrator | tshidik@fsb.co.za | 0000-00-00 00:00:00 | ✔ |
| 23 | Administrator | admin | Super Administrator | phil@procre8.co.za | 2009-01-21 13:57:49 | ✔ |

16. You can see that the user no longer has a red cross but a green tick. This means that they can now log into the frontend.

17. Your job is now done and you can logout by pressing the logout button on the top right. This will take you back to the home page.



Managing submission

Introduction: The OSIP website enables the admin to view save and monitor the progress of the RV7 applications. The aim is to monitor proceedings and to download files for record keeping and further processing.

Illustrated below is the step by step process:

1. When a broker made a new submission or if a member objects to a submission you will receive an email. The email will look similar to the one below, depending on the template used by the broker admin.

Dear YOURNAME,

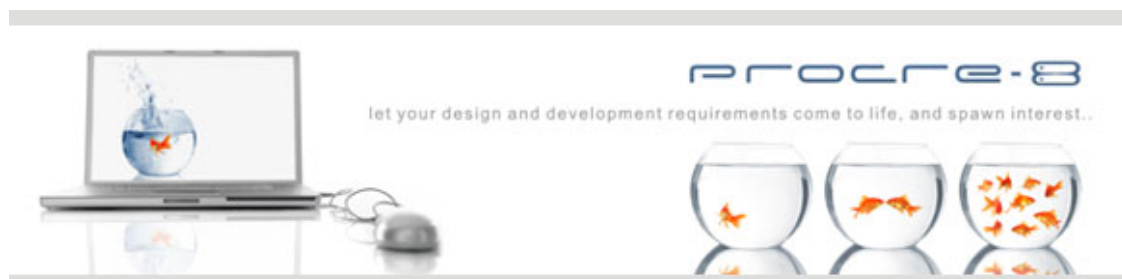
A new form has just been submitted by broker and has been verified by broker.

To view this new submission please login to OSIP.

Yours, the OSIP web team.



This message has been automatically generated - please do not reply to this email address

2. Once you have received the email please log into the website by visiting <http://www.osip.co.za/>. Enter your username and password on the left hand side and press login. If you press "remember me" the website will remember your details and log you in automatically on your next visit (this however depends on your browser settings).



[Home](#)

[A+](#) [A-](#) [RESET](#)



[Home](#) [News](#) [About us](#) [Help](#) [Contact us](#)

Username
admin

Password
••••••••



☐ Remember me

Login

[Lost Password?](#)

[No account yet? Register](#)

RV7



Information

Dear Visitor,

We need your help to test.

So please log in and test the system. If you do not have a user name or a password for testing please send an email to phil@procre8.co.za or phone 011-726-8991 (ask for philipp).

You can also contact or Ursula Moosa from SAIA on 011-726-5381 Ursula@saia.co.za or Tshidi Khutlapye from the FSB on 012-422-2982 tshidik@fsb.co.za should you have any questions.






Web Browser

Upgrade you online experiance! If you are using Internet Explorer 6 or lower, you should upgrade.

A few reasons to upgrade are web page compatibility, security and new technology advancements.

Upgrade is **FREE**.

Click on the images to upgrade.



3. If you have forgotten your user name or password press lost password. Enter your email address and username and a new password will be sent to you via email.



A+ A- RESET



Home News About us Help Contact us

Username

Password

☐ Remember me

Login

[Lost Password?](#)

No account yet? [Register](#)

RV7



Lost your Password?

Please enter your Username and e-mail address then click on the Send Password button. You will receive a new password shortly. Use this new password to access the site.

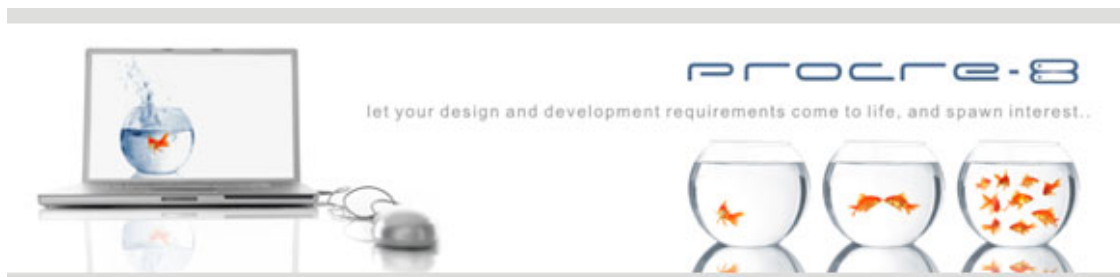
Username:

E-mail Address:

Send Password

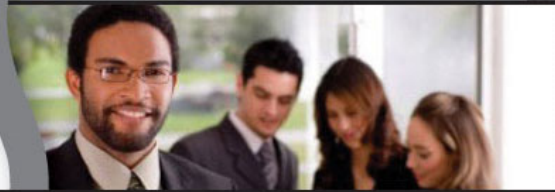
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- After you have pressed login you will be taken to the RV7 section of the website. The first thing you see will be the dashboard that will display three tabs. "Submissions", "archives" and "my profile".





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OFFSHORE INSURANCE PLACEMENTS



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Hi, admin

[Logout](#)

Dashboard

[Submissions](#)

[Archives](#)

[My profile](#)

| Submitted by | Insured name | Start and end date | Objections | Actions |
|--------------|---|--------------------------|------------|-------------------------|
| broker | Tom Jones Aerflot (pls ignore this is a test submission for the manual) | 23/01/2009 to 20/05/2011 | 1 | details |

<< [Start](#) < [Previous](#) [Next](#) > [End](#) >>

Display # Results 1 - 20 of 1

RV7



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let your design and development requirements come to life, and spawn interest..



Submissions


1. Under submissions you will be able to see all the different submission. To view them in detail please click on one.



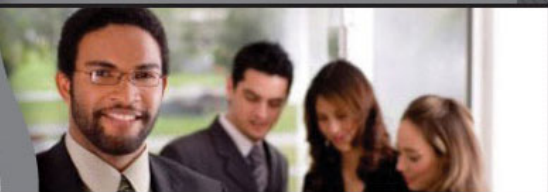
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let your design and development requirements come to life, and spawn interest..



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Hi, admin

[Logout](#)

RV7

Dashboard

[Submissions](#)
[Archives](#)
[My profile](#)

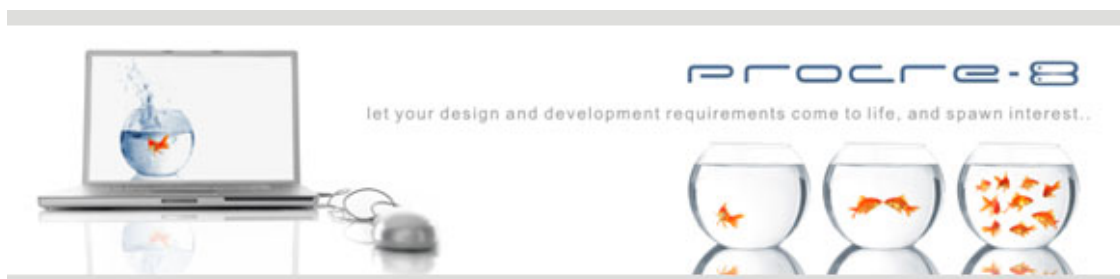
| Submitted by | Insured name | Start and end date | Objections | Actions |
|--------------|---|--------------------------|------------|-------------------------|
| broker | Tom Jones Aerflot (pls ignore this is a test submission for the manual) | 23/01/2009 to 20/05/2011 | 1 | details |

[<< Start](#)
[< Previous](#)
[Next >](#)
[End >>](#)

Display # 20 Results 1 - 20 of 1

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2. You can now view all the details of the submission and save it for the record as csv (tab separated value), as a rtf text document (rich text format).





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I, the undersigned, being a/the
Mr X (test submission for manual)

of
Big Planes Pty Ltd (test submission for manual)

hereby apply for approval to place insurance with underwriters other than South African short-term
insurers and/or Lloyd's underwriters.

The following information is provided in support of the application.

- 1 Indicate the status of this application (Refer to items 5 and 6 of Part A.)
provisional
- 2 State the address of the intermediary/Lloyds correspondent making the application
Number 42, Denver Road, Johannesburg (pls ignore this is a test submission for the manual)
- 3 State the name(s) of the insured(s)
Tom Jones Aerflot (pls ignore this is a test submission for the manual)
- 4 Describe the business of the insured(s)
Aviation (pls ignore this is a test submission for the manual)
- 5 Describe the cover required, the structure of the cover and the major differences to the cover offered
by the South African market and attach supporting documents, if any.
Political Risk; Aviation; Engineering; War; Cargo; Sabotage
no one in south africa offers this cover (pls ignore this is a test submission for the manual)

[Information to support cover requirements](#)

Indicate the proposed start date for the insurance
23/01/2009

Indicate the proposed end date for the insurance
20/05/2011

- 6 If the proposed period of cover is longer than 1 year, please explain the motivation
We need a long term cover because of factor X and Y. (pls ignore this is a test submission for the
manual)

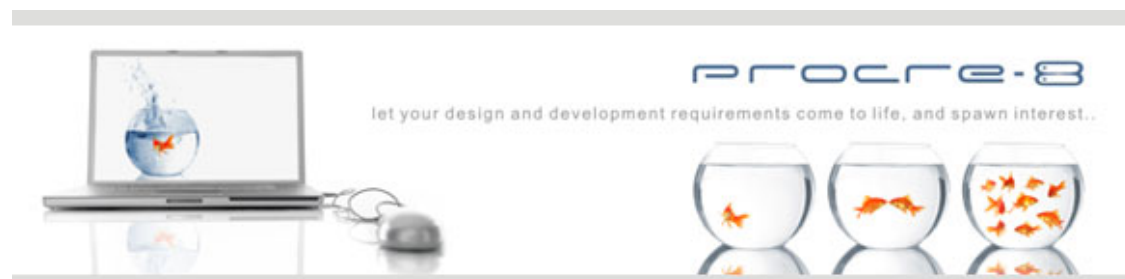


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Archives

1. Under achieves you will find submissions that are no longer active. Submission will be moved to achieve after some tim. You can view old submission by clicking on them.





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RV7



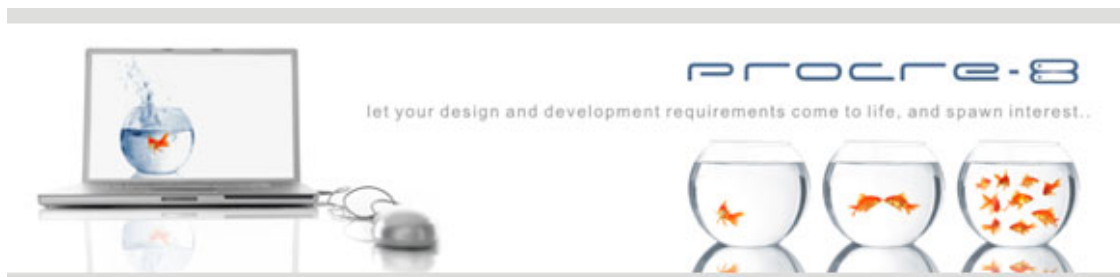
Archives

[Submissions](#) [Archives](#) [My profile](#)

| Submitted by | Insured name | Start and end date | Objections | Actions |
|---|--------------|--------------------|------------|---------|
| No archived submissions found | | | | |
| << Start < Previous Next > End >> | | | | |
| Display # <input type="text" value="20"/> Results 1 - 20 of 0 | | | | |

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2. You can download and view the data of all old RV7 submissions.

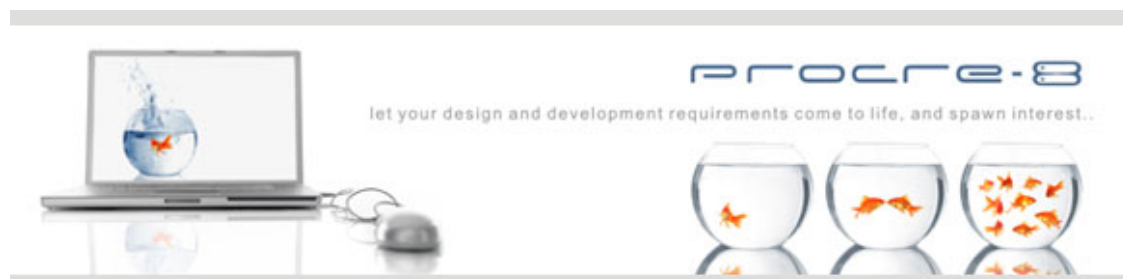


Manage your Profile

Introduction: This section enables you to manage your profile such as your username, password and more.

Illustrated below is the step by step process:

1. Under my profile you can update your details such as user name, email address, username and password.





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Manage my profile

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[My profile](#)

* Name

Joe Slow

* Email address

email@email.com

* Username

JoeSlow

Leave these fields blank to keep your current password

Password

.....

If changing your password, please confirm your new password

.....

[submit](#) or [cancel](#)

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Broker Admin Instructions

Broker vs Broker Admin Explained: The broker admin can have many brokers under him/her. This means when a broker under a particular broker admin submits an RV7 the broker admin has to approve the document first, before it is submitted for everyone to see. In contrast if the broker admin submits a RV7 form it does not need any approval and will be directly published.

Logging in and registration

Introduction: This step by step manual will explain how to successfully register and log into the osip website.

Illustrated below is the step by step process:

1. Firstly please visit <http://www.osip.co.za>. Once you are there please log in using the user name and password that you were provided. Should you have not received one please register first by pressing register.





2. On the registration page please fill in all the fields and press send registration when you are done.





HomeNewsAbout usHelpContact us

Username

Password

☐ Remember me

Login

Lost Password?

No account yet? Register

RV7



Registration

Fields marked with an asterisk (*) are required.

| | |
|--------------------|------------------|
| Name: * | Mr. X Broker |
| Username: * | mx |
| E-mail: * | mx@procre8.co.za |
| Password: * | ***** |
| Verify Password: * | ***** |

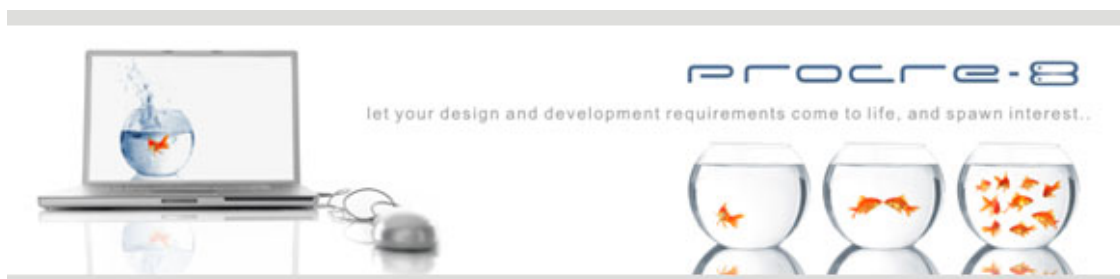
Extended Details

| | | |
|-----------------------------|--------------------------------|----------|
| Company Name | X Broker Firm | Required |
| Type (member or broker) | Broker | Required |
| telephone | 0113354587 | Required |
| cell | 0828889965 | Required |
| fax | 0113354587 | Required |
| company registration number | 2007/11235/002 | Required |
| physical address | 3rd road X street Johannesburg | Required |

Send Registration

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- You will receive an email that your registration details have been received. Your details will now be cross checked by SAIA and the FSB. After max 48 hours you will be able to log in if the cross check is successful. If there should be any problems you will be contacted by SAIA or the FSB.



Hello NAME,

Thank you for registering at OSIP. Your account is created and will be authenticated by staff usually in 48 hours.

After activation you may login to <http://www.osip.co.za> using the following username and password:

Username - USER

Password - PASS

4. Once your account is active please enter your details and log in. Once you have logged in you will see the “dashboard”, which consists of “submissions”, “archives”, “my profile”, “manage brokers” and “manage email templates”.



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[Logout](#)

Dashboard

[Add a new Submission](#)

[Submissions](#) [Archives](#) [My profile](#) [Manage brokers](#) [Manage Email templates](#)

| Submitted by | Insured name | Start and end date | Objections | Actions |
|----------------------|--------------|--------------------|------------|---------|
| No submissions found | | | | |

<< [Start](#) < [Previous](#) [Next](#) > [End](#) >>

Display # Results 1 - 20 of 0

RV7



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Submissions

Introduction: This step by step manual will explain how to successfully submit and manage your RV7 application as well as the RV7 applications submitted by brokers that are under you.

Illustrated below is the step by step process:

1. To add a new submission please click “add a new submission” on the top right of the page.
2. You will now be taken to page 1 of the two page submission document. This page includes some instructions. Once you have read them please click “agree and continue.”

Hi, broker
[Logout](#)

RV7


Add/edit a submission

[Submissions](#) [Archives](#) [My profile](#) [Manage brokers](#) [Manage Email templates](#)

Instructions for submission

FINANCIAL SERVICES BOARD REPUBLIC OF SOUTH AFRICA
SHORT-TERM INSURANCE ACT, 1998 (ACT 53 OF 1998)

Page 1 of 2

APPLICATION FOR APPROVAL TO PLACE INSURANCE WITH UNDERWRITERS OTHER THAN SOUTH AFRICAN SHORT-TERM INSURERS AND/OR LLOYD'S UNDERWRITERS IN TERMS OF SECTION 8(2)(d) OF THE SHORT-TERM INSURANCE ACT ("ACT")

A. Instructions for completion and submission

Questions must be answered either in full or not applicable ("n/a"). signed
A provisional application or a fully completed application form to be posted on the OSIP website not less than 15 working days prior to the renewal date.
Where a Provisional application was submitted at least 15 working days prior to inception of the cover, a final application with detailed information must be submitted not more than 10 working days after the inception of the cover, failing which would result in the application not being considered
This application must be completed and submitted at least 15 working days prior to the inception of the cover, failing which would result in a penalty being imposed of R50 per day for every day that the application is submitted less than 15 working days before inception of the cover. Penalties will not be imposed if a provisional application is submitted at least 15 working days before inception of cover. Such provisional application must include all details, except for premium related information and the names of all the offshore insurers that will take part in the cover and must be followed by a final application within 10 days after inception of cover. The name of the lead insurer(s) must be submitted.

Please note that the Registrar:
will only consider a final application; and
will assume that an applicant who does not submit a final application after it has submitted a provisional application no longer seeks approval.

B. General information

This form is required in terms of section 3(2)(a) of the Act read with section 8(2)(d) of the Short-term Insurance Act.
The form must be accompanied by the fees prescribed by the Registrar in terms of section 3(2)(b)(i) and, where indicated, by the documents required in terms of section 3(2)(b)(ii) of the Act.
The Registrar, in terms of section 4(2) of the Act, may by notice direct a short-term insurer ("insurer") to furnish the Registrar, within a specified period, with specified additional information or documents.
The final application will not be considered favourably if it is not supported by a compelling reason(s).

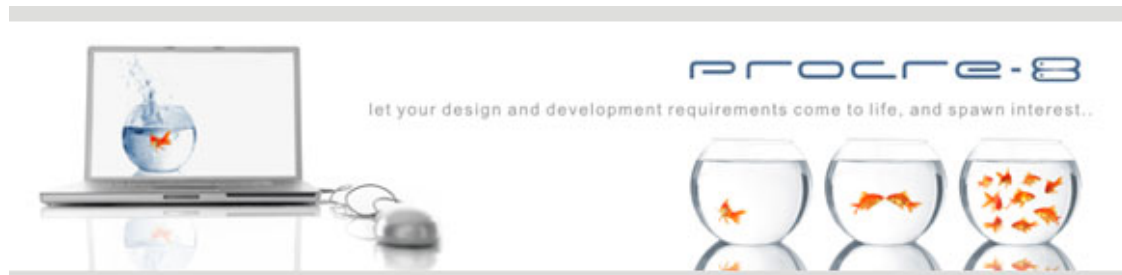
C. Legal and policy framework

In terms of section 8(2)(d) of the Short-term Insurance Act no person shall render services as intermediary in relation to a short-term policy, unless -

short-term insurers are the only underwriters in terms of the short-term policy concerned;
such person is a Lloyds correspondent and Lloyds underwriters are the only underwriters in terms of the short-term policy concerned;
short-term insurers and Lloyds underwriters through a Lloyds correspondent are collectively the only underwriters in terms of the short-term policy concerned; or
such person does so with the approval of the Registrar.

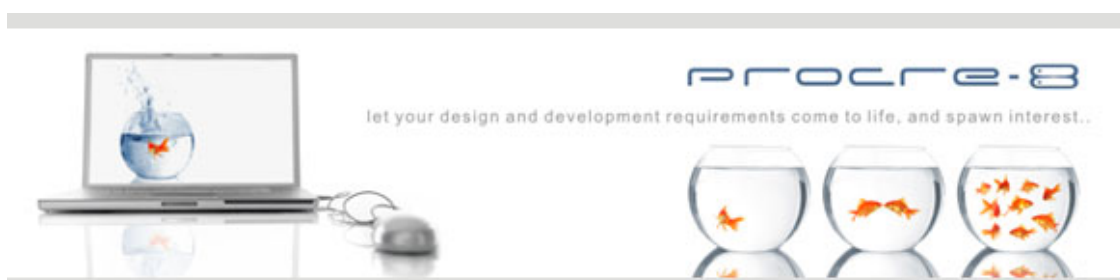
The application must set out all the reasons for, and information relevant to, the request.

[Agree and continue](#) or [cancel](#)



3. This will take you to page 2 of the RV7 form. Please fill in all the relevant fields. Fields that have a red * are compulsory fields and cannot be skipped.
 - a. First section please fill in your name and your company

- b. Number 1: please state the application status (provisional or final)
- c. Number 2: State the address of the intermediary/Lloyds correspondent making the application.
- d. Number 3: You will have to state the names of the insured
- e. Number 4: Asks to describe the business of the insured.



1 * Indicate the status of this application (Refer to items 5 and 6 of Part A.)

2 State the address of the intermediary/Lloyds correspondent making the application

3 * State the name(s) of the insured(s)

 (pls ignore this is a test submission for the manual)

4 * Describe the business of the insured(s)

 (pls ignore this is a test submission for the manual)

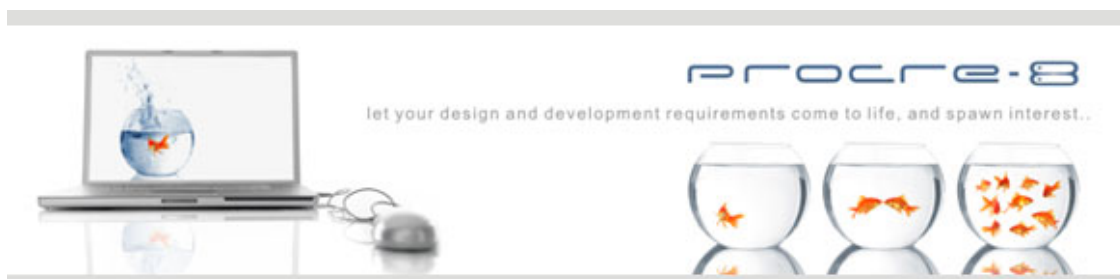
- f. Number 5: Here you have to select the cover required. You can select more than 1 item by holding down ctrl and clicking items with the left mouse button. You can also add your own options if the options.

5 * Describe the cover required
TIP: Hold down ctrl while selecting to select multiple item

- Chatterers Liability
- All risk
- Group Personal Accident
- Fiduciary
- Transit
- Agricultural Risk
- Political Risk**
- Business Interruption
- Crime
- Jewellers Block
- Aviation**
- Homeowners, Household Contents
- Liability
- Engineering**
- Marine
- War**
- Machinery Breakdown
- Hull
- Third-Party Liability
- Errors and Omissions
- Fire
- Legal Liability
- Bankers Blanket Bond
- Cargo**
- Property Liability
- Directors and Officers
- Umbrella Liability
- Environmental Liability
- Company Reimbursement
- Commercial Crime

If the type of cover required is not listed above then [cancel](#)

Add a new option
 [add option](#) (will be added to the end of the list)



5 Describe the cover required
TIP: Hold down ctrl while selecting to select multiple item

| |
|--------------------------------|
| Chatters Liability |
| All risk |
| Group Personal Accident |
| Fiduciary |
| Transit |
| Agricultural Risk |
| Political Risk |
| Business Interruption |
| Crime |
| Jewellers Block |
| Aviation |
| Homeowners, Household Contents |
| Liability |
| Engineering |
| Marine |
| War |
| Machinery Breakdown |
| Hull |
| Third-Party Liability |
| Errors and Omissions |
| Fire |
| Legal Liability |
| Bankers Blanket Bond |
| Cargo |
| Property Liability |
| Directors and Officers |
| Umbrella Liability |
| Environmental Liability |
| Company Reimbursement |
| Commercial Crime |
| Sabotage |

If the type of cover required is not listed above then [click here to add your own](#)

- g. Number6: You are required to state why the you are selecting a cover outside South Africa and what the difference are. You can include a supporting document that will be uploaded by pressing the browse key and selecting it from your computer. In addition to this you are required to state the start and the end date of the insurance.
- h. Number 7: Here you must explain yourself if the difference between the start and the end date is longer than 1 year.



6 Describe the structure of the cover and the major differences to the cover offered by the South African market and attach supporting documents, if any.

no one in south africa offers this cover
(pls ignore this is a test submission for the manual)

Supporting documents: C:\Users\PhantomPhon\ Browse...

* Indicate the proposed **start** date for the insurance

2009-01-23

Date must be in the format YYYY-MM-DD or use the datepicker to help

* Indicate the proposed **end** date for the insurance

2011-05-20

Date must be in the format YYYY-MM-DD or use the datepicker to help
The period should ordinarily not be longer than 1 year. Any period longer than 1 year must be properly motivated.

7 If the proposed period of cover is longer than 1 year, please explain the motivation

We need a long term cover because of factor X and Y.
(pls ignore this is a test submission for the manual)

- i. Number 8: Requires you to state details of the underwriters. You do this by pressing “add an underwriter” and filling out the required fields.

8 State the name(s), postal address(es), contact person(s) and telephone number(s) of the offshore insurer with whom the intermediary is applying to place insurance cover

| Name | Address | Contact person | Phone | Actions |
|--------------------------------------|---------|----------------|-------|---------|
| No underwriters found | | | | |
| + Add an underwriter | | | | |



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8 State the name(s), postal address(es), contact person(s) and telephone number(s) of the offshore insurer with whom the intermediary is applying to place insurance cover

| Name | Address | Contact person | Phone | Actions |
|---|---------|----------------|-------|---------|
| No underwriters found | | | | |
| <div style="margin-bottom: 10px;"> <p>* Name</p> <input style="width: 100%;" type="text" value="Company Name XYZ"/> </div> <div style="margin-bottom: 10px;"> <p>* Address</p> <input style="width: 100%;" type="text" value="23 wine road, johannesburg"/> </div> <div style="margin-bottom: 10px;"> <p>* Contact person</p> <input style="width: 100%;" type="text" value="Mr Toot"/> </div> <div style="margin-bottom: 10px;"> <p>* Business phone number</p> <input style="width: 100%;" type="text" value="0115551111"/> </div> <div style="text-align: right;"> <input type="button" value="Add underwriter"/> </div> | | | | |
| Add an underwriter | | | | |

- j. Number 9: Requires you to state if the insurance market was fully tested. If you do not select “yes” and attach particulars you will have to explain yourself in the box. If you do click yes then you will have to fill out the required particulars.

9 State whether the South African insurance market was tested fully and attach particulars of the proposed placing of insurance in the format of Schedule 1 (please see below)

☐ Yes - particulars are attached

* If particulars are not provided, please explain

Particulars are not necessary in this case
 (pls ignore this is a test submission for the manual)



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9 State whether the South African insurance market was tested fully and attach particulars of the proposed placing of insurance in the format of Schedule 1 (please see below)

☒ Yes - particulars are attached

Schedule 1

PARTICULARS OF PROPOSED PLACING OF INSURANCE IN THE SOUTH AFRICAN MARKET

| Insurer | Official | Underwrite at any terms | Rate | Premium | Percentage of sum insured which can be accepted | Percentage of sum insured allocated | Actions |
|----------------------|----------|-------------------------|------|---------|---|-------------------------------------|---------|
| No particulars found | | | | | | | |

* (A) Insurer

* (B) Name of official approached

* (C) State whether prepared to underwrite an any terms

Yes, this insurer will underwrite the risk

(D) If 'Yes' answered at (c) then the rate at which insurer is prepared to underwrite the risk

(D) If 'Yes' answered at (c) then the value of the annual premium at which insurer is prepared to underwrite the risk

* (E) Percentage of sum insured which can be accepted

* (E) Percentage of sum insured allocated

9 State whether the South African insurance market was tested fully and attach particulars of the proposed placing of insurance in the format of Schedule 1 (please see below)

☒ Yes - particulars are attached

Schedule 1

PARTICULARS OF PROPOSED PLACING OF INSURANCE IN THE SOUTH AFRICAN MARKET

| Insurer | Official | Underwrite an any terms | Rate | Premium | Percentage of sum insured which can be accepted | Percentage of sum insured allocated | Actions |
|----------|----------|-------------------------|------|---------|---|-------------------------------------|---|
| mr teeth | mr tooth | yes | 80 | 20000 | 80.00 | 80.00 | Edit Delete |

- k. Number 10: Requires you to attach a intermediary or Lloyds broker letter and require you to mention risk percentages.



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10 Letter from the intermediary or Lloyd's broker through whom the Lloyd's market was tested

C:\Users\PhantomPhon\

The letter should include an official letterhead.

10.1 The percentage of the risk which can be accepted

10

10.2 The percentage of the risk which can be allocated

10

10.3 If the percentage of risk which can be accepted is less than the percentage which can be allocated, furnish the reason(s) why the full capacity was not allocated to the market concerned

both are the same

(pls ignore this is a test submission for the manual)

- l. Number 11: Requires you to list premiums
- m. Number 12: Requires you to list rates and premiums.
- n. Number 13: Attach a letter from the client.

11 In respect of the placing in the Lloyd's market, state:

11.1 The premium rate

20

11.2 Whether the annual premium is in (select currency)

South Africa, Rand (ZAR)

11.3 The amount of the annual premium

20

12 In respect of the approval sought for placement of the risk in the foreign insurance market other than the Lloyd's market state:

12.1 The percentage placed

50

12.2 The premium rate

50

12.3 Whether the annual premium is in (select currency)

South Africa, Rand (ZAR)

12.4 The amount of the annual premium

50

13 Attach a signed letter from the insured(s) to the effect that he/she/it is aware that, in the event of the application being granted, there will be no assets in the Republic of South Africa to cover the overseas insurers' liabilities towards him/her/it

C:\Users\PhantomPhon\

The letter should include an official letterhead.



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- o. Number 14: State the percentage of the risk allocations. Please note that 14.1, 14.2 and 14.3 have to add up to 100%.

14 State the percentage of the risk that was allocated to

14.1 Local insurers (as per Schedule 1)
10

14.2 Lloyd's underwriters
50

14.3 Foreign insurers
40

The above three fields should add up to 100%. No field can be less than 0% or greater than 100%

- p. Number 15: Ask you about the annual premium payment. Depending on what is selected additional information.

15 If the annual premiums are to be paid in anything other than South African Rand, then please indicate whether an exchange control application will be made for the transfer of funds abroad.

Not applicable

15 If the annual premiums are to be paid in anything other than South African Rand, then please indicate whether an exchange control application will be made for the transfer of funds abroad.

Yes an exchange control application is required

The total amount to be transferred
23444

The sub-total to be transferred to Lloyd's underwriters
234234

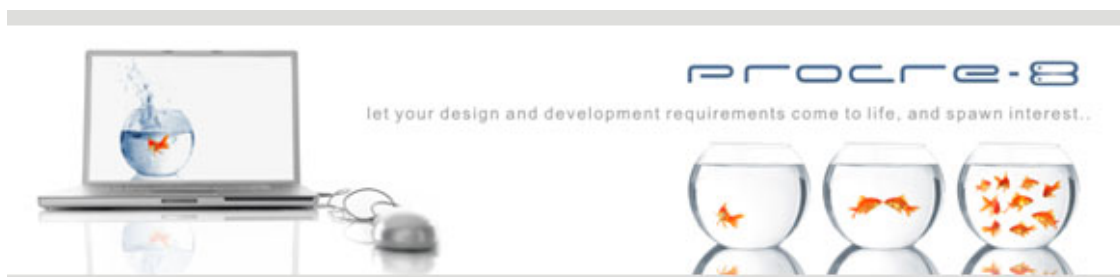
The sub-total to be transferred to non-registered insurers
43242

The name of the authorised dealer
Jimmy Holz

15 If the annual premiums are to be paid in anything other than South African Rand, then please indicate whether an exchange control application will be made for the transfer of funds abroad.

No an exchange control application is *not* required

Please explain why an exchange control application is not required
we really do not need it



- a. Number 16: You need to state if the premium is adjustable. If it is additional information has to be filled in.

16 Is the premium adjustable?

No, premiums are not adjustable ▼

16 Is the premium adjustable?

Yes, premiums are adjustable ▼

Basis of which premiums are to be adjusted

inflation

When will the premium be adjustable

march 2009

Note: Premium adjustment will be allowed by this office only if the original application to place the insurance cover offshore was approved and the same case number will apply. The percentage of the premium adjustment as opposed to the original premium will also be considered.

- b. Number 17: Attach any additional document that is relevant to this form
c. Number 18: Attach proof of payment if it is your final application.
d. Number 19: Terms



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17 Are there any other information or documents that are relevant to this form?

C:\Users\PhantomPhon\ Browse...

Any Formats

18 Attach details of payment of the prescribed fee as well as the amount must be included in order to prove payment of the prescribed fee of R530-00 in respect of a final application only.

C:\Users\PhantomPhon\ Browse...

Any Format

19 I Mr X (test submission for manual),

19.1 certify, to the best of my knowledge, that that the information contained in questions 1 through 16 of Part D is complete, true and correct.

19.2 certify that the insurance business dealt with in the application will be placed on equivalent terms to those presented to the South African market.

19.3 undertake, in the case of a provisional application, to furnish a final application to the Registrar of Short-term Insurance and the South African Insurance Association as soon as possible, but not later than 10 days after inception of cover or to inform the Registrar that approval is no longer needed.

19.4 undertake to notify the Registrar of Short-term Insurance and the South African Insurance Association immediately of any material changes to the information furnished in questions 5, 6, 8, 9, 10, 11 and 13

Submit or cancel

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- e. Submit Button: A pop up message box confirms your submission **IMPORTANT!** Because you are logged in as “broker admin”. Your submission will be posted and made live for everyone to see. Please make sure all your fields are correct. Alternatively log in as a broker to make sure the form is double checked by a broker admin.



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17 Are there any other information or documents that are relevant to this form?

C:\Users\PhantomPhon\ Browse...

Any Formats

18 Attach details of payment of the prescribed fee as well as the amount must be included in order to prove payment of the prescribed fee of R530-00 in respect of a final application only.

C:\ The page at <http://www.osip.co.za> says:

Any



Are you sure you want to submit the form? Please double check all fields!

OK

Cancel

19 1 Mr X (test submission for manual),

19.1 certify, to the best of my knowledge, that that the information contained in questions 1 through 16 of Part D is complete, true and correct.

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Submit or cancel

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4. Once it has been submitted you can now see the form under submissions.



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Success - the submission was stored and a notification email sent to the FSB SAIA and to all members

| Submitted by | Insured name | Start and end date | Objections | Actions |
|--------------|---|--------------------------|------------|-------------------------|
| broker | Tom Jones Aerflot (pls ignore this is a test submission for the manual) | 23/01/2009 to 20/05/2011 | 0 | details |



<< Start < Previous Next > End >>
Display # 20 Results 1 - 20 of 1

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5. You can view the submission details by pressing details.



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[Export and tab separated values file](#)

I, the undersigned, being a/the
 Mr X (test submission for manual)

of
 Big Planes Pty Ltd (test submission for manual)

hereby apply for approval to place insurance with underwriters other than South African short-term insurers and/or Lloyd's underwriters.

The following information is provided in support of the application.

- 1 Indicate the status of this application (Refer to items 5 and 6 of Part A.)
provisional
- 2 State the address of the intermediary/Lloyds correspondent making the application
Number 42, Denver Road, Johannesburg (pls ignore this is a test submission for the manual)
- 3 State the name(s) of the insured(s)
Tom Jones Aerflot (pls ignore this is a test submission for the manual)
- 4 Describe the business of the insured(s)
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- 5 Describe the cover required, the structure of the cover and the major differences to the cover offered by the South African market and attach supporting documents, if any.
Political Risk; Aviation; Engineering; War; Cargo; Sabotage
no one in south africa offers this cover (pls ignore this is a test submission for the manual)

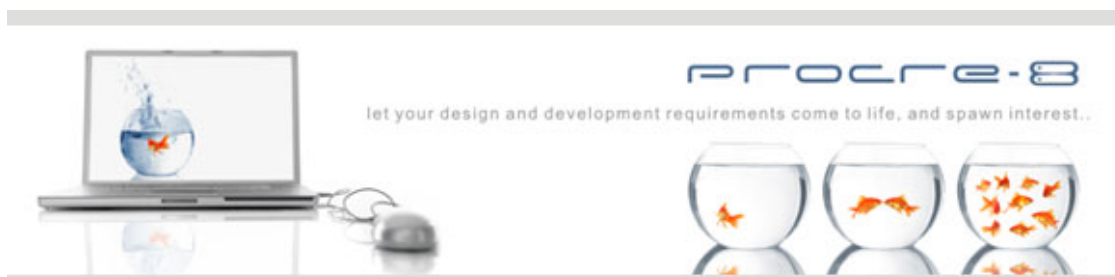
[Information to support cover requirements](#)

Indicate the proposed start date for the insurance
 23/01/2009



Indicate the proposed end date for the insurance
 20/05/2011

- 6 If the proposed period of cover is longer than 1 year, please explain the motivation
We need a long term cover because of factor X and Y. (pls ignore this is a test submission for the manual)
- 7 State the name(s), postal address(es), contact person(s) and telephone number(s) of the offshore insurer with whom the

6. Here you will be able to view the entire submission as well as download the attached files. You can also download the submission as a text document or as a csv file (tab separated value file).
7. To return to the submission page please click on the submissions tab.
8. Submission from brokers under you, are listed and can be edited in case they are wrong. To approve a submission from your brokers click on details and click on verify and submit or decline this form.





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RV7

Submission detail

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[Download as text document](#)
[Export and tab separated values file](#)
[Verify and submit or decline this form](#)

I, the undersigned, being a/the
test for manual please ignore

of
test for manual please ignore

hereby apply for approval to place insurance with underwriters other than South African short-term insurers and/or Lloyd's underwriters.

The following information is provided in support of the application.

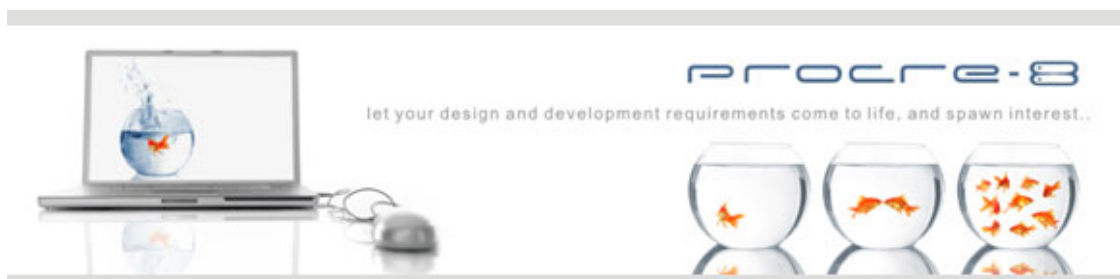
- 1 Indicate the status of this application (Refer to items 5 and 6 of Part A.)
provisional
- 2 State the address of the intermediary/Lloyds correspondent making the application
test for manual please ignore
- 3 State the name(s) of the insured(s)
test for manual please ignore
- 4 Describe the business of the insured(s)
test for manual please ignore
- 5 Describe the cover required, the structure of the cover and the major differences to the cover offered by the South African market and attach supporting documents, if any.
test for manual please ignore

Indicate the proposed start date for the insurance
21/01/2009

Indicate the proposed end date for the insurance
18/07/2013

- 6 If the proposed period of cover is longer than 1 year, please explain the motivation
test for manual please ignore
- 7 State the name(s), postal address(es), contact person(s) and telephone number(s) of the offshore insurer with whom the intermediary is applying to place insurance cover

9. If you approve the submission the submission will be out there for all the members to view. If you decline it then you can type in why you want to decline this submission. Your broker will receive an email on why the submission has been declined and he or she will have to edit fill out a new form.





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Approve/decline a submission

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☐ Approve this submission

☒ Decline this submission

* Please explain why this submission is being declined

sorry but that submission does not make sense

[submit](#)

RV7



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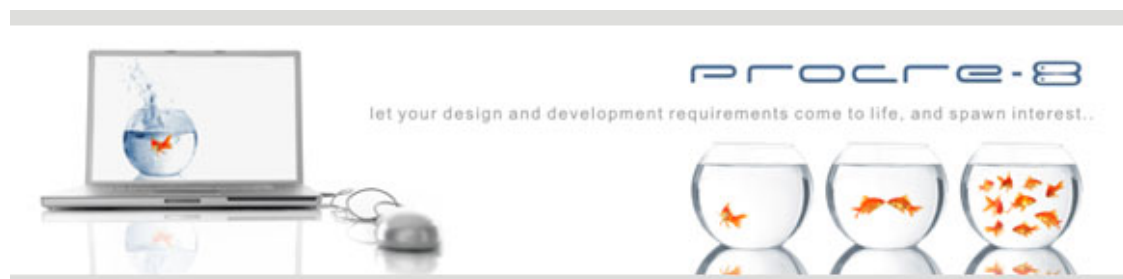


Archives

Introduction: This section includes all previous submitted RV7 forms by the broker admin and all the brokers that are under him.

Illustrated below is the step by step process:

1. You can view the old submission that you or a broker in your team have submitted. These submissions are no longer active and members can no longer view them and object to them as the time frame of 8 days had run out.



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| Submitted by | Insured name | Start and end date | Objections | Actions |
|---|--------------|--------------------|------------|---------|
| No archived submissions found | | | | |
| << Start < Previous Next > End >> | | | | |
| Display # <input type="text" value="20"/> Results 1 - 20 of 0 | | | | |

RV7



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2. If you click on details you can view the details again. To return click the tab above.

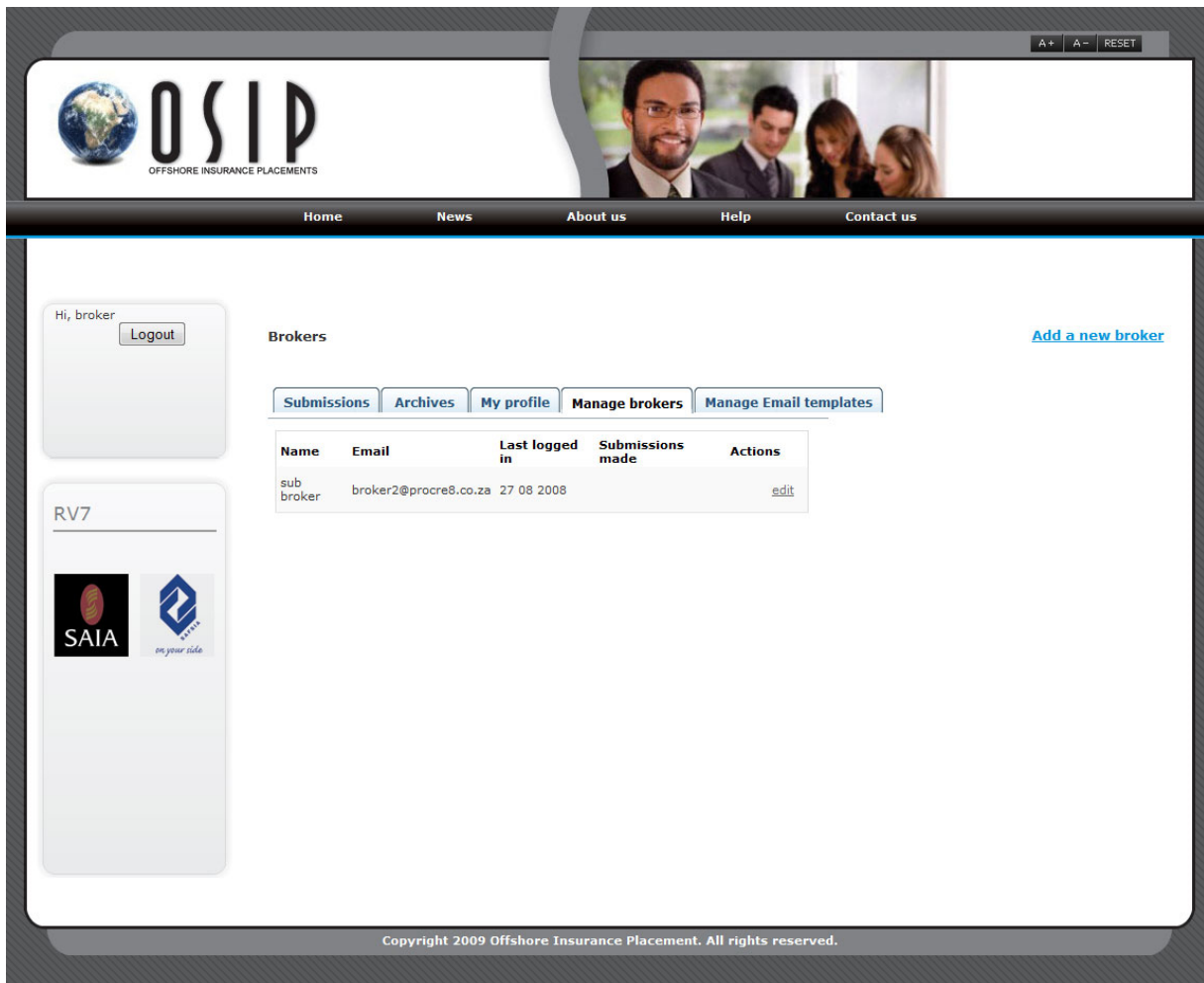


Manage Brokers

Introduction: This section enables you to add remove and manage the various brokers that are under you.

Illustrated below is the step by step process:

1. To add a new broker under you press “add a new broker” on the top right.



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SAIA on your side

Brokers

[Add a new broker](#)

Submissions Archives My profile Manage brokers Manage Email templates

| Name | Email | Last logged in | Submissions made | Actions |
|------------|-----------------------|----------------|------------------|----------------------|
| sub broker | broker2@procre8.co.za | 27 08 2008 | | edit |

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2. Fill in the brokers details. The user name and the password will be sent to the email address that you specified. A password will be automatically generated which the broker can use to log in.



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on your side

Manage my profile

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* Name

sub_broker2

* Email address

sub_broker2@procre8.co.za

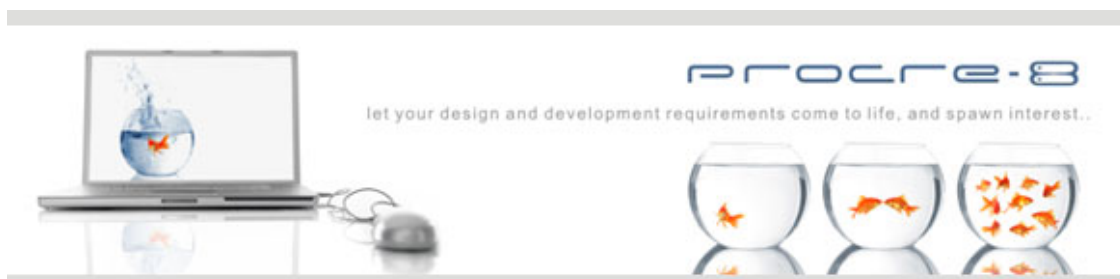
* Username

sub_broker2

submit or cancel

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3. A new broker has now been added.





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Brokers

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| Name | Email | Last logged in | Submissions made | Actions |
|-------------|---------------------------|----------------|------------------|----------------------|
| sub broker | broker2@procre8.co.za | 27 08 2008 | | edit |
| sub_broker2 | sub_broker2@procre8.co.za | 30 11 1999 | | edit |

RV7



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4. If you want to edit an existing broker click on the edit button.



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| Name | Email | Last logged in | Submissions made | Actions |
|------------|-----------------------|----------------|------------------|----------------------|
| sub broker | broker2@procre8.co.za | 27 08 2008 | | edit |

RV7



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5. You can now edit and manage your broker.




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RV7

Manage my profile

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* Name

* Email address

* Username

Leave these fields blank to keep the current password

Password

If changing your password, please confirm your new password

or [cancel](#)

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6. **REMEMBER:** A broker under the broker admin cannot directly publish a RV7 form for everyone to see. The Form will first go to the broker admin who has to double check the form and press authenticate, before it is released.



Manage Email templates (advanced)

Introduction: Here you can edit the format of the email template that gets send out.

Illustrated below is the step by step process:

1. You can customize your email templates if you like. Simply click edit on the template that you want to customize.

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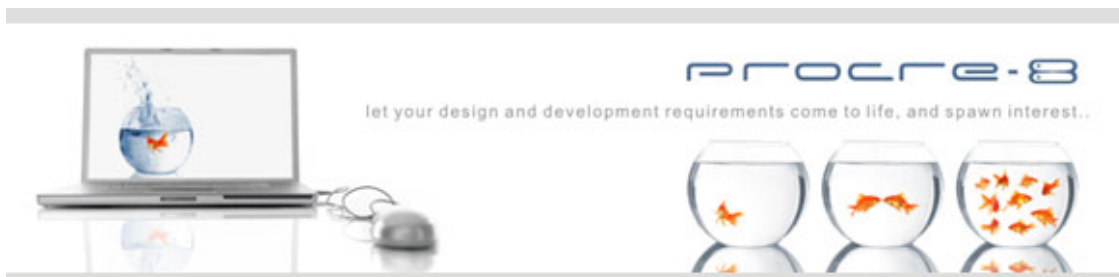
Email templates

[Submissions](#) [Archives](#) [My profile](#) [Manage brokers](#) [Manage Email templates](#)

| Name | Description | Actions |
|--|--|----------------------|
| Broker admin form submission requires review alert | This email is sent to the broker admin to alert them to a new submission requiring review | edit |
| FSB SAIA new objection notification email | This email is sent to the FSB SAIA when a new objection is filed | edit |
| FSB SAIA new submission alert email | This email gets sent out to the FSB SAIA whenever a new submission is approved by a broker admin | edit |
| Member new submission alert email | This email gets sent out to all members whenever a new submission is approved by a broker admin | edit |
| New objection notification email | This email is sent to the brokeradmin and submitter when a new objection is filed | edit |
| New submission receipt confirmation | This email is sent to the person responsible for submitting a new form before it is checked over by the broker admin | edit |
| Registration Email | This email gets sent out to new brokers to confirm their login details | edit |
| Submission approved notification to submitter | This email goes out to the person responsible for a submission when that submission has been approved | edit |
| Submission declined notification to submitter | This email is sent to the person responsible for a submission when it is declined by a brokeradmin | edit |
| User update email | This email gets sent out to existing brokers whose details have been updated | edit |

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2. Once inside the template you can write your own text. Press save to confirm the changes.



Hi, broker

Logout

Email templates

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User details

* Email subject

{SITE_NAME} - submission requi

* Email body

Dear {NAME},

One of your brokers
(SUBMITTED_BY_NAME) has submitted a
new applicatiON. Please log into
<http://www.osip.co.za> and verify
correctness of the form.

Members and/or SAIA/FSB will not be able
to see or process the form until this
has been done.

The following placeholders are available for use
{NAME} Broker's name
{SITE_NAME} Name of the host website
{APPROVED_BY_NAME} Name of person approving a new form
{NAME} Broker's name
{SITE_NAME} Name of the host website
{APPROVED_BY_NAME} Name of person approving a new form
{NAME} Broker's name
{SITE_NAME} Name of the host website
{APPROVED_BY_NAME} Name of person approving a new form
{NAME} Broker's name
{SITE_NAME} Name of the host website
{APPROVED_BY_NAME} Name of person approving a new form

or



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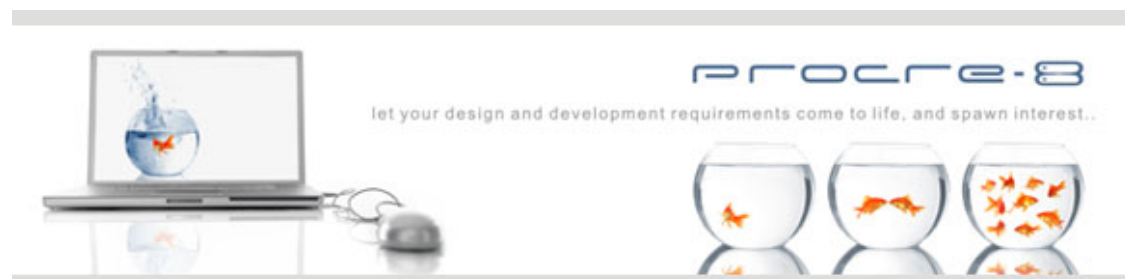


Manage your Profile

Introduction: This section enables you to manage your profile such as your username, password and more.

Illustrated below is the step by step process:

1. Under my profile you can update your details such as user name, email address, username and password.





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* Name

broker

* Email address

broker@procre8.co.za

* Username

broker

Leave these fields blank to keep your current password

Password

If changing your password, please confirm your new password

[submit](#) or [cancel](#)

RV7



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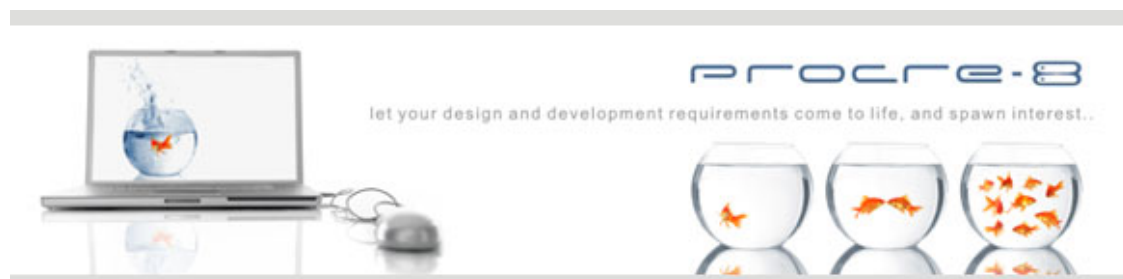
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Broker instructions

Broker vs Broker Admin Explained: The broker admin can have many brokers under him/her. This means when a broker under a particular broker admin submits an RV7 the broker admin has to approve the document first, before it is submitted for everyone to see. In contrast if the broker admin submits a RV7 form it does not need any approval and will be directly published.

1. As a broker under a broker admin you cannot register yourself. A broker needs to register you. To receive a username and a password please contact your broker admin to register you. The reason behind brokers and broker admins is so that there is one final check before the RV7 form gets released. In a company of for instance 20 people one person should be the broker admin who checks all the forms before they get released. While the other 19 brokers submit the forms.
2. Once you have received your details please go to <http://www.osip.co.za/> and log in.





3. Once logged in you will see the dash board with submission archives and my profile tab





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Hi, sub_broker2

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Dashboard

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| Submitted by | Insured name | Start and end date | Objections | Actions |
|---|--------------|--------------------|------------|---------|
| No submissions found | | | | |
| << Start < Previous Next > End >> | | | | |
| Display # <input type="text" value="20"/> Results 1 - 20 of 0 | | | | |

RV7



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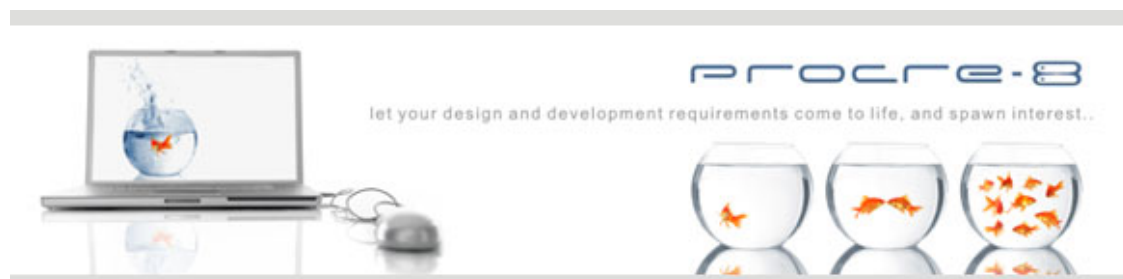


Submissions

Introduction: This step by step manual will explain how to successfully submit and manage your RV7 application as.

Illustrated below is the step by step process:

1. The Submission is exactly the same as with the broker admin. Please see that section for details. The only differences are listed below.
2. You can edit the form until your broker admin has approved it. Once it is approved you can not change it anymore.
3. If the broker admin approves your submission you will not be able to edit your submission anymore. If the broker admin declines it you will receive an email to notify you why. You will then have to edit your current submission or make a new one, up to the point where your broker admin is happy and will approve it.
4. Error Control: Any error that the system can pick up will be highlighted and shown.





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Logout

Add/edit a submission

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Oops - 1 error was detected which prevent this form from being saved

Specific information

FINANCIAL SERVICES BOARD REPUBLIC OF SOUTH AFRICA

SHORT-TERM INSURANCE ACT, 1998 (ACT 53 OF 1998)

Page 2 of 3

* I, the undersigned, being a/the
test for manual please ignore

* of
test for manual please ignore

hereby apply for approval to place insurance with underwriters other than South African short-term insurers and/or Lloyd's underwriters.

The following information is provided in support of the application.

1 * Indicate the status of this application (Refer to items 5 and 6 of Part A.)

Provisional



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Hi, sub_broker2

[Logout](#)

Dashboard

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Success - the form submission was successfully received

| Submitted by | Insured name | Start and end date | Objections | Actions |
|--------------|-------------------------------|--------------------------|------------|--|
| sub_broker2 | test for manual please ignore | 21/01/2009 to 18/07/2013 | 0 | edit details |

<< Start < Previous Next > End >>

Display # 20 Results 1 - 20 of 1

RV7



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Archives

Introduction: This section includes all your previous submitted RV7 forms.



1. You can view the old submission that you have submitted. These submissions are no longer active and members can no longer view them and object to them as the time frame of 8 days had run out.



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Hi, sub_broker2
[Logout](#)

RV7

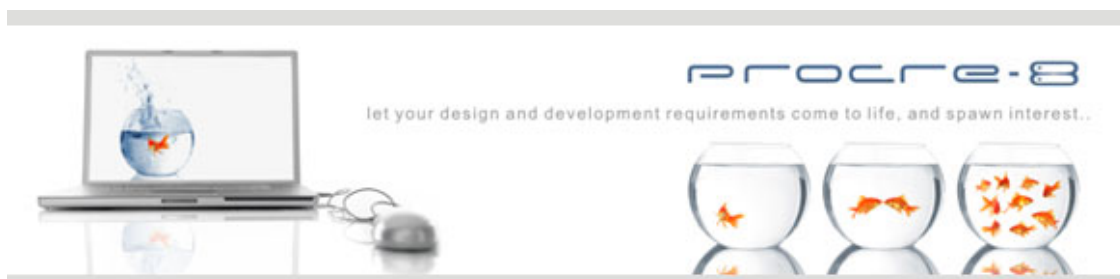


Archives

[Submissions](#) [Archives](#) [My profile](#)

| Submitted by | Insured name | Start and end date | Objections | Actions |
|---|--------------|--------------------|------------|---------|
| No archived submissions found | | | | |
| << Start < Previous Next > End >> | | | | |
| Display # <input type="text" value="20"/> Results 1 - 20 of 0 | | | | |

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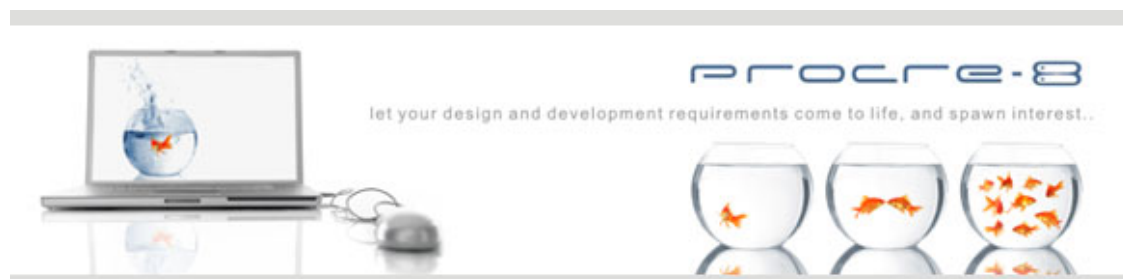
My Profile

Manage your Profile

Introduction: This section enables you to manage your profile such as your username, password and more.

Illustrated below is the step by step process:

1. Under my profile you can update your details such as user name, email address, username and password.





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Hi, sub_broker2

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Manage my profile

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* Name

sub_broker2

* Email address

sub_broker2@procre8.co.za

* Username

sub_broker2

Leave these fields blank to keep your current password

Password

If changing your password, please confirm your new password

[submit](#)

or [cancel](#)

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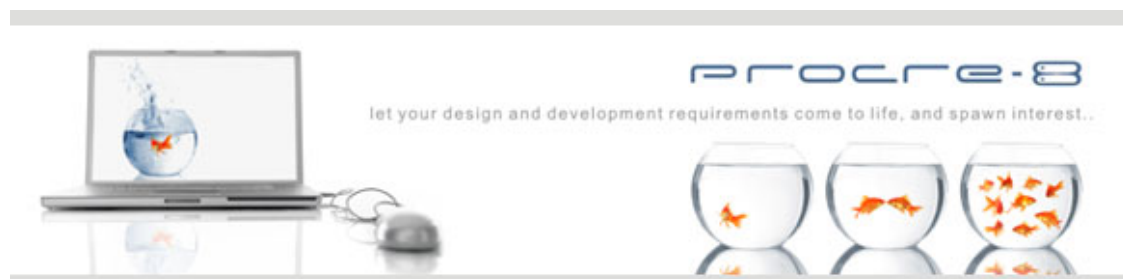
Member Instructions

Logging in and registration

Introduction: This step by step manual will explain how to successfully register and log into the osip website.

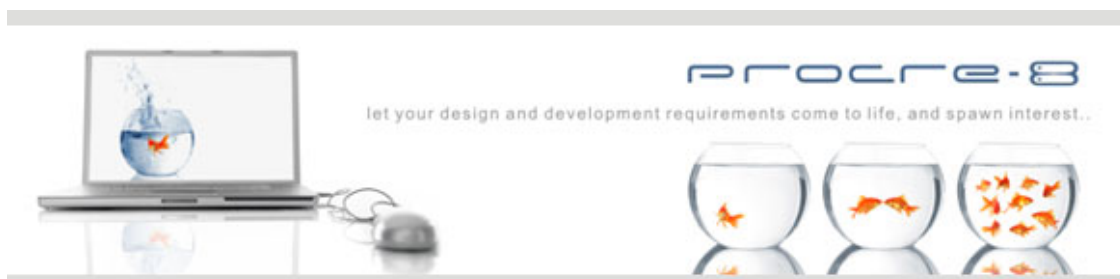
Illustrated below is the step by step process:

1. Firstly please visit <http://www.osip.co.za>. Once you are there please log in using the user name and password that you were provided. Should you have not received one please register first by pressing register.





2. On the registration page please fill in all the fields and press send registration when you are done.



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Username

 Password

☐ Remember me

[Lost Password?](#)
[No account yet? Register](#)

RV7



Registration

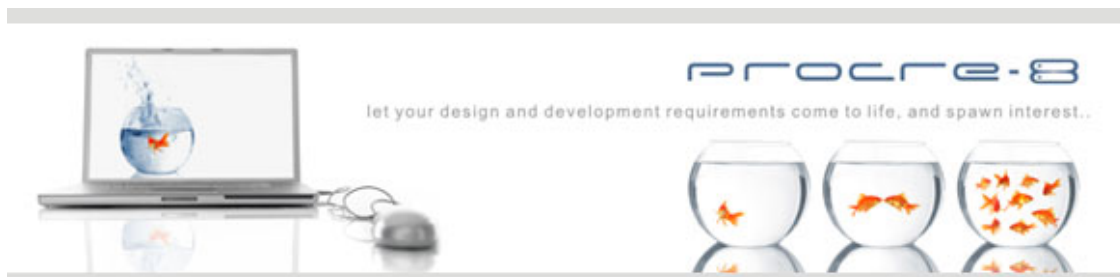
Fields marked with an asterisk (*) are required.

| | |
|--------------------|-------------------|
| Name: * | Mr. X Member |
| Username: * | mxm |
| E-mail: * | mxm@procre8.co.za |
| Password: * | ***** |
| Verify Password: * | ***** |

Extended Details

| | | |
|-----------------------------|--------------------------------|----------|
| Company Name | X Member Company | Required |
| Type (member or broker) | Member | Required |
| telephone | 0113354587 | Required |
| cell | 0828889965 | Required |
| fax | 0113354587 | Required |
| company registration number | 2007/11235/002 | Required |
| physical address | 3rd road X street Johannesburg | Required |

- You will receive an email that your registration details have been received. Your details will now be cross checked by SAIA and the FSB. After max 48 hours you will be able to log in if the cross check is successful. If there should be any problems you will be contacted by SAIA or the FSB.



Hello NAME,

Thank you for registering at OSIP. Your account is created and will be authenticated by staff usually in 48 hours.

After activation you may login to <http://www.osip.co.za> using the following username and password:

Username - USER

Password - PASS

4. Once your account is active please enter your details and log in. Once you have logged in you will see the “dashboard”, which consists of “submissions”, “archives”, “my profile”, “manage brokers” and “manage email templates”.



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Home

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Help

Contact us

Hi, member

Logout

Dashboard

Submissions

My profile

| Submitted by | Insured name | Start and end date | Objections | Actions |
|--------------|---|--------------------------|------------|-------------------------|
| broker | Tom Jones Aerflot (pls ignore this is a test submission for the manual) | 23/01/2009 to 20/05/2011 | 0 | details |

<< Start < Previous Next > End >>

Display # 20 Results 1 - 20 of 1

RV7



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Submission

Introduction: This section explains how to object to an RV7 form.

Illustrated below is the step by step process:

1. Under submissions you can see all the different RV7 forms that have been submitted and are still active.

The screenshot shows the OSIP dashboard. At the top, there's a header with the OSIP logo and a navigation bar with links: Home, News, About us, Help, and Contact us. Below the header, the dashboard is divided into sections. On the left, there's a sidebar with a 'Hi, member' greeting, a 'Logout' button, and a section for 'RV7' with logos for SAIA and 'on your side'. The main content area is titled 'Dashboard' and has two tabs: 'Submissions' (selected) and 'My profile'. Under the 'Submissions' tab, there's a table with the following data:


| Submitted by | Insured name | Start and end date | Objections | Actions |
|--------------|---|--------------------------|------------|-------------------------|
| broker | Tom Jones Aerflot (pls ignore this is a test submission for the manual) | 23/01/2009 to 20/05/2011 | 0 | details |

Below the table, there are navigation links: '<< Start < Previous Next > End >>' and a display count: 'Display # 20 Results 1 - 20 of 1'. At the bottom of the dashboard, there's a copyright notice: 'Copyright 2009 Offshore Insurance Placement. All rights reserved.'

2. To view details on the submission click on details



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Submission detail

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[Export and tab separated values file](#)
[File an objection to this submission](#)

I, the undersigned, being a/the
Mr X (test submission for manual)

of
Big Planes Pty Ltd (test submission for manual)

hereby apply for approval to place insurance with underwriters other than South African short-term insurers and/or Lloyd's underwriters.

The following information is provided in support of the application.



- 1 Indicate the status of this application (Refer to items 5 and 6 of Part A.)
provisional
- 2 State the address of the intermediary/Lloyds correspondent making the application
Number 42, Denver Road, Johannesburg (pls ignore this is a test submission for the manual)
- 3 State the name(s) of the insured(s)
Tom Jones Aerflot (pls ignore this is a test submission for the manual)
- 4 Describe the business of the insured(s)
Aviation (pls ignore this is a test submission for the manual)
- 5 Describe the cover required, the structure of the cover and the major differences to the cover offered by the South African market and attach supporting documents, if any.
Political Risk; Aviation; Engineering; War; Cargo; Sabotage
no one in south africa offers this cover (pls ignore this is a test submission for the manual)

[Information to support cover requirements](#)

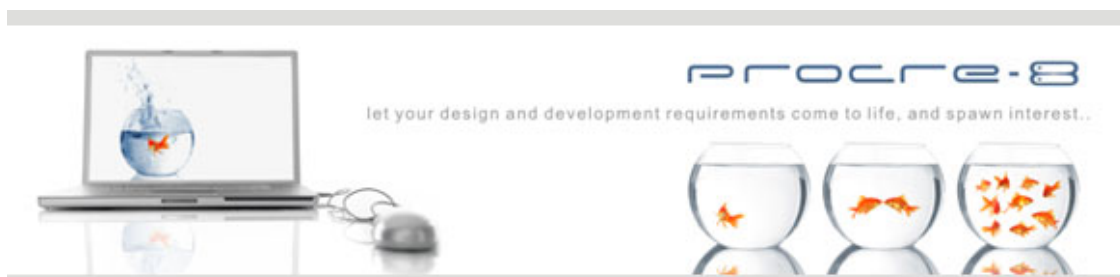
Indicate the proposed start date for the insurance
23/01/2009

Indicate the proposed end date for the insurance
23/01/2009



RV7

3. You can view the submission as well as download it as a text or a csv document
4. If you click "File an objection to this submission", you can object to a RV7 form. Fill in your reason and press submit.



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Hi, member

Logout

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File an objection

Submissions | My profile

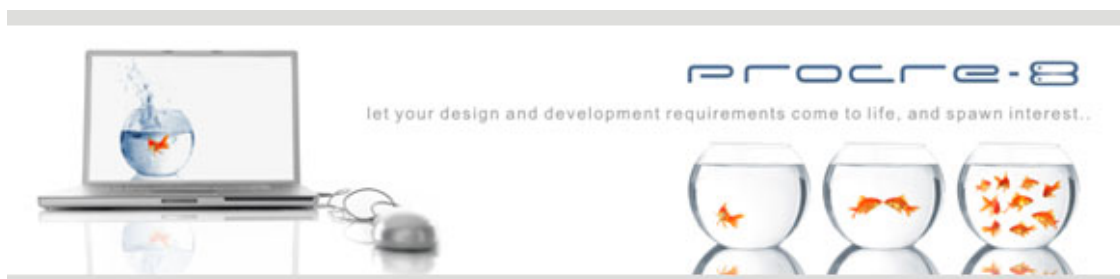
* Please outline your objection

I object because I can insure this plane locally at a better rate.

submit or cancel

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5. You have now objected to the form.



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Submission detail

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The objection was successfully logged

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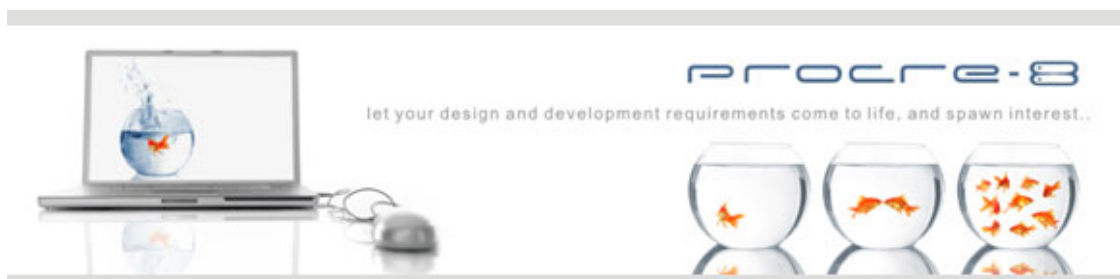
I, the undersigned, being a/the
 Mr X (test submission for manual)
 of
 Big Planes Pty Ltd (test submission for manual)
 hereby apply for approval to place insurance with underwriters other than South African short-term insurers and/or Lloyd's underwriters.

The following information is provided in support of the application.

- 1 Indicate the status of this application (Refer to items 5 and 6 of Part A.)
provisional
- 2 State the address of the intermediary/Lloyds correspondent making the application
Number 42, Denver Road, Johannesburg (pls ignore this is a test submission for the manual)
- 3 State the name(s) of the insured(s)
Tom Jones Aerflot (pls ignore this is a test submission for the manual)
- 4 Describe the business of the insured(s)
Aviation (pls ignore this is a test submission for the manual)
- 5 Describe the cover required, the structure of the cover and the major differences to the cover offered by the South African market and attach supporting documents, if any.
Political Risk; Aviation; Engineering; War; Cargo; Sabotage
no one in south africa offers this cover (pls ignore this is a test submission for the manual)

[Information to support cover requirements](#)
 Indicate the proposed start date for the insurance
 23/01/2009

6. On the submission area one objection is now listed. You and the broker will have get in touch to work out the details.





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My profile

| Submitted by | Insured name | Start and end date | Objections | Actions |
|--------------|---|--------------------------|------------|-------------------------|
| broker | Tom Jones Aerflot (pls ignore this is a test submission for the manual) | 23/01/2009 to 20/05/2011 | 1 | details |

<< Start < Previous Next > End >>

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on your side

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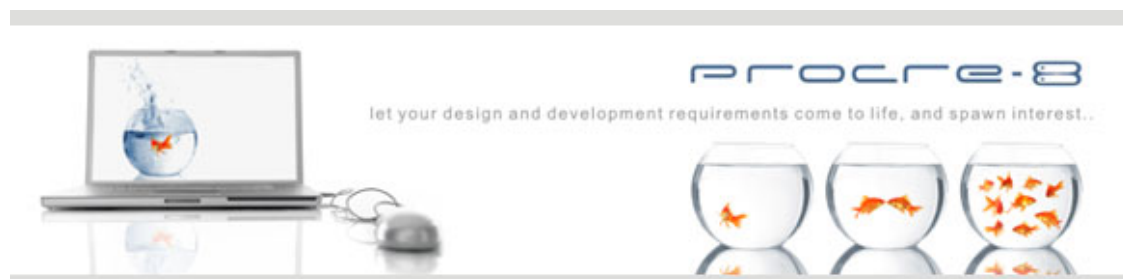
My Profile

Manage your Profile

Introduction: This section enables you to manage your profile such as your username, password and more.

Illustrated below is the step by step process:

1. Under my profile you can update your details such as user name, email address, username and password.





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* Name

member

* Email address

mem@procre8.co.za

* Username

member

Leave these fields blank to keep your current password

Password

If changing your password, please confirm your new password

[submit](#) or [cancel](#)

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