



## OSIP Operations Manual

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## Member Instructions

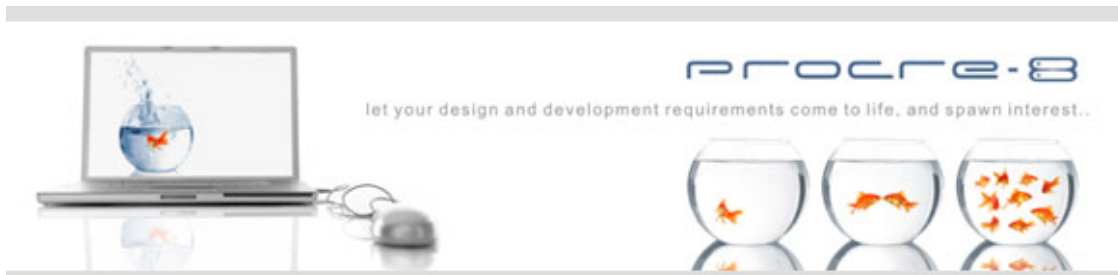
### Logging in and registration

**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.

The screenshot shows the OSIP (Offshore Insurance Placements) website. The header includes the OSIP logo and a navigation menu with links: Home, News, About us, Help, and Contact us. On the left, there is a login form with fields for Username and Password, a 'Remember me' checkbox, and buttons for 'Login', 'Lost Password?', and 'No account yet? Register'. Below the login form is a section titled 'RV7' featuring logos for SAIA and another company. The main content area has a heading 'Information' followed by a message to visitors asking for help to test the system. It provides contact information for phil@procre8.co.za and phone numbers. Below this is a 'Web Browser' section advising users to upgrade from Internet Explorer 6 or lower, listing reasons for upgrading and providing logos for Firefox 3, Opera software, Internet Explorer 7, Google Chrome, and a generic browser icon. The footer contains the copyright notice: 'Copyright 2009 Offshore Insurance Placement. All rights reserved.'




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

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

Username  
Password  
☐ Remember me  
Login  
[Lost Password?](#)  
[No account yet? Register](#)

RV7  



### Registration

Fields marked with an asterisk (\*) are required.

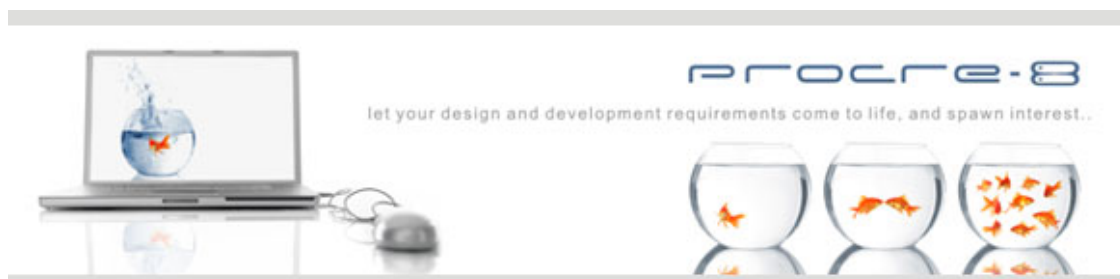
Name: *	Mr. X Member
Username: *	mxm
E-mail: *	mxm@procure8.co.za
Password: *	*****
Verify Password: *	*****

### 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

Send Registration

3. 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](#)

[News](#)

[About us](#)

[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	<a href="#">details</a>

<< 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 (Offshore Insurance Placements) dashboard. The header includes the OSIP logo and navigation links: Home, News, About us, Help, and Contact us. The main content area is titled "Dashboard" and has two tabs: "Submissions" (selected) and "My profile". Below the tabs is a table of submissions.

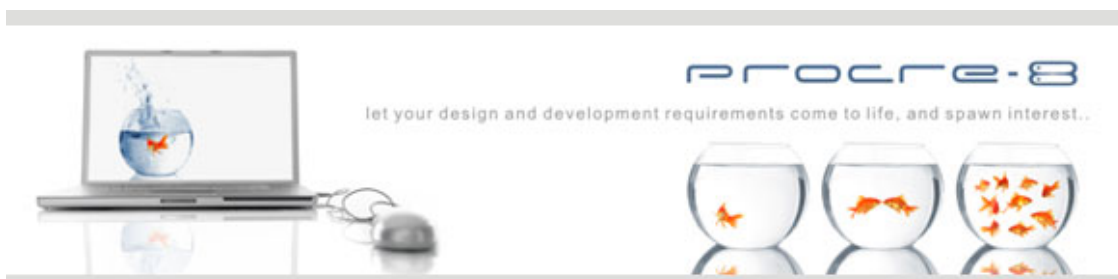
Submitted by	Insured name	Start and end date	Objections	Actions
broker	Tom Jones Aerflot (pls ignore this is a test submission for the manual)	23/01/2009 to 20/05/2011	0	<a href="#">details</a>

Below the table, there is a pagination control: "<< Start < Previous Next > End >>" and "Display # 20 Results 1 - 20 of 1".

On the left side of the dashboard, there is a sidebar with a "Hi, member" greeting, a "Logout" button, and a section titled "RV7" containing logos for SAIA and another company.

At the bottom of the dashboard, there is 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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Home News About us Help Contact us

Hi, member  
Logout

RV7

Submission detail

Submissions My profile

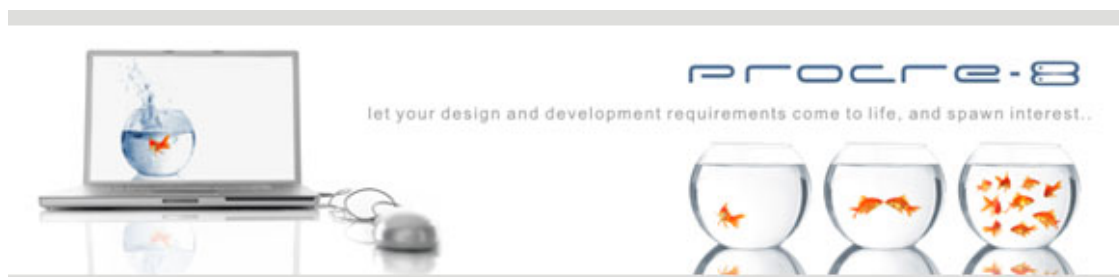
[Download as text document](#)  
[Export and tab separated values file](#)  
[File an objection to this submission](#)

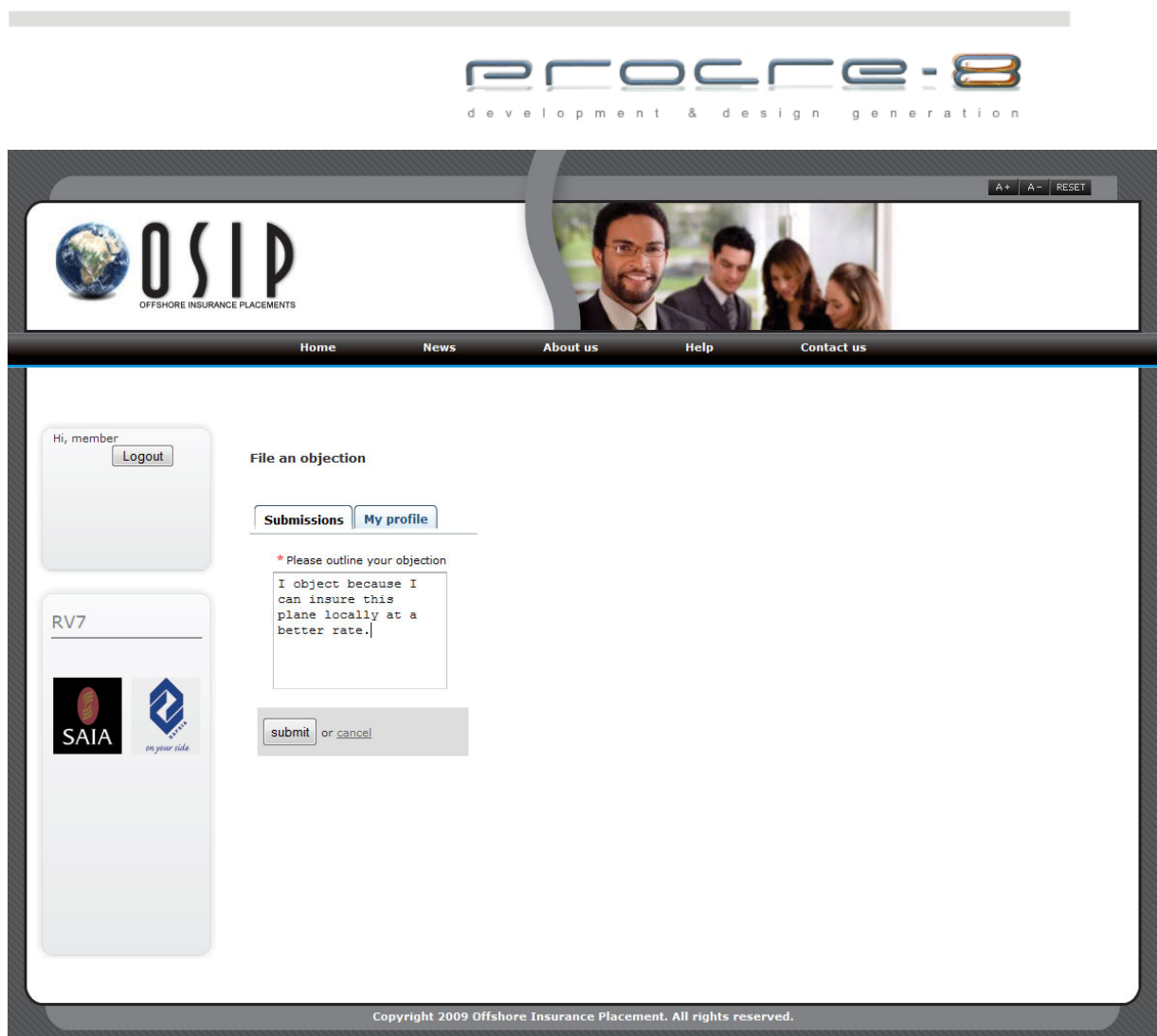
I, the undersigned, being a/the  
Mr X (test submission for manual)  
of  
Big Planes Pty Ltd (test submission for manual)  
hereby apply for approval to place insurance with underwriters other than South African  
short-term insurers and/or Lloyd's underwriters.

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

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.





5. You have now objected to the form.





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

Hi, member [Logout](#)

RV7

### Submission detail

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

The objection was successfully logged

[Download as text document](#)  
[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

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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[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	1	<a href="#">details</a>

<< Start < Previous Next > End >>

Display # 20 Results 1 - 20 of 1

RV7



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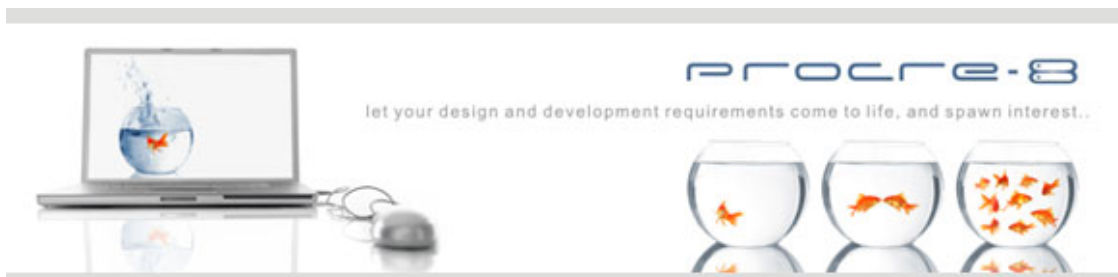
## My Profile

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, member

[Logout](#)

### Manage my profile

[Submissions](#)

[My profile](#)

\* 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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