# Things To Know



# Immediate Steps after "Basic Training"

#### Step 1: To Enroll Yourself as an Agent

- 1. Duly fill the Agent Declaration & Code of Conduct Form (See Snapshots on the next page)
  - Sign the documents yourself
  - Get the forms signed by 2 witnesses
- 2. Duly fill the Freelance Agent Agreement Retail Form
  - Sign the documents yourself
- 3. Share a copy of all Educational Documents
- 4. 2 Photographs
- 5. CNIC Copy

#### Dispatch all of the above to the following addresses:

- In case of Dispatch
  - Attention: Mr. Mirza Tayseer Berlas
    Address: TPL Life Insurance Limited, 33-C, Shahbaz
    Commercial Lane 4, Phase VI, DHA, Karachi
    Email to: mirza.tayseer@tpllife.com



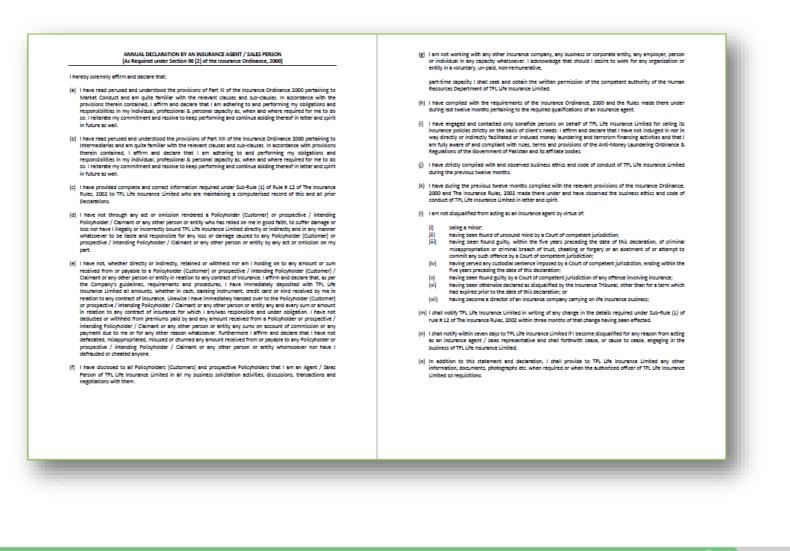


#### **Code of Conduct Form**



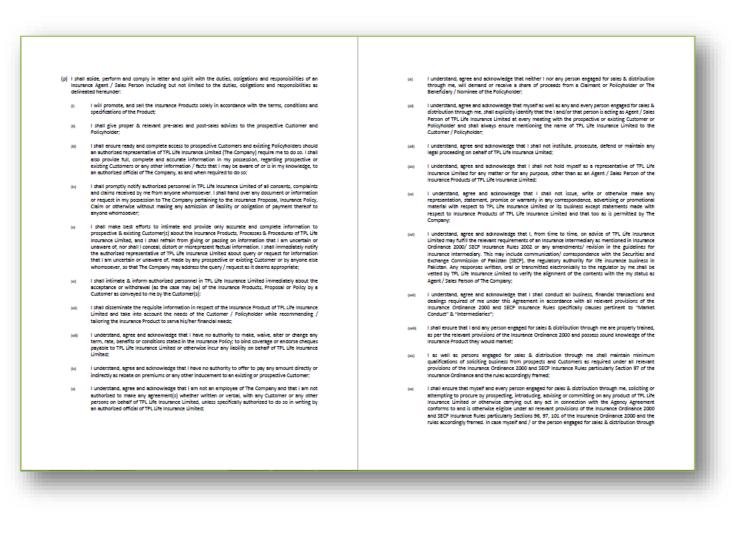


#### **Agent Declaration Form**



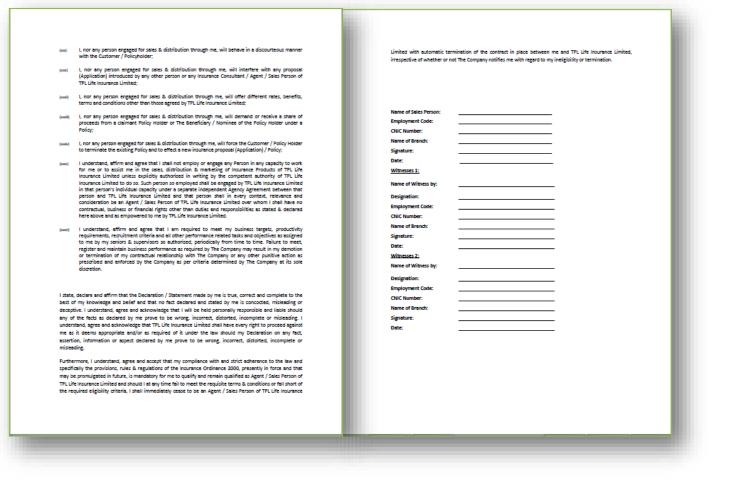


#### **Agent Declaration Form**





#### **Agent Declaration Form**



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# Where will I get the Stationery From?

Once your Agent Profile along with a Valid Agent Code has been activated with in the TPL Life's Core Agency System:

- You may access the documents by visiting www.tpllife.com/tpllifemuavin:
  - Product Brochures (can be downloaded from www.tpllife.com/tpllifemuavin)
  - Application Forms (can be downloaded from www.tpllife.com/tpllifemuavin)
  - Illustration Software (can be downloaded from www.tpllife.com/tpllifemuavin)
  - Transmitter Form (can be downloaded from www.tpllife.com/tpllifemuavin)





### The Process of Proposal Submission?

- When a successful sale is conducted i.e. where a Customer has agreed to buy an Insurance Plan, you will be required to dispatch the following documents to TPL Life Head Office:
  - 1. Duly filled & Signed Application/Proposal Form
    - To be signed by both Customer & Yourself (The Sales Agent)
  - 2. Duly filled and signed Illustration Sheet
    - To be signed by both Customer & Yourself (The Sales Agent)
  - 3. A copy of the CNIC of the customer
  - 4. Duly filled Transmittal Form
    - To be signed by Yourself (The Sales Agent) & Retail Distribution Head



- All duly filled and signed documents are to be dispatched at the following address from your respective city via courier:
  - $\circ$  In case of Dispatch
    - Attention: Mr. Mirza Tayseer Berlas
      Address: TPL Life Insurance Limited, 33-C, Shahbaz Commercial Lane 4, Phase VI, DHA, Karachi
       Contact No: 0334 - 3694833
       Email to: mirza.tayseer@tpllife.com





# **THANK YOU**

