**Docuware – Renewals Comercial**

**Annexure E – Document list**

**FAIS DOCUMENTATION**

1. Signed: Letter of introduction net nodig as nie reeds op leer is nie
2. Signed: Brokers appointment
3. Signed: Advice record

**POLICY DOCUMENTATION**

1. Pre-renewal summary
2. Loss Ratio
3. Claims History
4. Renewal schedule
5. Approval / acceptance from insurer
6. Policy wording
7. Proof of receipt by client documents 4 – 9 and renewal instruction from insurer