

E-INVOICE

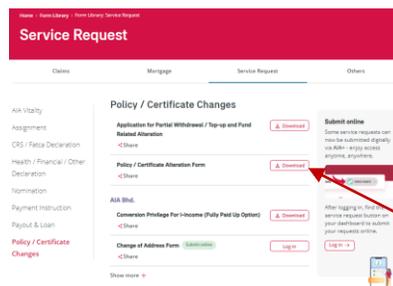
How to Submit Business Details for e-Invoice Purposes for Individual Policy Corporate Owners



STEP A: DOWNLOAD POLICY ALTERATION FORM

1 Click on the link below to the Service Request page

<https://www.aia.com.my/en/help-support/form-library/service-request.html>



2 Click on Policy / Certificate Changes

3 Download the Policy / Certificate Alteration Form

STEP B: COMPLETE THE POLICY ALTERATION FORM

4 Complete the Policy Details in the Cover Page and check N - Others

5 Provide details of request in Section N

Provide the below details:

1. New Business Registration Number (BRN)
2. Tax Identification Number (TIN)
3. Sales or Service Tax (SST) Number whichever is applicable



Important

- Please prepare the following documents to update the new **Business Registration Number (BRN)**,
- Complete the Part 2 and 3 in Authorised Person and Beneficial Owner Declaration Form. Authorised person information is compulsory even though he/she is one of the company directors as shown in Form 49
 - A copy of Authorised Person and Beneficial Owner(s)' NRIC/ Passport is required
 - Business Registration Certificate or any equivalent documents
 - Details of share ownership and list of directors (Form 24 & 49 or equivalent)

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STEP C: SUBMISSION VIA EMAIL & FEEDBACK

6 Submit the completed Policy Alteration Form by clicking the below link

<https://www.aia.com.my/en/help-support/contact-us/enquiry-form.html>

7 Select Enquiry and Submit a New Form

8 Complete your Personal Details

9 Select Personal Insurance (Health & Wealth)

10 Select Policy Servicing Service Request from the drop-down list

11 Select Requirements from the drop-down list

12 Fill in "Update New BRN, TIN & SST"

13 Upload the completed Policy Alteration Form and the necessary supporting documents

14 Check the CAPTCHA box

14 Click SUBMIT