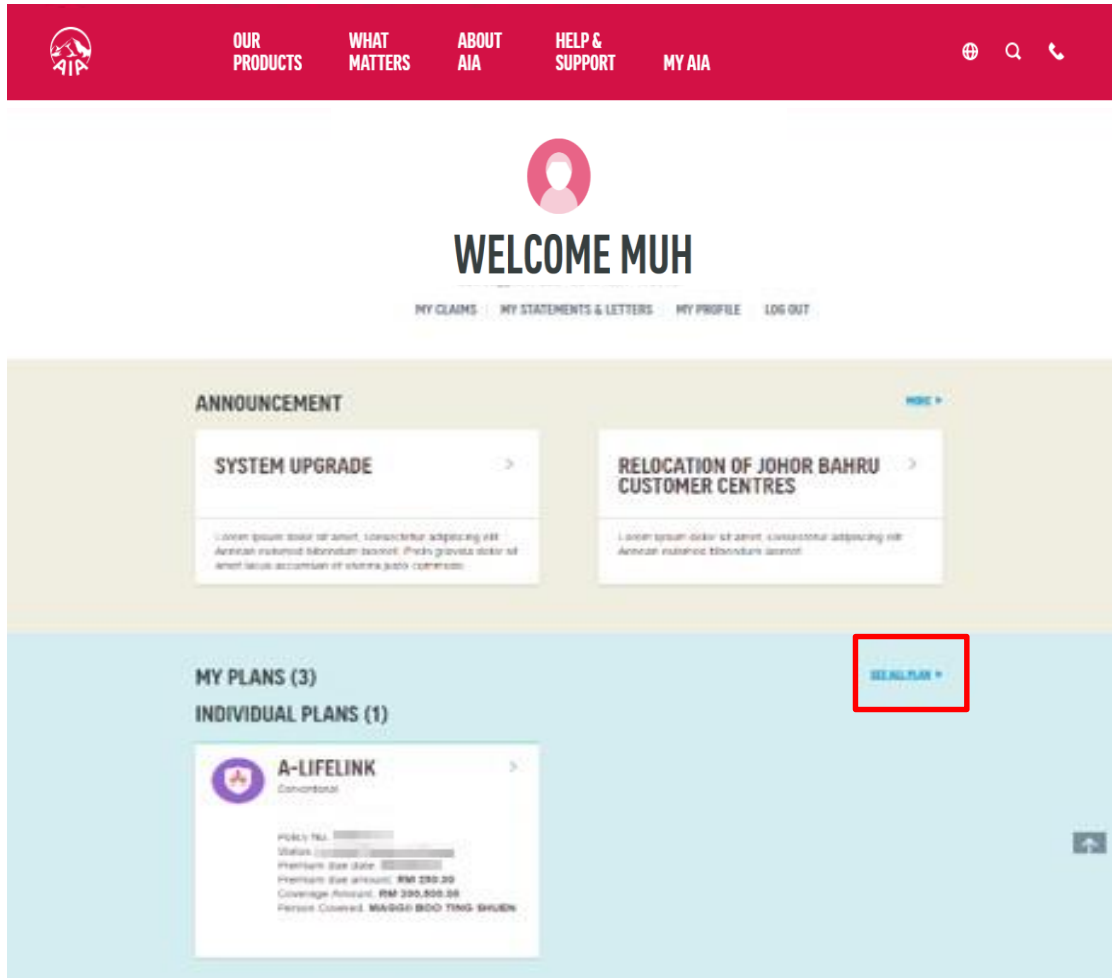


# UPDATE CONTACT DETAILS via MY AIA



1) After you have login to MY AIA, on the Homepage, scroll down to 'My Plans' and click 'See All Plans'



**NOTE:** If you have not registered for MY AIA, please refer to the 'Register for MY AIA' guide



# UPDATE CONTACT DETAILS via MY AIA



## 2) Select 'Individual Plans'

OUR PRODUCTS WHAT MATTERS ABOUT AIA HELP & SUPPORT MY AIA

← DASHBOARD NEXT

# MY PLANS

All (6) Individual Plans (5) Employee Benefits (1)

Search by name



# UPDATE CONTACT DETAILS via MY AIA



## 3) Click on 'More Details'



← DASHBOARD AND STATEMENTS PREV

## MY PLANS

ALL (3) | INDIVIDUAL PLANS (3) | EMPLOYEE BENEFITS (0)

Search by name

**PERSON COVERED: LOW**

	<b>EXCELIFE</b> <a href="#" style="border: 2px solid red; padding: 2px;">More detail ▶</a>
Policy no: S55- Status: In force Premium Paying Coverage amount: RM 310,000.00	Premium due date: 2016/02/08 Premium due amount: RM 527.27 (GST RM 4.77)
	<b>VISIONLIFE PLUS</b> <a href="#">More detail ▶</a>

# UPDATE CONTACT DETAILS via MY AIA

Step 1  
Select  
See All Plans

Step 2  
Select  
Individual  
Plans

Step 3  
Select  
More Details

Step 4  
Select Update  
Contact  
Details / Edit

Step 5  
Update  
Contact  
Details

Step 6  
Verification

Step 7  
Confirmation

4) You can either select 'Update Contact Details',  
or scroll down to Client Details, and under Correspondence, click on 'Edit'

< MY PLANS - INDIVIDUAL



## A-LifeLink

Life Insurance

Policy No

Premium due date  
20-APR-2020

Premium cease date  
20-JUL-2077

Coverage Amount

RM 100,000.00

Premium due amount

RM 360.00  
(Inc. Govt. Tax RM 0.00)

Status

IN FORCE PREMIUM PAYING

Coverage Period

FROM 20-JUL-2015 TO 20-JUL-2077

Auto Extension Coverage Term Indicator

N/A

This investment-linked plan offers you protection and helps you meet your savings needs. You have the flexibility of changing your level of protection and savings from time to time by choosing from our wide range of investment-linked funds and by adding on optional insurance benefits.

UPDATE PAYMENT DETAILS

UPDATE CONTACT DETAILS

MEDICAL CARD REPLACEMENT

INVESTMENT DETAIL

SUSTAINABILITY INFORMATION

CLIENT DETAILS

- COLLAPSE



TAI [REDACTED] NOMINEE



TAI [REDACTED] CORRESPONDENCE

AIA ID No.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



TAI [REDACTED] PERSON COVERED



TAI [REDACTED] CERTIFICATE OWNER



TAI [REDACTED] PAYOR

MY LIFE PLANNER

+ EXPAND

# UPDATE CONTACT DETAILS via MY AIA



## 5) Edit your contact details accordingly, then click 'Next'

UPDATE CONTACT DETAILS

### EDIT CONTACT DETAILS

TAI [redacted], Certificate Owner of Takaful A-LifeLink SO [redacted]

Address (Line 1) [1]

Address (Line 2) [2]

Address (Line 3) [3]

Country [4]

State [5]

Postcode [6]

Mobile no. [7]

Home no. [8]

Office no. [9]

Email address [10]

Note: Your mobile number and email will be automatically applied across all your policies.

[11]

- 1 Type in Address (Line 1)
- 2 Type in Address (Line 2)
- 3 Type in Address (Line 3)
- 4 Type in Country
- 5 Type in State
- 6 Type in Postcode
- 7 Type in Mobile No.
- 8 Type in Home No.
- 9 Type in Office No.
- 10 Type in Email
- 11 Click Next

# UPDATE CONTACT DETAILS via MY AIA



**6) Check the boxes of the policies/certificates you would like the updated contact details to apply to, then key in the OTP (One Time Password) sent to the mobile number provided to verify your changes.** If you did not update your mobile number, the OTP will be sent to the mobile number saved under “My Profile”

UPDATE CONTACT DETAILS

## EDIT CONTACT INFORMATION

TAI [REDACTED], Certificate Owner of Takaful A-LifeLink SO [REDACTED]

Please select your other policies to apply the new address, home number and office number to:

Address: [REDACTED]

- Takaful A-LifeLink
- Takaful A-LifeLink
- Anniversary PA

Your mobile number and email below will be applied across all your policies.

Mobile no. [REDACTED]

Email address [REDACTED]@gala.com

We have sent a 6-digit verification code to your phone +6016-XXXX543

Enter the code below to proceed.

[REDACTED]

**1**

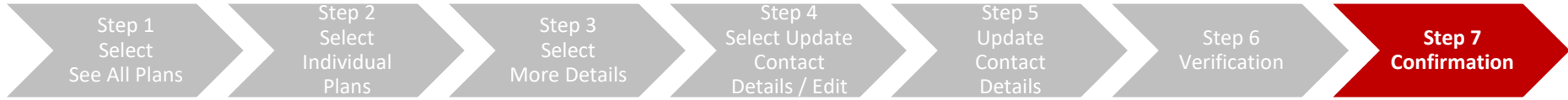
**2**

**3** VERIFY

**4** CANCEL NEXT

- 1 Select Policy/Certificate
- 2 Enter OTP Code
- 3 Click Verify
- 4 Click Next

# UPDATE CONTACT DETAILS via MY AIA



7) You will be directed to the acknowledgement page once your update has been successfully completed.

