

## Premium Payment Guidelines Great Eastern Life Brunei

1. At Great Eastern Life Brunei, we advocate a cashless mode of payment and encourage all our Customers to make payments electronically using approved payment methods. Cashless payments offer safe and secured payment alternatives to Customers.
2. Great Eastern Life Brunei offers you multiple payment methods for your premiums, policy loans repayment which are safe, convenient and hassle-free. Available payment channels include Internet Banking, Cash Deposit Machine, Automatic Teller Machine, Cheque Deposit Machine / Dropbox and Telegraphic Transfer. For details on payment methods available, please refer to the **Table: Payment Channels** in ANNEX 1 of the guidelines.

Bank Payment Channels	SCB	Baiduri	Information Required
Cash Deposit Machine	√	X	Policy Number and Amount
Automatic Teller Machine	√	X	Policy Number and Amount
Cheque Dropbox (SCB & Baiduri)  Cheque Depositing Machine (Baiduri)	√	√	Policy Number, Policyholder Name and Purpose of Payment
Internet Banking Add A New Biller (SCB)  Make A One Time Payment (SCB)	√	X	Policy Number, Policyholder Name and Purpose of Payment
Bank Counter	X	√	Policy Number, Policyholder Name and Purpose of Payment  PH can do an Account Transfer to transfer from PH to GE account at SCB or Baiduri counter.
Standing Instruction (To be set up at bank counter)	√	√	Policy Number, Policyholder Name and Purpose of Payment  Standing Instruction set up fee is waived for Baiduri account holders.
Telegraphic Transfer	√	√	Policy Number, Policyholder Name and Purpose of Payment



### 3. Cash Payment at Great Eastern Service Counters

If you wish to make payments using cash or cheque at Great Eastern service counters, our operating hours are from:

Monday to Thursday (excluding public holidays)	8.30am to 4.30pm
Friday (excluding public holidays)	8.30am to 12.00pm 2.00pm to 4.30pm

Great Eastern Life Assurance Company Limited  
No 17 & 18, Block B, Bangunan Habza  
Simpang 150, Kampong Kiarong  
Bandar Seri Begawan BE1318  
Negara Brunei Darussalam

**APPENDIX 1: TABLE- Payment Channels**

<i><b>We encourage all our Customers to use cashless payment methods which are Safe, Secure, Convenient and Hassle-free.</b></i>		
	<b>BY</b>	<b>PAYMENT CHANNELS</b>
1.	<u>Payment At SCB Bank</u>  Internet Banking  Cash Deposit Machine / Automatic Teller Machine  Cheque Dropbox / Cheque Deposit Machine	<ul style="list-style-type: none"> <li>• This service is available to SCB bank accountholders.</li> <li>• Clients can select the following “Add A New Biller” and “Make a One Time Payment” (SCB) when making payment.</li> <li>• Please key in the Payment Description section if payment is for “Premium”, “APL” or “Policy Loan”.</li> </ul> <ul style="list-style-type: none"> <li>• Payment for Great Eastern Life policies can be made only at <b>SCB Cash Deposit Machines (CDM) and Automatic Teller Machines (ATM)</b></li> <li>• Enter policy number and amount to be paid.</li> </ul> <ul style="list-style-type: none"> <li>• This service is available for all Great Eastern Life policies payments at SCB and Baiduri.</li> <li>• Cheque should be crossed and made payable to “<b>The Great Eastern Life Assurance Co. Ltd</b>”, for Great Eastern Life policy.</li> <li>• Policyholders are reminded to write their policy numbers, names and purpose of payment (Premium, APL or Policy Loan) on the back of the cheque.</li> </ul> <p><b>Please do <u>not</u> transfer premiums to your Representative's bank account.</b> This is to prevent the mixing of Customer's monies with the Representative's own funds, and to ensure clear segregation of monies belonging to the Customers and the Representative.</p>
2	Payment at GELB Counter	<ul style="list-style-type: none"> <li>• You may pay by cash or cheque personally at Great Eastern Life Office.</li> <li>• Cheque should be crossed and made payable to “<b>The Great Eastern Life Assurance Co. Ltd</b>”, for Great Eastern Life policy.</li> <li>• Policyholders are reminded to write their policy numbers and names on the back of the cheque.</li> <li>• Our counter servicing hours are: <b>8.30am to 4.30pm, Monday to Thursday and Friday, 8.30am to 12.00pm and 2.00pm to 4.30pm (excluding Saturday, Sunday and Public Holidays).</b></li> <li>• Please do <u>not</u> send cash through the mail.</li> </ul>

3	Telegraphic Transfer	<ul style="list-style-type: none"> <li>• For policyholder residing overseas, they may pay their premium via telegraphic transfer. The details of our bank account are as follows: <ul style="list-style-type: none"> <li><b>i. Name &amp; Address of Bank:</b> <p>Standard Chartered Bank G01-02 Wisma Haji Mohd Taha Building Jalan Gadong, BSB BE4119 Swift code: SCBLBNBB</p> <p>Baiduri Bank Berhad Block A, Unit 1-4 Kiarong Complex Lebuhraya, Sultan Hassanal Bolkiah BE1318 Brunei Darussalam Swift code: BAIDBNBB</p> </li> <li><b>ii. Great Eastern Life Bank Account Number with SCB:</b> 01-001-029883-00</li> <li><b>Great Eastern Life Bank Account Number with Baiduri:</b> 08-00-110-434717</li> <li><b>iii. Name of Payee:</b> The Great Eastern Life Assurance Co. Ltd</li> <li><b>iv. Other information required:</b> Policy number, Name of policyholder, purpose of payment (Premium, APL or Loan) when remitting payment to us.</li> </ul> </li> <li>• Please note that all bank charges related to the remittance will be borne by the policyholder.</li> </ul>
<p><b>NOTE: An Official Receipt will be mailed to you directly once your payment has been received and processed by Great Eastern.</b></p>		