

USER MANUAL

STEP 1: REGISTRATION

Click the **Register Button on the top right** to access the following screen. Here you have to fill the information's. The system will generate an OTP for verification, once you verified your registration procedure is done.

REGISTER **LOGIN** العربية

HOME ABOUT US PRODUCTS SUPPORT CAREERS NEWS CONTACT US

Welcome To BURGAN TAKAFUL

Register your New Account at BURGAN TAKAFUL

Create your account today and manage it from anywhere in the World. You can view, buy and renew your policies, file a claim, and much more.

Already a Registered User? [Click here to login](#)

1 Register 2 Verify 3 Confirm

Personal Details

Civil ID* Gender*

First Name* Middle Name

Family Name* Phone*

Email ID* Password*

Retype Password* Date Of Birth*

Next

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Medical
Marine
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Life

CONTACT US

Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 28th Floor
+965 187778
info@burgantakaful.com

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USER MANUAL

STEP 2: LOGIN

Click the **Login Button on the top right** and will get the following screen. On the login screen the Customers can login through credentials given. After the login, navigate to the following dashboard.

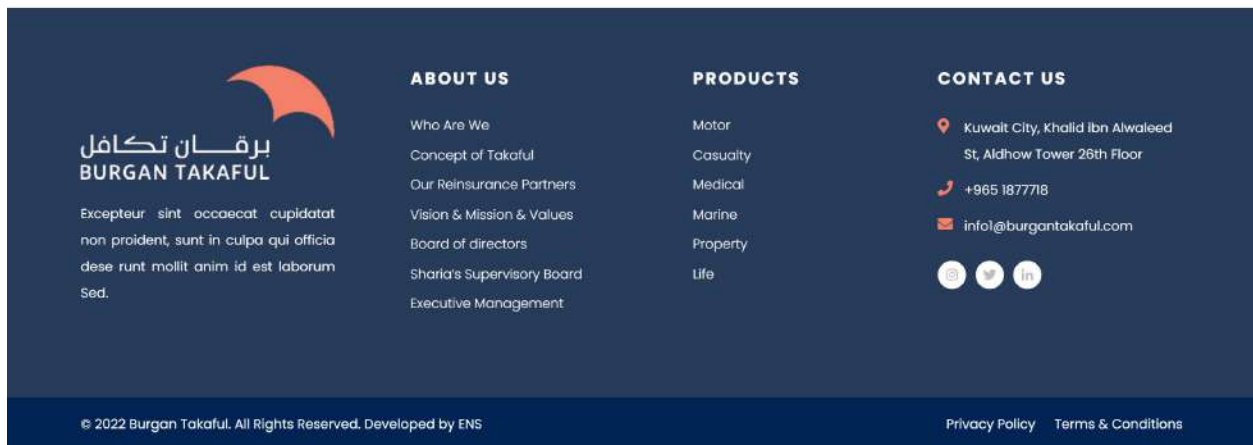
The screenshot displays the BURGAN TAKAFUL website interface. At the top, a dark blue navigation bar contains the phone number +965 1877718, the email address info@burgantakaful.com, the address Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 26th Floor, and buttons for REGISTER and LOGIN. A language selector for العربية is also present. Below the navigation bar is the BURGAN TAKAFUL logo and a horizontal menu with links for HOME, ABOUT US, PRODUCTS, SUPPORT, CAREERS, NEWS, and CONTACT US. The main content area is a dark blue banner with the word 'Login' in white. Below this is a decorative border with a repeating pattern. The central focus is a 'Login To Your Account' form on a dark blue background. The form includes the text 'You can view, buy and renew your policies, file a claim.' and two input fields: 'Email ID *' and 'password *'. A 'SUBMIT NOW' button is positioned below the fields. At the bottom of the form are two buttons: 'Account Help' and 'Create Account'. Below the form is another decorative border with the same repeating pattern. The footer is a dark blue section with the BURGAN TAKAFUL logo on the left. It is divided into three columns: 'ABOUT US' with links like 'Who Are We', 'Concept of Takaful', 'Our Reinsurance Partners', 'Vision & Mission & Values', 'Board of directors', 'Sharia's Supervisory Board', and 'Executive Management'; 'PRODUCTS' with links for 'Motor', 'Casualty', 'Medical', 'Marine', 'Property', and 'Life'; and 'CONTACT US' with the address, phone number, email, and social media icons for Facebook, Twitter, and LinkedIn. The footer also includes the copyright notice '© 2022 Burgan Takaful. All Rights Reserved. Developed by ENS' and links for 'Privacy Policy' and 'Terms & Conditions'.

ACCOUNT HELP

In case of User ID or Password recovery, you can use the **ACCOUNT HELP** Option in the following Login screen.



The image shows a "Account Recovery" form with two sections. The first section is titled "Forgot Your Password?" and contains a text input field for "Email ID *" and a "SUBMIT NOW" button. The second section is titled "Forgot Your User ID?" and contains a dropdown menu for the country code (currently showing "+965") and a text input field for "Mobile No:", followed by a "SUBMIT NOW" button.



How to take Travel Policy

Click the **Product** menu on the Top and you can see the **Travel Insurance** menu (Last one) . Click that menu . The following page will be listed down .

The same page down you can see the button named **Buy Travel Insurance** click that button . It will redirect to the portal .



The screenshot displays the BURGAN TAKAFUL website interface. At the top left is the logo with the text "برقان تڪافل" and "BURGAN TAKAFUL". The navigation menu includes "HOME", "ABOUT US", "PRODUCTS", "CAREERS", and "CONTACT US". The "PRODUCTS" menu is open, listing various insurance types: Fire And General Accident Insurance, Property Insurance, Engineering Insurance, General Accidents Insurance, Liability Insurance, Marine Insurance, Aviation Insurance, Takaful And Health Insurance, Motor Insurance, and Travel Insurance. The "Travel Insurance" option is highlighted with a red underline. Below the navigation menu, there is a section for "Family Plan – Maximum Age 70 years" and "180 Days Cover & above". A red button labeled "BUY TRAVEL INSURANCE" is visible. The bottom of the page features a decorative orange border with a small red arrow icon pointing upwards.

USER MANUAL

POLICY: STEP 1 - INDIVIDUAL

If you want to buy an Individual Policy, Select **Individual** from the **Product Type** drop down menu. Then select the destination Country. Choose from date and put the number of travel days, The System will automatically show the End date. Add the customer date of Birth and the plan. The system will show you the available packages as you see the following screen. Select package and submit.

Kindly follow the below Conditions

date of Birth age from 0 upto 86years.

KNP - Regular Covid-19 (upto 1year)

KNP - Yearly excluding Covid-19 (above 1year and upto 3year)

The screenshot displays the BURGAN TAKAFUL website interface for selecting a travel insurance policy. At the top, there is a navigation bar with contact information and a menu. Below this is a header for 'Travel Insurances'. The main form area contains several input fields: 'Product Type' set to 'INDIVIDUAL', 'Destination' set to 'Argentina', 'From Date' set to '04-03-2024', 'No. of days' set to '100', 'To Date' set to '11-09-2024', 'Date Of Birth' set to '29-03-1989', and 'Select Plan' set to 'KNP - Regular Covid-19'. A 'SUBMIT' button is located below these fields. Below the form, two insurance plans are presented: 'Gold: Worldwide excluding USA, Canada, Australia, & Japan' with a price of 8.83 KD, and 'Platinum: Worldwide' with a price of 18 KD. Each plan includes a list of covered medical expenses and a 'Select' button. An 'Optional Cover' dropdown menu is also visible. At the bottom of the page, there is a footer with 'ABOUT US', 'PRODUCTS', and 'CONTACT US' sections, along with the company logo and contact details.

USER MANUAL

STEP 2 : INDIVIDUAL POLICY.

Here you to fill the customer details as requested .Then press **Submit**

Kindly follow the below Conditions

Primary Traveler date of Birth age from 0 upto 86years.

The screenshot displays the BURGAN TAKAFUL website interface. At the top, there is a dark blue header with contact information: +965 187778, info@burgantakaful.com, and the address: Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 26th Floor. Navigation links include MY ACCOUNT and LOG OUT. The main menu features HOME, ABOUT US, PRODUCTS, SUPPORT, CAREERS, NEWS, and CONTACT US. The central section is titled 'Traveller Information' and contains a 'Primary Traveller Information' form. The form fields are as follows:

First Name*	dileep	Gender*	Male
Middle Name	kumar	Residence Country*	Kuwait
Family Name*	ana	Marital Status	Select
Email*	dileep@ensconsultants.com	Civil Id	334567890081
Phone No.*	66836565	Date Of Birth*	29-03-1988
Passport Number*			

Buttons for BACK and SUBMIT are located below the form. The footer contains the BURGAN TAKAFUL logo, 'ABOUT US' (Who Are We, Concept of Takaful, Our Reinsurance Partners, Vision & Mission & Values, Board of directors, Sharia's Supervisory Board, Executive Management), 'PRODUCTS' (Motor, Casualty, Medical, Marine, Property, Life), and 'CONTACT US' (Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 26th Floor, +965 187778, info@burgantakaful.com). The footer also includes copyright information: © 2022 Borgan Takaful. All Rights Reserved. Developed by ENS, and links for Privacy Policy and Terms & Conditions.

USER MANUAL

STEP 3 : INDIVIDUAL POLICY

The following screen will show you the preview of the traveller informations which you entered in the previous page. If you need any corrections then you can click the back button and edit the information again . If informations are correct then you can press the Submit button to proceed further.

+966 187778 | info@burgantakaful.com | Kuwait City, Khalid Ibn Alwaleed St, Akdhow Tower 26th Floor | MY ACCOUNT | LOG OUT

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BURGAN TAKAFUL

HOME | ABOUT US | PRODUCTS | SUPPORT | CAREERS | NEWS | CONTACT US

Preview Traveller Informations

Primary Traveller Information

First Name	dileep	Gender	Male
Middle Name	kumar	Residence Country	Kuwait
Family Name	ens	Marital Status	
Email	dileep@ensconsultants.com	Date Of Birth	29-03-1989
Phone	65936565	Civil Id	234567890081
Passport Number	dfsdfsdf		

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FOURTH PAGE: INDIVIDUAL POLICY

The system will show you the details of both Travel and Payment. Accept the Terms and conditions to proceed for the payment.

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برقان تكافل
BURGAN TAKAFUL

HOME ABOUT US PRODUCTS SUPPORT CAREERS NEWS CONTACT US

Travel Details

Plan Selected	KNP - Regular Covid-19	Traveling	INDIVIDUAL
Departure Date	04-03-2024	Return Date	11-06-2024
Number Of Days	100	Coverage	Gold: Worldwide excluding USA, Canada, Au
Destination	Argentina	Optional Covers	

KNP Burgan GC Policy-Wording

Payment Details

Policy Premium	6.810
Supervision Fee	0.500
Addon/Optional Cover	0.000
Total Amount	7.310

I accept and agree to the Terms & Conditions

EDIT SUBMIT & PAY

برقان تكافل
BURGAN TAKAFUL

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FIFTH PAGE: INDIVIDUAL POLICY

The system will redirect to the KNET page. There you can do the payment. Once the payment is success, the system will generate Individual policy certificate. The same time you will be get an SMS alert notification and Email Notification.

Billing Information

Merchant: Burgan takaful Insurance
Website: https://www.burgantakaful.com
Amount: KD 15.750

Card Information

Select Your Bank:

Card Number: Prefix

Expiration Date: MM YYYY

PIN:

Submit Reset Cancel

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برقان تكافل BURGAN TAKAFUL

HOME ABOUT US PRODUCTS SUPPORT CAREERS NEWS CONTACT US

Certificate

PAYMENT COMPLETE
Thanks for choosing us.
Your Insurance is successfully issued
REFERENCE NO: #406401000923

View & Download

USER MANUAL

GROUP POLICY: STEP 1

If you want to buy a **GROUP** Policy, Select **Group** from the **Product Type** drop down menu. Then select the destination Country. Choose from date and put the number of travel days, The System will automatically show the End date. Add the customer date of Birth and the plan. The system will show you the available packages as you see the following screen. Select package and submit.

Kindly follow the below Conditions

date of Birth age from 0 upto 86years.

KNP - Regular Covid-19 (upto 1year)

KNP - Yearly excluding Covid-19 (above 1year and upto 3year)

The screenshot displays the BURGAN TAKAFUL website interface for purchasing a Group Policy. At the top, there is a navigation bar with contact information and a header section for "Travel Insurances". The main form allows users to select a "Product Type" (GROUP), a "Destination" (Antarctica), a "From Date" (04-03-2024), a "No. Of days" (100), a "To Date" (11-06-2024), a "Date Of Birth" (28-03-1988), and a "Select Plan" (KNP - Regular Covid-19). A "SUBMIT" button is located below the form. Below the form, two insurance plans are presented: "Gold: Worldwide excluding USA, Canada, Australia, & Japan" with a price of 6.81 KD, and "Platinum: Worldwide" with a price of 18 KD. Each plan lists various medical and emergency expenses. An "Optional Cover" dropdown menu is also visible. The footer contains the company logo, "ABOUT US" section, "PRODUCTS" list, and "CONTACT US" information.

USER MANUAL

GROUP POLICY : STEP 2

Here you to fill the primary Traveller and Second travellers details as requested .Then press **Submit**

Kindly follow the below Conditions

Primary and Additional Travelers date of Birth age from 0 upto 86years.

+965 1877718 info@burgantakaful.com Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 26th Floor MY ACCOUNT LOG OUT

برفان تكافل
BURGAN TAKAFUL

HOME ABOUT US PRODUCTS SUPPORT CAREERS NEWS CONTACT US

Traveller Information

Primary Traveller Information

Clear All

First Name*	dleep	Gender*	Male
Middle Name	kumar	Date Of Birth*	14-03-1980
Family Name*	ans	Passport Number*	fdgdf
Email*	dleep@ensconsultants.com	Residence Country*	Kuwait
Phone No.*	68926645		
Civil Id	234567890081		

Additional Traveller Information : 1

First Name*	dia	Gender*	Male
Middle Name		Date Of Birth*	14-03-2023
Family Name*	adadad	Passport Number*	sdas
Civil Id		Relation*	Child
		Residence Country*	Kuwait

ADD GROUP BACK SUMMIT DELETE

برفان تكافل
BURGAN TAKAFUL

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USER MANUAL

GROUP POLICY: STEP 3

The following screen will show you the preview of the Primary traveller and secondary travellers informations which you entered in the previous page. If you need any corrections then you can click the back button and edit the information again otherwise proceed with the Submit button to proceed further.

Primary Traveller Information

First Name	Middle Name	Family Name	Email	Phone	Gender	Civil Id
dileep	kumar	ens	dileep@ensconsultants.com	65936565	Male	234567

Additional Traveller Information

First Name	Middle Name	Family Name	Gender	Civil Id	DOB	Passport Number
dsa		sadasd	Male		14-03-2023	sdas

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USER MANUAL

GROUP POLICY: STEP 4

The system will show you the details of both Travel and Payment. Accept the **Terms and conditions** to proceed for the payment.

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برقان تكافل
BURGAN TAKAFUL

HOME ABOUT US PRODUCTS SUPPORT CAREERS NEWS CONTACT US

Travel Details

Plan Selected	KNP - Regular Covid-19	Travelling	GROUP
Departure Date	04-03-2024	Return Date	11-06-2024
Number Of Days	100	Coverage	Platinum: Worldwide
Destination	Australia	Optional Covers	

[KNF Burgan GC Policy Wording](#) | [KNF Burgan GC Policy Wording](#)

Payment Details

Policy Premium	27,000
Supervision Fee	1,000
Addon/Optional Cover	0,000
Total Amount	28,000

I accept and agree to the [Terms & Conditions](#)

EDIT | SUBMIT & PAY

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BURGAN TAKAFUL

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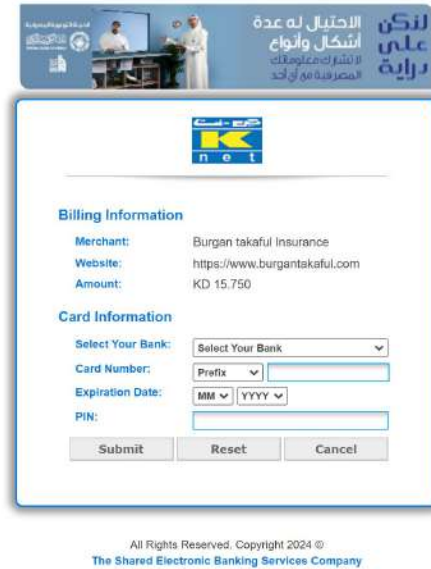
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USER MANUAL

GROUP POLICY: STEP 5

The system will redirect to the KNET page. There you can proceed the payment. Once the payment is successful, the system will generate Group policy certificate, Check the following screens below. The same time you will be notified with a SMS alert and Email Notification.



The screenshot shows the KNET payment interface. At the top, there is a banner with Arabic text: "لنكن على راية" (Let's be on the flag) and "الاختيال له عدة اشكال واتواع" (Insurance has many forms and types). Below the banner is the KNET logo. The main content area is titled "Billing Information" and includes the following details:

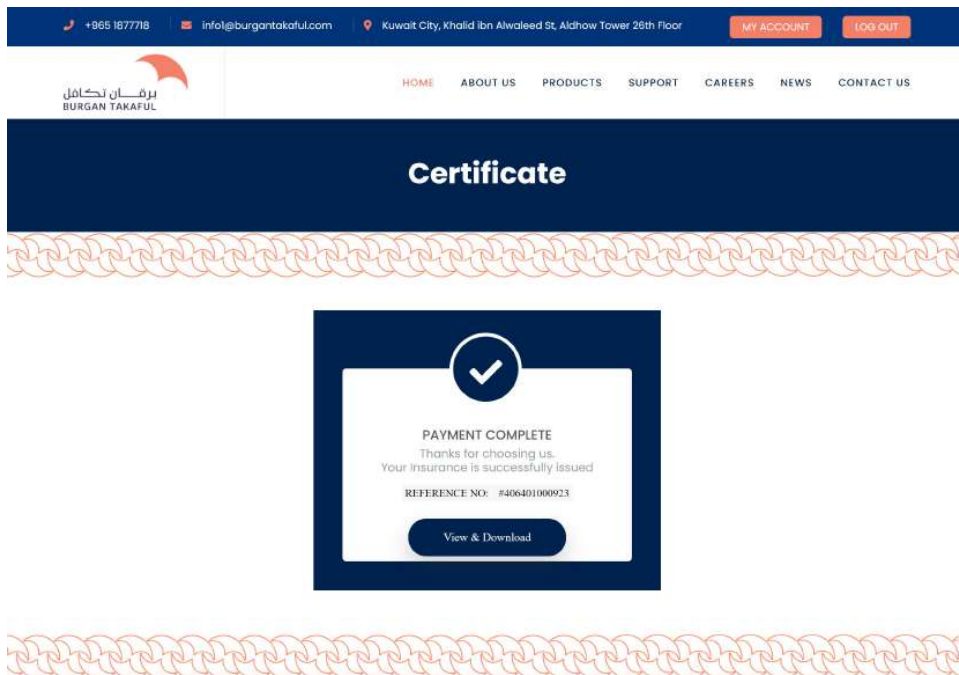
- Merchant: Burgan takaful Insurance
- Website: https://www.burgantakaful.com
- Amount: KD 15.750

Below the billing information is the "Card Information" section, which includes:

- Select Your Bank: A dropdown menu with "Select Your Bank" selected.
- Card Number: A field with a "Prefix" dropdown and a text input.
- Expiration Date: Fields for "MM" and "YYYY" with dropdown arrows.
- PIN: A text input field.

At the bottom of the form are three buttons: "Submit", "Reset", and "Cancel".

Below the form, there is a footer with the text: "All Rights Reserved, Copyright 2024 © The Shared Electronic Banking Services Company".



The screenshot shows the Burgan Takaful website. The top navigation bar includes the phone number +965 1677718, the email info@burgantakaful.com, the address Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 26th Floor, and buttons for "MY ACCOUNT" and "LOG OUT". The main navigation menu includes "HOME", "ABOUT US", "PRODUCTS", "SUPPORT", "CAREERS", "NEWS", and "CONTACT US". The page title is "Certificate". Below the title is a decorative border. The main content area features a dark blue box with a white checkmark icon and the text:

PAYMENT COMPLETE
Thanks for choosing us.
Your Insurance is successfully Issued
REFERENCE NO: #406401000923

At the bottom of the box is a button labeled "View & Download".

Below the box is another decorative border.

USER MANUAL

FAMILY POLICY: STEP 1

If you want to buy a **Family Policy**, Select **FAMILY** from the **Product Type** drop down menu. Then select the destination Country. Choose from date and put the number of travel days, The System will automatically show the End date. Add the customer date of Birth and the plan. The system will show you the available packages as you see the following screen. Select package and submit.

Kindly follow the below Condition

date of Birth age from 21 upto 70years.

KNF - Regular Covid-19 (upto 1year)

KNF - Yearly excluding Covid-19 (above 1year and upto 3year)

The screenshot displays the BURGAN TAKAFUL website interface for purchasing a Family Policy. At the top, the header includes contact details: +966 9877718, info@burgantakaful.com, and the address: Kuwait City, Khalid Bin Alwaleed St, Alshow Tower 26th floor. Navigation links for HOME, ABOUT US, PRODUCTS, SUPPORT, CAREERS, NEWS, and CONTACT US are provided. The main heading is "Travel Insurances".

The central form is titled "Travel Insurances" and contains the following fields:

- Product Type: FAMILY
- Destination: Australia
- From Date: 04-03-2024
- No. Of days: 100
- To Date: 11-08-2024
- Date Of Birth: 20-03-1989
- Select Plan: KNF - Regular Covid-19

A "SUBMIT" button is located below the form. Below the form, a "Platinum: Worldwide" package is displayed with the following details:

- Medical Expenses incurred during hospitalization: \$100,000
- Medical Expenses (related to Covid-19): \$50,000
- Quarantine Expenses per day (up to 7 days): \$50
- Emergency medical evacuation: \$1,000,000
- Emergency medical transportation: \$1,000,000
- Transportation of next of kin: View More

The price for this package is \$1 KD, and a "Select" button is provided. Below the package details, there is an "Optional Cover" section with a dropdown menu for "Policy Optional Covers" and a "SUBMIT NOW" button.

The footer contains the BURGAN TAKAFUL logo and name, along with sections for "ABOUT US", "PRODUCTS", and "CONTACT US".

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USER MANUAL

FAMILY POLICY: STEP 2

Here you to fill the primary Traveller and Family travellers details as requested .Then press **Submit** .

Kindly follow the below Conditions

Primary traveler age should be above 21 male / female. Adult age from 21 upto 70years.

Additional travelers select relation type spouse for couple and upto 6 child for age below 18 years at the time of travel

Traveller Information

Primary Traveller Information
(Please note: Additional travellers select relation type spouse for couple and child for age below 18 years. The primary traveler age should be above 21 male / female)

Clear All

First Name*	Ali	Gender*	Male
Middle Name	Kumar	Date Of Birth*	15-03-1984
Family Name*	Ali	Passport Number*	123456789
Email*	ali@burganstores.com	Residence Country*	Kuwait
Phone No*	99530553		
Civil ID	33456789012		

Additional Traveller Information : 1

First Name*	Riya	Gender*	Female
Middle Name		Date Of Birth*	20-01-1990
Family Name*	Ali	Passport Number*	987654321
Civil ID		Relation*	Spouse
		Residence Country*	Kuwait

Additional Traveller Information : 2

First Name*	Ali	Gender*	Male
Middle Name		Date Of Birth*	09-03-2021
Family Name*	Ali	Passport Number*	123456789
Civil ID		Relation*	Child
		Residence Country*	Kuwait

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FAMILY POLICY: STEP 3

The following screen will show you the preview of the Primary traveller and Family travellers informations which you entered in the previous page. If you need any corrections then you can click the back button and edit the information again otherwise you can press the Submit button to proceed further.

Primary Traveller Information

First Name	Middle Name	Family Name	Email	Phone	Gender	Civil Id
dileep	kumar	ens	dileep@ensconsultants.com	65936565	Male	1234567

Additional Traveller Information

First Name	Middle Name	Family Name	Gender	Civil Id	DOB	Passport Number
rliya		ens	Female		21-03-1990	fdsfdsds
raj		ens	Male		09-03-2021	dsfat

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USER MANUAL

FAMILY POLICY: STEP 4

The system will show you the details of both Travel and Payment. Accept the **Terms and conditions** to proceed for the payment.

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BURGAN TAKAFUL

HOME ABOUT US PRODUCTS SUPPORT CAREERS NEWS CONTACT US

Travel Details

Plan Selected	KNF - Regular Covid-19	Travelling	FAMILY
Departure Date	04-03-2024	Return Date	11-06-2024
Number Of Days	100	Coverage	Platinum: Worldwide
Destination	Australia	Optional Covers	

KNF Burgan GC Policy Wording

Payment Details

Policy Premium	51,000
Supervision Fee	1,500
Addon/Optional Cover	0,000
Total Amount	52,500

I accept and agree to the [Terms & Conditions](#)

EDIT SUBMIT & PAY

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USER MANUAL

FAMILY POLICY: STEP 5

The system will redirect to the KNET page. There you can proceed the payment. Once the payment is successful, the system will generate Family policy certificate, Check the following screens below. The same time you will be notified with a SMS alert and Email Notification.

Billing Information
Merchant: Burgan takaful Insurance
Website: https://www.burgantakaful.com
Amount: KD 15.750

Card Information
Select Your Bank: Select Your Bank
Card Number: Prefix
Expiration Date: MM YYYY
PIN:
Submit Reset Cancel

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The Shared Electronic Banking Services Company

+965 1877718 info@burgantakaful.com Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 26th Floor MY ACCOUNT LOG OUT

برفغان لكافول BURGAN TAKAFUL

HOME ABOUT US PRODUCTS SUPPORT CAREERS NEWS CONTACT US

Certificate

PAYMENT COMPLETE
Thanks for choosing us.
Your insurance is successfully issued
REFERENCE NO: #406401000923
View & Download

USER MANUAL

CUSTOMER DASHBOARD: MY ACCOUNT PAGE

Here you can fill in your information, data , edit and manage the account anytime.

The screenshot displays the 'My Account' page of the Borgan Takaful website. At the top, there is a navigation bar with contact information (+965 927778, info@burgantakaful.com) and location (Kuwait City, Khalid Bin Alwaleed St, Adhwa Tower 26th Floor). The main header features the Borgan Takaful logo and a navigation menu (HOME, ABOUT US, PRODUCTS, SUPPORT, CAREERS, NEWS, CONTACT US). Below this is a 'Dashboard' section with a decorative border and a sub-navigation bar (My Work, My Documents, Personal Details, Family, Logout). The 'Personal Details' section is highlighted and contains a profile card for 'dileep kumar' with a membership number and a 'VERIFIED ACCOUNT' status. Below the profile card are four form sections: 'Personal Information' (fields for First Name, Middle Name, Family Name, Date of Birth, Gender, Occupation, Nationality, Preferred Language, Relation Type, Residence Country, Marital Status, and a 'CHANGE PASSWORD' button), 'Contact details' (fields for Email ID, Phone Number, and Fax, with a 'VERIFY YOUR EMAIL ID' button), 'CIVIL ID Information' (fields for Civil ID No. and Civil ID Expiry), and 'Address Information' (fields for Area, Block Number, Building / House No., Street, and Apartment Number). Each form section has an 'Edit' link. The footer contains the Borgan Takaful logo, 'ABOUT US' (Who Are We, Concept of Takaful, Our Reinsurance Partners, Vision & Mission & Values, Board of directors, Share's Supervisory Board, Executive Management), 'PRODUCTS' (Motor, Casualty, Medical, Marine, Property, Life), and 'CONTACT US' (Kuwait City, Khalid Bin Alwaleed St, Adhwa Tower 26th Floor, +965 927778, info@burgantakaful.com). The footer also includes copyright information (© 2022 Borgan Takaful. All Rights Reserved. Developed by IMS) and links for Privacy Policy and Terms & Conditions.

USER MANUAL

CUSTOMER DASHBOARD : MY DOCUMENTS

Here you can upload civil id informations of front and back page for the company varification.

The screenshot displays the user interface of the BURGAN TAKAFUL customer dashboard. At the top, there is a header with contact information: +965 1877718, info@burgantakaful.com, and the address: Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 26th Floor. Navigation links include MY ACCOUNT and LOG OUT. The main navigation menu contains HOME, ABOUT US, PRODUCTS, SUPPORT, CAREERS, NEWS, and CONTACT US. The dashboard title is "Dashboard". Below this is a sub-menu with My Work, My Documents (highlighted), Personal Details, Family, and Logout. The user profile section shows a profile picture placeholder with the text "Click on the image to Change" and an "Update Picture" button. The user's name is "dileep kumar", and the membership number is "BURGAN-47". A progress bar indicates "YOUR PROFILE IS 40% COMPLETE", and the account is marked as "VERIFIED ACCOUNT". The "Civil ID Information" section is active, showing two upload boxes: "Civil ID Front Page" and "Civil ID Back Page". Each box contains a placeholder image and the instruction: "Click on the image to Change (kindly upload .jpeg for images only and size less than 1mb)", with an "Upload Image" button. The footer contains the BURGAN TAKAFUL logo, an "ABOUT US" section with details about the company, a "PRODUCTS" section listing Motor, Casualty, Medical, Marine, Property, and Life, and a "CONTACT US" section with the same address and contact info as the header. Social media icons for Facebook, Twitter, and LinkedIn are also present. The footer includes the copyright notice "© 2022 Borgan Takaful. All Rights Reserved. Developed by ENS" and links for "Privacy Policy" and "Terms & Conditions".

USER MANUAL

CUSTOMER DASHBOARD: MY WORK

Click my account then go to **MY WORK** and them click policies .Here you can see your previous history of purchased policies.

The screenshot displays the BURGAN TAKAFUL customer dashboard. At the top, there is a navigation bar with contact information: +965 1877718, info@burgantakaful.com, and the address: Kuwait City, Khalid Ibn Alwaleed St, Alkhow Tower 26th Floor. The main header includes the company logo and a navigation menu with links for HOME, ABOUT US, PRODUCTS, SUPPORT, CAREERS, NEWS, and CONTACT US.

The dashboard is titled "Dashboard" and features a secondary navigation bar with options: My Work (highlighted), My Documents, Personal Details, Family, and Logout.

The user profile section shows a profile picture placeholder with the text "Click on the image to Change" and an "Update Picture" button. The user's name is "dileep kumar", and their membership number is "BURGAN-47". A progress bar indicates "YOUR PROFILE IS 40% COMPLETE", and the account is marked as "VERIFIED ACCOUNT".

The "My Policies" section is active, showing options for "Request For Policy Cancellation" and "Cancelled Policies". Below this, there are input fields for "Start Date:" and "End Date:", and a "Search:" field.

The main content is a table of policies:

Policy Number	Created Date	From Date	To Date	Destination	Type	Plan	Cove
2548644	04-03-2024	05-03-2024	18-03-2024	Argentina	GROUP	KNP - Regular Covid-19	Platir Work
2548074	02-03-2024	08-03-2024	26-05-2024	Australia	INDIVIDUAL	KNP - Regular Covid-19	Platir Work
2548070	02-03-2024	06-03-2024	24-05-2024	Australia	INDIVIDUAL	KNP - Regular Covid-19	Platir Work
2548067	02-03-2024	06-03-2024	09-05-2024	Australia	INDIVIDUAL	KNP - Regular Covid-19	Platir Work
2548066	02-03-2024	04-03-2024	11-06-2024	Australia	INDIVIDUAL	KNP - Regular Covid-19	Platir Work
2548064	02-03-2024	20-03-2024	23-04-2024	Bulgaria	GROUP	KNP - Regular Covid-19	Silver Midd Afric
2548061	02-03-2024	20-03-2024	23-04-2024	Bulgaria	GROUP	KNP - Regular Covid-19	Silver Midd Afric

The footer contains the company logo and name "برقان تكافل BURGAN TAKAFUL", a brief description in Arabic, and sections for "ABOUT US", "PRODUCTS", and "CONTACT US". The "CONTACT US" section provides the address, phone number (+965 1877718), and email (info@burgantakaful.com). Social media icons for Facebook, Twitter, and LinkedIn are also present. The footer includes the copyright notice "© 2022 Burgan Takaful. All Rights Reserved. Developed by FMS" and links for "Privacy Policy" and "Terms & Conditions".

USER MANUAL

CUSTOMER DASHBOARD: REQUEST FOR POLICY CANCELLATION

Click my account then go to my work and then select **REQUEST FOR POLICY CANCELLATION** from the below tab.

Step 1: Select the policy number from the drop down menu (latest policies will be displayed).

Step 2: Enter the reason for cancellation in the text box and submit (this is applicable If the submission is done before 48 hours from the policy start date)

The screenshot displays the BURGAN TAKAFUL customer dashboard. At the top, there is a navigation bar with contact information (+965 187778, info@burgantakaful.com, Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 28th Floor) and buttons for 'MY ACCOUNT' and 'LOG OUT'. Below this is a main navigation menu with links for HOME, ABOUT US, PRODUCTS, SUPPORT, CAREERS, NEWS, and CONTACT US. The dashboard header features the BURGAN TAKAFUL logo and a 'Dashboard' title. A secondary navigation bar includes 'My Work', 'My Documents', 'Personal Details', 'Family', and 'Logout'. The main content area shows a user profile for 'dileep kumar' with a membership number of 'BURGAN-47' and a 40% profile completion progress bar. Below the profile, there are tabs for 'My Policies', 'Request For Policy Cancellation', and 'Cancelled Policies'. The 'Request For Policy Cancellation' tab is active, showing a 'Policy Number' dropdown menu with '2548074' selected. A table lists the policy details:

Policy Number	Created Date	From Date	To Date	Destination	Type	Plan	Cove
2548074	02-03-2024	08-03-2024	26-05-2024	Australia	INDIVIDUAL	KMP - Regular Covid-19	Platir Work

Below the table, there is a 'Reason For Cancellation*' text box containing 'for testing cancel' and a 'SUBMIT' button. The footer contains the BURGAN TAKAFUL logo, 'ABOUT US' (Who Are We, Concept of Takaful, Our Reinsurance Partners, Vision & Mission & Values, Board of directors, Sharika's Supervisory Board, Executive Management), 'PRODUCTS' (Motor, Casualty, Medical, Marine, Property, Life), and 'CONTACT US' (Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 28th Floor, +965 187778, info@burgantakaful.com). The footer also includes copyright information: © 2022 Burgan Takaful. All Rights Reserved. Developed by TNS, and links for Privacy Policy and Terms & Conditions.

USER MANUAL

CUSTOMER DASHBOARD: CANCELLED POLICIES

Customer can view the **CANCELLED POLICIES** (accepted by Burgan Insurance Co.) will be listed down under this menu with their comments.

The screenshot displays the Burgan Takaful customer dashboard. At the top, there is a header with contact information: +965 167778, info@burgantakaful.com, and the address: Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 26th Floor. There are buttons for 'MY ACCOUNT' and 'LOG OUT'. Below the header is a navigation menu with links: HOME, ABOUT US, PRODUCTS, SUPPORT, CAREERS, NEWS, CONTACT US. The main content area is titled 'Dashboard' and features a navigation bar with 'My work', 'My Documents', 'Personal Details', 'Family', and 'Logout'. The user profile section shows 'dileep kumar' with membership number 'BURGAN-47', a 40% complete profile progress bar, and a 'VERIFIED ACCOUNT' status. Below this, there are tabs for 'My Policies', 'Request For Policy Cancellation', and 'Cancelled Policies'. The 'Cancelled Policies' tab is active, showing a search bar and a table of policies. The table has columns: Policy Number, Created Date, From Date, To Date, Destination, Type, Plan, and Cove. Two policies are listed: 2548071 (Argentina, FAMILY, KNF - Regular Covid-19) and 2532386 (United Arab Emirates, FAMILY, TCH - Covid-19 - Cash). The footer contains 'ABOUT US', 'PRODUCTS', and 'CONTACT US' sections, along with copyright information: © 2022 Burgan Takaful. All Rights Reserved. Developed by ENS.

Header: +965 167778 | info@burgantakaful.com | Kuwait City, Khalid Ibn Alwaleed St, Aldhow Tower 26th Floor | MY ACCOUNT | LOG OUT

Navigation: HOME | ABOUT US | PRODUCTS | SUPPORT | CAREERS | NEWS | CONTACT US

Dashboard Title: Dashboard

User Profile: dileep kumar | MEMBERSHIP NUMBER: BURGAN-47 | YOUR PROFILE IS 40% COMPLETE | VERIFIED ACCOUNT

Cancelled Policies:

Policy Number	Created Date	From Date	To Date	Destination	Type	Plan	Cove
2548071	02-03-2024	14-03-2024	21-06-2024	Argentina	FAMILY	KNF - Regular Covid-19	Platir Work
2532386	25-01-2024	26-01-2024	01-02-2024	United Arab Emirates	FAMILY	TCH - Covid-19 - Cash	Silver Work exclu Canc Austr Japo

Showing 1 to 2 of 2 entries

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