

Workshop Registration No.
(For PIAM Use Only)

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PERSATUAN INSURANS AM MALAYSIA
(General Insurance Association of Malaysia)

APPLICATION FORM
FOR THE
PIAM APPROVED REPAIRERS SCHEME (PARS)

TERMS AND CONDITIONS

- Please note that the Applicant meeting the below requirements does not mean an automatic approval of the application under the PARS.
- The Applicant must possess the minimum requirements as follows before submission of the application. Applicants who do not possess the following are not eligible to apply:-

2.1 Tools and Equipment

<ul style="list-style-type: none"> a) Air Compressor b) Hydraulic Floor Jack or Service Floor Jack c) Frame Straightening Equipment - with proper anchoring system d) Welding Torches and Gas Cylinders e) Welding Equipment - Mig and/or Spot Welder 	<ul style="list-style-type: none"> f) Rotating Engine Stand g) Portable Lubricators h) High Pressure Cleaner i) Post or Scissor Lift j) Frame Measuring System - minimum Tram Gauge k) Spray Painting Facilities (Optional)
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2.2 Experienced Manpower

<ul style="list-style-type: none"> a) Foreman/Mechanics b) Welders c) Panel Beaters d) Wireman
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2.3 Security

Workshops must have proper security and premises must be properly secured overnight.
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2.4 Office Equipment and Facilities

<ul style="list-style-type: none"> a) Enclosed office with Customers Waiting Room b) Minimum Communication Facilities-telephones/fax machines.
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2.5 Company Status

Applicants must be a corporate company (Sdn Bhd/Berhad) incorporated under the Companies Act, 1965 with minimum paid up capital of RM50,000 and minimum shareholders fund of RM100,000.

2.6 Insurance Cover Requirements

2.6.1 Basic Fire Insurance

- to cover stock in trade including customers motor vehicles.
- minimum sum insured of RM300,000.00 or per Adjusters recommendation, whichever is higher.

2.6.2 Public Liability

- Policies must be specifically endorsed to cover customers' vehicles in the custody of workshop
- minimum sum insured/limit of Indemnity of RM300,000.00 or per Adjusters recommendation, whichever is higher

2.6.3 Burglary Insurance

- Policies must be specifically endorsed to cover customers' vehicles held in trust.
- minimum sum insured of RM300,000.00 or per Adjusters recommendation, whichever is higher

Applicants must notify the Association in writing immediately of any changes such as cancellation and/or reduction in the sum insured/limit of indemnity of the above policies.

2.7 Subscription to the Centralized Database on Motor Parts Prices and Labour Times (MRC Database)

It is a pre-requisite requirement that the applicant must be linked to MRC Database to be eligible to apply. For further information on subscribing to the MRC database, please contact:-

Motordata Research Consortium Sdn Bhd
Level 13, Hei Tech Village
Persiaran Kewajipan, USJ 1
UEP Subang Jaya
47600 Selangor

Tel. (603) 80268888

Fax (603) 80241052

Web-site - www.e-mrc.com.my

3. Applicant must have current and valid business licences, Municipal licence, insurance policies which are to be submitted together with the completed Application Form. (Applicants are required to submit to PIAM the renewal copies of these documents as and when due).
4. Statutory Declarations as per Appendix 1 must be submitted by owners, directors, shareholders and employees of the applicant.
5. It is a condition of the PARS application that the assignment of the loss adjuster to conduct the inspection and to prepare the adjuster's report shall be at the discretion of PIAM.
6. Inspection of your workshop and submission of an adjuster's report on your workshop in the specified form by a licensed adjuster is MANDATORY.
 - a) The adjuster's report CONSTITUTES an important part of the processing requirements of your application.
 - b) Inspections will only be assigned after receipt of the completed application form together with required documents from the applicant.

- c) The inspection fee as mentioned under item 8 (a) (ii) for new applicants and 8 (b) (i) for renewal applicants is chargeable for the inspection inclusive of adjuster's report. This fee shall be borne by the Applicant. Payment for the inspection and adjuster's report MUST be made payable to the Association.
 - d) The original copy of the adjuster's report will then be submitted direct by the adjuster to PIAM for consideration.
7. Repairers who are approved under the PARS will be required to be inspected a minimum of once every 2 years. The Association or its representatives shall have the right to inspect your workshop at any time without any prior notice. If the inspection findings do not conform with the particulars listed in your original PIAM application (and such change has not been notified to and approved by PIAM or is not an improvement) and/or your workshop is found indulging in any malpractices (as has been stipulated in your approval letter), the Association reserves the right, in its absolute discretion, to suspend and/or terminate your approval for such time period as PIAM deems appropriate. In such event you shall forthwith cease to carry out repair to accident vehicles for insurance companies upon receipt of the Associations written notification. Such notification if sent by prepaid post would be deemed to be received on the 5th day after the posting.
8. The following fees shall be charged by PIAM :-

a) New Application

- i) Application/Processing Fee - RM100.00
- ii) Inspection Fee - RM682.50 (including 5% service tax)
- iii) Annual fee - RM500.00 (payable upon successful admission on to PARS)

The fees mentioned under item (i) and (ii) above MUST be made payable to "Persatuan Insurans Am Malaysia" in two separate payments and forwarded together with the Application form.

b) Renewal Application

- i) Bi-Annual Inspection Fee
(as mentioned under item 7 above) - RM682.50 (including 5% service tax)
- ii) Annual fee - RM500.00 (payable upon successful admission on to PARS)

The fees mentioned under item b (i) above MUST be made payable to "Persatuan Insurans Am Malaysia" upon request.

Please take note that no further additional fees/payments shall be required for this application.

9. Please take note that the selection of repairers under the PARS is done through a secret balloting exercise involving all the PIAM member companies. For your information any applying repairer which receives more than 3 objections in the secret balloting exercise will be rejected or excluded from the PARS.

The reasons for objection by member companies are within the following parameters:-

- a) Intentional fraudulent claims.
- b) Aggressive or threatening behaviour against a vehicle owner or staff of insurance company.
- c) Keeping possession of stolen vehicles or property.
- d) Unauthorised towing or retention of vehicles without the insured's or insurer's approval.
- e) Sub-contracting of repairs to any other workshop or fronting for any unapproved workshop.
- f) Other specific reasons by member companies.

PIAM is not obliged to give any reasons, whatsoever, for the rejection or exclusion of a workshop regardless of new or renewal applications.

10. PIAM shall be entitled to release or disclose:-
- (a) any or all information provided pursuant to this applications;
 - (b) any or all information derived from the balloting exercise referred to above;
 - (c) the results of the balloting exercise referred to above;

to PIAM member companies and any governmental and/or regulatory and/or enforcement authority whether requested or otherwise and lodge any reports with such governmental and/or regulatory and/or enforcement authority in relation to the matters referred to in (a) and/or (b) and/or (c) above. No action or claim whatsoever may be brought or demand or compensation however sought by or on behalf of the Applicant against PIAM and/or PIAM member companies or any of them on any such release, disclosure or lodging of reports.

11. A certificate will be issued by PIAM on your successful application. The Certificate issued shall be valid for a period of one year from the date of approval unless cancelled earlier.
12. In the event any of the Directors/Shareholders of the company has been declared a bankrupt or insolvent, the Association reserves the right, in its absolute discretion, to refuse your application or suspend and/or terminate your approval for such time period as PIAM deems appropriate.
13. De-listed workshops including their Directors, Shareholders and Managers shall NOT BE eligible to apply to join PARS for a minimum period of 2 years from the date of delisting. In the event that such persons listed above are found to have an interest, whether legal or beneficial in any workshop, PIAM shall be entitled to suspend and/or terminate your approval for such time period as PIAM deems appropriate.
14. Your PARS status will be reviewed annually.

For this purpose, the information on your workshop will be included in the next due balloting exercise. The renewal shall be based on the information available in the record of PIAM as may be amended from time to time with any notifications from the repairer.

The result of the balloting exercise will be notified to the repairer accordingly.

15. PIAM will implement grading system in the near future. Grading of workshop would among others be based on the following criteria - location, construction, paid-up capital, tools/equipment, skilled and number of experienced employees, the number of objections in the balloting exercise and also the number of complaints received are taken into consideration. Decision of the Association on the grading is final. Grading of workshop would be reviewed from time to time.
16. No fronting of body repairs like contract repair of any damaged vehicle on behalf of any workshops.
17. A warranty period of 6 months shall be given by the workshops on the repaired vehicles.
18. Separate application must be submitted for branches under this application form.
19. Workshop providing only servicing of vehicles without collision repairs and motorcycle workshops are excluded from the PARS and need not apply.
20. All completed applications (including supporting documents) must be submitted to:
Persatuan Insurans Am Malaysia
3rd Floor Wisma PIAM,
150, Jalan Tun Sambanthan
50470 Kuala Lumpur.

NOTE

PIAM RESERVES ITS ABSOLUTE RIGHT TO REJECT OR APPROVE ANY APPLICATION MADE. COMPLETION OF THE APPLICATION DOES NOT IMPLY OR ENSURE APPROVAL OF THE APPLICATION UNDER PIAM APPROVED REPAIRERS SCHEME.

ANY APPLICATION FORM SUBMITTED WITHOUT THE REQUISITE INFORMATION AND SUPPORTING DOCUMENTS SHALL NOT BE PROCESSED UNTIL ALL SUCH REQUIREMENTS ARE MET.

(Revision 2/08)

