



Subject: IMPORTANT: DHA Member Register Release

Date: 25/02/2016

Dear Valued Partners,

We are writing to you to inform you that as per a communication issued from DHA on 18th January 2016 there is a requirement for member data submission for all DHA compliant Medical policies on the DHPO by **31st March 2016**. In case your policy is not regulated by DHA you may ignore this notice.

This data is important for your members to have uninterrupted Immigration services. Your inability to provide this data might lead to difficulties to your members in the future.

Information and data of DHA Medical policy holders will be used by Immigration department for Visa Issuance/ Visa Renewals.

All information and templates can be found on our website www.rakinsurance.com. Updating to DHPO will be completed by RAK Insurance, however we require you to submit to us your updated member information by using the member data template excel sheet.

The excel sheet contains three worksheets;

Worksheet 1: **This worksheet is for completion**. All ORANGE fields are mandatory and required to be completed in full. Green are optional. Please select the dropdowns for columns B, G, H, I, W, Z, AA, AB & AF. Please insert codes (description below) for columns K, X & Y as per codes defined in worksheet 2 and 3.

Worksheet 2: This worksheet contains DSC location codes which **MUST** be used for Work locations and residential locations (Worksheet 1: column X & Y).

Worksheet 3: This worksheet contains GDRFA nationalities and this **MUST** to be used for Nationalities (Worksheet 1: column K).

Once completed, please submit to us directly via your sales representative or your broker. Alternatively, you can email your information to info@rakinsurance.com

PLEASE BE SURE TO FOLLOW THE INSTRUCTIONS ON HOW TO COMPLETE THE EXCEL SHEET AS INCORRECT ENTRIES IN FIELDS WILL BE RETURNED TO YOU FOR RE-SUBMISSION. IF YOU REQUIRE ANY ASSISTANCE PLEASE CONTACT YOUR BROKER OR YOUR SALES REPRESENTATIVE.

We count on your understanding and support.

Sincerely,

RAK Insurance



[Click here to download the worksheet](#)