

You're in control



# AAR Insurance Agent/Broker Registration Form

MPESA PAYBILL NO: 333200

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No. (Office): \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

PIN No.: \_\_\_\_\_ (Attach Copy of Each)

ID No. 1: \_\_\_\_\_ 2.: \_\_\_\_\_ (Attach Copy of Each)

Directors (If applicable): 1.: \_\_\_\_\_ 2.: \_\_\_\_\_

## Please tick what you have attached (all documents are important): -

1. 2 current passport coloured photos (not applicable to brokers)
2. Copies of ID and PIN certificate of principal(s)
3. Certificate of business registration / incorporation
4. Valid license from Commissioner of Insurance
5. Certificate of proficiency (not applicable to brokers)
6. Valid AKI provisional certificate (agents below 1 year)
7. CR12 for limited entities
8. Agency / Brokers Contract
9. Attestation form

## Bank Account Details

Bank Name: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Account No.: \_\_\_\_\_

Account Name: \_\_\_\_\_

## Declaration:

I declare that I will respect my duties as an agent/broker and working on a prospective account does NOT constitute appointment as an agent/broker. I will respect the wish of the client if another agent/broker is appointed and will therefore NOT have any claim against AAR Insurance (K) Limited in relation to the said client.

Signature & Date: \_\_\_\_\_

## For Official Use

Please tick where appropriate: 1. Inhouse / Direct Agent  2. Independent Agent  3. Broker

## Agent / Broker is under:

Branch/ Channel Name: \_\_\_\_\_

Name of SM/RSM: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ HRMIS Code: \_\_\_\_\_

Approved by Approved by Group Head of Distribution : \_\_\_\_\_

System code: \_\_\_\_\_ Posted by: \_\_\_\_\_ Date: \_\_\_\_\_



## Privacy Policy

Welcome to AAR Insurance Kenya Limited's ("AAR" "we" or "us") Privacy Notice. AAR is committed to ensuring that your Personal Data is collected and used lawfully and transparently for the intended purposes. We process your personal information according to the provisions of the Data Protection Act, 2019, and its attendant Regulations.

### 1. Scope of this privacy notice

This privacy notice applies to anyone who interacts with us through our products and services ("you," "your") in any way.

### 2. How we collect your personal data

We collect personal data directly from you by email or hardcopy documents or indirectly through authorized third parties who act on our behalf (e.g., agents, brokers) or whose assistance is necessary for the purposes of offering our products and services to you.

### 3. What Categories of personal data do we process about you and/or your dependents?

Biodata, contact data, identification information, location data, financial information, employment data, sensitive personal data such as biometric data, children data and next of kin.

### 4. How do we use your personal data?

To provide you with information on our products and services; process your premium and other payments; carry out market research, statistical analysis and customer profiling; improve quality of our products and services; and comply with our legal obligations among others.

### 5. Lawful grounds for processing your personal data

We process your personal data on the following legal bases: consent, performance of a contractual obligation, compliance with our legal obligations, our legitimate interests, for vital interests, and for historical, statistical, journalistic, literature and art or scientific research.

### 6. You have the following rights over your data

Right to information, to access, rectification, erasure, restriction, objection, data portability, and the right not to be subject to automated decisions.

### 7. Whom do we share your information with?

AAR may share your personal information with appropriate personnel within AAR, third-party service providers including but not limited to cloud system service providers, intermediaries, consultants, lawyers, assessors, investigators, doctors and auditors. We share data on a need-to-know basis and under clear contractual terms.

### 8. International transfer of personal data.

AAR stores your personal data on cloud systems whose servers may be located outside Kenya and has put in place appropriate safeguards to protect the personal data.

### 9. How do we protect your information?

AAR has put in place appropriate technical, physical, legal and organizational measures to safeguard your data consistent with applicable data protection and privacy laws and its own internal policies.

### 10. How long do we keep your information?

AAR keeps your personal information in line with the retention periods required by law and our data retention and disposal policy.

### 11. Where should you direct your privacy complaints?

For any questions or complaints visit any of our offices or email to [privacy@aar.co.ke](mailto:privacy@aar.co.ke).

### I consent to my phone and email contacts being used to receive:

- 1. Communication related to my contract and services.
- 2. Company communication and marketing information.

I consent to the collection and processing of the personal data belonging to me next of kin as outlined in this Privacy Policy by AAR.

Signature of Agent / Broker: \_\_\_\_\_ Date: \_\_\_\_\_

I have appointed: \_\_\_\_\_ ID No: \_\_\_\_\_ to be my next of kin.

# Kenya

## Head Office:

Real Towers, Ground Floor,  
Hospital Road, Upper Hill.  
P.O. Box 41766 – 00100, Nairobi.  
Tel: +254 020 2895000  
Cell: +254 703 063000  
+254 730 633000,

## Nyeri Branch:

Rupshi Chambers, 2nd Floor,  
Kimathi Way.  
Cell: +254 703 063900

## Naivasha Branch:

Eagle Centre, 1st Floor,  
Mbaria Kanio.  
Cell: +254 731 466367

## Thika Branch:

Maisha Height, 1st Floor,  
Kenyatta Road.  
Cell: +254 703 063840  
+254 703 063842

## Nakuru Branch:

Giddo Plaza, Ground Floor,  
George Morara Rd,  
off Nakuru – Eldoret Highway.  
Tel: +254 051 2215599  
+254 051 2216739  
Cell: +254 731 669915

## Malindi Branch:

StanChart Arcade, Ground Floor,  
Off Lamu Road, Malindi.  
Cell: +254 731 191072

## Mombasa Branch:

Imara Building, 4th Floor,  
Dedan Kimathi Avenue, Mombasa.  
Cell: +254 731 191066

## Eldoret Branch:

Zion Mall, 2nd Floor,  
Wing D, Eldoret.  
Cell: +254 731 945772

## Kisumu Branch:

Al Imran Plaza, 2nd Floor,  
Oginga Odinga Street.  
Cell: +254 731 191069

## Kakamega Branch:

Mega Mall, 2nd Floor,  
Webuye Road,  
Opposite Muliro Gardens.  
Tel: +254 056 2031796  
Cell: +254 733 200208

[www.aar-insurance.ke](http://www.aar-insurance.ke)

+254 703 063000

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# Regional Office

## Uganda:

Plot 16A Elizabeth Avenue,  
Kololo, Kampala.  
Direct Line: +256 414 560900  
Tel: +256 312 261318  
Fax: +256 414 258615  
Email: [info@aar.co.ug](mailto:info@aar.co.ug)

[www.aar-insurance.ug](http://www.aar-insurance.ug)

 AARUganda

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