

## Document Upload Process

1. Broker inputs application on Rome as per current process
2. Broker Specialist accepts application and refers it back to Broker with document packing list
3. Broker prints Declaration cover sheet & packaging list and scans them & required documents, using dividers provided into one PDF
4. PDF is emailed to [Brokerdocuments@boi.com](mailto:Brokerdocuments@boi.com)
5. If Broker Specialist has to revert for any additional / missing documents, the Broker uploads the document against the placeholder in Rome
6. Pre Completion & Completion Documents are uploaded by Broker against placeholder in Rome as per current process
7. [Brokerdocuments@boi.com](mailto:Brokerdocuments@boi.com) mailbox is exclusively for the initial bulk file, all other queries should continue to be sent to [BOIBrokerSpecialist@boi.com](mailto:BOIBrokerSpecialist@boi.com)