ABSTRACT

The research was conducted In Insurance Jiwasraya (Persero) Bandung East Branch Office .Every customer will get the insurance policy card, as a sign that they were covered by theinsurance and have to pay insurance premiums at the amount which define by the company in accordance with the agreements. The premium was the main source of income for insurance company. When the economic conditions was suffered many clients can not paying the premiums on time and causing many problem on the premium management.

The method used in this research is descriptive method, a method used to describe the results ofthe study but not used to make broader conclusions. The data was collected by means of direct observation of the object to be studied and the literature study of many books related to the problem.

Conclusions of this study is the premium admission procedure In Insurance Jiwasraya (Persero) Bandung East Branch Office done in two ways, namely acceptance of insurance premiums in cash and non cash.

Keyword : Procedure Premiums Receipt