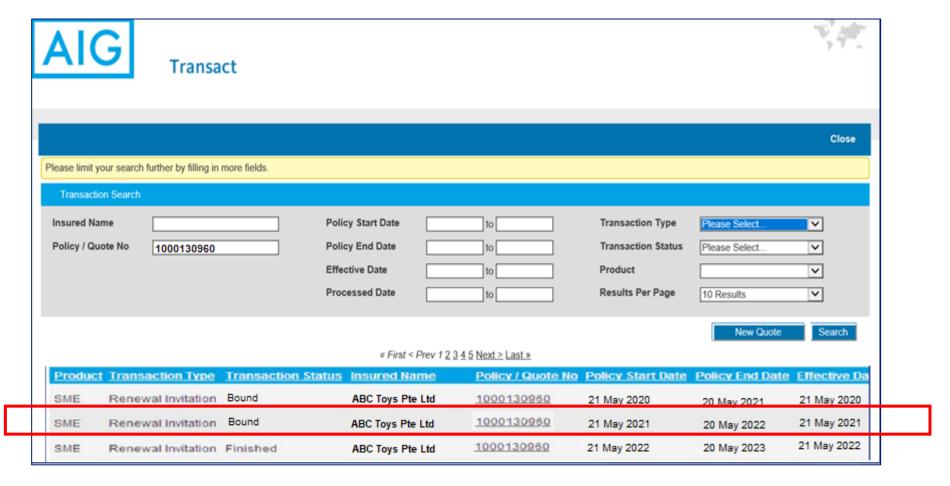
SME Transact

Guide to pass an endorsement Common Endorsement (1): Year End WICA Declaration

WICA Year End Declaration

- 1. Enter **Policy number** and click on Search.

 Suggest Tips: Please indicate 'Please Select' for all dropdown fields.
- 2. Select the **Expiring period of insurance** for the WICA declaration and click on the Policy number.





2. Click on "Endorse Policy"

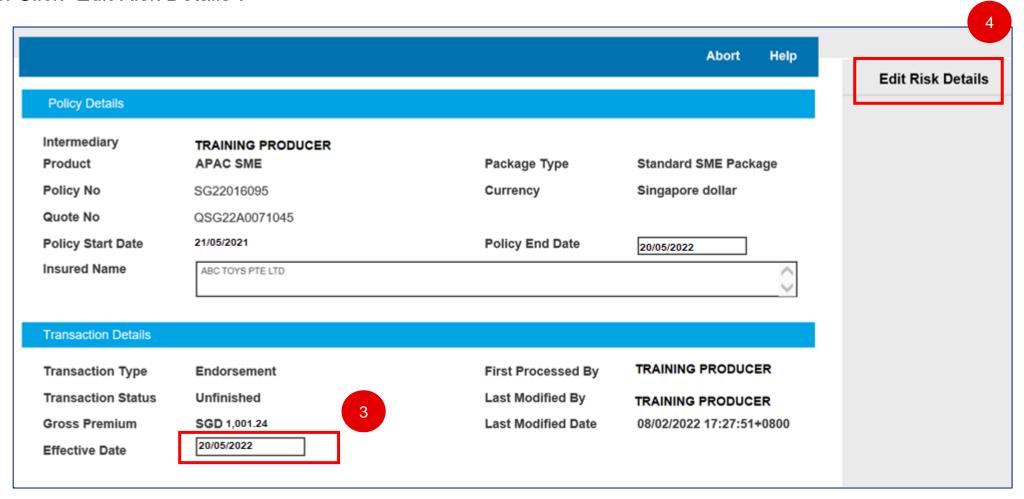
			Return to Portal Help	View Risk Details
Policy Details				Endorse Policy
Intermediary Product	TRAINING PRODUCER APAC SME	Package Type	Standard SME Package	Print Documentation
Policy No Quote No	SG22021096 QSG22A0088048	Currency	Singapore dollar	
Policy Start Date Insured Name	21/05/2021 ABC TOYS PTE LTD	Policy End Date	20/05/2022	
Transaction Details				
Transaction Type	New Policy	First Processed By	Admin 1	
Transaction Status	Bound	Last Modified By	Admin 2	
Gross Premium	SGD 1,001.24	Last Modified Date	18/01/2022 20:58:10+0800	
Effective Date	21/05/2021			



3. Enter the effective date of this endorsement.

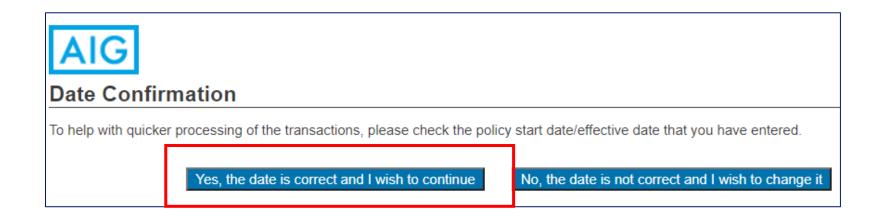
Please align effective date with policy end date for WICA year end declaration

4. Click "Edit Risk Details".





5. Click "Yes, the date is correct and I wish to continue".





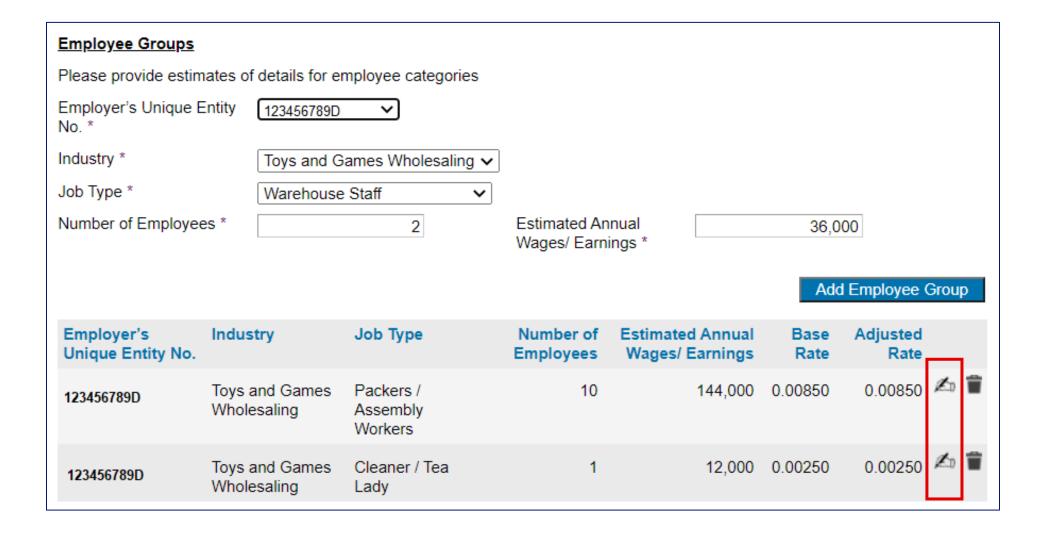
6. Click on "Continue" to confirm this is an end of year declaration.

If Effective Date has been aligned with Policy End Date in the earlier entry, 'This is an end of year declaration' will automatically appear and you may proceed with the endorsement.





7. Click on the button to make changes to the Actual Wages declared.





- 8. Click on "Premium Details" to view the premium adjustment.
- 9. Click on "Bind Endorsement" to bind the transaction.

