



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.

 Transact

Close

Please limit your search further by filling in more fields.

Transaction Search

Insured Name

Policy / Quote No

1000130960

Policy Start Date

 to

Policy End Date

 to

Effective Date

 to

Processed Date

 to

Transaction Type

Please Select...

Transaction Status

Please Select...

Product

Results Per Page

10 Results

New QuoteSearch

« First < Prev 1 2 3 4 5 Next > Last »

Product	Transaction Type	Transaction Status	Insured Name	Policy / Quote No	Policy Start Date	Policy End Date	Effective Da
SME	Renewal Invitation	Bound	ABC Toys Pte Ltd	1000130960	21 May 2020	20 May 2021	21 May 2020
SME	Renewal Invitation	Bound	ABC Toys Pte Ltd	1000130960	21 May 2021	20 May 2022	21 May 2021
SME	Renewal Invitation	Finished	ABC Toys Pte Ltd	1000130960	21 May 2022	20 May 2023	21 May 2022

2. Click on “Endorse Policy”

Return to Portal Help			
Policy Details			
Intermediary	TRAINING PRODUCER	Package Type	Standard SME Package
Product	APAC SME	Currency	Singapore dollar
Policy No	SG22021096	Policy End Date	20/05/2022
Quote No	QSG22A0088048		
Policy Start Date	21/05/2021		
Insured Name	ABC TOYS PTE LTD		
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		

[View Risk Details](#)
[Endorse Policy](#)
[Print Documentation](#)

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”.


The screenshot displays a web application interface for managing insurance policies. It features a top navigation bar with 'Abort' and 'Help' links. The main content is divided into two sections: 'Policy Details' and 'Transaction Details'. The 'Policy Details' section includes fields for Intermediary (TRAINING PRODUCER), Product (APAC SME), Package Type (Standard SME Package), Policy No (SG22016095), Currency (Singapore dollar), Quote No (QSG22A0071045), Policy Start Date (21/05/2021), Policy End Date (20/05/2022), and Insured Name (ABC TOYS PTE LTD). The 'Transaction Details' section includes fields for Transaction Type (Endorsement), Transaction Status (Unfinished), First Processed By (TRAINING PRODUCER), Last Modified By (TRAINING PRODUCER), Last Modified Date (08/02/2022 17:27:51+0800), Gross Premium (SGD 1,001.24), and Effective Date (20/05/2022). A red circle with the number '3' highlights the Effective Date field, and a red circle with the number '4' highlights the 'Edit Risk Details' button in the right sidebar.

Policy Details			
Intermediary	TRAINING PRODUCER		
Product	APAC SME	Package Type	Standard SME Package
Policy No	SG22016095	Currency	Singapore dollar
Quote No	QSG22A0071045		
Policy Start Date	21/05/2021	Policy End Date	20/05/2022
Insured Name	ABC TOYS PTE LTD		

Transaction Details			
Transaction Type	Endorsement	First Processed By	TRAINING PRODUCER
Transaction Status	Unfinished	Last Modified By	TRAINING PRODUCER
Gross Premium	SGD 1,001.24	Last Modified Date	08/02/2022 17:27:51+0800
Effective Date	20/05/2022		

Edit Risk Details

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



Date Confirmation

To help with quicker processing of the transactions, please check the policy start date/effective date that you have entered.

Yes, the date is correct and I wish to continue

No, the date is not correct and I wish to change it

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.



The screenshot shows a dark-themed window titled "Transact" with a white modal dialog box. The dialog box features the AIG logo in the top left corner. Below the logo, the text "Endorsement Reason" is displayed in bold, followed by a horizontal line. Underneath the line, the text "This is an end of year declaration" is entered. In the bottom right corner of the dialog, a blue "Continue" button is highlighted with a red circle. A "Close X" button is visible in the top right corner of the dialog. The background of the window shows a sidebar with options like "endorse", "SGD", and "details", and a main area with the text "Name YunHaiYao Pte Ltd".

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

Employee Groups

Please provide estimates of details for employee categories

Employer's Unique Entity No. *

123456789D

Industry *

Toys and Games Wholesaling

Job Type *

Warehouse Staff



Number of Employees *

2


Estimated Annual Wages/ Earnings *

36,000

Add Employee Group

Employer's Unique Entity No.	Industry	Job Type	Number of Employees	Estimated Annual Wages/ Earnings	Base Rate	Adjusted Rate	
123456789D	Toys and Games Wholesaling	Packers / Assembly Workers	10	144,000	0.00850	0.00850	<div></div>
123456789D	Toys and Games Wholesaling	Cleaner / Tea Lady	1	12,000	0.00250	0.00250	<div></div>

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



Transact

Transaction
Unfinished Endorsement

Insured:
ABC Toys Pte Ltd

Policy/Quote No
SG22021096

Policy Effective Date
21.05.21

Policy Expiry Date
20.05.22

Effective Date
20.05.22

Currency: SGD

Policy History | Abort Transaction | Save and Exit

Premiums

Section	Premium	Charges	Total ?
Work Injury Compensation	662.00	50.10	712.10
Total	662.00	50.10	712.10

Comments & Files

Show premium adjustments

CL Group C / Max discount 2%

Policy Details

Policy Wide Sections

Premium Details

Bind Endorsement