

SME Transact

Guide to create a new Quotation for Property All Risk

How to Quote a SME Standard Plan

- 1. Select “**Standard SME Package**” under the drop-down list at “Package Type”.
- 2. Enter “**Policy Start Date**” and “**Policy End Date**”.
- 3. Enter **Insured Name**.
- 4. Click on “Add Risk Details” to proceed.

Abort

Help

Policy Details

Intermediary

TRAINING PRODUCER

Search

Product

APAC SME

Package Type

Standard SME Package

Policy No

Currency

Singapore dollar

Quote No

Policy Start Date

17/01/2022

Policy End Date

16/01/2023

Insured Name

ABC TOYS PTE LTD

Transaction Details

Transaction Type

Quotation

First Processed By

Transaction Status

Unfinished

Last Modified By

Gross Premium

Last Modified Date

Add Risk Details

Standard SME Package

Please Select...

Retail Essentials +

Office Essentials +


Services Essentials +

Standard SME Package

Food & Beverage Essentials +

Essentials

5. Click “Yes, the date is correct and I wish to continue” on the pop-up window.



Close

X

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. Select Insured's **Nature of Business (NOB)**.

Select the closest NOB from the list. If you are unsure, you may call commercial hotline at 6419 1800 to clarify.

Select Nature of Business

Please enter or select the Nature of Business

Lookup

Industry

Group

Nature of Business

Local Occupation Code **46443 - Toys and Games Wholesaling**

If you are unsure of the exact occupation, please contact AIG to assist in your selection.

The following lists whether a section is acceptable based upon the selected occupation

| Sections | | Policy Wide Risks | |
|-----------------------|------------|--------------------------|------------|
| Property | Referrable | Machinery Breakdown | Acceptable |
| Business Interruption | Referrable | Electronic Equipment | Acceptable |
| Burglary | Acceptable | Fidelity | Acceptable |
| Money | Acceptable | Group Personal Accident | Acceptable |
| Glass | Acceptable | Work Injury Compensation | Acceptable |
| Liability | Acceptable | Inland Transit | Acceptable |

Standard

Lookup

Industry

Group

TOY

Game and Toy Manufacturing

Game and Toy Retailing

Toys and Games Wholesaling

7. A list of all the possible insurances which can be offered to this NOB will be shown.

Acceptable – Insurance can be offered for the NOB selected;

Referable – Insurance is a referred risk for the NOB selected;

Declined – Insurance is a declined risk for this NOB selected.

8. Click on “Standard”.

Select Nature of Business

Please enter or select the Nature of Business

Lookup

Toys and Games Wholesaling

OR

Industry

Wholesale and Retail Trade

Group

Wholesale Trade

Nature of Business

Toys and Games Wholesaling

Local Occupation Code


46443 - Toys and Games Wholesaling

If you are unsure of the exact occupation, please contact AIG to assist in your selection.

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| Liability | Acceptable | Inland Transit | Acceptable |

Standard



Transact

Transaction
Unfinished Quotation

| | | | | |
|------------------------------|----------------------------------|-----------------------------------|--------------------------------|----------------------------|
| Insured: ABC TOYS PTE LTD | Policy/Quote No QSG22A0088048 | Policy Effective Date 17.01.22 | Policy Expiry Date 16.01.23 | Effective Date 17.01.22 |
|------------------------------|----------------------------------|-----------------------------------|--------------------------------|----------------------------|

Currency: SGD

Abort Transaction
Save and Exit

Policy Details

Insured Name *

Channel Identifier *

Please Select...

Please Select...
Please Select...
Application Form
SME App
Transact Submission

Select "Transact Submission" as you are submitting this quotation via SME Transact.

Entering Policy Details

9. Enter the Business Address of the Insured.

10. Key in the Contact Name of the Insured.

11. Select the no. of employees in the insured's company.

| Business Address | |
|---|--|
| Block | <input type="text"/> |
| Unit No | # <input type="text" value="03"/> — <input type="text" value="39"/> |
| Street No and Name * | <input type="text" value="1"/> <input type="text" value="HarbourfrontWall"/> |
| Building Name | <input type="text"/> |
| Postal Code * | <input type="text" value="098585"/> |
| Correspondence Address Same As Business * | <input checked="" type="radio"/> Yes <input type="radio"/> No |

| Contact Information | |
|--------------------------------|--|
| Contact Name * | <input type="text" value="Mr Tam"/> |
| Contact Email Address | <input type="text"/> |
| Website | <input type="text"/> |
| Document Delivery to Insured * | <input type="text" value="Mail house/post"/> |
| Contact Mobile Number | <input type="text"/> |
| Office Telephone Number | <input type="text"/> |
| Office Facsimile Number | <input type="text"/> |

| Other Details | |
|--|---|
| Nature of Business * | <input type="text" value="46443 - Toys and Games Wholesaling"/> |
| AIG Occupation | <input type="text" value="5092 - Toys and Hobby Goods and Supplies"/> |
| Which year was business established (yyyy) | <input type="text"/> |
| No of employees in your company * | <input type="text" value="Less than 200"/> |

Nature of Business

Additional Clauses

Please take note that all fields with an * are mandatory fields

12. Under “**Location Sections**”, select “**Location Details**” under the drop-down list.
13. Under “**Location Address**”, Click on “**Copy Business Address**” if the Location Address (i.e. premise) to be insured is the same as the Business Address.

Location Address

Copy Location | Delete Location

Block

Street No and Name *

1 HarbourfrontWall

Unit No

03 — 39

Building Name

Postal Code *

098585

Copy business address

Location Sections

1 +

Location Details

Property

14. Under “**Location Details**”, click on “**Construction**”.

Location Details

Nature of Business *

46443 - Toys and Games Wholesaling

Nature of Business

AIG Occupation

5092 - Toys and Hobby Goods and Supplies

Hazard Grade

10

Construction Type * ?

AA

Construction

Is Insured a Tenant or an Owner *

☒ Tenant
 ☐ Owner

AIG

Construction

Year of Construction * Please Select...

Are any main structures of the building made of wood or combustible materials * ☐ Yes ☐ No

Are there any cold rooms in the premises * Please Select...

Continue

Close X

14.1

14.2

Are any main structures of the building made of wood or combustible materials * ☒ Yes ☐ No

Please identify those structures

| | | | |
|----------|---|---------|---|
| Wall * | <input type="radio"/> Yes <input checked="" type="radio"/> No | Roof * | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Column * | <input checked="" type="radio"/> Yes <input type="radio"/> No | Floor * | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Beam * | <input type="radio"/> Yes <input checked="" type="radio"/> No | | |

Are any main structures of the building made of wood or combustible materials * ☐ Yes ☒ No

Main construction * ☐ Reinforced Concrete ☒ Steel

14.3

Are there any cold rooms in the premises * None

Please Select...

None

Yes - cold room with less than 15% of building area

Yes - cold room with 15%-25% of building area

Yes - cold room with more than 25% of building area

Continue

Business Interruption

15. Click on “**Tenant**” if the Insured is renting the premise to be insured.

| Location Details | |
|-----------------------------------|---|
| Nature of Business * | 46443 - Toys and Games Wholesaling |
| AIG Occupation | 5092 - Toys and Hobby Goods and Supplies |
| Hazard Grade | 10 |
| Construction Type * ? | AA |
| Is Insured a Tenant or an Owner * | <input checked="" type="radio"/> Tenant <input type="radio"/> Owner |

16. Under Fire Protection and Security, check the boxes accordingly.

TIP: If there are more protection measures at the premise, please feel free to check against the respective boxes. This may give further discount to the overall premium.

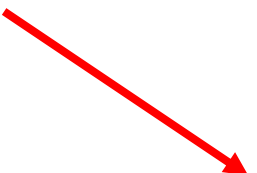
| Fire Protection and Security (please tick whichever is applicable) | |
|--|-------------------------------------|
| Sprinklered | <input checked="" type="checkbox"/> |
| Fire Extinguishers | <input checked="" type="checkbox"/> |
| Hydrants | <input type="checkbox"/> |
| CCTV | <input checked="" type="checkbox"/> |
| Padlocks/Deadlocks on all doors | <input type="checkbox"/> |
| Watchmen * | 24 hour security guard |
| Security Alarm * | Monitored |

17. If the Insured is operating at the Shopping Mall, please check the respective fields under “**Surrounding Exposure**” accordingly.

| Surrounding Exposure | |
|---|---|
| Does the Insured occupy the whole building in which they are located * | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Is tenancy shared (no dividing wall) * | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Main Use of Building * | <div>Retail ▼</div> |
| Are there any businesses within the building that are outside the main use * | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Does warehousing or manufacturing make up the majority of the Insured's building? * | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Please Select...

Office
Education
Residential
Retail
Restaurant or pub
Industrial
Warehouse
Not industrial or warehousing
Other



Surrounding exposure has to be declared AT ALL TIMES if insured does not occupy the whole building.

18. Key in the required Sum Insured for **Property**.

Currency: SGD

Abort Transaction

Save and Exit

Property

Property required *

☒ Yes
☐ No

Cover Type *

Property All Risks

Building

100,000

Contents, Fixtures and Fittings, Improvements, Glass Panels and Signage

Machinery & Equipment, Computers and Laptop

100,000

Stocks

100,000

Other Property Values

Policy Floater ?

Total Property Value

300,000

Cover Limitations - [click here](#)

Removal of Debris *

5%

Loss of Rent * ?

Not Required

Daily Cash *

250/day - up to 100 days

Professional Fees

Not Required

Add Financial Interests

Policy Details

Location Sections

1

2

+

Location Details

Property

Property Subsections

Business Interruption

Liability

Policy Wide Sections

19. Key in the required Sum Insured for each category.

Additional Perils and Clauses

Flood *

Full Value

Flood damage in last 5 years *

Yes

No

Do you have a basement *

Yes

No

Additional Clauses

Additional Questions

Description of Stock *

TOYS

Except for packaging, does any of your stock consist of plastic *

Yes

No

What is the main material of stock *

Metal

Type of packaging *

Carton with foam

Storage type *

Racked storage

Maximum height of storage *

Up to 13 feet or 4 meters

Deductibles

Standard *

100

Flood *

10,000



20. Under “Property Subsections”, check the box if the coverage is required.
Key the cover type and required Sum Insured for each category.

Burglary Details

Burglary required *

☒ Yes ☐ No

Cover Limitations - [click here](#)

Burglary Cover Type *

Burglary

▼

Insuring for Full Fire Value *

☒ Yes ☐ No

Deductible *

100

▼

Additional Clauses

Money Details

Money required *

☒ Yes ☐ No

Cover Limitations - [click here](#)

On Premises * ?

5,000

▼

In Transit per Carrying Limit * ?

5,000

▼

Public Holiday Increase *

Not Required

▼

Deductible *

Nil

▼

Additional Clauses

Location Sections

1 +

Location Details

Property

Property Subsections

Business Interruption

Liability

Policy Wide Sections

Loss / Insurance History

Financial Interest

Premium Details

21. Under “Loss / Insurance History”, declare the loss history, if any.

Currency: SGD

Abort Transaction | Save and Exit

Loss History

Other than Work Injury Compensation claims, have you or any business partner or affiliated or subsidiary or branch or board of director in the last 3 years suffered any losses whether insured or otherwise or had any claims made against you? *

☐ Yes ☒ No

Insurance History

Have you or any business partner or affiliated or subsidiary or branch or board of director: *

- Had any insurer declined an application for insurance, cancelled or refused to renew a policy, imposed any special conditions or declined any claim?
- In the last 5 years ever been declared bankrupt, or been placed in liquidation, receivership or voluntary administration?
- Been convicted of or had any fines imposed for any crime involving drugs, dishonesty, arson, theft, fraud or violence against any person or property?

☐ Yes ☒ No

Policy Details

▶ Location Sections

▶ Policy Wide Sections

Loss / Insurance History

Financial Interest

Premium Details

22. Click on “Premium Details”. The final premium quoted will be shown.

23. To save the information and to prepare a quotation to your client, click on “Print & Save”

Currency: SGD

Abort Transaction | Save and Exit

Premiums

| Section | Premium | Charges | Total ? |
|----------|---------|-----------------------|---------|
| Property | 150.21 | 10.51 | 160.72 |
| Burglary | 292.51 | 20.48 | 312.99 |
| Money | 15.00 | 1.05 | 16.05 |
| Glass | 6.00 | 0.42 | 6.42 |
| Total | 463.72 | 32.46 | 496.18 |

Comments & Files

View Endorsements

Show premium adjustments

CL Group C / Max discount 2%

Policy Details

Location Sections

Policy Wide Sections

Loss / Insurance History

Financial Interest

Premium Details

Bind Policy

Print & Save

24. Select the Documents to be “Printed”.

25. Click on “Print & Save”

Currency: SGD | Abort Transaction | Save and Exit

Documents

Documents Available

Please select the documents to be printed

☒ Quote/Policy Schedule ☒ Endorsement Clause Schedule

☒ Policy Wording

Deliver via

☐ Email

Policy Details

▸ Location Sections

▸ Policy Wide Sections

Loss / Insurance History

Financial Interest

Premium Details

Print & Save

26. Click on “Yes, I want to finish”.

AIG

Finish

Are you sure you wish to finish?

Yes, I want to finish **No, I don't want to finish**

27. A link will be created for you to download the pdf file of the quotation generated.
Click on the link to save the document and you may email a saved copy to your customer to review.

| | | | |
|--|-------------------|--------------------|--------------------------|
| Return to Portal Help | | | |
| Policy Details | | | |
| Intermediary | TRAINING PRODUCER | Package Type | Standard SME Package |
| Product | APAC SME | Currency | Singapore dollar |
| Policy No | | Policy End Date | 28/02/2023 |
| Quote No | QSG22A0088048 | | |
| Policy Start Date | 01/03/2022 | | |
| Insured Name | ABC TOYS PTE LTD | | |
| Transaction Details | | | |
| Transaction Type | Quotation | First Processed By | Yee Teng Tay |
| Transaction Status | Finished | Last Modified By | Yee Teng Tay |
| Gross Premium | SGD 496.18 | Last Modified Date | 18/01/2022 20:20:18+0800 |
| Transaction Documents | | | |
| Policy Documentation Package QSG22A0088048 387671100 Printed On 18/01/2022 20:20:18+0800 | | | |