

SME Transact

Guide to Renew SME Standard Policy With No Changes to Renewal Terms

How to Renew a SME Standard Policy

1. Login to myAIG Portal (www.myaig.com.sg).
2. Click on **My Dashboard**.

The screenshot shows the 'My Dashboard' page of the myAIG Portal. The 'My Dashboard' link in the top navigation bar is highlighted with a red rectangle. The dashboard is divided into three main sections: 'My Applications', 'Check Policy Status', and 'AIG Highlight'.

My Applications: This section lists three applications: ATLAS, eWay, and SME, each with a folder icon.

My Favorites: This section lists three favorite items: 'Auto - Business', 'SME Packages', and 'Health - Corporate'. Each item has a folder icon and a blue 'FORM >' button.

Check Policy Status: This section contains a 'Policy Number' dropdown menu, a text input field labeled 'Enter a Policy Number', and a 'GO' button.

Check Claim Status: This section has a button with a right-pointing arrow.

Check Marketing Status: This section has a button with a right-pointing arrow.

AIG Highlight: This section features a banner for the 'AIG – Prosperous Lucky 8 Campaign'. The banner includes a blue car icon and text stating: 'Top 8 Corporate Agents and Top 8 Individual Agents with the highest GPW for Auto will each receive an auspicious Chinese New Year Gift from The Singapore Mint!'. Below the banner, it specifies the 'Campaign Period: 29 January to 22 February 2019' and notes that the campaign is open to AIG Agents only, with a reference to campaign terms and conditions.



3. At the bottom of myAIG Portal webpage, under SME Dashboard, click **Renewal Invitation** under Renewals Section.



SME Dashboard					
Transactions in progress		Referrals		Renewals	
Suspended	1	Assigned to AIG	1	Renewal Invitation	8
Unclosed	1	Approved	0	Renewal Declined	0
		Need Additional Information	0		

4. You will be redirected to this overview page with all the renewal invitations available for the month.

Click on the policy number required.

Transact

Close

Please limit your search further by filling in more fields.

Transaction Search

Insured Name

Policy / Quote No

Policy Start Date to

Policy End Date to

Effective Date to

Processed Date to

Transaction TypeRenewal Invitation

Transaction StatusPlease Select...

Product

Results Per Page10 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	Finished	Company Pte Ltd	1000130960	01/06/2012	31/05/2013	01/06/2012
SME	Renewal Invitation	Finished	Company Pte Ltd 2	1000135962	19/12/2012	18/12/2013	19/12/2012
SME	Renewal Invitation	Finished	Company Pte Ltd 6	1000083403	01/06/2013	31/05/2014	01/06/2013
SME	Renewal Invitation	Finished	Company Pte Ltd 3	1000112295	01/06/2013	31/05/2014	01/06/2013
SME	Renewal Invitation	Finished	Company Pte Ltd 4	1000063165	01/06/2013	31/05/2014	01/06/2013
SME	Renewal Invitation	Finished	Company Pte Ltd 5	1000105861	01/06/2013	31/05/2014	01/06/2013

5. To renew the policy with no changes to renewal terms, click on “**Process Renewal**”.

The screenshot shows the AIG Transact interface. At the top left is the AIG logo. To its right is the word 'Transact'. Below this is a blue bar with 'Return to Search' and 'Help' links. A 'Policy Details' section contains a table with the following information:

Intermediary	APAC Combined	Package Type	Standard SME Package
Product		Currency	Singapore dollar
Policy No	1000112295		
Quote No			
Policy Start Date	01/06/2013	Policy End Date	31/05/2014
Insured Name	Company Pte Ltd 3		

On the right side, there is a vertical menu with three options: 'View Risk Details', 'Process Renewal', and 'Print Documentation'. The 'Process Renewal' option is highlighted with a red circle containing the number 5, and a red arrow points to it.

6. Click “**Edit Risk Details**”.

The screenshot shows the AIG Transact interface. At the top left is the AIG logo. To its right is the word 'Transact'. Below this is a blue bar with 'Abort' and 'Help' links. A 'Policy Details' section contains a table with the following information:

Intermediary	APAC Combined	Package Type	Standard SME Package
Product		Currency	Singapore dollar
Policy No	1000112295		
Quote No			
Policy Start Date	01/06/2013	Policy End Date	31/05/2014
Insured Name	Company Pte Ltd 3		

On the right side, there is a vertical menu with two options: 'Edit Risk Details' and 'Print Documentation'. The 'Edit Risk Details' option is highlighted with a red circle containing the number 6, and a red arrow points to it.

7. Click on “Premium Details”.

Currency: SGD | Help | Abort Transaction | Suspend

Policy Details

Insured NameCompany Pte Ltd 3

Business Address

Block1

Street No and Name *FIFTH AVENUE

Unit No# 01 — 01

Building NameGUTHERIE HOUSE

Postal Code *268802

Correspondence Address Same As Business *☒ Yes ☐ No

Contact Information

Policy Details

Location Sections

Policy Wide Sections

Loss / Insurance History

Financial Interest

Premium Details

8. Click on “Renew Policy”.

Currency: SGD | Help | Abort Transaction | Suspend

Premiums

Section	Premium	Charges	Total ?
Property	0.00	0.00	0.00
Burglary	0.00	0.00	0.00
Money	0.00	0.00	0.00
Glass	0.00	0.00	0.00
Work Injury Compensation	1,205.91	84.41	1,290.32
Total	1,205.91	84.41	1,290.32

Policy Details

Location Sections

Policy Wide Sections

Loss / Insurance History

Financial Interest

Premium Details

Renew Policy

Reprint Renewal Invit

9. Check the box to agree on the declaration.

Complete transaction	
<p>I/We hereby declare and agree that:</p> <p>a. The applicant/insured has expressly authorised me to communicate this instruction to AIG Asia Pacific Insurance Pte. Ltd. (the "Company") on his/her/their behalf.</p> <p>b. Statement Pursuant to Section 25(5) of the Insurance Act (Cap. 142) (or any subsequent Amendments thereof):</p> <ul style="list-style-type: none">i. I/We have explained to the applicant/insured that he/she/they must disclose, fully and faithfully all the facts which he/she/they ought to know in respect of the risk being proposed.ii. I/We have explained to the applicant/insured that if there is any inaccurate, incomplete or incorrect information provided in this application, the Company may have the right to reject all claims under any insurance issued and to treat any insurance issued as void from inception. <p>c. I/We have explained to the applicant/insured and the applicant/insured has consented to the purposes for which his/her/their personal information is collected, used and disclosed as well as the parties to whom such personal information may be disclosed by the Company, as set out in the consent clause contained below.</p> <p><u>Consent</u></p> <p>The individual(s) agrees and consents that the Company may collect, use and process his/her/their personal information (whether obtained in this application form or otherwise obtained) and disclose such information to the following, whether in or outside of Singapore: (i) the Company's group companies; (ii) the Company's (or the Company's group companies') service providers, reinsurers, agents, distributors, business partners; (iii) brokers, his/her/their authorized agents or representatives, legal process participants and their advisors, other financial institutions; (iv) governmental/regulatory authorities, industry associations, courts, other alternative dispute resolution forums, for the purposes stated in the Company's Data Privacy Policy which include:</p> <ul style="list-style-type: none">i. Processing, underwriting, administering and managing my/his/her relationship with the Company;ii. Audit, compliance, investigation and inspection purposes and handling regulatory/governmental enquiries;iii. Compliance with legal or regulatory obligations, risk management procedures and the Company internal policies;iv. Managing the Company's infrastructure and business operations; andv. Carrying out market research and analysis and satisfaction surveys. <p>Note: Please refer the applicant to the full version of the Company's Data Privacy Policy found at http://www.aig.com.sg/sg-privacy_1030_237853.html before you confirm that you have complied with the above representation and warranty.</p> <p>d. If this is a cancellation I/we confirm that I/we have explained the reason for the cancellation to the insured and I/we have explained to the insured that they have no cover under this policy from the effective date of the cancellation and the insured acknowledges and understands this.</p> <p>*</p>	<input checked="" type="checkbox"/>

10. Check against :

(1) Renewal Schedule

(2) Endorsement Clause Schedule


(3) Debit/Credit Note (this is the tax invoice for payment)

Note: A pdf copy of the renewal policy will also be generated for you to download and save to your desktop.

11. Click on “Issue Policy”.

Documents	
Documents Available	
Please select the documents to be printed	
<input checked="" type="checkbox"/> Quote/Policy Schedule	<input checked="" type="checkbox"/> Endorsement Clause Schedule
<input checked="" type="checkbox"/> Debit/Credit Note	<input checked="" type="checkbox"/> Policy Wording
<input type="checkbox"/> Producer Debit/Credit Note	
Deliver via	
<input checked="" type="checkbox"/> Email	
Enter Producer and/or Client Email Address	<input type="text" value="trainingproducer@aig.com"/>
Issue Policy	

12. Click “Yes, I want to issue Policy”.



Issue Policy

Are you sure you wish to issue Policy?

Yes, I want to issue Policy

No, I don't want to issue Policy

13. Click on the link to download the pdf copy of the renewal policy. A soft copy of the renewal policy is available to be downloaded now. You have completed the renewal for this policy.

Transaction Details			
Transaction Type	Renewal	First Processed By	Admin 1
Transaction Status	Bound	Last Modified By	Admin 2
Gross Premium	SGD 496.18	Last Modified Date	18/01/2022 20:58:10+0800
Effective Date	01/03/2022		
Transaction Documents			
Policy Documentation Package QSG22A0088048 38767111000 Printed On 18/01/2022 20:20:18+0800			