

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**.

My Dashboard | Tools ▾ | Products ▾ | My Profile

My Applications

- ATLAS
- eWay
- SME

My Favorites

- Auto - Business **FORM >**
- SME Packages **FORM >**
- Health - Corporate **FORM >**

Check Policy Status

Policy Number ▾

Enter a Policy Number **GO**

Check Claim Status ▶

Check Marketing Status ▶

AIG Highlight

AIG – Prosperous Lucky 8 Campaign 

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!

Campaign Period: 29 January to 22 February 2019

Campaign open to AIG Agents only. Please refer 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.




[Close](#)

Please limit your search further by filling in more fields.

Transaction Search

Insured Name <input style="width: 90%;" type="text"/>	Policy Start Date <input style="width: 20%;" type="text"/> to <input style="width: 20%;" type="text"/>	Transaction Type <input style="width: 95%;" type="text" value="Renewal Invitation"/>
Policy / Quote No <input style="width: 90%;" type="text"/>	Policy End Date <input style="width: 20%;" type="text"/> to <input style="width: 20%;" type="text"/>	Transaction Status <input style="width: 95%;" type="text" value="Please Select..."/>
	Effective Date <input style="width: 20%;" type="text"/> to <input style="width: 20%;" type="text"/>	Product <input style="width: 95%;" type="text"/>
	Processed Date <input style="width: 20%;" type="text"/> to <input style="width: 20%;" type="text"/>	Results Per Page <input style="width: 95%;" type="text" value="10 Results"/>

« 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	<u>1000130960</u>	01/06/2012	31/05/2013	01/06/2012
SME	Renewal Invitation	Finished	Company Pte Ltd 2	<u>1000135962</u>	19/12/2012	18/12/2013	19/12/2012
SME	Renewal Invitation	Finished	Company Pte Ltd 6	<u>1000083403</u>	01/06/2013	31/05/2014	01/06/2013
SME	Renewal Invitation	Finished	Company Pte Ltd 3	<u>1000112295</u>	01/06/2013	31/05/2014	01/06/2013
SME	Renewal Invitation	Finished	Company Pte Ltd 4	<u>1000063165</u>	01/06/2013	31/05/2014	01/06/2013
SME	Renewal Invitation	Finished	Company Pte Ltd 5	<u>1000105861</u>	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 navigation bar with 'Return to Search' and 'Help' buttons. Underneath is a 'Policy Details' section with a table of information:

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

On the right side of the interface, 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 from the right.

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 navigation bar with 'Abort' and 'Help' buttons. Underneath is a 'Policy Details' section with a table of information:

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

On the right side of the interface, 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 from the right.

7. Click on “Premium Details”.

Currency: SGD | Help | Abort Transaction | Suspend

Policy Details

Insured Name **Company Pte Ltd 3**

Business Address

Block Street No and Name *
Unit No # - Building Name
Postal Code *

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 Invt



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> <p>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.</p> <p>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> <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> <p>i. Processing, underwriting, administering and managing my/his/her relationship with the Company;</p> <p>ii. Audit, compliance, investigation and inspection purposes and handling regulatory/governmental enquiries;</p> <p>iii. Compliance with legal or regulatory obligations, risk management procedures and the Company internal policies;</p> <p>iv. Managing the Company's infrastructure and business operations; and</p> <p>v. Carrying out market research and analysis and satisfaction surveys.</p> <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 :

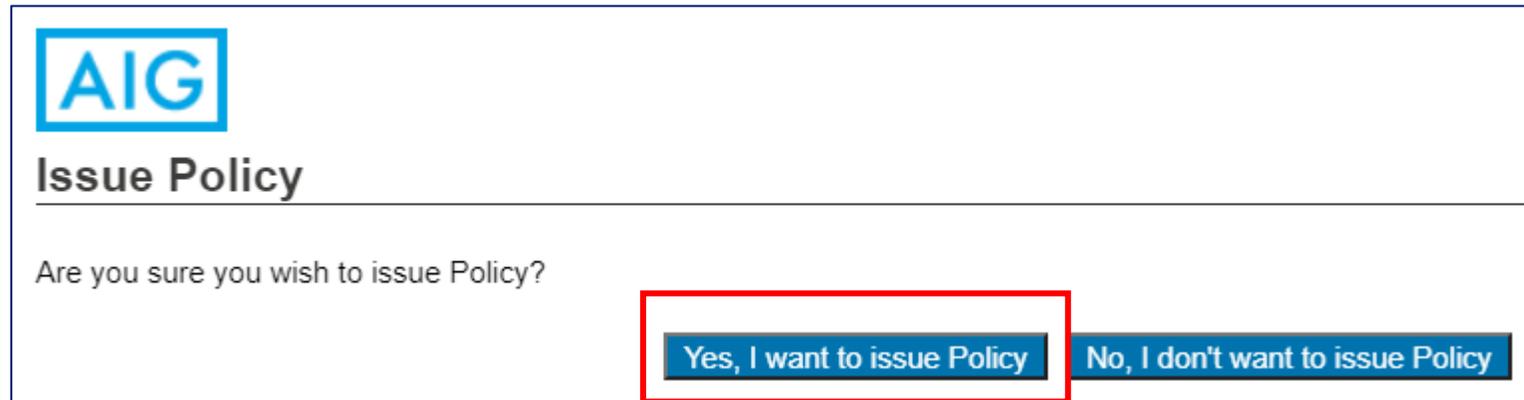
- (1) Renewal Schedule
- (2) Endorsement Clause Schedule
- (3) Debit/Credit Note (this is the tax invoice for payment)

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”.

The screenshot shows a web interface for issuing a policy. On the left, under the 'Documents Available' section, there are four checkboxes: 'Quote/Policy Schedule' (checked), 'Debit/Credit Note' (checked), 'Endorsement Clause Schedule' (checked), and 'Policy Wording' (checked). Below this is the 'Deliver via' section with 'Email' checked. At the bottom, there is a text input field for 'Enter Producer and/or Client Email Address' containing the email 'trainingproducer@aig.com'. On the right side, there is a vertical menu with several options: 'Policy Details', 'Location Sections', 'Policy Wide Sections', 'Loss / Insurance History', 'Financial Interest', 'Premium Details', 'Renew Policy', and 'Issue Policy'. The 'Issue Policy' button is highlighted with a red rectangular box.

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



AIG

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			