

PIAS Agent Code:

Date of Submission: _____

Adviser Name: _____

Branch Name: _____

User Guide in Next Sheet

S/N	Policy Number	Proposal NRIC / Company UEN Number	Proposal First Name	Proposal Last Name/Surname OR Company Name	Proposer Gender	Proposer Date Of Birth	Nationality	Country of Residency	Product Provider	Product Name	Total Premium SGD (Without GST)	Inception Date	Client Type
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

**Please note that for Aviva GI p-line, Liberty, MSIG, NTUC GI, Sompo, Allianz PRODUCTS - lodgement is NOT required if the policy is transacted using your own personal sub-code.*

**Remember to attach supporting documents along with this GI Lodgement form. (Accepted supporting documents - Policy Schedule/Certificate of Insurance/Tax Invoice/Debit Note)*

PIAS Agent Code: **P5000** Date of Submission: **18-05-2020**

Adviser Name: **TEST NAME** Branch Name: **TEST BRANCH**

1. Key in your 4-digit PIAS agent code eg. P5000X or First Name 2. Key in Date of submission

SN	Policy Number	Proposal NRIC / Company UEN Number	Proposal First Name	Proposal Last Name/Surname /OP Company Name	Proposer Gender	Proposer Date Of Birth	Nationality	Country of Residency	Product Provider	Product Name	Total Premium SGD (Without GST)	Reception Date	Client Type
1													
2													
3													
4													
5													

Adviser name and branch will be auto populated based on PIAS code

In the event that adviser name and branch name shows "Pending", just ignore it and go to the next step. We will update the list of advisers periodically

PIAS Agent Code: **P5000** Date of Submission: **18-05-2020**

Adviser Name: **TEST NAME** Branch Name: **TEST BRANCH**

3. Select the cell to trigger drop down list 4. Click drop down arrow and select Product

SN	Policy Number	Proposal NRIC / Company UEN Number	Proposal First Name	Proposal Last Name/Surname /OP Company Name	Proposer Gender	Proposer Date Of Birth	Nationality	Country of Residency	Product Provider	Product Name	Total Premium SGD (Without GST)	Reception Date	Client Type
1									AIG Singapore				
2													
3													
4													
5													

dropdown list

PIAS Agent Code: **P5000** Date of Submission: **18-05-2020**

Adviser Name: **TEST NAME** Branch Name: **TEST BRANCH**

5. Select the cell to trigger drop down list

SN	Policy Number	Proposal NRIC / Company UEN Number	Proposal First Name	Proposal Last Name/Surname /OP Company Name	Proposer Gender	Proposer Date Of Birth	Nationality	Country of Residency	Product Provider	Product Name	Total Premium SGD (Without GST)	Reception Date	Client Type
1									AIG Singapore	Corporate Assist			
2													
3													
4													
5													

IMPORTANT: Ensure that you have selected Product Provider before this step

6. Click drop down arrow and select Product Name

Select "Others" if you are unable to find the product

PIAS Agent Code: **P5000** Date of Submission: **18-05-2020**

Adviser Name: **TEST NAME** Branch Name: **TEST BRANCH**

7. Click drop down box and select Client Type

SN	Policy Number	Proposal NRIC / Company UEN Number	Proposal First Name	Proposal Last Name/Surname /OP Company Name	Proposer Gender	Proposer Date Of Birth	Nationality	Country of Residency	Product Provider	Product Name	Total Premium SGD (Without GST)	Reception Date	Client Type
1									AIG Singapore	Corporate Assist			Retail
2													
3													
4													
5													

Select "Retail" for individual clients, "Corporate" for corporate clients

Select Client Type from dropdown list

"Retail" for individual clients, "Corporate" for corporate clients.

PIAS Agent Code: **P5000** Date of Submission: **18-05-2020**

Adviser Name: **TEST NAME** Branch Name: **TEST BRANCH**

8. Key in the other mandatory fields as per your lodgement.

SN	Policy Number	Proposal NRIC / Company UEN Number	Proposal First Name	Proposal Last Name/Surname /OP Company Name	Proposer Gender	Proposer Date Of Birth	Nationality	Country of Residency	Product Provider	Product Name	Total Premium SGD (Without GST)	Reception Date	Client Type
1	123456	12345678	AH GAO	TAN	M	21-09-81	SINGAPOREAN	SINGAPORE	AIG Singapore	Corporate Assist	\$100.00	18-05-2020	Retail
2													
3													
4													
5													

8. Key in the other mandatory fields as per your lodgement.