



8 July 2014 (Circular Ref. No.:12/07/2014)

## Retrieving Quotes Provided by Auto Quotation Form (AQF)

Dear Valued Producer,

Please note that if you are using our Auto Quotation request to quote for Private and Commercial vehicles (via the link [https://www-409.aig.com.sg/portal/jsp/form/create\\_quote\\_1.faces](https://www-409.aig.com.sg/portal/jsp/form/create_quote_1.faces)), we will be sending you an encrypted email containing the quotation. As per the instructions provided in the email that you will receive, you will need to key in a password to access the quote.

The password shall be:

XXXXyyyy

where

XXXX is the first 4 letters of your name (**case sensitive**) - The name should be how it appears on your AQF screen automatically when your producer code is entered and sub code entered as "000" (three zeros). If you are an Individual Producer, it should be your name. If you are a Corporate Agency, the name should be your Company's name.

yyyy is the last 4 digits of your own mobile phone number which you have to input in AQF.

If there are only two / three letters in your name, please ensure to leave two spaces / one space before keying in the mobile numbers. The password must be 8 digits.

Please note the examples as below:

If name is "Peter Tan Ah Teck", handphone is "91234567" - Password is Pete4567

If name is "mary anne nee how", handphone is "91234567" - Password is mary4567

If name is "Tan Ah Teck", handphone is "91234567" - Password is Tan 4567 (space in between "Tan" and "4567")

If name is "ho Phillip", handphone is "91234567" - Password is ho 4567 (2 spaces in between "ho" and "4567")

Screenshot example of how your password is obtained:

The screenshot shows a 'Quotation Request' form. At the top, there is a dropdown menu labeled 'I would like to request as a' with 'Producer' selected. Below this is a section titled 'Producer' with a subtext '(Please complete this section if you are a producer of AIG)'. This section contains three fields: 'Producer Code' with the value '0123456', 'Producer Subcode' with the value '000', and 'Full Name' with the value 'Peter Tan Ah Teck'. The 'Full Name' field is highlighted in yellow, and a yellow box with an arrow points to it, containing the text 'First 4 letters of name extracted from here'. Below the 'Producer' section is a section titled 'Producer Contact Details'. It contains three fields: 'Business Tel No.' with the value '07654321', 'Mobile No.' with the value '91234567', and 'eMail Address' with the value 'peter@googleyahoo.com'. The 'Mobile No.' field is highlighted in grey, and a grey box with an arrow points to it, containing the text 'Last 4 numbers of mobile number extracted from here'.

Thank you

Best Regards

Agency Department

AIG Asia Pacific Insurance Pte. Ltd.