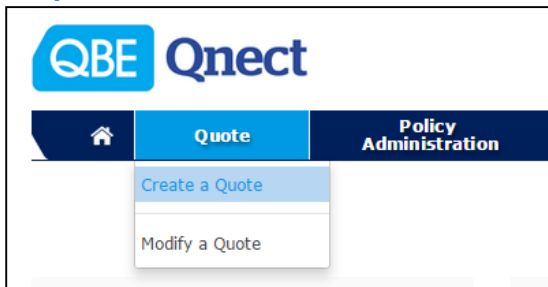# Business Insurance Quote Step-by-Step Guide

This step-by-step guide demonstrates how you can issue a Qnect Office/Retail Package.

Step 1 - Click on "Quote", then "Create a Quote".

Step 2 - Select "Business Insurance Solution", then click "Create Quote".

Step 3 - Select the correct "Nature of business" & "Location occupied" and enter the "Business Description" (free text)

For office package – Examples of "Nature of business" & "Location occupied"

- Office Occupier NEC
- Property Owner – Office

For retail package – Examples of "Nature of business" & "Location occupied"

- General Store Retailing
- Clothing Retailing
- Toys Retailing
- Stationery Retailing
- Furniture, Household, Retailing

Step 4 – Select the Annual Turnover Banding

Annual Turnover	$3,000,001 to $4,000,000 ▼

As long as the statement "Packaged Quote functionality is available" appears, you are on the right path to obtain an office/retail package.

Select Cover Sections as required. Traffic Light Legend will show you if cover sections are available in reference to input information.

Cover Sections

- ☑ Property All Risks
- ☐ Business Interruption
- ☐ Liability
- ☐ Miscellaneous Property
- ☐ Money
- ☐ Machinery Breakdown and Electronic Equipment
- ☐ Group Personal Accident
- ☐ Work Injury Compensation
- ☐ Fidelity Guarantee
- ☐ Inland Transit

Legend

- Straight Through 🟩
- Referral 🟧
- Decline 🟥

Step 5 – Enter the risk location postal code

Risk Location Details

Address: 079914

079914 : 60 ANSON ROAD, MAPLETREE ANSON, S079914, SINGAPORE
NONE OF THE ABOVE - ENTER ADDRESS MANUALLY

Type in the Postal Code for the Risk Location and select the risk address (You can click on Edit to include the Floor & Unit Number)

If the Postal Code cannot be found, select 'None of the Above - Enter Address Manually' and fill in the displayed fields as shown below, then click Save.

Address Details

Post Code*	
Unit Number	
Floor Number	
Building Name	
Street Number	
Street Name	
State*	Singapore ▼

CANCEL   SAVE

Step 6 – Answer the two claims questions and select "Quick Quote" or "Full-Binding Quote" button

Claims Questions

In the last 3 years:

Have you had more than 4 claims or losses from any of the risks now proposed for insurance?	○ Yes	◉ No
Have you had claims exceeding $10,000 on any of the risks now proposed for insurance?	○ Yes	◉ No

QUICK QUOTE **FULL-BINDING QUOTE**

Step 7 – Input relevant Data into fields for Premium Calculation

✓ Property All Risks

Section 1: Property All Risks

Construction Type*	Class 1
Building Age*	
Security System on Site*	None of the above
Type of Area*	
Fire Protection*	Class 1

Additional Fire Protection Services

- ☑ Building Supplementary Water Supply
- ☐ Private Fire Brigade
- ☐ Fire Hydrants on Site
- ☑ Fire Extinguishers
- ☐ Hose Reels
- ☐ Sprinkler Installed
- ☑ Public Water Hydrants <100m
- ☐ Public Water Hydrants >100m

Excess Applying to Entire Risk*	100
Imposed Excess	SGD

Covers and Sums Insured

Building	SGD 500,000
Contents	SGD 50,000
Machinery and Plant	SGD 50,000
Stock	SGD 10,000
Removal of Debris	SGD 55,000
Architect and Surveyor Fees	SGD 55,000
Capital Additions	SGD 55,000
Escalation Clause	SGD 55,000
Total Declared Value	**SGD 830,000**

Other Sub-Limits Sums Insured

Full Theft	SGD	
Next Survey Date		
Survey Indicator		▼
Are there any floating locations for this risk?	No ▼	
	*	

Clauses (0)   General pages   Interested parties (0)   Rates

Premium Breakdown:	Annual Premium	Premium Due	GST	Admin Fee	Total Due	Commission Rate	Commission Amount

CALCULATE PREMIUM >

Click on "Calculate Premium" after all required fields are filled.
*Fill in data required for any other cover sections selected.

CALCULATE PREMIUM >

After total premium has been calculated click on "NEXT"

Total Premium   **516.08**SGD

NEXT >

Step 8 – Summary of selected cover section will be displayed

Business Insurance Solution - Cafe Operation, Licensed with Deep Frying   PRINT

Review

Period of Insurance	22 December 2014 to 21 December 2015
Nature of Business	573005 - Cafe Operation, Licensed with Deep Frying

Risk Address	441B CLEMENTI AVENUE 3, S122441, SINGAPORE	Add Risk / Modify Location / Delete Location

Cover Sections

Expand All / Collapse All	Annual Premium	Premium Due	GST	Admin Fee	Total Due	Commission
⊕ Property All Risks 🗑	$482.31	$482.31	$33.77	$0.00	$516.08	$120.58
Sub-Totals	$482.31	$482.31	$33.77	$0.00	$516.08	$120.58
	Annual Premium	Premium Due	GST	Admin Fee	Total Due	Commission
Policy Total	$482.31	$482.31	$33.77	$0.00	$516.08	$120.58

All attaching documents (If any) can be attached in the "Attachments" Field

Attachments

Applicable to [_____ ▼]

File Name/ Description [_____]

* File [BROWSE]

[ATTACH]

Applicable to	Date Attached	Description	File Name	Size (in MB)

After attaching documents click on "NEXT"

[ADD LOCATION] [NEXT ›]

Step 9 – Answer the four underwriting questions and enter the insured particulars

Underwriting Questions

Have you or your partner(s) or director(s) of the business(es):

Had any insurance declined or cancelled, proposal/application rejected, renewal refused, claim rejected, special conditions or excess imposed by an insurer?	○ Yes	● No
Ever been declared bankrupt?	○ Yes	● No
Ever been involved in a company which became insolvent or subject to any form of insolvency administration (e.g. Liquidation or receivership)?	○ Yes	● No
Ever been convicted of any criminal offence within the last 5 years (other than minor traffic violations)?	○ Yes	● No

Customer Details

[SEARCH FOR EXISTING CUSTOMER]

Customer Type* [Corporate ▼]

Name of Corporation* [ABC Office]

[_____] ⓘ

ACRA Number* [ABC12345]

Business Telephone Number [_____]

Mobile Number [_____]

Fax Number [_____]

Client Address* 60 ANSON ROAD, MAPLETREE ANSON, S079914, SINGAPORE

[EDIT] [CLEAR]

Step 10 – Select "Save Pending" or "Issue Quote" or "Issue Policy"

SAVE PENDING   **ISSUE QUOTE**   **ISSUE POLICY**

Step 11 – Retrieve the Quote or Policy Documents in Documents tab

Risks   Transaction History   Documents

Transaction Type (expand / collapse)	Effective Date	Email	Document Type
New Business Issue	25/11/2014	✉	
			Tax Invoice - Client Copy
			Policy Wording
			Tax Invoice - Intermediary Copy
			Schedule - Duplicate
			Schedule - Intermediary Copy
			Schedule - Client Copy