

Gold Key Fees

Broker Fee

Policy Fee

Financing Fee

Admin Fee

Late Fees

Cancellation/Refund Fees

Binder Fees

NSF fees

Below are the list of fees to be collected from the client. The fees need to be transacted in EPIC by CSR.

To add fees, CSR needs to login to Epic. Open the client account. Go to transactions. Click on Add transaction button. Select the policy and select the applicable Transaction Code from the below list of fees code. In the amount field, write the fees amount and finish the transaction.

Broker Fee : Every time we bind policy with MGA, CSR need to charge Binder Fees along with the premium.

Transaction Code : BFEE – Broker Fees

Fees for Home Policy \$ 50. If premium is below \$1000 Fees \$25

Fees for Commercial Policy \$100

Policy Fee : This is the fees charged by the insurance company. This fees is payable to Insurance companies along with the premium payment

Transaction code is CFEE – Insurance Company Fees

Fees: As per the policy document

Financing Fees : If we are financing any ICBC & Prorate Policies for Trucking companies, from SNAP or First Financing, CSR needs to charge Financing fees. This amount should be added in the finance request sent to financing company and fees

should be posted in clients account.

Transaction Code : FINC

Fee: \$250

Admin Fees :

if gold key is re-issuing cheque to the client because client misplaced or haven't cashed out on time

Transaction Code - ADMN - Admin Fees

Fees: \$25

Late Fees : CSR need to charge Late Fees, if client has not made the payment on time and registered letter is send to them for collection.

Transaction code: LATE - Late Fees

Fees: \$25

Cancellation/Refund Fees : If gold key is issuing refund cheque to client for the cancelled policy and if client do not have any other active policy or they are not going to buy new policy

Transaction Code: CNFE - Cancellation/Refund Fees

Fees: \$25

Binder Fees : If team is making binder/Insurance Certificates for any of the prospective/existing client, CSR need to charge Binder Fees. They should make the invoice and send along with the Insurance Certificate. Refer Binder Fees posting instructions for posting binder fees.

Transaction Code: BIND - Binder Fees

Home : \$50

Commercial : \$75

Cargo : \$100

NSF Fees: Fees for NSF payment. CSR do not post the NSF fees. This will be posted by accounting team once they get notification that Cheque got NSF. CSR needs to inform

their client

Fees: \$25