

# NSW Stamp Duty Exemption via Endorsement

## Stage 1. Endorse Policy

If a New Business or Renewal was not flagged as being exempt for NSW Stamp Duty and policy should be exempted, broker will need to carry out the following steps online for a refund.

- Endorse Policy
- Click on Liability Risk and select Modify Risk

Situations	Associated Risks	Status	Premium
784205 - ACCOUNTANT 13 HILL NSW 2162	Liability Modify Risk View Risk Delete Risk		\$0.00

## Stage 2. Modify Liability Risk

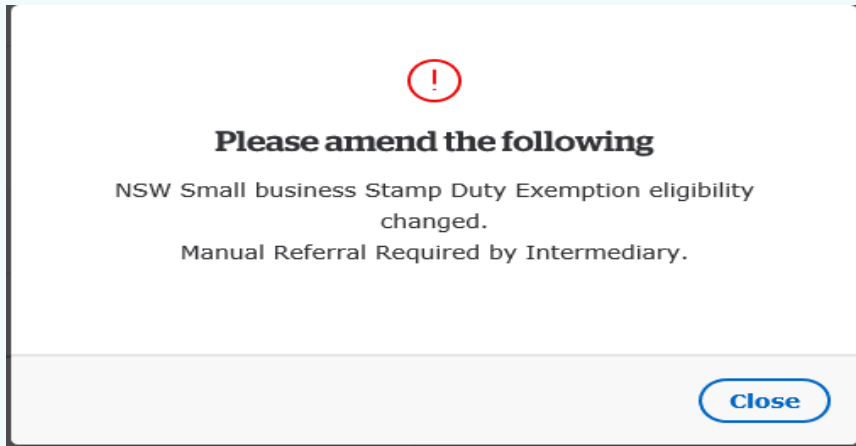
- Select Yes to the NSW Small Business Stamp Duty Question

Sum Insured		Excess	
Limit of Liability	\$ 20000000	500	
Goods in Physical Control	\$ 0		
NSW Small Business Stamp Duty Exemption Declaration Completed	Select Yes		

Risk Details	
Business	ACCOUNTANT
Description	ACCOUNTANT
Property owner only	Select
Annual Turnover	\$ 0
No of Employees	2
Payment to Contractors	\$ 0

### Stage 3. Pop up message

- The following pop up message will appear
- Select **Close** and then **Next** to continue through the policy



### Stage 4. Final Premium Page – Refer for a refund

- The first premium page will appear
- Click **Save** to continue through the policy
- Click **Next** until you get to the final premium page

Account:

BUSINESS > Endorsement - 30  BPK
Inception: 19/06/2020 • Effective: 22/06/2020 • Expiry: 19/06/2021

## Risk details

Liability
Accreditation
Premium

### Premium Breakdown

Situation

13  HILL NSW 2162

Premium Adjustment

Not Applied [Adjust](#) ▼

	FAP	Premium	Levies	<input checked="" type="checkbox"/> S/Duty	GST	Total	Comm
Liability	\$265.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$265.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Clauses**

CIP - AUS COMM. INS. PROTECTION WORDINGS

SBE - SMALL BUSINESS NSW STAMP DUTY

**Underwriting Information**

**Information**

Please ensure you review clause wordings as they are part of the terms and conditions.

Back
Cancel

Save

## Stage 5. Refer to Underwriter

- At the final premium page, click on **Complete**
- Then select **Refer to Underwriter**. Underwriter will need to post correct Return Premium for the exemption.

Account: .....

BUSINESS > Endorsement - 30 [ ] BPK
Inception: 19/06/2020 • Effective: 22/06/2020 • Expiry: 19/06/2021

### Policy & customer details

Policy
Customer
Premium

#### Policy Premium Breakdown

	FAP	Premium	Levies	<input checked="" type="checkbox"/> S/Duty	GST	Total	<input checked="" type="checkbox"/> Comm
<span style="font-size: small;"># 13</span> HILL NSW 2162							
Liability	\$265.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$265.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

#### Underwriting Information

**Information**

Please ensure you review clause wordings as they are part of the terms and conditions.

#### Premium Summary

Annual Premium	<b>\$0.00</b>
Commission	<b>\$0.00</b>
GST on Commission	\$0.00
<b>Net Premium</b>	

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Abandon
Options ▾

Refer to Underwriter
Complete Transaction
Complete Transaction and Print

Complete ▾

## Stage 6. Select Referral Reason

- Click on the **Referral Reason** drop down box
- Select **NSW Small Business SD Exemption** as the reason for the referral

QBE Account: [redacted]

BUSINESS > Endorsement - 30 [redacted] BPK Inception: 19/06/2020 • Effective: 22/06/2020 • Expiry: 19/06/2021

### Referral information

[Back to Policy Premium](#)

#### Referral Information

⚠ No cover is in place until we confirm acceptance.

#### Referral Reason

- Select
- Pricing Clarification
- Premium Adjustment
- Commission Adjustment
- Net Rating Required
- Cover Adjustment
- Policy Clauses Query
- Verify Occupation
- General Page Note
- Interested Party
- Change of Expiry Date
- Consideration for No Claim Bonus Adjustment
- NSW Small Business SD Exemption**
- Financial Hardship Covid19
- Other

Refer to: (You may select multiple addresses)

[redacted]@qbe.com

## Stage 7. Select Referral Address & Refer endorsement transaction

- Select the **Referral Address** (as required) and click **Refer**

QBE Account: [redacted]

BUSINESS > Endorsement - 30 [redacted] BPK Inception: 19/06/2020 • Effective: 22/06/2020 • Expiry: 19/06/2021

### Referral information

⚠ No cover is in place until we confirm acceptance.

#### Referral Reason

NSW Small Business SD Exemption

Please tell QBE Australia why you have selected to refer this policy.

Manual Referral: NSW SD Exemption

Refer to: (You may select multiple addresses)

[redacted]@qbe.com

[redacted]@qbe.com

[redacted]@qbe.com

[Clear window](#) **Refer**