

c.Change - Certificate of Currency

Stage 1. Login to c.Change

- Log into **c.Change**
- To search for a policy, there are 2 options available:
 - quick inquiry**
 - Writenow** > select **find a policy**.

NOTE: For Sunrise Policies please drop the 1 in front of the policy number. The 1 indicates that the policy is connected to Sun rise and cannot be entered into c.Change



Stage 2. Quick Inquiry Search

- Within the **quick inquiry** field, key in the **policy number** and click **go**
- Policy details will now appear



Stage 3. Writenow > find a policy search

- Hover over **writenow**
- Select **find a policy**
- A policy search page will appear for you

NOTE: For Sunrise Policies please drop the 1 in front of the policy number. The 1 indicates that the policy is connected to Sun rise and cannot be entered into c.Change



Stage 4. Writenow > find a policy

NOTE: This page can be used to search with an Insured name, if you do not have a policy number

- Key in the **policy number** and select **Submit**
- Policy details will now appear

The screenshot shows the 'Policy Search' form on the c.ch@nge website. The form includes fields for 'Effective Date' (17/10/2020), 'Policy Number', 'Business / Surname', 'First Name Initial', 'Policy Type', 'Registration Number', 'License Number', and 'Source of Business Code'. A yellow callout box with an arrow pointing to the 'Policy Number' field contains the text: 'Enter policy number and click Submit'. The 'Policy Number' field is highlighted with a red circle. The 'Submit' button is also highlighted with a red circle. The form is titled 'Inquiry' and includes instructions for policy search and claim search.

Stage 5. Policy Options

- Click on **Policy Options** below - this will open an options box
- Select **Certificate of Currency**

Policy Options

1. Select Policy options 2. Certificate of Currency

Stage 6. Select Policy Sections

- A pop up will appear
- Select the **Policy Section/s** required
- Then select **Next**

NOTE: Multiple locations - You are only able to select one location at a time

Select Policy Section

Please select the policy section and then click "Next" to continue.
Should a certificate be required for the entire policy, please print the policy schedule.

Policy Section	Risk	Location/Type of Business
<input checked="" type="checkbox"/> Property	0001	
<input checked="" type="checkbox"/> Bus Interruption	0002	
<input checked="" type="checkbox"/> Theft	0003	
<input type="checkbox"/> Property	0003	

Select the policy section required, click Next

Scroll Bar may appear depending on number of risks

Next Close

Stage 7. Select Clauses to Print

- Select any **Clauses** required to appear on the Certificate
- Then select **Submit**

Risk	Clause Code	Clause description
<input checked="" type="checkbox"/> 0001	CSC	CONTENTS INCLUDES STOCK
<input type="checkbox"/> 0001	V05	
<input type="checkbox"/> 0001	SFT	POLICY WORDING QM485
<input type="checkbox"/> 0002	CSC	: CONTENTS AND STOCK
<input type="checkbox"/> 0002	V05	
<input type="checkbox"/> 0002	SFG	: STEADFAST COMMERCIAL WORDING APPL
<input type="checkbox"/> 0002	SFT	POLICY WORDING QM485

Submit **Close**

Stage 8. Certificate of Currency Document

- The Certificate of Currency should now open for you as a PDF Document
- Click to Save document
- Click to Print document
- Click to PDF document. This function will allow you to automatically email the Certificate of Currency or Save the document as a PDF

Business Pack Insurance Certificate of Currency

Policy Number 41 BPK

QBE Insurance (Australia) Ltd
Head Office
Level 5, 2 Park Street
Sydney NSW 2000
ABN: 75 003 191 035
AFG Licence No: 239545

Issued By: QBE Insurance (Australia) Ltd

Period of Insurance: From 11/05/2020 To 11/05/2021 at 4pm

This certificate acknowledges that the policy referred to is in force for the period shown. Details of the cover are listed below.

The Insured

ABN Number: Not Provided

Cover Details

Location: Business Risk Number 1

Interested Party: None Noted

Property Section

Particulars	Total Sum Insured	Excess
Buildings	Not Insured	
Contents	\$.	\$500

Reinstatement / extra cost conditions apply
Earthquake excess as per the policy wording

Business Interruption Section

Particulars	Total Sum Insured	Excess
Gross income	\$	\$500
Indemnity period 24 months		
Additional increased cost of working	\$	
Outstanding accounts receivable	\$	\$500
Claim preparation costs	\$	

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