

EDIT FAP – BPK Premium Adjustment

Stage 1. Create New Business transaction

NOTE: The Edit FAP – Premium Adjustment is only available via a New Business Transaction. You have been given this function as part of a Scheme together with Underwriting Guidelines.

- Via Sunrise, select to create a **New Business transaction**
- Select the risks you require & start working through the risk screens
- The option for **Edit FAP** will appear on the premium page for each of the individual risks

Risk details

Property / Business Interruption Accreditation **Premium**

Premium Breakdown

Situation: 28 VIC 3

| | Property | Premium | Levies | S/Duty | GST | Total | Comm |
|--------------|-----------------|-----------------|---------------|----------------|----------------|-------------------|-----------------|
| Property | \$896.90 | \$896.90 | \$0.00 | \$98.65 | \$89.69 | \$1,085.24 | \$201.80 |
| Total | \$896.90 | \$896.90 | \$0.00 | \$98.65 | \$89.69 | \$1,085.24 | \$201.80 |

Clauses: SFT - POLICY WORDING QM485

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

Buttons: Back, Cancel, Save

Stage 2. Edit FAP

- To adjust premium, click on **Edit FAP**
- A pop up will open for you. Enter the desired amount within the field
- Click **Save**

NOTE: It is the Base premium only that is adjusted. Charges will automatically update

Risk details

Property / Business Interruption Accreditation **Premium**

Premium Breakdown

Situation: 28 VIC 3073

| | Property | Premium | Levies | S/Duty | GST | Total | Comm |
|--------------|---------------------|---------------------------------|--------|----------------|----------------|-------------------|-----------------|
| Property | Full Annual Premium | Enter adjustment at cover level | | \$98.65 | \$89.69 | \$1,085.24 | \$201.80 |
| Total | | | | \$98.65 | \$89.69 | \$1,085.24 | \$201.80 |

Clauses: SFT - POLICY WORDING QM4

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

Buttons: Back, Cancel, Save

Stage 3. Final Premium

- Continue to complete the New Business transaction by clicking **Next** to move through the policy
- Remember to adjust the premium as you complete each risk
- At the final **Premium** page, you will be able to see the Total Adjusted Premium
- Click **Complete > Complete Transaction** to finalise New Business

Account: _____

BUSINESS > New Business
Inception: 18/07/2020 • Effective: 18/07/2020 • Expiry: 18/07/2021

Policy & customer details

Customer
Policy
History
Premium
Payment

Click Next to continue with the policy pages.

Policy Premium Breakdown

| | FAP | Premium | Levies | S/Duty | GST | Total | Comm |
|-----------------------------|-------------------|-------------------|---------------|-----------------|-----------------|-------------|-------------|
| # 28 VIC 3073 | | | | | | | |
| Property | \$800.00 | \$800.00 | \$0.00 | \$88.00 | \$80.00 | \$968.00 | \$180.00 |
| Liability | \$500.00 | \$500.00 | \$0.00 | \$55.00 | \$50.00 | \$605.00 | \$112.50 |
| Intermediary Fee (incl.GST) | - | - | - | - | - | \$0.00 | - |
| Grand Total | \$1,300.00 | \$1,300.00 | \$0.00 | \$143.00 | \$130.00 | 2.50 | 2.50 |

Underwriting Information

[Back](#)
[Abandon](#)
[Options](#)

Premium Summary

[Complete >](#)
[Next](#)

Refer to Underwriter
Complete Transaction

Click Complete > Complete transaction to finalise New Business