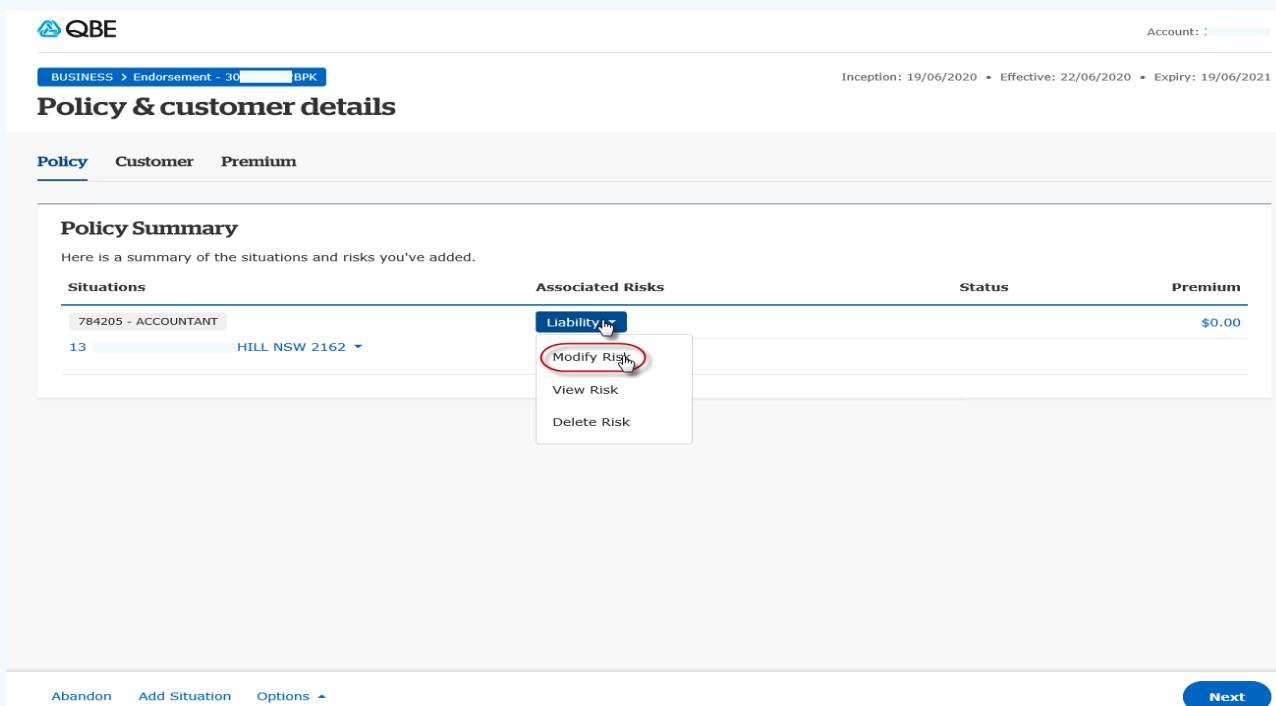


NSW Stamp Duty Exemption via Endorsement

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



QBE Account: [redacted]

BUSINESS > Endorsement - 30 [redacted] BPK

Inception: 19/06/2020 • Effective: 22/06/2020 • Expiry: 19/06/2021

Policy & customer details

Policy Customer Premium

Policy Summary

Here is a summary of the situations and risks you've added.

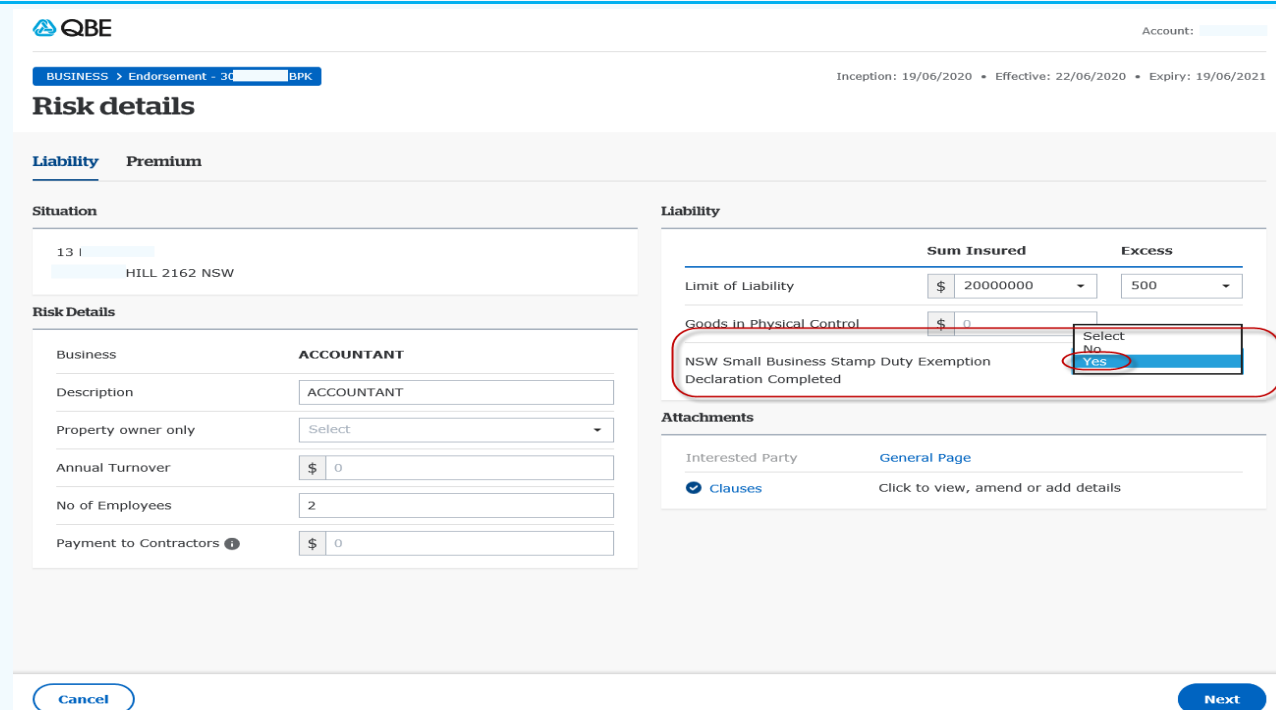
Situations	Associated Risks	Status	Premium
784205 - ACCOUNTANT 13 HILL NSW 2162	Liability Modify Risk View Risk Delete Risk		\$0.00

Abandon Add Situation Options

Next

Stage 2. Modify Liability Risk

- Select **Yes** to the NSW Small Business Stamp Duty Question



QBE Account: [redacted]

BUSINESS > Endorsement - 30 [redacted] BPK

Inception: 19/06/2020 • Effective: 22/06/2020 • Expiry: 19/06/2021

Risk details

Liability Premium

Situation

13 HILL 2162 NSW

Risk Details

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

Liability

	Sum Insured	Excess
Limit of Liability	\$ 20000000	500
Goods in Physical Control	\$ 0	Select No Yes
NSW Small Business Stamp Duty Exemption Declaration Completed		Yes

Attachments

Interested Party General Page

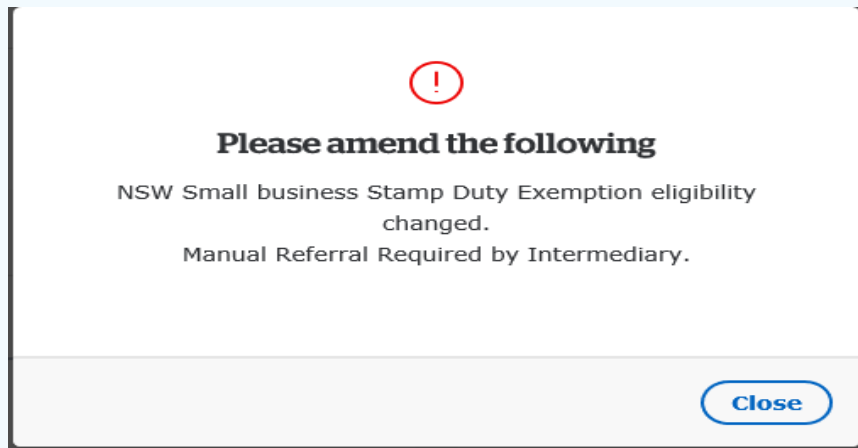
✓ Clauses Click to view, amend or add details

Cancel

Next

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
BPBK
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
Total	\$265.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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: 0000000000

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
13 HILL NSW 2162							
Liability	\$265.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$265.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Underwriting Information

Information

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

Premium Summary

Annual Premium	\$0.00
Commission	\$0.00
GST on Commission	\$0.00
Net Premium	

[Refer to Underwriter](#)
[Complete Transaction](#)
[Complete Transaction and Print](#)

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

[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

Account:

BUSINESS > Endorsement - 30
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)

☒ :@qbe.com

Stage 7. Select Referral Address & Refer endorsement transaction

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

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)

☒ @qbe.com
☐ :@qbe.com
☐ @qbe.com

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