



User Guide

**--- Motor Vehicle Insurance ---
(Commercial Vehicle)**

Version: August 2020

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Part A

Login

登入

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



DO MORE

The QBE Insurance platform has been designed to support your growth by allowing you more flexibility in how you do business and providing valuable analytical insights.

FOR MORE



Connect with QBE

QBE Insurance platform enables you to do business wherever you are. We give you the choice of connecting with us on the move via your mobile or tablet devices and from your office.



Get Started

wongyiwah@gmail.com

Password

Remember my username

LOGIN

[Forgot Password?](#)

1. Login with **Email Address**

利用電郵地址登入

2. Key in **Password**

輸入密碼

3. **LOGIN**

4. If you forget your password, please **“Forgot Password”**

假如您忘記密碼，請  **“Forgot Password”**

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Part B

Create Quote

建立報價

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- Plan Type: Comprehensive
- Commercial Vehicle:
 - 2014 Isuzu, Goods Carrying, 16T
 - Sum Insured: HK\$300,000
 - Registration Mark: To be advised
 - Engine Number: 555666777abc
 - Chassis Number: 666777888cba
- Period of Insurance: 1 August 2020 to 31 July 2021
- NCD: 30% (EFG Insurance, #753421698)
- BR: 678912345
- Address: Unit 3201, Cheung Fat Industrial Building, 200 Cheung Hong Road, Kowloon, Hong Kong
- Insured Driver: Mr. Fung Kai Yuen (D147258(5))
 - Product Factory
 - Date of Birth: 1st December 1978
 - 10 years licensed with no traffic offense in the last 3 years

Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



The screenshot displays the Qnect user interface. At the top right, the user is logged in as 'Wong Yiu Wah' with links for 'Agency Portal', 'My Profile', and 'Help'. A search bar is present with the text 'Quote by Number'. The main navigation menu includes 'Quote', 'Policy Administration', 'Product Details', 'Portfolio & Reports', and 'Tools'. The 'Quote' menu is expanded, showing 'Create a Quote' and 'Modify a Quote'. A 'Customise your dashboard here' button is visible. The dashboard contains several widgets: 'Notifications' with filters for 'Visible' and 'Hidden'; 'Announcements' with three items related to COVID-19, SME platform, and typhoon responses; 'Recovered Transactions' with one item for 'Business Insurance Solution'; 'Renewal Notifications'; and 'Quotes' with two items for 'Business Insurance' and 'Home Insurance'. Red circles and lines highlight the 'Quote' menu and the 'Customise your dashboard here' button.

1. Choose **“Quote”** from the main menu
從主頁面選單中，選擇 **“Quote”**
2. Select **“Create a Quote”**
選擇 **“Create a Quote”**

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Hello **Wong Yiu Wah** | [Agency Portal](#) | [My Profile](#) | [Help](#) |

Find



[Home](#) / [Create Quote](#)

New Quote

To obtain a new quote, choose a policy type, then click **Create Quote**.

Product Type* 3

Account Number*

Inception Date* 4

Expiry Date*

Cover Section

Private Vehicle

Commercial Vehicle 5

6

Calendar: Aug 2020

Su	Mo	Tu	We	Th	Fr
					1
2	3	4	5	6	7

3. Select **“Motor Vehicle Insurance”** from Product Type
從 “Product Type” 選項中選擇 **“Motor Vehicle Insurance”**
4. Select **“Inception Date”** in the calendar and system will default **“Expiry Date”** as 1 year after **“Inception Date”**
從月曆中選擇保單之 **“Inception Date”**，系統已預設保單之 **“Expiry Date”** 為 **“Inception Date”** 之後一年
5. Select **“Commercial Vehicle”**
選擇 **“Commercial Vehicle”**
6.

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Hello Wong Yiu Wah | [Agency Portal](#) | [My Profile](#) | [Help](#) |

Find

[Home](#) | [Quote](#) | [Policy Administration](#) | [Product Details](#) | [Portfolio & Reports](#) | [Tools](#)

Effective Date: 01/08/2020 • Period of Insurance: 01/08/2020 to 31/07/2021 Account: 10000186 • Quick Quote:

Motor Quick Quote

Cover Type* **7**

Use of Vehicle*

- Electric Tractors-Vehicle
- Goods Carrying Vehicle** **8**
- Golf Cart
- Goods Carrying Tractor-Trailer
- Tractor
- Hire Car - Chauffeur driven
- Hire Car - Hirer driven
- Private Bus
- Motor Trade- Named Drivers
- Trade Plate
- Power Unit (Incl Forklift, Mobile Crane & Other)

Vehicle Description* **9**

- 2016
- 2015
- 2014**
- 2013
- 2012

Select Vehicle Classification

Search Vehicle

Year of Manufacture: **10**

Make: **11**

Model: **12**

Body Type: **13**

Cylinder Capacity:

Search results



Description	Seats	Cyl
Goods Carrying Vehicles / Tractors 16T		
Goods Carrying Vehicles / Tractors 24T		
Goods Carrying Vehicles / Tractors 2.8T		
Goods Carrying Vehicles / Tractors 40T		
Goods Carrying Vehicles / Tractors 5.5T		
Goods Carrying Vehicles / Tractors 7.5T		
Goods Carrying Vehicles / Tractors 9T		

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7. Select **“Comprehensive”** or **“Third Party”** from the **“Cover Type”**
從 **“Cover Type”** 中選擇 **“Comprehensive”** 或 **“Third Party”**
8. Select type of use from the **“Use of Vehicle”**
從車輛用途選項中選擇 **“Use of Vehicle”**
For any option other than **“Private Use”**, the quote will be referred to the underwriter
除非車輛用途是 **“Private Use”**，否則該報價會被轉介至核保同事跟進
9.  
10. Select **“Year of Manufacture”**
選擇 **“Year of Manufacture”**
11. Select **“Make”**
選擇 **“Make”**
12. Select **“Model”**
選擇 **“Model”**
13. Select **“Body Type”**
選擇 **“Body Type”**
14. Select the car from the **“Search results”**
從 **“Search results”** 中選擇汽車

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Sum Insured* 300000 15
Tonnage* 16 16
Driver Date of Birth* 01/12/1978 16
Have you had any traffic offences in the last 3 years?* less than 10 points deducted 17

less than 10 points deducted
 10 or more points deducted 18

No of Years Licensed* 2 years or more 18
No Claims Discount* 30% 19

Optional Covers
Guangdong Province Extension No 20
Extend Crane Liability to 20
Extend Tailgate Liability to 20

HK\$750,000 AOA/AOP
 HK\$1,000,000 AOA/AOP 21

HK\$750,000 AOA/AOP
 HK\$1,000,000 AOA/AOP 22

CALCULATE PREMIUM 23

Comprehensive Premium **7,746.31**

Section I

- Accidental Damage Excess: \$15000 / 3% SI
- Theft Excess: \$15000
- Young Driver Excess: \$10000
- Inexperienced Driver Excess: \$10000 (NEW)

Section II

- Third Party Property Damage Excess: \$15000
- Young Driver Excess: \$10000
- Inexperienced Driver Excess: \$10000 (NEW)

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



15. Fill in “Sum Insured”
填上 “Sum Insured”
16. Input “Driver Date of Birth”
輸入 “Driver Date of Birth”
17. Select “Have you had any traffic offences in the last 3 years”
選擇 “Have you had any traffic offences in the last 3 years”
18. Select “Number of Years Licensed”
選擇 “Number of Years Licensed”
19. Select “No Claim Discount”
選擇 “No Claim Discount”
20. Select “Guangdong Province Extension”
選擇 “Guangdong Province Extension”
21. Select “Extend Crane Liability to”
選擇 “Extend Crane Liability to”
22. Select “Extend Tailgate Liability to”
選擇 “Extend Tailgate Liability to”
23.  
24.  

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Vehicle Details

Cover Type* Comprehensive

Use of Vehicle* Goods Carrying Vehicle

Vehicle Description* 2014 Isuzu GC Goods Carrying Vehicles / Tractors 16T

Make and Model* Isuzu GC

Body Type* Goods Carrying Vehicle

Tonnage* 16.0

Registration Mark* TO BE CONFIRMED

Engine Number* 555666777ABC

Chassis Number* 666777888CBA

Sum Insured* 300000

Hire Purchase Owner Name

SEARCH FOR VEHICLE

25

26

25. Can fine-tune “Make and Model”

可增修 “Make and Model”

26. Fill in the “Registration Mark”, “Engine Number”, “Chassis Number” and “Hire Purchase Owner Name” (if any) and if the “Registration Mark” is not yet available, please input TBC or To Be Confirmed

填寫 “Registration Mark”、 “Engine Number”、 “Chassis Number” 及 “Hire Purchase Owner Name” (如有) · 又如未有 “Registration Mark” · 請填上 TBC 或 To Be Confirmed

Driver Details

Driver Type* Insured Driver

Full Name of Driver* Fung Kai Yuen

Nature of Business* Paper/Product Factory / Dealer

Date of Birth (DD/MM/YYYY)* 01/12/1978

HKID / Passport No* D147258(5)

No of Years Licensed* 2 years or more

Have you had any traffic offences in the last 3 years?* less than 10 points deducted

Add Clear

Driver Name	Driver Type	Occupation	Date of Birth	HKID	Yrs Licensed	Offences
Fung Kai Yuen	Insured Driver	Paper/Product Factory / Dealer	01/12/1978	D147258(5)	2 years or more	less than 10 points deducted

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)





27. Input “Full Name of Driver”
輸入 “Full Name of Driver”
28. Input “Nature of Business”
輸入 “Nature of Business”
29. Input “HKID”
輸入 “HKID”
30.  [Add](#) to add the “Driver Details”
 [Add](#) 加入 “Driver Details”


No Claims Discount

No Claims Discount	30%	
Previous Insurer*	EFG Insurance	
Previous Policy No*	753421698	

Cover Note and CI

Effective Date*	01/08/2020	
Effective Time*	12:00 AM	

Optional Extensions

Guangdong Province Extension	No	
Extend Crane Liability to		
Extend Tailgate Liability to		

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31. Fill in the No Claims Discount information
填寫無索償折扣資料

Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Excess

	Section 1		Section 2
Accidental Damage Excess	<input type="text" value="15,000"/>	3 % of SI ⓘ	<input type="text" value=""/>
Theft Excess	<input type="text" value="15,000"/>		<input type="text" value=""/>
Young Driver Excess	<input type="text" value="10,000"/>		<input type="text" value="10,000"/>
Inexperienced Driver Excess	<input type="text" value="10,000"/>		<input type="text" value="10,000"/>
Third Party Property Damage Excess	<input type="text" value=""/>		<input type="text" value="15,000"/>

[Clauses \(6\)](#) [General pages](#)

Premium Breakdown:	Annual Premium	Premium Due	Levy	Total Due
Commercial Motor	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31
Total	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31

[CALCULATE PREMIUM >](#)
Total Premium 7,746.31 HKD

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- 32. [CALCULATE PREMIUM >](#)
- 33. [NEXT >](#)

Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Motor Vehicle Insurance

Review

Period of Insurance 01 August 2020 to 31 July 2021

Non-Situation Dependent Risks

Cover Sections

Expand All / Collapse All	Annual Premium	Premium Due	Levy	Total Due
Commercial Vehicle: 2014 Tsuzu GC	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31
Sub-Totals	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31
<hr/>				
	Annual Premium	Premium Due	Levy	Total Due
Policy Total	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31

Important note: Please attach evidence of previous insurance no claim discount entitlement

Attachments

Applicable to

File Name/ Description

File

BROWSE

ATTACH

Applicable to	Date Attached	Description	File Name	Size in MB
---------------	---------------	-------------	-----------	------------

NEXT >

34.



NEXT >



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Claims and Insurance History Questions

In the Last 3 years?

Have you had any claims/losses?

Yes No

Have you

Ever been disqualified from driving in the past three years?

Yes No

Ever been declined insurance or had your motor insurance cancelled or renewal refused by any insurer in the past three years?

Yes No

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35. Reply “Claims and Insurance History Questions”

回答 “Claims and Insurance History Questions”

Customer Details

Customer Type*

Name of Company* Great Eagle Co Ltd

BR Number* 678912345

Business Telephone Number

Mobile Number

Fax Number

Unit / Floor Number Unit 3201

Building Number and Name Cheung Fat Industrial Building

Street Number and Name* 200 Cheung Hong Road

District Kowloon

Country* HONG KONG

CLEAR

Search Customer

Customer Type Corporate

Search By Name

Name Great Eagle Co Ltd

SEARCH

Total Premium 7,746.31 HKD

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37

- SAVE PENDING
- ISSUE QUOTE
- REFER TO UNDERWRITER
- ISSUE COVER NOTE
- MAKE PAYMENT

38

36. For an existing customer, **SEARCH FOR EXISTING CUSTOMER** and **SEARCH** to retrieve the details

如果是現有客戶， **SEARCH FOR EXISTING CUSTOMER** 及 **SEARCH** 取得資料

37. For a new customer, enter customer’s information in the fields provided (* is compulsory)

如果是現有客戶，按表單內容輸入客戶的資料 (* 必須填寫)

38. **ISSUE QUOTE** to issue the quotation

ISSUE QUOTE 建立報價

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Quote

Quote Header (based on Recent Quote)

Quote No: 00166378	Period of Insurance: 01/08/2020 to 31/07/2021
Quote Type: Motor Vehicle Insurance (MVA)	Quote Expiry Date: 03/09/2020
Customer No: 04731332	Wording: UWD.PVCM.V2-2.6.1606
Customer Name: GREAT EAGLE CO LTD	Branch: 01
Address: UNIT 3201 CHEUNG FAT INDUSTRIAL BUILDING 200 CHEUNG HONG ROAD KOWLOON	
Agent: Wong Yiu Wah	
Agent No: 56789	

Transaction History

Documents

Effective Date	Email	Quote Type	Quote Status	Document Type
01/08/2020		Full Binding Quote	Issued	Policy Wording Quotation

← BACK TO SEARCH RESULTS

CHECK FOR DOCUMENTS

39. Documents to enter the documents folder
 Documents 進入文件夾頁面
40. **“Document Type”**
 document link to view the document
 文件連結去檢閱文件
41. to send the **“Quotation”** to the customer
 將 **“Quotation”** 發送給客戶

QBE Hongkong & Shanghai Insurance Limited
221, Canton Street, 22nd Floor, 277Mong Kok, Queen's Bay, Hong Kong
Customer Service Hotline: 852 2020 1999 / Customer Service Fax: 852 2020 0280

QBE 香港保險有限公司
香港德輔道中221號22樓277M號皇后大道中277號
客戶服務熱線: 852 2020 1999 / 客戶服務傳真: 852 2020 0280
www.qbe.com.hk

QBE

Page 1 of 4 Date of Issue 20/07/2020

Commercial Vehicle QUOTATION

GREAT EAGLE CO LTD
200 CHEUNG HONG ROAD
UNIT 3201
CHEUNG FAT INDUSTRIAL BUILDING
KOWLOON
HONG KONG

Quotation Number 報價號碼	Period of Insurance 承保日期	Account Number 記帳號碼
QI-00166378-MVA-Q001	01/08/2020 to 31/07/2021 (Both Dates Inclusive)	10950000 Wong Yiu Wah

Name of Proposed Insured
GREAT EAGLE CO LTD

Thank you for requesting for a QBE Motor Vehicle Insurance quotation. We are pleased to provide the detailed quote information below. When reviewing this, please pay particular attention to the "Important Information About Your Quotation" section. Please contact your broker or QBE agent if you need to discuss any item on this quotation.

IMPORTANT NOTE:
A levy collected by the Insurance Authority has been imposed on relevant policy (except for certain exempted insurance classes) at the applicable rate and would be refunded in accordance with the prescribed arrangements. Policy holders / customers should pay the levy in accordance with the law. For further information, please visit www.qbe.com.hk or www.ia.org.hk.

Indicative Premium (HKD)	10,726.00
NCD	3,203.50
IA Levy	638
M.I.B.	226.43
Total Premium Due HKD	7,746.31




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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)

Correspondence



00166378MVA



From: Wong Yiu Wah Date: 20/7/2020 Full Binding Quote



To*    **42**



Cc


Bcc

Subject   **43**




Text   **44**


Attachments Policy Wording   **45**
 Quotation

  **46**

Message Sent 

Your e-mail has been sent.

   **47**



42. **“To”** – System will default it to be the customer email address
(can add other email addresses, using semicolon (;) to separate them)
“To” – 系統會預設它為客戶之電郵地址 (可以加入其他電郵地址 ; 並以 (;) 相隔)
43. **“Subject”** – System will default the **“Subject”** to be the customer name but you may enter your own subject
“Subject” – 系統會預設 **“Subject”** 為客戶名稱，但您可以輸入自定之郵件標題
44. **“Text”** – System will default the email content but you may enter your own email content
“Text” – 系統會預設郵件內容，但您可以輸入自定之郵件內容
45. **“Attachments”** – System will default **“Policy Documents”** to be sent and you may uncheck the box besides the document’s name if you do not want to send it
“Attachments” – 系統已預設附上 **“Policy Documents”**，但如該文件是不需要，可以剔除對應之方格
46.  
47. A pop-up message will show that the email has been sent and then  
頁面會有顯示電子郵件已發送，然後  

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Customer GREAT EAGLE CO LTD

QnectAsia@qbe.com

To greateaglecoltd@email.com

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The following documents are attached to this email.



48. The customer received the “**Policy Documents**” email with the attachments
客戶收到 “**Policy Documents**” 電郵及附件

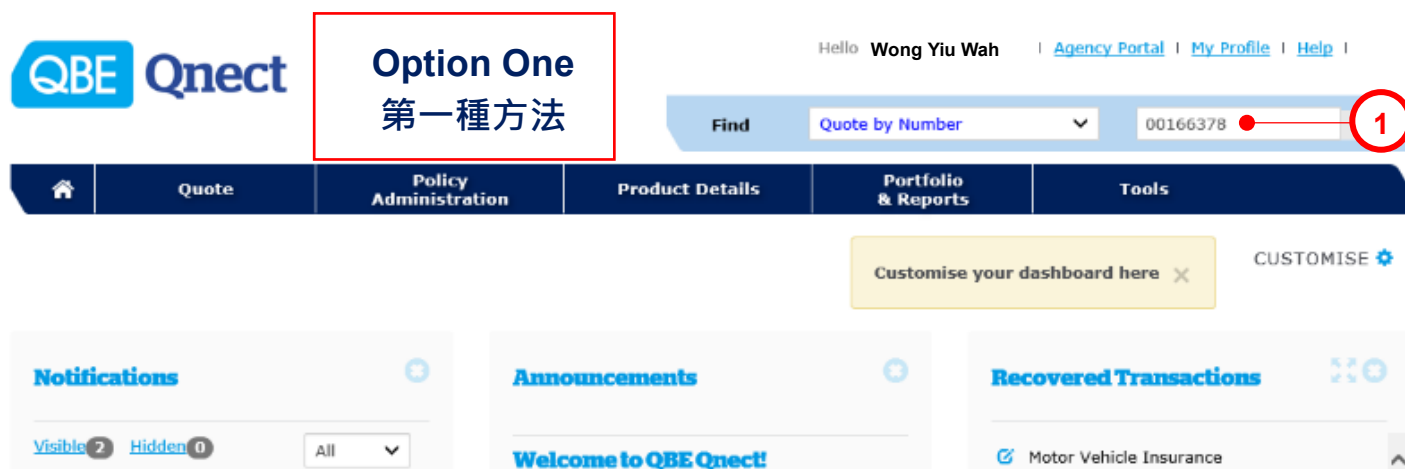
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Part C

Issue Cover Note

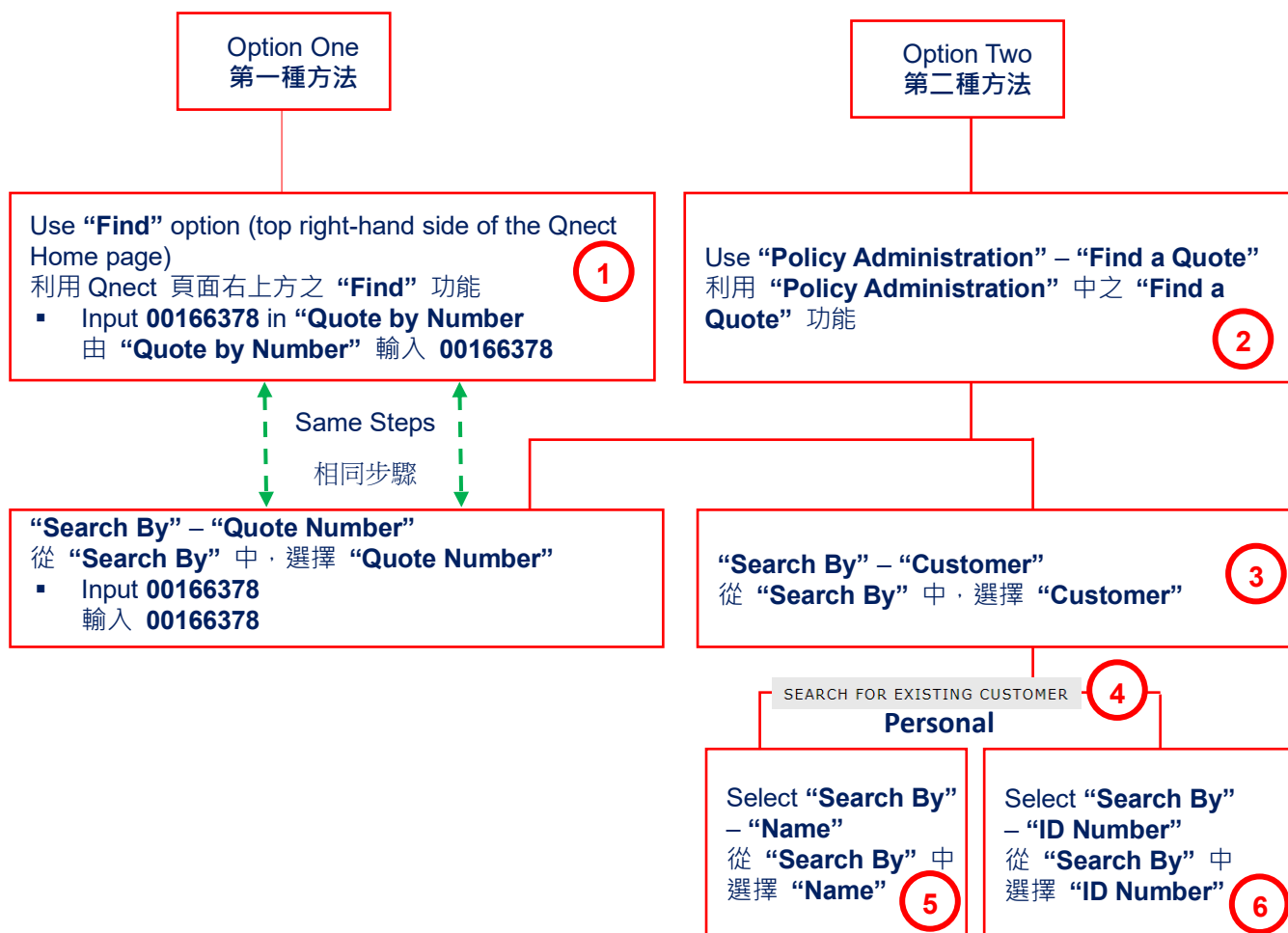
簽發暫保單

Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



There are two options of find an existing Quote in Qnect in order to issue the Cover Note:

有兩種方法於 Qnect 中找到 Quote 去簽發 Cover Note :



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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



QBE Qnect **Option Two**
第二種方法

Hello Wong Yiu Wah [Agency Portal](#) | [My Profile](#) | [Help](#)

Find

Quote Administration Product Details Portfolio & Reports Tools

Create a Marine Declaration
Find a Quote
Find a Policy / Cover Note
Endorse a Policy
Find Renewal Policies

Customise your dashboard here CUSTOMISE

Notifications
Visible 0 Hidden 0

Recovered Transactions
Domestic Helper Insurance
Quick Quote - Fast Quote

Quote Search

For a quote search, enter either the quote number or client name.

Search By Include Expired Quotes

Search Results

Quote Number	Client Name	Policy type	Status	Expires
00166378	GREAT EAGLE CO LTD	Motor Vehicle Insurance (MVA)	Quotation	31/07/2021

Search Customer

Customer Type

Search By

Name

Search Customer

Customer Type

Search By

BR Number

Search Customer

Customer Type

Search By

Name

Search Customer

Customer Type

Search By

BR Number

Search Results

Quote Number	Client Name	Policy type	Status	Expires
00166378	GREAT EAGLE CO LTD	Motor Vehicle Insurance (MVA)	Quotation	31/07/2021

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Quote

Quote Header (based on Recent Quote)

Quote No: 00166378 **Period of Insurance:** 01/08/2020 to 31/07/2021
Quote Type: Motor Vehicle Insurance (MVA) **Quote Expiry Date:** 03/09/2020
Customer No: 04731332 **Wording:** UWD.PVCM.V2-2.6.1606
Customer Name: GREAT EAGLE CO LTD **Branch:** 01
Address: UNIT 3201 CHEUNG FAT INDUSTRIAL BUILDING 200
CHEUNG HONG ROAD KOWLOON
Agent: Wong Yiu Wah
Agent No: 10000000

Transaction History

Documents

Trans No.	Covers Taken	Quote Type	Quote Status	Date	Actions
001	Commercial Motor	Full Binding Quote	Issued	20/07/2020	Edit Clone

Edit Quote

Inception Date* 01/08/2020
Expiry Date* 31/07/2021

EDIT QUOTE

7. “Quote Header” main page
“Quote Header” 頁面
8. [Edit](#)
9. Review “Inception Date” and “Expiry Date”
檢閱 “Inception Date” 及 “Expiry Date”
10. [EDIT QUOTE](#)

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Motor Vehicle Insurance

Review

Period of Insurance 01 August 2020 to 31 July 2021

Non-Situation Dependent Risks

Cover Sections

[Expand All](#) / [Collapse All](#)

	Annual Premium	Premium Due	Levy	Total Due	Commission
Commercial Vehicle: 2014 Isuzu GC	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31	\$1,502.90
Sub-Totals	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31	\$1,502.90

	Annual Premium	Premium Due	Levy	Total Due	Commission
Policy Total	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31	\$1,502.90

Important note: Please attach evidence of previous insurance no claim discount entitlement

Attachments

Applicable to

Supporting Documents

11

File Name/ Description

HKID

12

File

BROWSE

ATTACH

13

Applicable to	Date Attached	Description	File Name	Size in MB		
Commercial Motor	20/07/2020	HKID	HKID.pdf	0.02		
Commercial Motor	20/07/2020	Application Form	Application Form.pdf	0.02		

NEXT >

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11. Select “Supporting Documents” from “Applicable to”

從 “Applicable to” 中選擇 “Supporting Documents”

12. Fill in the “File Name/Description” and click “BROWSE” to find the file

填寫 “File Name/Description” · 然後點擊 “BROWSE” 去找尋文件

13. insert the document (Personal: Insured ID copy, Application Form), max file size is 4MB each

加入附件 (附件包括 Personal: Insured ID copy, Application Form) · 每個檔案最大為 4MB)

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Customer Details

SEARCH FOR EXISTING CUSTOMER

Customer Type*	Corporate
Name of Company*	GREAT EAGLE CO LTD
BR Number*	678912345
Business Telephone Number	
Mobile Number	
Fax Number	
Unit / Floor Number	UNIT 3201
Building Number and Name	CHEUNG FAT INDUSTRIAL BUILDING
Street Number and Name*	200 CHEUNG HONG ROAD
District	KOWLOON
Country*	HONG KONG
<input type="button" value="CLEAR"/>	

Total Premium **7,746.31** HKD

ABANDON

← BACK

SAVE PENDING

ISSUE QUOTE

REFER TO UNDERWRITER

ISSUE COVER NOTE

MAKE PAYMENT ▶



15

Confirmation

You are about to issue a policy contract with QBE. Are you sure that you have checked all information and that it is correct?
Clicking on 'Yes' will mean that all information entered is accurate.

Click on 'No' if you have not checked the accuracy of all information entered or if you have incorrectly selected the Issue Cover Note option.

NO

YES



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15.

ISSUE COVER NOTE

16.

YES

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Hello **Wong Yiu Wah** | [Agency Portal](#) | [My Profile](#) | [Help](#) |

Find

- [Home](#)
- [Quote](#)
- [Policy Administration](#)
- [Product Details](#)
- [Portfolio & Reports](#)
- [Tools](#)

[Home](#) / [Policy Header](#)

Policy and risk details based on effective date of 01/08/2020

Policy

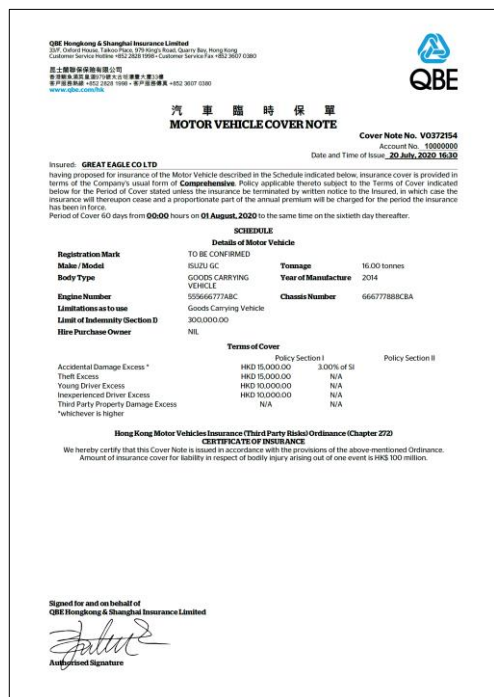
Insurance Details

Policy No: V0372154
Policy Type: Motor Vehicle Insurance (MVA)
Insured: GREAT EAGLE CO LTD
Address: UNIT 3201 CHEUNG FAT INDUSTRIAL BUILDING
 200 CHEUNG HONG ROAD KOWLOON
Agent: Wong Yiu Wah
Cover Note Expiry Date: 30/09/2020

Policy Status: Cover Note
Policy of Insurance: 01/08/2020 to 31/07/2021
Wording: UWD.PVCM.V2-2.6.1606
SP Attn Code: 00
Branch: 01

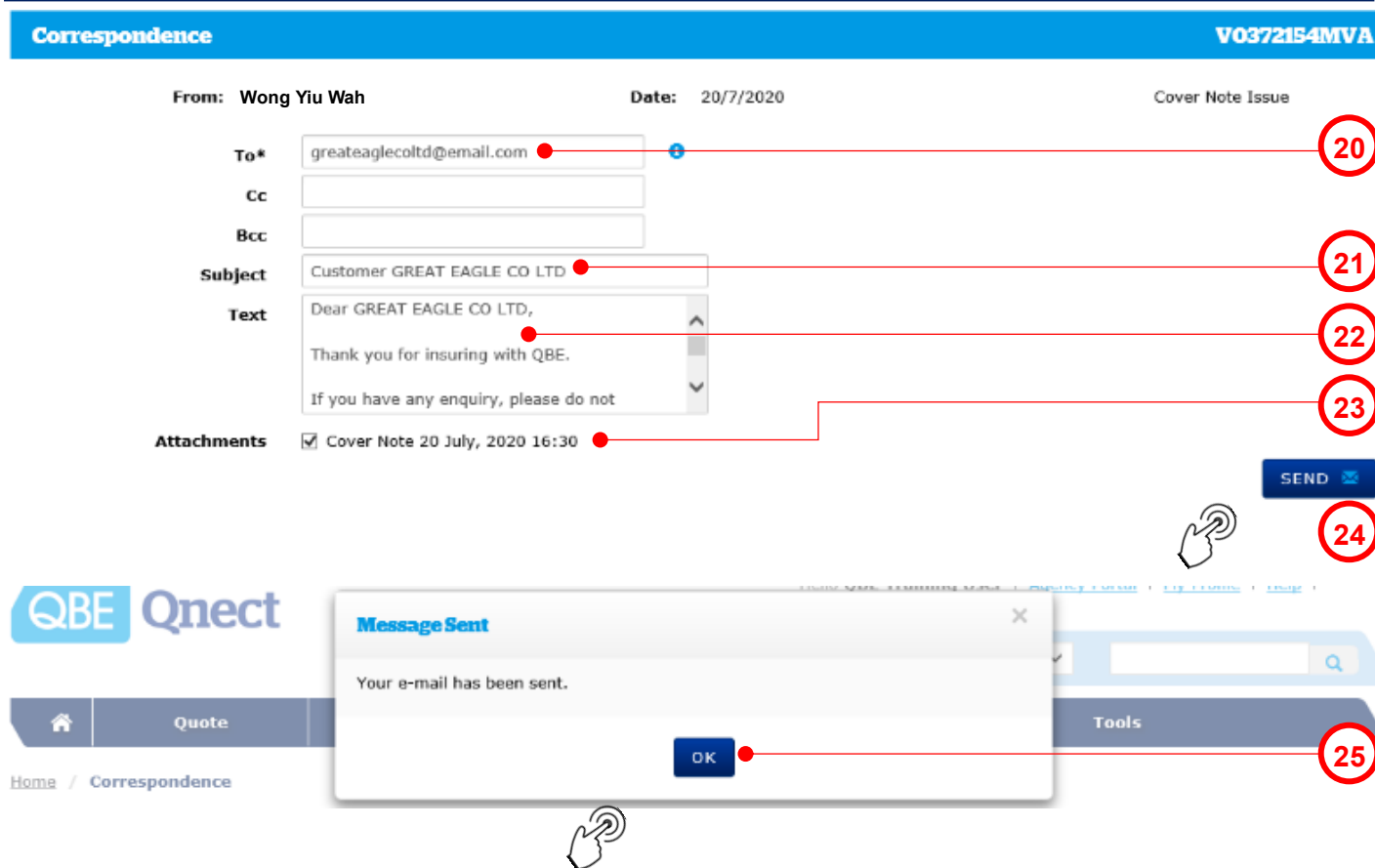
Transaction Type (expand / collapse)	Effective Date	Email	Document Type
Cover Note Issue	01/08/2020		Cover Note 20 July, 2020 16:30

- [Documents](#) to enter the documents folder
[Documents](#) 進入文件夾頁面
- “Document Type”**
 document link to view the document
 文件連結去檢閱文件
- to send the **“Cover Note”** to the customer
 將 **“Cover Note”** 發送給客戶



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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Correspondence V0372154MVA

From: Wong Yiu Wah **Date:** 20/7/2020 Cover Note Issue

To* 20


Cc

Bcc

Subject 21

Text 22

Attachments Cover Note 20 July, 2020 16:30 23

SEND  24

Message Sent X

Your e-mail has been sent.

OK 25

Home / Correspondence

20. **“To”** – System will default it to be the customer email address
(can add other email addresses, using semicolon (;) to separate them)
“To” – 系統會預設它為客戶之電郵地址 (可以加入其他電郵地址 ; 並以 (;) 相隔)
21. **“Subject”** – System will default the **“Subject”** to be the customer name but you may enter your own subject
“Subject” – 系統會預設 **“Subject”** 為客戶名稱，但您可以輸入自定之郵件標題
22. **“Text”** – System will default the email content but you may enter your own email content
“Text” – 系統會預設郵件內容，但您可以輸入自定之郵件內容
23. **“Attachments”** – System will default **“Policy Documents”** to be sent and you may uncheck the box besides the document’s name if you do not want to send it
“Attachments” – 系統已預設附上 **“Policy Documents”**，但如該文件是不需要，可以剔除對應之方格
24.  **SEND** 
25. A pop-up message will show that the email has been sent and then  **OK**
頁面會有顯示電子郵件已發送，然後  **OK**

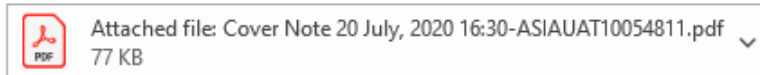
Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Customer GREAT EAGLE CO LTD

QnectAsia@qbe.com

To greateaglecoltd@email.com



Dear GREAT EAGLE CO LTD,

Thank you for insuring with QBE.

If you have any enquiry, please do not hesitate to contact your intermediary (Wong Yiu Wah).

Please find your policy documents attached.



26

26. Customer receives the “**Policy Document**” email

客戶收到 “**Policy Document**” 電郵

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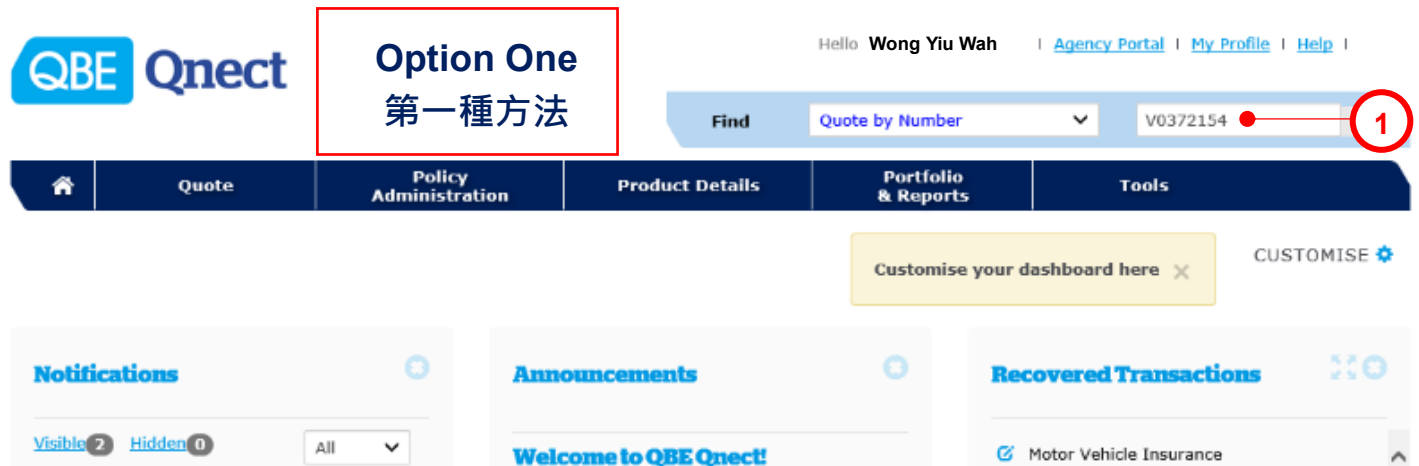
Part D

Issue Policy

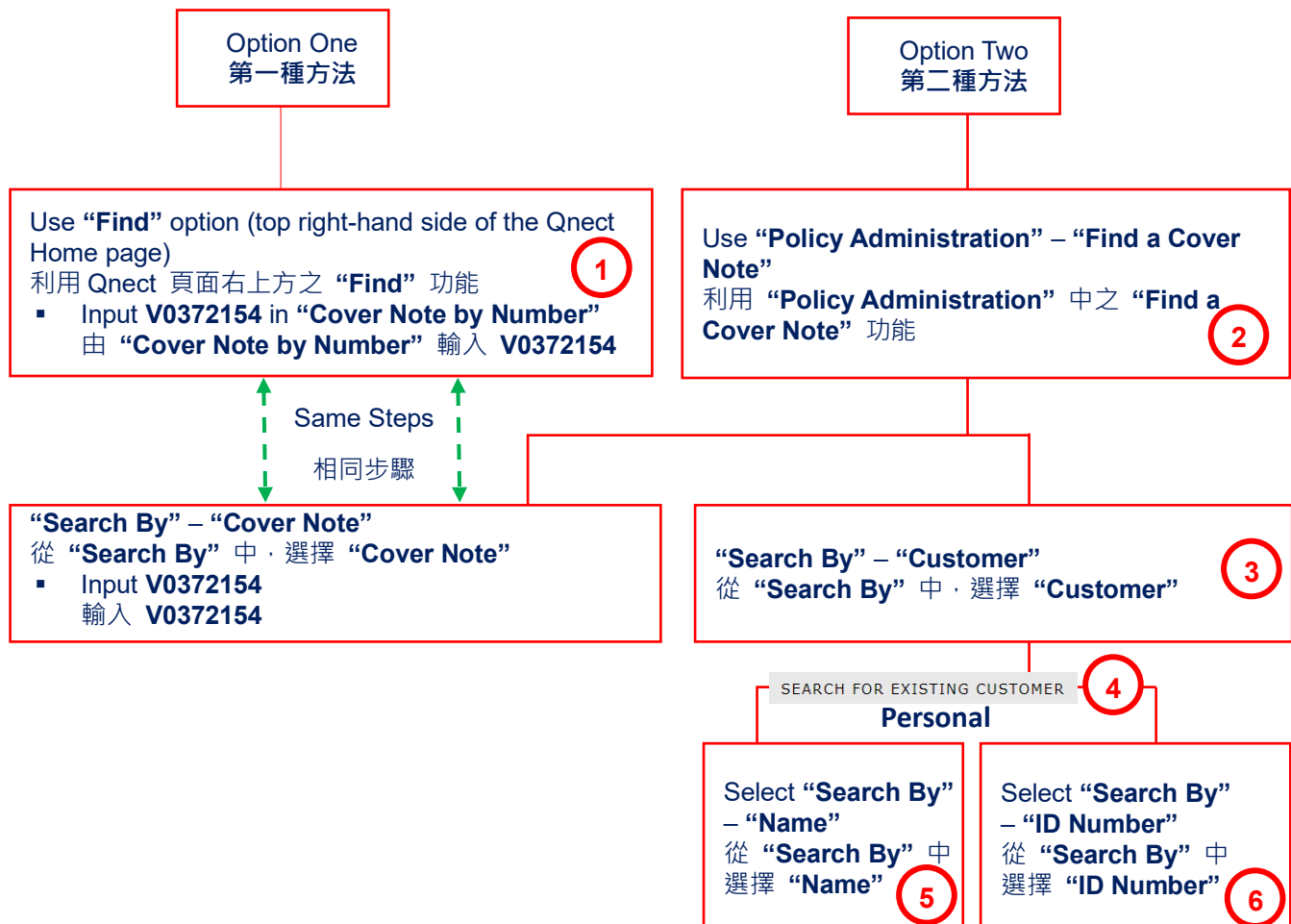
簽發保單

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



There are two options of find an existing Cover Note in Qnect in order to issue the Policy:



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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Option Two
第二種方法

Hello Wong Yiu Wah [Agency Portal](#) | [My Profile](#) | [Help](#)

Find

[Home](#) | **Quote** | **Policy Administration** | [Product Details](#) | [Portfolio & Reports](#) | [Tools](#)

[Create a Marine Declaration](#)
[Find a Quote](#)
[Find a Policy / Cover Note](#) ● 2
[Endorse a Policy](#)
[Find Renewal Policies](#)

Customise your dashboard here [CUSTOMISE](#)

Notifications
Visible Hidden

Recovered Transactions

- Domestic Helper Insurance
- Quick Quote - Fast Quote

Quote Search

For a quote search, enter either the quote number or client name.

Search By ● 3

Include Expired Quotes

● 4

Search Results

Quote Number	Client Name	Policy type	Status	Expires

● 5

Search Customer

Customer Type

Search By ● 6

Name

Search Customer

Customer Type

Search By

BR Number

Search Customer

Customer Type

Search By

Name

Search Customer

Customer Type

Search By

BR Number

Search Results

Policy / Cover Note #	Name of insured	Policy type	Status	Cover Note Expires	Links
V0372154 ● 7	GREAT EAGLE CO LTD	Motor Vehicle Insurance (MVA)	Cover Note	31/07/2021	📄 🔗

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Hello **Wong Yiu Wah** | [Agency Portal](#) | [My Profile](#) | [Help](#) |

Find



Home / Policy Header

Policy and risk details based on effective date of 01/08/2020

Policy

Insurance Details

Policy No: V0372154	Policy Status: Cover Note
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 01/08/2020 to 31/07/2021
Insured: GREAT EAGLE CO LTD	Wording: UWD.PVCM.V2-2.6.1606
Address: UNIT 3201 CHEUNG FAT INDUSTRIAL BUILDING 200 CHEUNG HONG ROAD KOWLOON	SP Attn Code: 00
Agent: Wong Yiu Wah	Branch: 01
Cover Note Expiry Date: 30/09/2020	

[Risks](#) | [Transaction History](#) | [Documents](#)

Section	Risk	Location / Type of Business	Commence	Terminated
---------	------	-----------------------------	----------	------------

No risks are active based on the effective date of inquiry. Click [here](#) to inquire based on Inception Date of the policy.



Edit

Inception Date*	<input type="text" value="01/08/2020"/>
Expiry Date*	<input type="text" value="31/07/2021"/>

... based on effective date of 31/7/...

-
- “Edit” to add back outstanding information
 “Edit” 補回投保資料
- Confirm the “Inception Date” and “Expiry Date” and
確實 “Inception Date” 及 “Expiry Date” · 然後

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Motor Vehicle Insurance

Review

Period of Insurance 01 August 2020 to 31 July 2021

Non-Situation Dependent Risks

Cover Sections

[Expand All](#) / [Collapse All](#)

	Annual Premium	Premium Due	Levy	Total Due	Commission	
Commercial Vehicle: 2014 Isuzu GC	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31	\$1,502.90	MODIFIED
Sub-Totals	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31	\$1,502.90	
	Annual Premium	Premium Due	Levy	Total Due	Commission	
Policy Total	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31	\$1,502.90	

10

Vehicle Details

Cover Type* Comprehensive ?

Use of Vehicle* Goods Carrying Vehicle ?

Vehicle Description* 2014 Isuzu GC Goods Carrying Vehicles / Tractors 16T ? [SEARCH FOR VEHICLE](#)

Make and Model* Isuzu GC ?

Body Type* Goods Carrying Vehicle ?

Tonnage* 16.0 ?

Registration Mark* VC2345 ?

Engine Number* 555666777ABC ?

Chassis Number* 666777888CBA ?

Sum Insured* 300000 ?

Hire Purchase Owner Name ?

11

Premium Breakdown:	Annual Premium	Premium Due	Levy	Total Due	Commission Rate	Commission Amount
Commercial Motor	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31	20.0%	\$1,502.90
Total	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31		\$1,502.90

[CALCULATE PREMIUM >](#)

Total Premium **7,746.31** HKD

12

10. [Commercial Vehicle: 2014 Isuzu GC](#) to fill in the missing information

[Commercial Vehicle: 2014 Isuzu GC](#) 去補回欠缺資料

11. Input “Registration Mark”

輸入 “Registration Mark”

12. [CALCULATE PREMIUM >](#)

13. [NEXT >](#)

[NEXT >](#)

13

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Motor Vehicle Insurance

Review

Period of Insurance 01 August 2020 to 31 July 2021

Non-Situation Dependent Risks

Cover Sections

Expand All / Collapse All	Annual Premium	Premium Due	Levy	Total Due	Commission	
Commercial Vehicle: 2014 Isuzu GC	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31	\$1,502.90	MODIFIED
Sub-Totals	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31	\$1,502.90	
	Annual Premium	Premium Due	Levy	Total Due	Commission	
Policy Total	\$7,514.50	\$7,514.50	\$231.81	\$7,746.31	\$1,502.90	

Important note: Please attach evidence of previous insurance no claim discount entitlement


Attachments

Applicable to: Supporting Documents

File Name/ Description: NCD Proof

File: BROWSE

ATTACH



Applicable to	Date Attached	Description	File Name	Size in MB	
Commercial Motor	20/07/2020	Application Form	Application Form.pdf	0.02	
Commercial Motor	20/07/2020	HKID	HKID.pdf	0.02	
Commercial Motor	20/07/2020	Driving License	Driving License.pdf	0.02	
Commercial Motor	20/07/2020	Vehicle Reg Doc	Vehicle Registrtaion Document.pdf	0.02	
Commercial Motor	20/07/2020	NCD Proof	NCD Proof.pdf	0.02	

NEXT >



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14. Attaching the document (application form, vehicle registration document, no claims discount proof and all named drivers' ID and driving license), please refer to page “**Issue Cover Note**”, Step 11 - 13 for details 加入附件 (申請表、車輛登記文件、無索償折扣證明、所有記名司機之身份證及駕駛執照) · 詳情請參考 “**Issue Cover Note**” · 步驟第 11 至 13

15. [NEXT >](#)

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Customer Details

Customer Type*	Corporate
Name of Company*	GREAT EAGLE CO LTD
BR Number*	678912345
Business Telephone Number	
Mobile Number	
Fax Number	
Unit / Floor Number	UNIT 3201
Building Number and Name	CHEUNG FAT INDUSTRIAL BUILDING
Street Number and Name*	200 CHEUNG HONG ROAD
District	KOWLOON
Country*	HONG KONG

Total Premium **7,74**

Customer Payment
Pay Now
Issue Policy

ISSUE COVER NOTE MAKE PAYMENT

16. Review the “Customer Details”

檢視 “Customer Details”

17. MAKE PAYMENT

Three options for “Make Payment”, namely “Customer Payment”, “Pay Now” and “Issue Policy”

“Make Payment” 有三種模式以供選擇，包括 “Customer Payment”，“Pay Now” 及 “Issue Policy”

- If you select “Customer Payment”, please refer to Step 18 to Step 33

如果你選擇 “Customer Payment”，請參考步驟 18 至步驟 33

- If you select “Pay Now”, please refer to Step 34 to Step 50

如果你選擇 “Pay Now”，請參考步驟 34 至步驟 50

- If you select “Issue Policy”, please refer to Step 51 to Step 62

如果你選擇 “Issue Policy”，請參考步驟 51 至步驟 62

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



“Make Payment” by “Customer Payment”

18. Customer selects “Customer Payment”

客戶選擇 “Customer Payment”

Total Premium 7,746.31 HKD

Customer Payment
Pay Now
Issue Policy

ISSUE COVER NOTE MAKE PAYMENT

18

Customer Payment
Pay Now
Issue Policy

ISSUE COVER NOTE

MAKE PAYMENT

Customer Payment

Email Address* greateaglecoltd@email.com
Verify Email Address* greateaglecolet@email.com

CANCEL SUBMIT

19

CANCEL

SUBMIT

20

Customer Details

Customer Type* Corporate
Name of Company* GREAT EAGLE CO LTD
BR Number* 678912345
Business Telephone Number
Mobile Number
Fax Number
Unit / Floor Number UNIT 3201
Building Number and Name CHEUNG FAT INDUSTRIAL BUILDING
Street Number and Name* 200 CHEUNG HONG ROAD
District KOWLOON
Country* HONG KONG

Total Premium 7,746.31 HKD

ISSUE COVER NOTE

MAKE PAYMENT

19. Input customer's email address

輸入客戶電郵地址

20.



SUBMIT

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Policy

Insurance Details

Policy No: V0372154
Policy Type: Motor Vehicle Insurance (MVA)
Insured: GREAT EAGLE CO LTD
Address: UNIT 3201 CHEUNG FAT INDUSTRIAL BUILDING
200 CHEUNG HONG ROAD KOWLOON
Agent: Wong Yiu Wah

Policy Status: Pending New Business
Policy of Insurance: 01/08/2020 to 31/07/2021
Wording: UWD.PVCM.V2-2.6.1606
SP Attn Code: 00
Branch: 01

21

21. The “Policy Status” will show “Pending New Business”

“Policy Status” 會顯示 “Pending New Business”

22. The customer will receive a “Payment Request Email” and will use the “Make Payment” link enclosed to settle the premium

客戶收到 “Payment Request Email” 後，利用隨件附上之 “Make Payment” 連結去繳付保費

Qnect - Motor Vehicle Insurance Payment request for V0372154

QnectAsia@qbe.com

To greateaglecoltd@email.com

Dear GREAT EAGLE CO LTD,

Thank you for insuring with QBE.

Your Motor Vehicle Insurance quotation has been successfully processed for the period from 1 Aug 2020 to 31 Jul 2021.

To ensure the validity of your insurance coverage, please click on the "Make Payment" link below to make payment. This link will be valid for the next 5 days (upon receiving this email) or up to and including the Inception Date of your policy, whichever is sooner. Please ensure you complete the premium payment process, otherwise, your insurance cover will not be in force.

Should you have any queries, please do not hesitate to contact your intermediary Wong Yiu Wah.

[Make Payment >](#)



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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Motor Vehicle Insurance Payment - Policy Summary - V0372154

Policy Summary

Important Notice

- If the information contained herein is incorrect or incomplete or the insurance does not meet Your requirements. Please tell us as soon as possible.
- You are reminded of the need to tell Us immediately of any facts which We would take into account in Our assessment of acceptance of this insurance. Failure to disclose all relevant facts may invalidate Your policy, or may result in the policy not operating fully.
- The Insured Person (s) has/ have read and consented to the [Personal information Collection Statement](#)

I agree with the declarations and confirm the details contained in this page are true and correct.

Insured

Customer No 04731332
Full Name GREAT EAGLE CO LTD

Insurance Details

Inception Date 01/08/2020 **Expiry Date** 31/07/2021

Risk Details

Cover Comprehensive
Make Isuzu **Model** GC
Year of Manufacture 2014

If there are any errors or omission, please click on 'Abandon' and contact your intermediary. Otherwise please make the payment.

Motor Vehicle Insurance Policy - (Comprehensive)

Premium HKD 7,746.31

MAKE PAYMENT >



23. Customer reviews the “Importance Notice” under the “Policy Summary”

客戶檢閱 “Policy Summary” 內之 “Importance Notice”

24. Customer agrees to “Policy Summary” and checks the box

客戶同意 “Policy Summary” 並在方格內打勾

25.  [MAKE PAYMENT >](#)

25

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



The screenshot displays the Qnect user interface for a commercial vehicle insurance policy. It is divided into three main sections:

- Billing Information:** Contains input fields for First Name (*), Last Name (*), Address Line 1 (*), Address Line 2, City (*), and Country/Region (*). A red bracket groups these fields, with a red circle labeled '26' pointing to the right.
- Payment Details:** Contains a Card Type selector (with radio buttons for Visa and Mastercard), Card Number (*), Expiration Date (*), and CVN (*). A red bracket groups these fields, with a red circle labeled '27' pointing to the right. Below the CVN field is a 'Pay' button, with a red circle labeled '28' pointing to it. A hand cursor is shown clicking the 'Pay' button.
- Your Order:** Displays the Total amount as HKD 7,746.31.

26. Customer inputs the “Billing Information”

客戶輸入 “Billing Information”

27. Customer inputs the “Payment Details”

客戶輸入 “Payment Details”

28.  

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Payment Confirmation

Payment Confirmation

Thank you for insuring with QBE.
Your policy has been issued. Policy documents will be sent to your contact email address in 24 hours.
You may print payment confirmation details for your reference.

Policy Details

Policy Number	V0372154-MVA
Insured	GREAT EAGLE CO LTD
Period of Insurance	From 1 Aug 2020 To 31 Jul 2021
Receipt number	5952420560816147403003
Amount	HKD 7,746.31

29

CLOSE



30

29. Customer receives the “**Payment Confirmation**”

客戶收到 “**Payment Confirmation**”

30.  **CLOSE**

31. At the same time, Customer receives the “**Payment Receipt**” email

與此同時，客戶收到 “**Payment Receipt**” 電郵

Qnect - Motor Vehicle Insurance V0372154 Payment Receipt - GREAT EAGLE CO LTD

QnectAsia@qbe.com

To greateaglecoltd@email.com

31

Thank you for insuring with QBE.

Your policy has been issued. Policy documents will be sent to your contact email address in 24 hours.

You may print policy confirmation details for your reference.

Policy Details

Policy Number : V0372154 - MVA
Insured : GREAT EAGLE CO LTD
Period of Insurance : From: 1 Aug 2020 To: 31 Jul 2021
Payment Amount : HKD 7,746.31
Receipt Number : 5952420560816147403003

Made possible



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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)







Qnect - Motor Vehicle Insurance V0372154 Policy Document

QnectAsia@qbe.com

To greateaglecoltd@email.com

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 Attached file: Motor Certificate (VC2345)-ASIAUAT10055155.pdf 63 KB	 Attached file: Receipt-ASIAUAT10055149.pdf 37 KB
 Attached File: Schedule - Client Copy-ASIAUAT10055150.pdf 72 KB	 Attached file: Policy Wording-ASIAUAT10055154.pdf 10 MB

Motor Vehicle Insurance

Policy Number:	V0372154
Vehicle Registration Number:	VC2345
Period of Insurance:	01/08/2020 - 31/07/2021
Premium:	HKD 7514.50
IA Levy:	HKD 6.38
M.I.B:	HKD 225.43
Total Amount:	HKD 7746.31

Dear GREAT EAGLE CO LTD,

Thank you for choosing QBE as your insurer for your Motor Vehicle Insurance policy. The policy document is attached for your record.

If you have any enquiries on the coverage, Policy Schedule and Policy Wording, please do not hesitate to contact your agent - (Wong Yiu Wah).

Motor Insurance claims are now easier and faster with QBE Claims claims.qbe.com/hk/motor. You can now submit your claim on any device, anytime, anywhere.

QBE Hong Kong

32. Customer receives the “Policy Document” email

客戶收到 “Policy Document” 電郵

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Qnect - Motor Vehicle Insurance V0372154 Payment Receipt - GREAT EAGLE CO LTD

QnectAsia@qbe.com

To Wong Yiu Wah ●

33

Please note that the insured (GREAT EAGLE CO LTD) online credit card payment for Policy V0372154 with payment amount HKD 7,746.31 was successful.

The policy documents will be sent to the insured under a separate email shortly.

If you have any further queries, please contact your designated account handler.



33. Agent receives the “**Payment Receipt**” email

Agent 收到 “**Payment Receipt**” 電郵

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



“Make Payment” by “Pay Now”

34. Customer selects “Pay Now”

客戶選擇 “Pay Now”

The screenshot displays the payment process. At the top right, a 'Customer Payment' dropdown menu is open, with 'Pay Now' selected and circled in red with the number 34. Below this, the 'Total Premium' is shown as 7,746.31. Two buttons are visible: 'ISSUE COVER NOTE' and 'MAKE PAYMENT'. The 'Billing Information' section contains fields for First Name (Tak Shing), Last Name (Law), Address Line 1 (Unit 808, Sunshine Tower), Address Line 2 (50 Blue Pool Road), City (Happy Valley), and Country/Region (Hong Kong). A red bracket on the right side of this section is labeled with a circled 35. The 'Your Order' section shows a 'Total amount' of HKD 7,746.31. The 'Payment Details' section shows 'Card Type' with 'VISA' selected, 'Card Number' (4578457845784578), 'Expiration Date' (12/2020), and 'CVN' (123). A red bracket on the right side of this section is labeled with a circled 36. A green 'Pay' button is located at the bottom right of the 'Payment Details' section, with a red line pointing to it from a circled 37. A hand cursor icon is shown pointing at the 'Pay' button.

35. Customer inputs the “Billing Information”

客戶輸入 “Billing Information”

36. Customer inputs the “Payment Details”

客戶輸入 “Payment Details”



Pay

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Payment Confirmation

Payment Confirmation

38

Thank you for insuring with QBE.
Your policy has been issued. Policy documents will be sent to your contact email address in 24 hours.
You may print payment confirmation details for your reference.

Policy Details

Policy Number	V0372154-MVA
Insured	GREAT EAGLE CO LTD
Period of Insurance	From 1 Aug 2020 To 31 Jul 2021
Receipt number	5952420560816147403003
Amount	HKD 7,746.31

CLOSE



39

38. Customer receives the “Payment Confirmation”

客戶收到 “Payment Confirmation”

39.  CLOSE

40. At the same time, Agent receives the “Payment Receipt” email

與此同時，客戶收到 “Payment Receipt” 電郵

Qnect - Motor Vehicle Insurance V0372154 Payment Receipt - GREAT EAGLE CO LTD

QnectAsia@qbe.com

To Wong Yiu Wah

40

Thank you. Your payment has been accepted.

This is your confirmation for:

Policy Details

Policy Number : V0372154 - MVA
Insured : GREAT EAGLE CO LTD
Period of Insurance : From: 1 Aug 2020 To: 31 Jul 2021
Payment Amount : HKD 7,746.31
Receipt Number : 5952420560816147403003

Made possible



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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Policy

Insurance Details

Policy No: V0372154	Policy Status: In Force
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 01/08/2020 to 31/07/2021
Insured: GREAT EAGLE CO LTD	Wording: UWD.PVCM.V2-2.6.1606
Address: UNIT 3201 CHEUNG FAT INDUSTRIAL BUILDING 200 CHEUNG HONG ROAD KOWLOON	SP Attn Code: 00
Agent: Wong Yiu Wah	Branch: 01

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[Risks](#) [Transaction History](#) [Documents](#)

Transaction Type (expand / collapse)	Effective Date	Email	Document Type
New Business Issue	01/08/2020		Motor Certificate (VC2345) Schedule - Client Copy Schedule - Intermediary Copy Policy Wording Debit Credit Note - Client Copy Debit Credit Note - Intermediary Copy Receipt Cover Note 20 July, 2020 16:30

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- [Documents](#) to enter the documents folder
[Documents](#) 進入文件夾頁面
- “Document Type”**
 document link to view the document
 文件連結去檢閱文件
- to send the “Policy Document” to the customer
 將 “Policy Document” 發送給客戶

QBE Hongkong & Shanghai Insurance Limited
237, Cheung Cheong, Tsimsho Wai, 279 King's Road, Quarry Bay, Hong Kong
Customer Service Centre: +852 2611 9991 - Customer Service Fax: +852 2611 0300

香港保險有限公司
香港保險有限公司 香港保險有限公司
香港保險有限公司 +852 2611 9991 - 客戶服務熱線 +852 2611 0300
www.qbe.com.hk

Page 1 of 4 Date of Issue 20/07/2020

Commercial Vehicle POLICY SCHEDULE

New Business

Name and Address of the Insured
GREAT EAGLE CO LTD
200 CHEUNG HONG ROAD
UNIT 3201
CHEUNG FAT INDUSTRIAL BUILDING
KOWLOON
HONG KONG

Policy Number 保單號碼 GV-V0372154-MVA	Period of Insurance 承保日期 01/08/2020 to 31/07/2021 (Both Dates Inclusive)	Account Number 戶號號碼 10909090 Wong Yiu Wah
---	--	---

The Insured
GREAT EAGLE CO LTD

This policy is issued/renewed from information you have disclosed. If there are any material changes during the period of this cover, please inform us.

NEED TO MAKE A CLAIM?
Motor Insureds claims are now easier and faster with QBE Claims. Visit: claims.qbe.com/hk/motor. You can now submit your claim on any device, anytime, anywhere.

IMPORTANT NOTE:
A levy collected by the Insurance Authority has been imposed on relevant policy (except for certain exempted insurance classes) at the applicable rate and would be remitted in accordance with the prescribed arrangements. Policy holders / customers should pay the levy in accordance with the law. For further information, please visit: www.ia.org.hk

Signed for and on behalf of
QBE Hongkong & Shanghai Insurance Limited

Authorized Signature

Premium (HKD)	10,726.00	
NCI	3,220.50	
TA Levy	0.30	
M.I.B.	29.43	
Total Premium Due HKD	7,746.31	

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)

Correspondence

V0372154MVVA

From: Wong Yiu Wah **Date:** 20/7/2020 New Business Issue

To* 44

Cc

Bcc

Subject 45

Text

 46

Attachments

- Motor Certificate (VC2345)
- Schedule - Client Copy
- Schedule - Intermediary Copy
- Policy Wording
- Debit Credit Note - Client Copy
- Debit Credit Note - Intermediary Copy
- Receipt
- Cover Note 20 July, 2020 16:30

47

Message Sent

Your e-mail has been sent.

48

49

44. **“To”** – System will default it to be the customer email address
(can add other email addresses, using semicolon (;) to separate them)
“To” – 系統會預設它為客戶之電郵地址 (可以加入其他電郵地址 ; 並以 (;) 相隔)
45. **“Subject”** – System will default the **“Subject”** to be the customer name but you may enter your own subject
“Subject” – 系統會預設 **“Subject”** 為客戶名稱，但您可以輸入自定之郵件標題
46. **“Text”** – System will default the email content but you may enter your own email content
“Text” – 系統會預設郵件內容，但您可以輸入自定之郵件內容
47. **“Attachments”** – System will default **“Policy Documents”** to be sent and you may uncheck the box besides the document’s name if you do not want to send it
“Attachments” – 系統已預設附上 **“Policy Documents”**，但如該文件是不需要，可以剔除對應之方格
48.  48
49. A pop-up message will show that the email has been sent and then  49
頁面會有顯示電子郵件已發送，然後 

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Customer GREAT EAGLE CO LTD

QnectAsia@qbe.com

To greateaglecoltd@email.com

50

Attached file: Motor Certificate (VC2345)-ASIAUAT10055155.pdf 63 KB	Attached file: Receipt-ASIAUAT10055149.pdf 37 KB
Attached file: Schedule - Client Copy-ASIAUAT10055150.pdf 72 KB	Attached file: Policy Wording-ASIAUAT10055154.pdf 10 MB

Motor Vehicle Insurance

Policy Number:	V0372154
Vehicle Registration Number:	VC2345
Period of Insurance:	01/08/2020 - 31/07/2021
Premium:	HKD 7514.50
IA Levy:	HKD 6.38
M.I.B:	HKD 226.43
Total Amount:	HKD 7746.31

Dear GREAT EAGLE CO LTD,

Thank you for choosing QBE as your insurer for your Motor Vehicle Insurance policy. The policy document is attached for your record.

If you have any enquiries on the coverage, Policy Schedule and Policy Wording, please do not hesitate to contact your agent - (Wong Yiu Wah).

Motor Insurance claims are now easier and faster with QBE Claims claims.qbe.com/hk/motor. You can now submit your claim on any device, anytime, anywhere.

QBE Hong Kong

50. Customer receives the “**Policy Document**” email

客戶收到 “**Policy Document**” 電郵

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



“Make Payment” by “Issue Policy”

51. Customer selects “Issue Policy”

客戶選擇 “Issue Policy”

Customer Payment
Pay Now
Issue Policy **51**
ISSUE COVER NOTE MAKE PAYMENT

Confirmation

You are about to issue a policy contract with QBE. Are you sure that you have checked all information and that it is correct?
Clicking on 'Yes' will mean that all information entered is accurate and that a policy document will be issued and your Agent account debited for the premium payable.
Click on 'No' if you have not checked the accuracy of all information entered or if you have incorrectly selected the Issue Policy option.

NO YES **52**

Customer Details

Gender* Male
Date of Birth* 01/12/1978
Nationality HONG KONG
Home Telephone Number
Business Telephone Number
Mobile Number
Fax Number
Email Address
Unit / Floor Number UNIT 3201
Building Number and Name CHEUNG FAT INDUSTRIAL BUILDING
Street Number and Name* 200 CHEUNG HONG ROAD
District KOWLOON
Country* HONG KONG

52. YES

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Policy

Insurance Details

Policy No: V0372154	Policy Status: In Force
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 01/08/2020 to 31/07/2021
Insured: GREAT EAGLE CO LTD	Wording: UWD.PVCM.V2-2.6.1.606
Address: UNIT 3201 CHEUNG FAT INDUSTRIAL BUILDING 200 CHEUNG HONG ROAD KOWLOON	SP Attn Code: 00
Agent: Wong Yiu Wah	Branch: 01

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[Risks](#) [Transaction History](#) [Documents](#)

Transaction Type (expand/collapse)	Effective Date	Email	Document Type
New Business Issue	01/08/2020		Motor Certificate (VC2345) Schedule - Client Copy Schedule - Intermediary Copy Policy Wording Debit Credit Note - Client Copy Debit Credit Note - Intermediary Copy Cover Note 20 July, 2020 16:30

54

55

53. [Documents](#) to enter the documents folder

[Documents](#) 進入文件夾頁面

54. “Document Type”

document link to view the document

文件連結去檢閱文件

55. to send the “Policy Document” to the customer

將 “Policy Document” 發送給客戶

QBE Hongkong & Shanghai Insurance Limited
237, Queen's Road, Sheung Wan, Hong Kong. Query Fax: Hong Kong
Customer Service Helpline: 002-2020 1999. Customer Service Fax: 852 3500 0380
www.qbe.com.hk

QBE

Page 1 of 4 Date of Issue 20/07/2020

Commercial Vehicle
POLICY SCHEDULE **New Business**

Name and Address of the Insured
GREAT EAGLE CO LTD
200 CHEUNG HONG ROAD
UNIT 3201
CHEUNG FAT INDUSTRIAL BUILDING
KOWLOON
HONG KONG

Policy Number 保單號碼 GV-V0372154-MVA	Period of Insurance 保單日期 01/08/2020 to 31/07/2021 (Both Dates Inclusive)	Account Number 賬號號碼 10990000 Wong Yiu Wah
---	--	---

The Insured
GREAT EAGLE CO LTD

This policy is issued/renewed from information you have disclosed. If there are any material changes during the period of this cover, please inform us.

NEED TO MAKE A CLAIM?
Motor Insurance claims are now easier and faster with QBE Claims.
Visit: claims.qbe.com.hk/mobile. You can now submit your claim on any device, anytime, anywhere.

IMPORTANT NOTE:
A levy collected by the Insurance Authority has been imposed on relevant policy (except for certain exempted insurance classes) at the applicable rate and would be remitted in accordance with the prescribed arrangements. Policy holders / customers should pay the levy in accordance with the law. For further information, please visit: www.ia.org.hk

Signed for and on behalf of
QBE Hongkong & Shanghai Insurance Limited

Authorized Signature

Premium (HKD)	10,726.00
IGD	3,205.50
IA Levy	6.38
MI.L	25.43
Total Premium Due HKD	7,746.31

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)

Correspondence

V0372154MVVA

From: Wong Yiu Wah **Date:** 20/7/2020 New Business Issue

To* 56

Cc

Bcc

Subject 57

Text 58

Attachments

- Motor Certificate (VC2345)
- Schedule - Client Copy
- Schedule - Intermediary Copy
- Policy Wording
- Debit Credit Note - Client Copy
- Debit Credit Note - Intermediary Copy
- Cover Note 20 July, 2020 16:30

59

60

Message Sent

Your e-mail has been sent.

61

- 56. **“To”** – System will default it to be the customer email address
(can add other email addresses, using semicolon (;) to separate them)
“To” – 系統會預設它為客戶之電郵地址 (可以加入其他電郵地址 ; 並以 (;) 相隔)
- 57. **“Subject”** – System will default the **“Subject”** to be the customer name but you may enter your own subject
“Subject” – 系統會預設 **“Subject”** 為客戶名稱，但您可以輸入自定之郵件標題
- 58. **“Text”** – System will default the email content but you may enter your own email content
“Text” – 系統會預設郵件內容，但您可以輸入自定之郵件內容
- 59. **“Attachments”** – System will default **“Policy Documents”** to be sent and you may uncheck the box besides the document’s name if you do not want to send it
“Attachments” – 系統已預設附上 **“Policy Documents”**，但如該文件是不需要，可以剔除對應之方格
- 60. 
- 61. A pop-up message will show that the email has been sent and then 
頁面會有顯示電子郵件已發送，然後 

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Customer GREAT EAGLE CO LTD

QnectAsia@qbe.com

To greateaglecoltd@email.com

 Attached file: Motor Certificate (VC2345)-ASIAUAT10055155.pdf 63 KB	 Attached file: Schedule - Client Copy-ASIAUAT10055150.pdf 72 KB
 Attached file: Policy Wording-ASIAUAT10055154.pdf 10 MB	 Attached file: Debit Credit Note - Client Copy-ASIAUAT10055151.pdf 40 KB

Motor Vehicle Insurance

Policy Number:	V0372154
Vehicle Registration Number:	VC2345
Period of Insurance:	01/08/2020 - 31/07/2021
Premium:	HKD 7514.50
IA Levy:	HKD 6.38
M.I.B:	HKD 225.43
Total Amount:	HKD 7746.31

Dear GREAT EAGLE CO LTD, ●

62

Thank you for choosing QBE as your insurer for your Motor Vehicle Insurance policy. The policy document is attached for your record

If you have any enquiries on the coverage, Policy Schedule and Policy Wording, please do not hesitate to contact your agent - (Wong Yiu Wah).

Motor Insurance claims are now easier and faster with QBE Claims claims.qbe.com/hk/motor. You can now submit your claim on any device, anytime, anywhere.

QBE Hong Kong

62. Customer receives the “Policy Document” email

客戶收到 “Policy Document” 電郵

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Part E

Endorsement

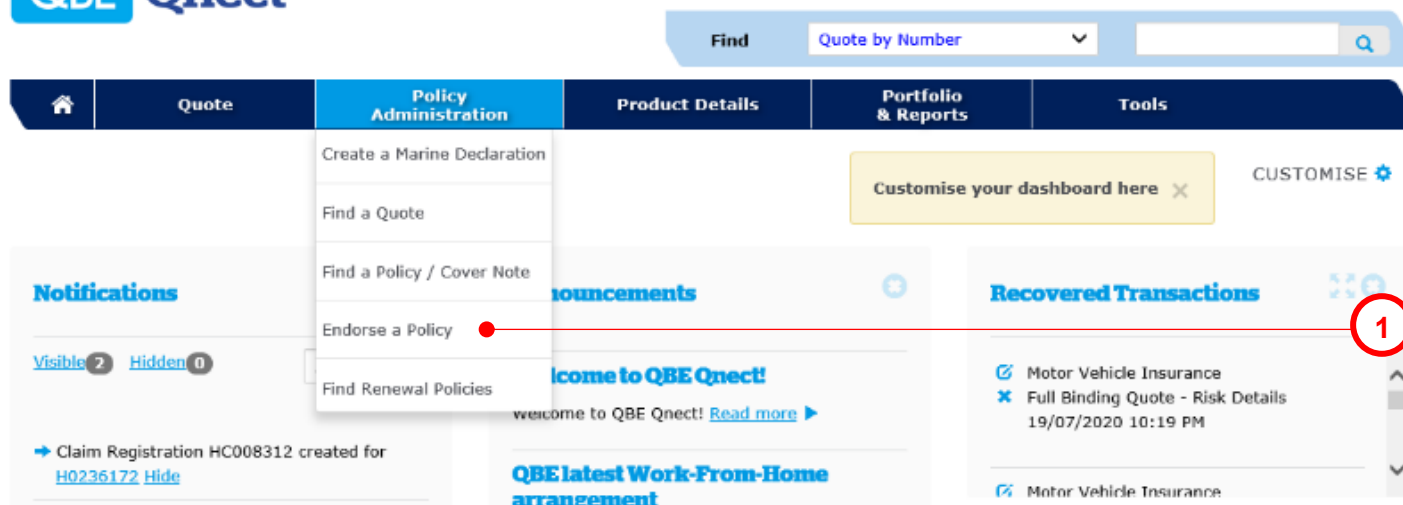
更改保單

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Hello Wong Yiu Wah | [Agency Portal](#) | [My Profile](#) | [Help](#) |



1 Use “Policy Administration” – “Endorse a Policy”
利用 “Policy Administration” 中之 “Endorse a Policy” 功能

2 “Search By” – “Policy Number / Cover Note”
從 “Search By” 中，
選擇 “Policy Number / Cover Note”

- Input V0372154
輸入 V0372154

3 “Search By” – “Customer”
從 “Search By” 中，
選擇 “Customer”

4 SEARCH FOR EXISTING CUSTOMER
Personal

5 Select “Search By” – “Name”
從 “Search By” 中選擇
“Name”

6 Select “Search By” – “ID Number”
從 “Search By” 中選擇
“ID Number”

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)

Policy Search
Enter information you know into the fields below..

Search By: Customer 3

Product Type: All

SEARCH FOR EXISTING CUSTOMER 4

Search Customer

Customer Type: Corporate

Search By: Name 5

Name:

SEARCH

Search Customer

Customer Type: Corporate

Search By: BR Number 6

BR Number:

SEARCH

Search Customer

Customer Type: Corporate

Search By: Name

Name: Great Eagle Co Ltd

SEARCH

Search Customer

Customer Type: Corporate

Search By: BR Number

BR Number: 678912345

SEARCH

Policy Search
Enter information you know into the fields below..

Effective Date*: 20/07/2020

Search By: Policy Number / Cover Note

Policy Number*: V0372154 2

SEARCH

Search Results

Policy / Cover Note #	Name of insured	Policy type	Status	Cover Note Expires	Links
V0372154 7	GREAT EAGLE CO LTD	Motor Vehicle Insurance (MVA)	History Cover Note	31/07/2021	

- Policy Number **V0372154** and go to the policy details
- Policy Number **V0372154** 去進入保單內容

Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Policy

Insurance Details

Policy No: V0372154 **Policy Status:** In Force
Policy Type: Motor Vehicle Insurance (MVA) **Policy of Insurance:** 01/08/2020 to 31/07/2021
Insured: GREAT EAGLE CO LTD **Wording:** UWD.PVCM.V2-2.6.1606
Address: UNIT 3201 CHEUNG FAT INDUSTRIAL BUILDING **SP Attn Code:** 00
200 CHEUNG HONG ROAD KOWLOON **Branch:** 01
Agent: Wong Yiu Wah

Risks [Transaction History](#) [Documents](#)

Section	Risk	Location / Type of Business	Commence	Terminated
No risks are active based on the effective date of inquiry. Click here to inquire based on Inception Date of the policy.				

Endorsement
View Policy

POLICY OPTIONS

8. “Insurance Details” main page

“Insurance Details” 頁面

9. **POLICY OPTIONS**

10. Select “Endorsement”

選擇 “Endorsement”

- Address: Unit **2218**, Cheung Fat Industrial Building, 200 Cheung Hong Road, Kowloon, Hong Kong
- Registration Number: VC**2845** (correction of error)

Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Endorsement

Effective Date* 01/08/2020

Reason* Change of address - customer add

Period 01/08/2020 to 31/07/2021

SUBMIT

- 11: Effective Date*
- 12: Reason* dropdown menu
- 13: SUBMIT button

11. System will default endorsement “**Effective Date**” as policy effective date but you can change it according to the customer’s needs.

系統已預設修改保單之 “**Effective Date**” 為保單生效日期，但您可以根據客戶之實質需要去改變

12. Select “**Reason**” (e.g. “**Add Named Driver**”)

選擇 “**Reason**” (例如 “**Add Named Driver**”)

13. **SUBMIT**

Motor Vehicle Insurance

Review

Period of Insurance 01 August 2020 to 31 July 2021

Non-Situation Dependent Risks

Cover Sections

[Expand All](#) / [Collapse All](#)

	Annual Premium	Premium Due	Levy	Total Due	Commission
Commercial Vehicle: 2014 Isuzu GC	\$7,514.50	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Totals	\$7,514.50	\$0.00	\$0.00	\$0.00	\$0.00
	Annual Premium	Premium Due	Levy	Total Due	Commission
Policy Total	\$7,514.50	\$0.00	\$0.00	\$0.00	\$0.00

14. **Commercial Vehicle: 2014 Isuzu GC**

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Commercial Motor

Vehicle Details

Cover Type* Comprehensive ?

Use of Vehicle* Goods Carrying Vehicle

Vehicle Description* 2014 Isuzu GC Goods Carrying Vehicles / Tractors 16T ?

Make and Model* Isuzu GC ?

Body Type* Goods Carrying Vehicle ?

Tonnage* 16.0 ?

Registration Mark* VC2845 ?

Engine Number* 555666777ABC ?

Chassis Number* 666777888CBA ?

Sum Insured* 300000

Hire Purchase Owner Name

Optional Extensions

Guangdong Province Extension No ?

Increase third party property damage limits HK\$5,000,000 ?

MODIFY 15

SEARCH FOR VEHICLE 16

Excess

	Section 1		Section 2
Accidental Damage Excess	8,000	2 % of SI ?	?
Theft Excess	7,500	1.5 % of SI ?	?
Young Driver Excess	7,500		7,500 ?
Inexperienced Driver Excess	7,500		7,500 ?
Unnamed Driver Excess	7,500		?
Parking Excess	3,000		?
Third Party Property Damage Excess	?		8,000 ?

[Clauses \(5\)](#) [General pages](#)

Premium Breakdown:	Annual Premium	Premium Due	Levy	Total Due	Commission Rate	Commission Amount
Private Car	\$7,308.00	\$0.00	\$0.00	\$0.00	30.0%	\$0.00
Total	\$7,308.00	\$0.00	\$0.00	\$0.00		\$0.00

CALCULATE PREMIUM ▶

Total Premium 0.00 HKD 17

NEXT ▶ 18

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



15. MODIFY
16. Change “Registration Number”
更改 “Registration Number”
17. CALCULATE PREMIUM >
18. NEXT >

Motor Vehicle Insurance

Review

Period of Insurance 01 August 2020 to 31 July 2021

Non-Situation Dependent Risks

Cover Sections

[Expand All](#) / [Collapse All](#)

	Annual Premium	Premium Due	Levy	Total Due	Commission	
Private Car 2014 Mercedes-Benz E400	\$7,308.00	\$0.00	\$0.00	\$0.00	\$0.00	MODIFIED
Sub-Totals	\$7,308.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Annual Premium	Premium Due	Levy	Total Due	Commission	
Policy Total	\$7,308.00	\$0.00	\$0.00	\$0.00	\$0.00	

Important note: Please attach evidence of previous insurance no claim discount entitlement

Attachments

Applicable to

File Name/ Description

File

BROWSE

ATTACH

Applicable to	Date Attached	Description	File Name	Size in MB
Private Motor	17/07/2020	Vehicle Reg Doc	Vehicle Registrtaion Document.pdf	0.02
Private Motor	17/07/2020	NCD Proof	NCD Proof.pdf	0.02
Private Motor	17/07/2020	Driving License	Driving License.pdf	0.02
Private Motor	16/07/2020	Application Form	Application Form.pdf	0.02
Private Motor	16/07/2020	HKID	HKID.pdf	0.02

NEXT >



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19. NEXT >

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Customer Details

Customer Type*	Corporate
Name of Company*	GREAT EAGLE CO LTD
BR Number*	678912345
Business Telephone Number	
Mobile Number	
Fax Number	
Unit / Floor Number	UNIT 2218
Building Number and Name	CHEUNG FAT INDUSTRIAL BUILDING
Street Number and Name*	200 CHEUNG HONG ROAD
District	KOWLOON
Country*	HONG KONG

Total Premium **0.00** HKD

ABANDON

← BACK

REFER TO UNDERWRITER

ISSUE COVER NOTE

ISSUE ENDORSEMENT

Endorsement has been successfully issued.

OK

20. Change the address

修正地址

21.  **ISSUE ENDORSEMENT**

22.  **OK**

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Hello **Wong Yiu Wah** | [Agency Portal](#) | [My Profile](#) | [Help](#) |

Find

- [Home](#)
- [Quote](#)
- [Policy Administration](#)
- [Product Details](#)
- [Portfolio & Reports](#)
- [Tools](#)

Home / Policy Header

Policy and risk details based on effective date of 01/08/2020

Policy

Insurance Details

Policy No: V0372154	Policy Status: In Force
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 01/08/2020 to 31/07/2021
Insured: GREAT EAGLE CO LTD	Wording: UWD.PVCM.V2-2.6.1606
Address: UNIT 2218 CHEUNG FAT INDUSTRIAL BUILDING 200 CHEUNG HONG ROAD KOWLOON	SP Attn Code: 00
Agent: Wong Yiu Wah	Branch: 01

Transaction Type (expand/collapse)	Effective Date	Email	Document Type
Endorsement Issue	01/08/2020		Motor Certificate (VC2845) Schedule - Client Copy Schedule - Intermediary Copy

23. [Documents](#) to enter the documents folder
[Documents](#) 進入文件夾頁面

24. “Document Type”
 document link to view the document
 文件連結去檢閱文件

25. to send the “Endorsement” to the customer
 將 “Endorsement” 發送給客戶

Policy Number 保單號碼	01-V0372154-MVA-E001	Date of issue	
Page 2 of 4			
Commercial Vehicle - Comprehensive			
Registration Mark	VC2845	Business / Occupation	Paper/Product Dealer
Make / Model	ISUZU GC	Tonnage	16.00 tonnes
Body Type	GOODS CARRYING VEHICLE	Year of Manufacture	2014
Engine Number	555666777ABC	Chassis Number	666777888CBA
Limit of Indemnity	300,000.00	No Claim Discount	30%

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Correspondence

V0372154MVA

From: Wong Yiu Wah

Date: 20/7/2020

Endorsement Issue

To* greateaglecoltd@email.com

Cc

Bcc

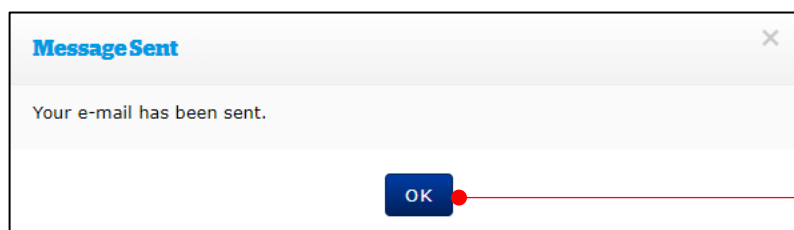
Subject Customer GREAT EAGLE CO LTD

Text Dear GREAT EAGLE CO LTD,

Thank you for insuring with QBE. We advise that you read through the Policy Wording.

Attachments Motor Certificate (VC2845)
 Schedule - Client Copy
 Schedule - Intermediary Copy

SEND



26. **“To”** – System will default it to be the customer email address
(can add other email addresses, using semicolon (;) to separate them)
“To” – 系統會預設它為客戶之電郵地址 (可以加入其他電郵地址 ; 並以 (;) 相隔)
27. **“Subject”** – System will default the **“Subject”** to be the customer name but you may enter your own subject
“Subject” – 系統會預設 **“Subject”** 為客戶名稱，但您可以輸入自定之郵件標題
28. **“Text”** – System will default the email content but you may enter your own email content
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頁面會有顯示電子郵件已發送，然後

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Qnect User Guide – Motor Vehicle Insurance (Commercial Vehicle)



Customer GREAT EAGLE CO LTD

QnectAsia@qbe.com

To greateaglecoltd@email.com

32



Dear GREAT EAGLE CO LTD,

Thank you for insuring with QBE. We advise that you read through the Policy Wording.

If you have any enquiries on the coverage, Policy Schedule and Policy Wording, please do not hesitate to contact your intermediary (Wong Yiu Wah).

Please find your policy documents attached.



32. The customer received the “**Policy Documents**” email with the attachments

客戶收到 “**Policy Documents**” 電郵及附件

~ End ~

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