



User Guide

**--- Motor Vehicle Insurance ---
(Private Vehicle)**

Version: August 2020

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Part A

Login

登入

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Qnect User Guide – Motor Vehicle Insurance (Private 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

wongyiuwah@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
- Private Vehicle:
 - 2014 Mercedes-Benz, E400, Sedan. 2,996 cc
 - Sum Insured: HK\$300,000
 - Registration Mark: To be advised
 - Engine Number: 222333444abc
 - Chassis Number: 333444555cba
 - Hire Purchase: ABC Co
- Period of Insurance: 1 August 2020 to 31 July 2021
- 3rd Party property damage limits: HK\$5,000,000
- NCD: 30% (XYZ Insurance, #951623478)
- Insured Driver: Mr. So Kin Kai (D963741(5))
 - Civil Servant
 - Date of Birth: 1st July 1977
 - 10 years licensed with no traffic offense in the last 3 years
 - Email address: sokinkai@email.com
 - Address: Flat E, 28/F, Happy Tower, 128 Cloudview Road, North Point, Hong Kong
- Named Driver: Ms. Wu Lai Wah (D987321(5))
 - Accountant
 - Date of Birth: 15th March 1978
 - 7 years licensed with no traffic offense in the last 3 years

Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



The screenshot shows the QBE Qnect user interface. At the top right, there is a user profile section with 'Hello Wong Yiu Wah' and links for 'Agency Portal', 'My Profile', and 'Help'. Below this is a search bar with 'Find Quote by Number' and a search icon. 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 also visible. The dashboard content includes sections for 'Notifications', 'Announcements', 'Recovered Transactions', 'Renewal Notifications', and 'Quotes'. The 'Announcements' section contains three items: 'Service Arrangements for Novel Coronavirus', 'Launch of SME platform for Business Insurance', and 'Service arrangements in response to Typhoon Yutu (Rosita)'. The 'Recovered Transactions' section shows a transaction for 'Business Insurance Solution' with policy number B0097450, endorsed on 17/04/2020 at 11:00 PM. The 'Renewal Notifications' and 'Quotes' sections are currently empty.

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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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*

Account Number*

Inception Date*

Expiry Date*

Cover Section

Private Vehicle

Commercial Vehicle

Calendar: Aug 2020

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

Product Type Dropdown Menu:

- Business Insurance Solution
- Business Insurance SME
- Domestic Helper Insurance
- Home Insurance
- Motor Vehicle Insurance**
- Personal Accident Insurance
- Travel Insurance

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 **“Private Vehicle”**

選擇 **“Private Vehicle”**

6. 

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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* **8**

Private Use
 Hired Car with or without driver provided
 Motor Trade
 Vehicles used for Hotel, Tour, Airport Services
 Vehicles with modified engines

Vehicle Description* **9**

- 2016
- 2015
- 2014
- 2013
- 2012

Select Vehicle Classification

Search Vehicle

Year of Manufacture **10**
 Please select your car

Make **11**
 McLaren
 Mercedes-Benz
 MINI
 Mitsubishi

Model **12**
 E300
 E350
 E400
 E500
 E63
 G350

Body Type **13**
 SEDAN
 WAGON
 CONVERTIBLE

Cylinder Capacity **14**
 2,996

Search results

Description	Seats	Cyl
MY14 W212 ELEGANCE SEDAN 4DR +/- 7SP RWD 3.0T [01]	5	2996
MY14 W212 AVANTGARDE SEDAN 4DR +/- 7SP RWD 3.0T [01]	5	2996

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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 **“Cylinder Capacity”**
選擇 **“Cylinder Capacity”**
15. 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 (Private Vehicle)



16. Fill in “Sum Insured”

填上 “Sum Insured”

17. Select “Driver Age”

選擇 “Driver Age”

18. Select “Most demerit points deducted in the last 3 years amongst all drivers”

The quote will be referred to the underwriter if a driver had been deducted for more than 9 demerit points

選擇 “Most demerit points deducted in the last 3 years amongst all drivers”

有司機被扣 9 分以上，報價會被轉介至核保同事跟進

19. Select “Yes” if all drivers have at least 1 year of driving experience

If “No” is selected, the quote will be referred to the underwriter

如所有司機都有最少 1 年駕駛經驗，請選擇 “Yes”

選擇 “No”，報價會被轉介至核保同事跟進

20. Select “No Claim Discount”

選擇 “No Claim Discount”

21. Select “Guangdong Province Extension”

選擇 “Guangdong Province Extension”

22. Select “Increase third party property damage limits” to HK\$3,000,000 or HK\$5,000,000

選擇 “Increase third party property damage limits” 至 HK\$3,000,000 或 HK\$5,000,000

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)

Section I

Accidental Damage Excess	Theft Excess	Young Driver Excess	Unnamed Driver Excess	Inexperienced Driver Excess	Parking Excess
\$8000 / 2% SI	\$7500 / 1.5% SI	\$7500	\$7500	\$7500	\$3000

Section II

Third Party Property Damage Excess	Young Driver Excess	Inexperienced Driver Excess	TPPD Unnamed Driver Excess
\$8000	\$7500	\$7500	\$0

23. **CALCULATE PREMIUM**

24. **NEXT**

Vehicle Details

Cover Type*: Comprehensive

Use of Vehicle*: Private Use

Vehicle Description*: 2014 Mercedes-Benz E400 MY14 W212 ELEGANCE SEDAN 4DR +/- 7SP RWD 3.0T [OI]

Make and Model*: Mercedes-Benz E400

Body Type*: SEDAN

Cylinder Capacity*: 2996

Seating Capacity*: 5

Registration Mark*: TO BE CONFIRMED

Engine Number*: 222333444ABC

Chassis Number*: 333444555CBA

Sum Insured*: 300000

Hire Purchase Owner Name: ABC

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

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)

Driver Details

Insured Driver
Named Driver

Driver Type* Insured Driver

Copy as Named Driver

Full Name of Driver* So Kin Kai

Occupation* Civil Servant

Date of Birth (DD/MM/YYYY)* 01/07/1977

HKID / Passport No* D963741(5)

No of Years Licensed* 2 years or more

Have you had any traffic offences in the last 3 years?* 0 to 3 points deducted

Occupation dropdown options: Civil Servant, Club House, Consultant, Customer Service Officer

Years Licensed dropdown options: less than 1 year, 1 year to less than 2 years, 2 years or more

Traffic Offences dropdown options: 0 to 3 points deducted, 4 to 6 points deducted, 7 to 9 points deducted, More than 9 points deducted or Suspended Driving License

Driver Name	Driver Type	Occupation	Date of Birth	HKID	Yrs Licensed	Offences
So Kin Kai	Insured Driver	Civil Servant	01/07/1977	D963741(5)	2 years or more	0 to 3 points deducted
So Kin Kai	Named Driver	Civil Servant	01/07/1977	D963741(5)	2 years or more	0 to 3 points deducted
Wu Lai Wah	Named Driver	Accountant	15/03/1978	D987321(5)	2 years or more	0 to 3 points deducted

27. Select “Driver Type”

選擇 “Driver Type”

28. Check the box to copy the details of the Insured Driver to **Named Driver**

請勾選方格 去複製受保司機資料至記名司機

29. Input “Full Name of Driver”, “Date of Birth” and “HKID”

輸入 “Full Name of Driver”、 “Date of Birth” 及 “HKID”

30. Select “Occupation”

選擇 “Occupation”

31. Select driver’s “Number of Years Licensed”

選擇司機的 “Number of Years Licensed”

32. Select driver’s “Traffic Offences” in the last 3 years

選擇過去 3 年司機的 “Traffic Offences”

33. **Add** to add the driver’s information

Add 加入司機資料

Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



No Claims Discount

No Claim Discount ⓘ

Previous Insurer* ⓘ

Previous Policy No* ⓘ

34

Cover Note and CI

Effective Date* ⓘ

Effective Time* ⓘ

Optional Extensions

Guangdong Province Extension ⓘ

Increase third party property damage limits ⓘ

Excess

Section 1

Section 2

	Section 1		Section 2
Accidental Damage Excess	<input type="text" value="8,000"/>	2 % of SI ⓘ	<input type="text"/>
Theft Excess	<input type="text" value="7,500"/>	1.5 % of SI ⓘ	<input type="text"/>
Young Driver Excess	<input type="text" value="7,500"/>		<input type="text" value="7,500"/>
Inexperienced Driver Excess	<input type="text" value="7,500"/>		<input type="text" value="7,500"/>
Unnamed Driver Excess	<input type="text" value="7,500"/>		<input type="text"/>
Parking Excess	<input type="text" value="3,000"/>		<input type="text"/>
Third Party Property Damage Excess	<input type="text"/>		<input type="text" value="8,000"/>

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

Premium Breakdown:	Annual Premium	Premium Due	Levy	Total Due
Private Car	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45
Total	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45

[CALCULATE PREMIUM >](#)

Total Premium **7,533.45** HKD

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34. Fill in the No Claims Discount information

填寫無索償折扣資料

[NEXT >](#)

35. [CALCULATE PREMIUM >](#)

36. [NEXT >](#)



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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
Private Car 2014 Mercedes-Benz E400	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45
Sub-Totals	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45

	Annual Premium	Premium Due	Levy	Total Due
Policy Total	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45

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 >

37. [NEXT >](#)



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Motor Vehicle Insurance

Claims and Insurance History Questions

In the Last 3 years?

Have you had any claims/losses?

Yes

No

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Replaced Policy Number

38. Reply "Claims and Insurance History Questions"

回答 "Claims and Insurance History Questions"

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Customer Details

SEARCH FOR EXISTING CUSTOMER

Customer Type* Personal

Check the box if Customer Details are the same as the Insured Driver details

Name* So Kin Kai

ID Number* D963741(5)

Gender* Male

Date of Birth* 01/07/1977

Nationality HONG KONG

Home Telephone Number

Business Telephone Number

Mobile Number

Fax Number

Email Address sokinkai@email.com

Unit / Floor Number Flat E, 28/F,

Building Number and Name Joyful Tower

Street Number and Name* 128 Cloudview Road

District North Point

Country* HONG KONG

CLEAR

Search Customer

Customer Type Personal

Search By Name

Name So Kin Kai

SEARCH

Total Premium **7,533.45** HKD

SAVE PENDING ISSUE QUOTE REFER TO UNDERWRITER ISSUE COVER NOTE

MAKE PAYMENT

39. If Mr. So is an existing customer, **SEARCH FOR EXISTING CUSTOMER** to retrieve his details
如果蘇先生是現有客戶， **SEARCH FOR EXISTING CUSTOMER** 取得他的資料

40. **SEARCH**

41. If Mr. So is a new customer, enter his information in the fields provided (* is compulsory)
如果蘇先生是新客戶，按表單內容輸入他的資料 (* 必須填寫)

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

ISSUE QUOTE 建立報價

Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Quote

Quote Header (based on Recent Quote)

Quote No: 00166306	Period of Insurance: 01/08/2020 to 31/07/2021
Quote Type: Motor Vehicle Insurance (MVA)	Quote Expiry Date: 30/08/2020
Customer No: 04731301	Wording: UWD,PVPC,V2-2.11.1512
Customer Name: SO KIN KAI	Branch: 01
Address: FLAT E, 28/F, JOYFUL TOWER 128 CLOUDVIEW ROAD NORTH POINT	
Agent: Wong Yiu Wah	
Agent No: 10000000	

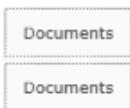
Transaction History

Documents

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



43. Documents to enter the documents folder



進入文件夾頁面

44. “Document Type”



document link to view the document

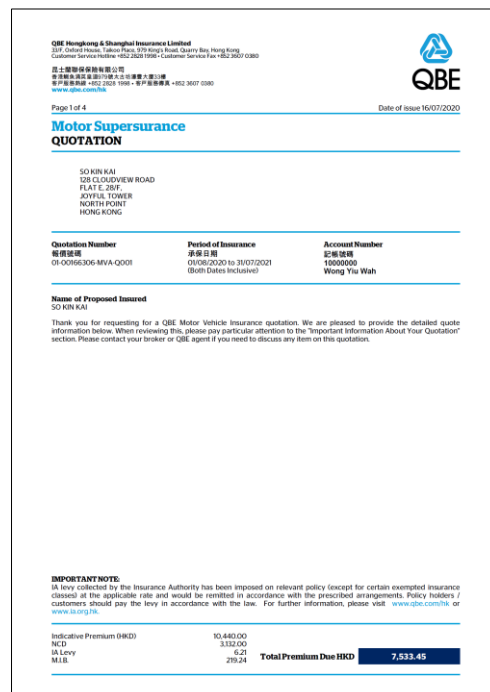


文件連結去檢閱文件

45. to send the “Quotation” to the customer



將 “Quotation” 發送給客戶






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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)

Correspondence


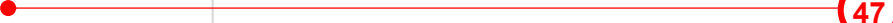
00166306MVA



From: Wong Yiu Wah Date: 16/7/2020 Full Binding Quote



To*    **46**



Cc


Bcc

Subject   **47**




Text   **48**


Attachments Policy Wording   **49**
 Quotation

  **50**

Message Sent 

Your e-mail has been sent.

   **51**



46. **“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)
47. **“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
48. **“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
49. **“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
50.  
51. 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 SO KIN KAI

QnectAsia@qbe.com

To sokinkai@email.com

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The following documents are attached to this email.



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

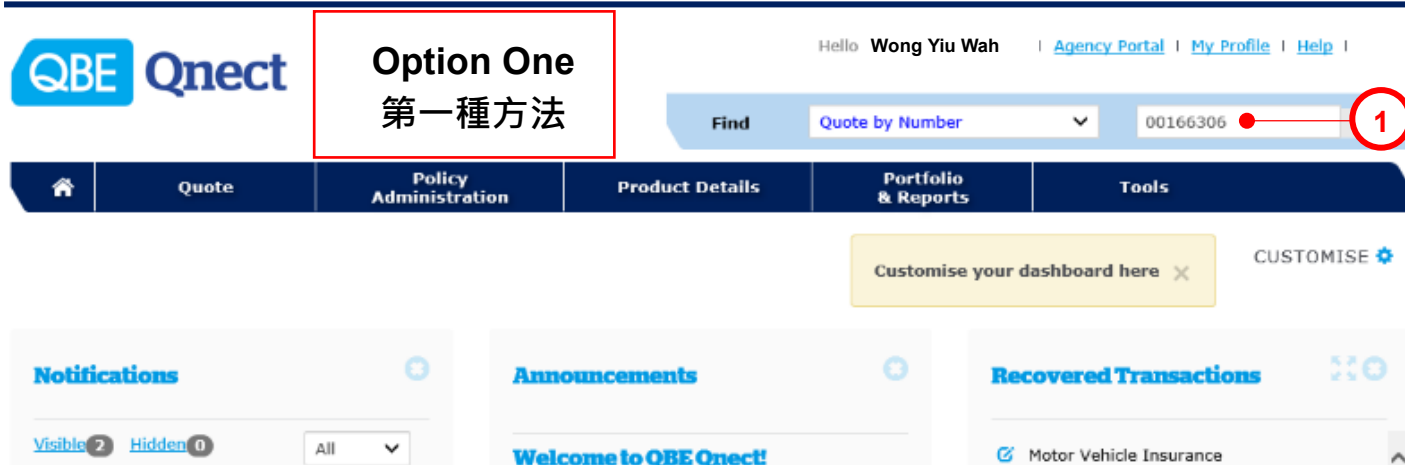
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Part C

Issue Cover Note

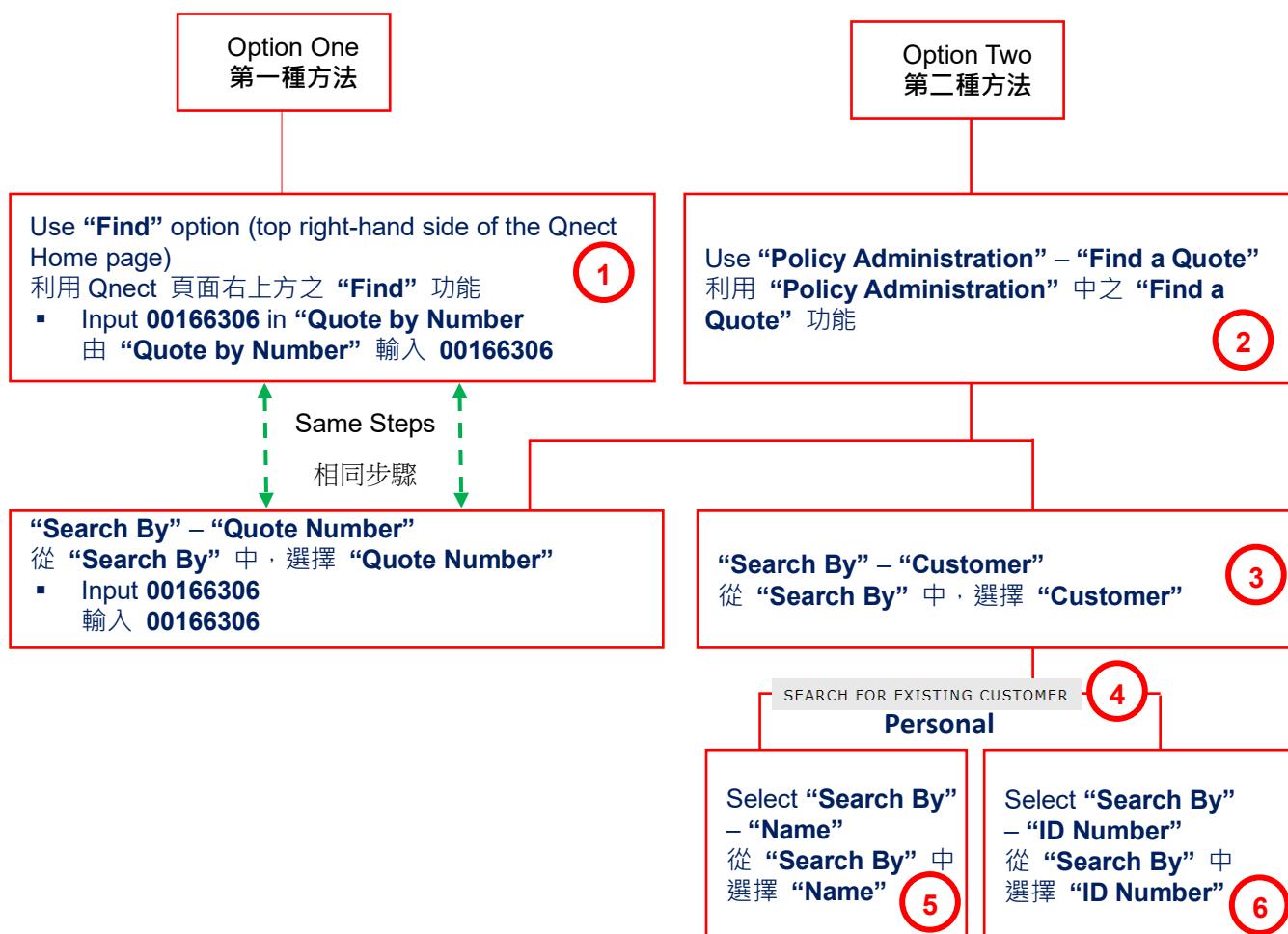
簽發暫保單

Qnect User Guide – Motor Vehicle Insurance (Private 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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Option Two
第二種方法

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

Find **Quote by Number**

Policy Administration

- 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 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:

Include Expired Quotes

Search Results

Quote Number	Client Name	Policy type	Status	Expires
--------------	-------------	-------------	--------	---------

Search Customer

Customer Type:

Search By:

Name:

Search Customer

Customer Type:

Search By:

ID Number:

Search Customer

Customer Type:

Search By:

Name:

Search Customer

Customer Type:

Search By:

ID Number:

Search Results

Quote Number	Client Name	Policy type	Status	Expires
00166306	SO KIN KAI	Motor Vehicle Insurance (MVA)	Quotation	31/07/2021

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Quote

Quote Header (based on Recent Quote)

Quote No: 00166306 **Period of Insurance:** 01/08/2020 to 31/07/2021
Quote Type: Motor Vehicle Insurance (MVA) **Quote Expiry Date:** 30/08/2020
Customer No: 04731301 **Wording:** UWD.PVPC.V2-2.11.1512
Customer Name: SO KIN KAI **Branch:** 01
Address: FLAT E, 28/F, JOYFUL TOWER 128 CLOUDVIEW ROAD
NORTH POINT
Agent: Wong Yiu Wah
Agent No: 10000000

Transaction History

Documents

Trans No.	Covers Taken	Quote Type	Quote Status	Date	Actions
001	Private Motor	Full Binding Quote	Issued	16/07/2020	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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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	\$7,308.00	\$225.45	\$7,533.45	\$2,192.40
Sub-Totals	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45	\$2,192.40

	Annual Premium	Premium Due	Levy	Total Due	Commission
Policy Total	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45	\$2,192.40

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

Attachments

Applicable to

File Name/ Description

File

Applicable to	Date Attached	Description	File Name	Size in MB		
Private Motor	16/07/2020	HKID	HKID.pdf	0.02		
Private Motor	16/07/2020	Application Form	Application Form.pdf	0.02		

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)

14.

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Customer Details

SEARCH FOR EXISTING CUSTOMER

Customer Type*

Check the box if Customer Details are the same as the Insured Driver details

Name*

ID Number*

Gender*

Date of Birth*

Nationality

Home Telephone Number

Business Telephone Number

Mobile Number

Fax Number

Email Address

Unit / Floor Number

Building Number and Name

Street Number and Name*

District

Country*

Total Premium **7,533.45** HKD



15

Customer Details

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.

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15.

16.

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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: V0372130	Policy Status: Cover Note
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 01/08/2020 to 31/07/2021
Insured: SO KIN KAI	Wording: UWD.PVPC.V2-2.11.1512
Address: FLAT E, 28/F, JOYFUL TOWER 128 CLOUDVIEW ROAD NORTH POINT	SP Attn Code: 00
Agent: Wong Yiu Wah	Branch: 01
Cover Note Expiry Date: 30/09/2020	

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

Transaction Type (expand / collapse)	Effective Date	Email	Document Type
<input checked="" type="radio"/> Cover Note Issue	01/08/2020		Cover Note 16 July, 2020 18:50

- 17
- 18
- 19

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

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

19. to send the **“Cover Note”** to the customer
 將 **“Cover Note”** 發送給客戶

QBE Hongkong & Shanghai Insurance Limited
222, Queen's Road, Tsim Sha Tsui, Kowloon, Hong Kong
Customer Service Hotline: +852 2628 1998 - Customer Service Fax: +852 2627 0380

汽車臨時保單
MOTOR VEHICLE COVER NOTE

Cover Note No. V0372130
Account No. 10000000
Date and Time of Issue: 16 July, 2020 18:50

Insured: **SO KIN KAI**
 having proposed for insurance of the Motor Vehicle described in the Schedule indicated below, insurance cover is provided in terms of the Company's usual form of **Comprehensive** Policy applicable thereto subject to the Terms of Cover indicated below for the Period of Cover stated unless the insurance be terminated by written notice to the Insured, in which case the insurance will terminate cease and a proportionate part of the annual premium will be charged for the period the insurance has been in force.
 Period of Cover 60 days from 00:00 hours on 01 August, 2020 to the same time on the sixtieth day thereafter.

SCHEDULE

Details of Motor Vehicle			
Registration Mark	TO BE CONFIRMED	Cylinder Capacity	2596 c.c.
Make / Model	MERCEDES BENZ E400	Year of Manufacture	2014
Body Type	SEAN	Chassis Number	333444555CBA
Engine Number	222334444ABC	Anti-Theft System	BUILT-IN ALARM
Limitations as to use	Private Use		
Limit of Indemnity (Section D)	300,000.00		
Hire Purchase Owner	ABC Co		
Named Drivers	SO KIN KAI WU LAI WAH		

Terms of Cover			
	Policy Section I	Policy Section II	
Accidental Damage Excess *	HKD 8,000.00	2.00% of SI	N/A
Theft Excess **	HKD 15,000.00	1.50% of SI	N/A
Young Driver Excess	HKD 7,500.00	N/A	HKD 7,500.00
Inexperienced Driver Excess	HKD 7,500.00	N/A	HKD 7,500.00
Unattended Driver Excess	HKD 7,500.00	N/A	N/A
Parking Excess	HKD 3,000.00	N/A	N/A
Third Party Property Damage Excess	N/A	N/A	HKD 8,000.00
*whichever is higher			

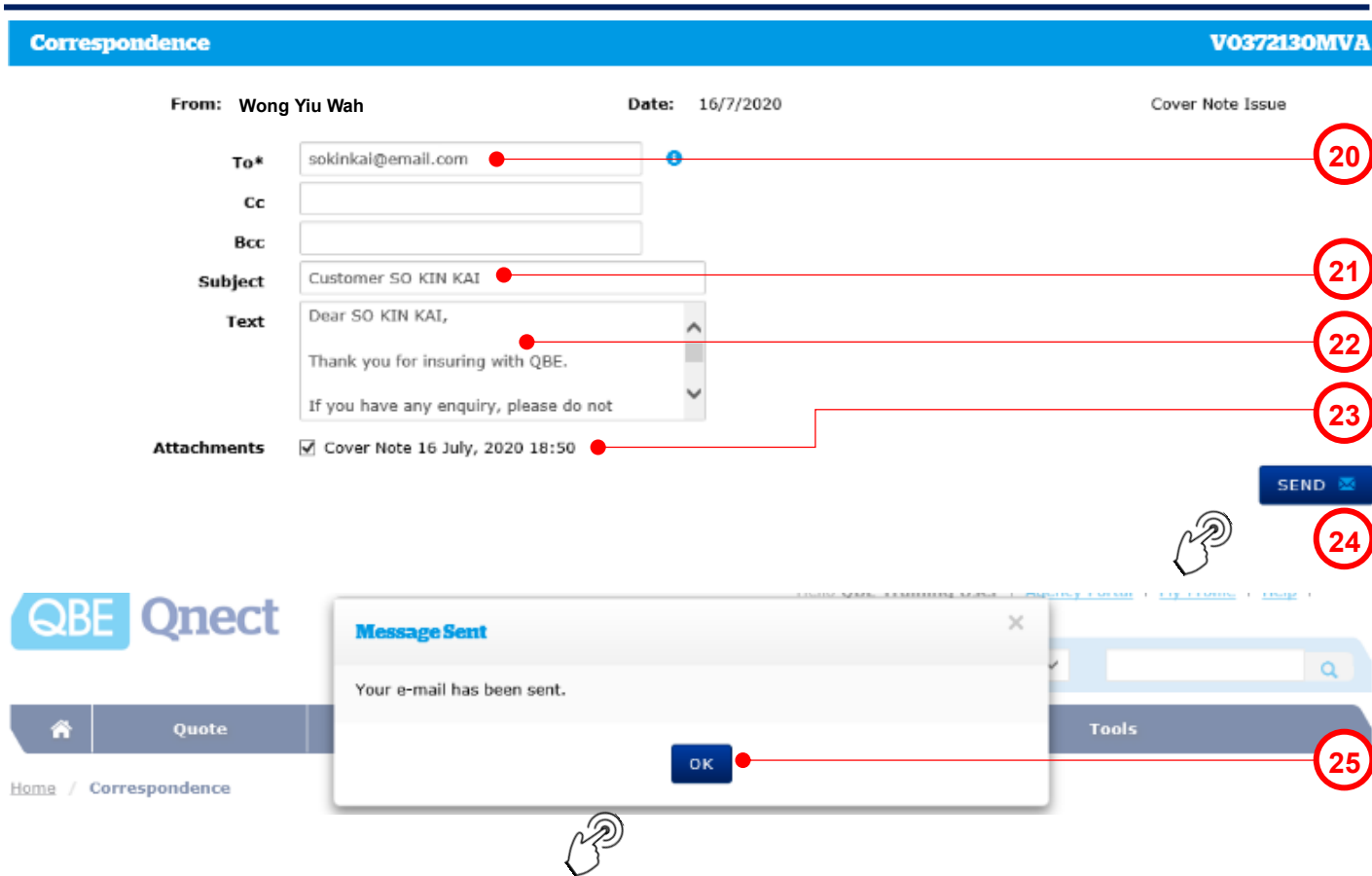
Hong Kong Motor Vehicles Insurance (Third Party Risks) Ordinance (Chapter 272)
CERTIFICATE OF INSURANCE
 We hereby certify that this Cover Note is issued in accordance with the provisions of the above mentioned Ordinance.
 Amount of insurance cover for liability in respect of bodily injury arising out of one event is HK\$ 100 million.

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

 Authorized Signature

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Correspondence V0372130MVA

From: Wong Yiu Wah **Date:** 16/7/2020 Cover Note Issue

To* sokinkai@email.com 20

Cc

Bcc

Subject Customer SO KIN KAI 21

Text Dear SO KIN KAI,
Thank you for insuring with QBE.
If you have any enquiry, please do not 22

Attachments Cover Note 16 July, 2020 18:50 23

SEND 24

Message Sent
Your e-mail has been sent.
OK 25

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. 
25. 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 

Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Customer SO KIN KAI

QnectAsia@qbe.com

To sokinkai@email.com



Dear SO KIN KAI,

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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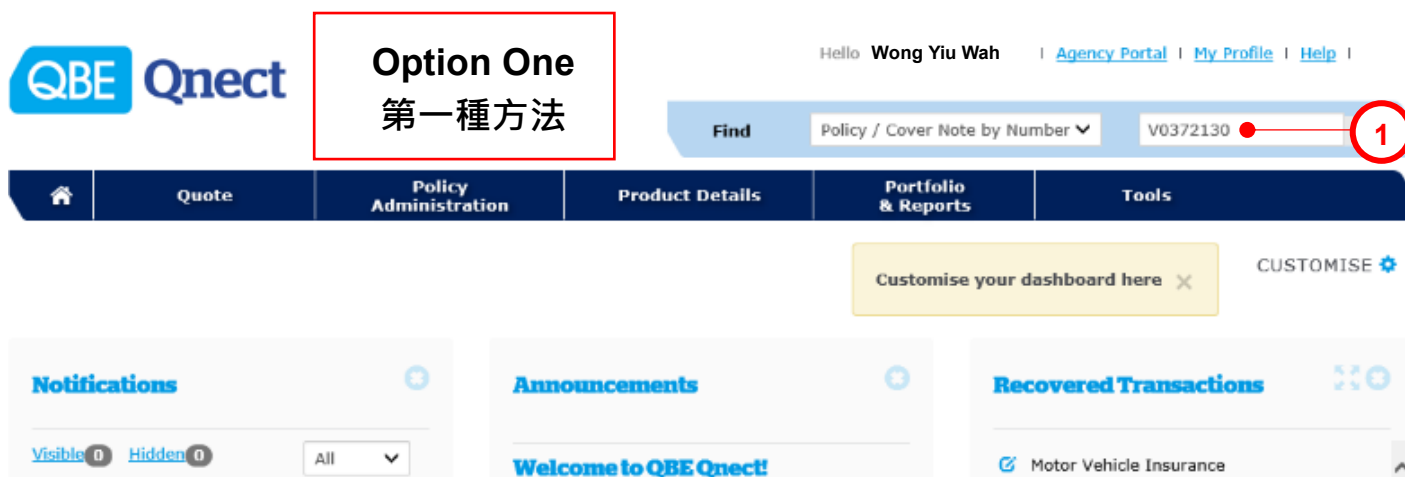
Part D

Issue Policy

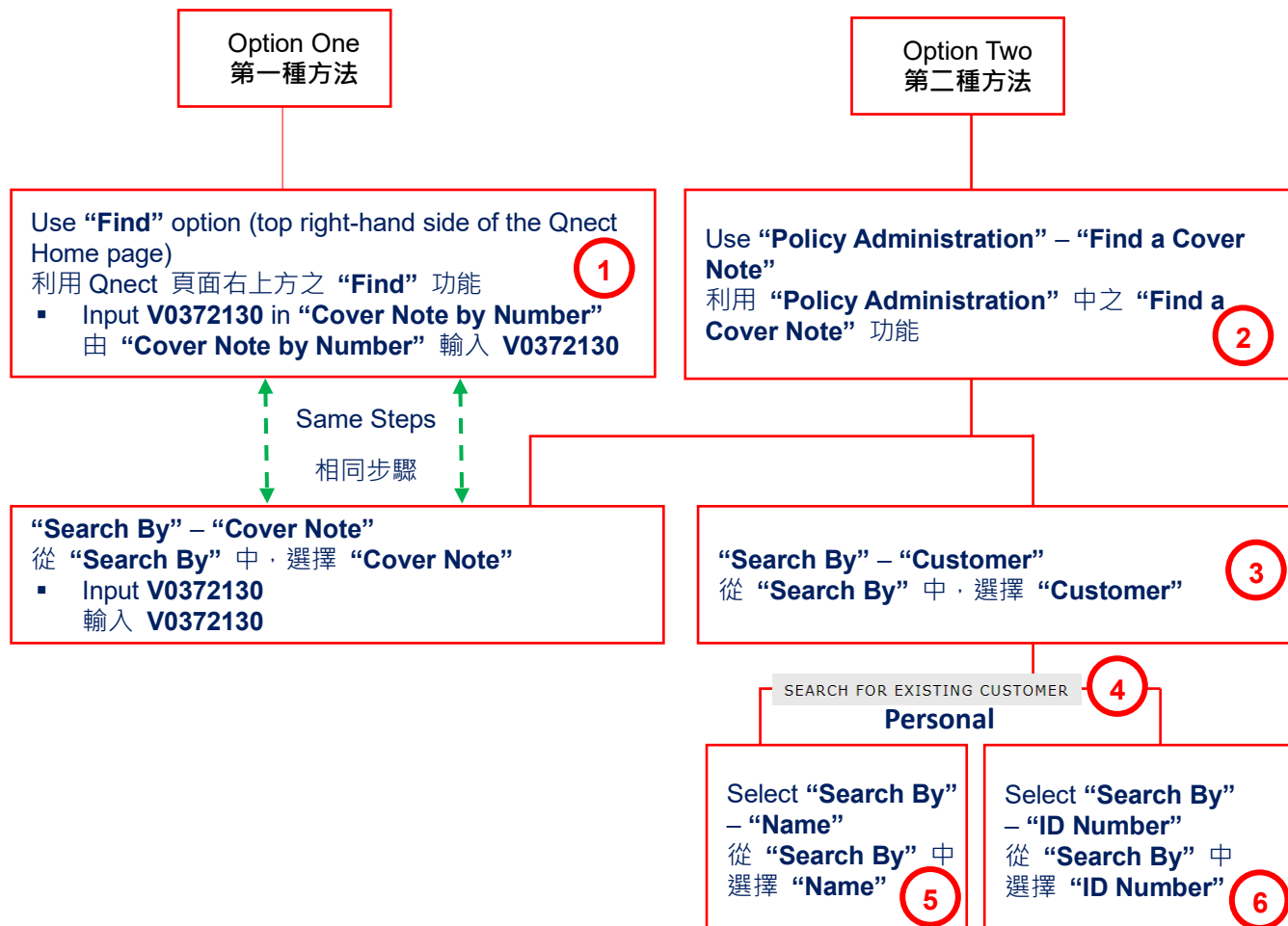
簽發保單

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Qnect User Guide – Motor Vehicle Insurance (Private 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 (Private 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
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

Include Expired Quotes

Search Results

Quote Number	Client Name	Policy type	Status	Expires

Search Customer

Customer Type

Search By

Name

Search Customer

Customer Type

Search By

ID Number

Search Customer

Customer Type

Search By

Name

Search Customer

Customer Type

Search By

ID Number

Search Results

Policy / Cover Note #	Name of insured	Policy type	Status	Cover Note Expires	Links
V0372130	SO KIN KAI	Motor	Cover Note	31/07/2021	<input type="button" value="Menu"/>

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Qnect User Guide – Motor Vehicle Insurance (Private 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 31/07/2021

Policy

Insurance Details

Policy No: V0372130	Policy Status: Cover Note
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 01/08/2020 to 31/07/2021
Insured: SO KIN KAI	Wording: UWD.PVPC.V2-2.11.1512
Address: FLAT E, 28/F, JOYFUL TOWER 128 CLOUDVIEW ROAD NORTH POINT	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
Private Motor	001	HONG KONG	01/08/2020	

[Edit](#) 8

[View](#)

[POLICY OPTIONS](#) 7



Edit

Inception Date*

Expiry Date*

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

Policy and risk details based on effective date of 31/07/2021

- [POLICY OPTIONS](#)
- "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 (Private 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	
Private Car 2014 Mercedes-Benz E400	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45	\$2,192.40	MODIFIED
Sub-Totals	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45	\$2,192.40	
	Annual Premium	Premium Due	Levy	Total Due	Commission	
Policy Total	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45	\$2,192.40	

10

Vehicle Details

Cover Type* Comprehensive

Use of Vehicle* Private Use

Vehicle Description* 2014 Mercedes-Benz E400 MY14 W212 ELEGANCE SEDAN 4DR +/- 7SP RWD 3.0T [01] [SEARCH FOR VEHICLE](#)

Make and Model* Mercedes-Benz E400

Body Type* SEDAN

Cylinder Capacity* 2996

Seating Capacity* 5

Registration Mark* TT1234

Engine Number* 222333444ABC

Chassis Number* 333444555CBA

Sum Insured* 300000

Hire Purchase Owner Name ABC Co

11

Premium Breakdown:	Annual Premium	Premium Due	Levy	Total Due	Commission Rate	Commission Amount
Private Car	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45	30.0%	\$2,192.40
Total	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45		\$2,192.40

[CALCULATE PREMIUM](#)

Total Premium **7,533.45** HKD

12

10. [Private Car 2014 Mercedes-Benz E400](#)

to fill in the missing information

[Private Car 2014 Mercedes-Benz E400](#)

去補回欠缺資料

[NEXT](#)

11. Input "Registration Mark"

輸入 "Registration Mark"

12. [CALCULATE PREMIUM](#)

13. [NEXT](#)

13

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Qnect User Guide – Motor Vehicle Insurance (Private 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	
Private Car 2014 Mercedes-Benz E400	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45	\$2,192.40	MODIFIED
Sub-Totals	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45	\$2,192.40	

	Annual Premium	Premium Due	Levy	Total Due	Commission
Policy Total	\$7,308.00	\$7,308.00	\$225.45	\$7,533.45	\$2,192.40

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

Attachments

Applicable to

File Name/ Description

File

BROWSE

ATTACH

14

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

NEXT >



15

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 (Private Vehicle)



Customer Details

Customer Type*	Personal
<input type="checkbox"/> Check the box if Customer Details are the same as the Insured Driver details	
Name*	SO KIN KAI
ID Number*	D963741(5)
Gender*	Male
Date of Birth*	01/07/1977
Nationality	HONG KONG
Home Telephone Number	
Business Telephone Number	
Mobile Number	
Fax Number	
Email Address	sokinkai@email.com
Unit / Floor Number	FLAT E, 28/F,
Building Number and Name	JOYFUL TOWER
Street Number and Name*	128 CLOUDVIEW ROAD
District	NORTH POINT
Country*	HONG KONG

Total Premium 7,5

Customer Payment
Pay Now
Issue Policy

ISSUE COVER NOTE

MAKE PAYMENT



16

17

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 (Private Vehicle)



“Make Payment” by “Customer Payment”

18. Customer selects “Customer Payment”

客戶選擇 “Customer Payment”

Total Premium 7,533.45 HKD

Customer Payment
Pay Now
Issue Policy

ISSUE COVER NOTE MAKE PAYMENT

Customer Details

Customer Payment

Email Address* sokinkai@email.com
Verify Email Address* sokinkai@email.com

CANCEL SUBMIT

details

ID Number* D963741(5)
Gender* Male
Date of Birth* 01/07/1977
Nationality HONG KONG
Home Telephone Number
Business Telephone Number
Mobile Number
Fax Number
Email Address sokinkai@email.com
Unit / Floor Number FLAT E, 28/F,
Building Number and Name JOYFUL TOWER
Street Number and Name* 128 CLOUDVIEW ROAD
District NORTH POINT
Country* HONG KONG

Total Premium 7,533.45 HKD

ISSUE COVER NOTE MAKE PAYMENT

19. Verify customer's email address

核對客戶電郵地址

20.  

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Policy

Insurance Details

Policy No: V0372130
Policy Type: Motor Vehicle Insurance (MVA)
Insured: SO KIN KAI
Address: FLAT E, 28/F, JOYFUL TOWER 128 CLOUDVIEW
ROAD NORTH POINT
Agent: Wong Yiu Wah

Policy Status: Pending New Business
Policy of Insurance: 01/08/2020 to 31/07/2021
Wording: UWD.PVPC.V2-2.11.1512
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 V0372130

QnectAsia@qbe.com

To sokinkai@email.com

Dear SO KIN KAI,

Thank you for insuring with QBE.

Your Motor Vehicle Insurance policy 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 >](#)



22

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Motor Vehicle Insurance Payment - Policy Summary - V0372130

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 04731301
Full Name SO KIN KAI

Insurance Details

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

Risk Details

Cover Comprehensive
Make Mercedes-Benz Model E400
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 7,533.45

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 (Private Vehicle)



The screenshot displays two main sections: "Billing Information" and "Payment Details".

Billing Information: Fields include First Name (* Kin Kai), Last Name (* So), Address Line 1 (* Flat E, 28/F, Joyful Tower), Address Line 2 (128 Cloudview Road), City (* North Point), and Country/Region (* Hong Kong). A red line connects this section to callout 26.

Your Order: A green box shows "Total amount" as HKD 7,533.45.

Payment Details: Card Type is set to VISA. Card Number is 5678567856785678. Expiration Date is 12/2020. CVN is 123. A red line connects this section to callout 27. A green "Pay" button is highlighted with a hand cursor and a red line connecting to callout 28.

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 (Private 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	V0372130-MVA
Insured	SO KIN KAI
Period of Insurance	From 1 Aug 2020 To 31 Jul 2021
Receipt number	5949599937356303003004
Amount	HKD 7,533.45

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 V0372130 Payment Receipt - SO KIN KAI

QnectAsia@qbe.com

To sokinkai@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 : V0372130 - MVA

Insured : SO KIN KAI

Period of Insurance : From: 1 Aug 2020 To: 31 Jul 2021

Payment Amount : HKD 7,533.45

Receipt Number : 5949599937356303003004

Made possible



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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Qnect - Motor Vehicle Insurance V0372130 Policy Document

QnectAsia@qbe.com

To sokinkai@email.com

32

 Attached file: Motor Certificate (TO BE CONFIRMED)-ASIAUAT9775733.pdf 80 KB	 Attached file: Schedule - Client Copy-ASIAUAT9775703.pdf 88 KB
 Attached file: Policy Wording-ASIAUAT9775725.pdf 427 KB	 Attached file: Receipt-ASIAUAT9775695.pdf 37 KB

Motor Vehicle Insurance

Policy Number:	V0372130
Vehicle Registration Number:	TT1234
Period of Insurance:	01/08/2020 - 31/07/2021
Premium:	HKD 7308.00
IA Levy:	HKD 6.21
M.I.B:	HKD 219.24
Total Amount:	HKD 7533.45

Dear SO KIN KAI,

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 (Private Vehicle)



Qnect - Motor Vehicle Insurance V0372130 Payment Receipt- SO KIN KAI

QnectAsia@qbe.com

To Wong Yiu Wah ●

33

Please note that the insured (SO KIN KAI) online credit card payment for Policy V0372130 with payment amount HKD 7,533.45 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 (Private Vehicle)



“Make Payment” by “Pay Now”

34. Customer selects “Pay Now”

客戶選擇 “Pay Now”

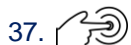
The screenshot displays the Qnect payment interface. At the top right, a dropdown menu is open, showing 'Customer Payment' with 'Pay Now' selected and circled in red with the number 34. Below this, the 'Total Premium 7,533.45' is displayed. Two buttons, 'ISSUE COVER NOTE' and 'MAKE PAYMENT', are visible. The main content area is divided into two columns. The left column contains the 'Billing Information' section, which includes fields for First Name (Kin Kai), Last Name (So), Address Line 1 (Flat E, 28/F, Joyful Tower), Address Line 2 (128 Cloudview Road), City (North Point), and Country/Region (Hong Kong). A red bracket on the right side of this section is labeled with a circled 35. The right column contains the 'Your Order' section, showing a 'Total amount' of HKD 7,533.45. Below the billing information is the 'Payment Details' section, which includes a 'Card Type' dropdown (VISA selected), a 'Card Number' field (5678567856785678), an 'Expiration Date' field (12/2020), and a 'CVN' field (123). A red bracket on the right side of this section is labeled with a circled 36. At the bottom of the payment details section is a green 'Pay' button, which is circled in red with the number 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 (Private 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	V0372130-MVA
Insured	SO KIN KAI
Period of Insurance	From 1 Aug 2020 To 31 Jul 2021
Receipt number	5949599937356303003004
Amount	HKD 7,533.45

CLOSE

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，Agent 收到 “Payment Receipt” 電郵

39

Qnect - Motor Vehicle Insurance Policy V0372130 Payment Receipt - SO KIN KAI

QnectAsia@qbe.com

To Wong Yiu Wah

40

Thank you. Your payment has been accepted.

This is your confirmation for:

Policy Details

Policy Number : V0372130 - MVA
Insured : SO KIN KAI
Period of Insurance : From: 1 Aug 2020 To: 31 Jul 2021
Payment Amount : HKD 7,533.45
Receipt Number : 5949599937356303003004

Made possible



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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Policy

Insurance Details

Policy No: V0372130
Policy Type: Motor Vehicle Insurance (MVA)
Insured: SO KIN KAI
Address: FLAT E, 28/F, JOYFUL TOWER 128 CLOUDVIEW ROAD NORTH POINT
Agent: Wong Yiu Wah

Policy Status: In Force
Policy of Insurance: 01/08/2020 to 31/07/2021
Wording: UWD.PVPC.V2-2.11.1512
SP Attn Code: 00
Branch: 01

41

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

Transaction Type (expand/collapse)	Effective Date	Email	Document Type
New Business Issue	01/08/2020		Motor Certificate (TT1234) Schedule - Client Copy Schedule - Intermediary Copy Policy Wording Debit Credit Note - Client Copy Debit Credit Note - Intermediary Copy Receipt Cover Note 17 July, 2020 14:12

42

43

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

[Documents](#) 進入文件夾頁面

42. “Document Type”

document link to view the document

文件連結去檢閱文件

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

將 “Policy Document” 發送給客戶

QBE Hongkong & Shanghai Insurance Limited
 227, Central Plaza, Silver Plaza, 9/F King Street, Queen's Park, Hong Kong
 Customer Service Hotline +852 2621 1999 - Customer Service Fax +852 2621 0380

QBE 香港保險有限公司
 香港中環皇后大道中9號金鐘匯中心9樓
 客戶服務熱線 +852 2621 1999 - 客戶服務傳真 +852 2621 0380
 www.qbe.com.hk

Page 1 of 4 Date of Issue 17/07/2020

Motor Supersurround
POLICY SCHEDULE New Business

Name and Address of the Insured
 SO KIN KAI
 128 CLOUDVIEW ROAD
 FLAT E, 28/F,
 JOYFUL TOWER
 NORTH POINT
 HONG KONG

Policy Number 保單號碼	Period of Insurance 保單日期	Account Number 賬戶號碼
01-V0372130 MVA	01/08/2020 to 31/07/2021 (Both Dates Inclusive)	10000000 Wong Yiu Wah

The Insured
 SO KIN KAI

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/claims. You can now submit your claim on any device, anytime, anywhere.

IMPORTANT NOTE
 IA levy collected by the Insurance Authority has been imposed on relevant policy (except for certain exempted insurance classes) at the applicable rate and shall be reinvested 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.

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

Authorized Signature

Premium (HKD)	10,440.00		
NCD	3,132.00		
IA Levy	6.21		
M.I.B.	293.24	Total Premium Due (HKD)	7,533.45

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)

Correspondence V0372130MVA

From: Wong Yiu Wah **Date:** 17/7/2020 New Business Issue

To* 44

Cc

Bcc

Subject 45

Text

 46

Attachments

- Motor Certificate (TT1234)
- Schedule - Client Copy
- Schedule - Intermediary Copy
- Policy Wording
- Debit Credit Note - Client Copy
- Debit Credit Note - Intermediary Copy
- Receipt
- Cover Note 17 July, 2020 14:12

48

Message Sent

Your e-mail has been sent.

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  49

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Customer SO KIN KAI

QnectAsia@qbe.com

To sokinkai@email.com

50

 Attached file: Motor Certificate (TO BE CONFIRMED)-ASIAUAT9775733.pdf 80 KB	 Attached file: Schedule - Client Copy-ASIAUAT9775703.pdf 88 KB
 Attached file: Policy Wording-ASIAUAT9775725.pdf 427 KB	 Attached file: Receipt-ASIAUAT9775695.pdf 37 KB

Motor Vehicle Insurance

Policy Number:	V0372130
Vehicle Registration Number:	TT1234
Period of Insurance:	01/08/2020 - 31/07/2021
Premium:	HKD 7308.00
IA Levy:	HKD 6.21
M.I.B:	HKD 219.24
Total Amount:	HKD 7533.45

Dear SO KIN KAI,

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 (Private Vehicle)



“Make Payment” by “Issue Policy”

51. Customer selects “Issue Policy”

客戶選擇 “Issue Policy”

Details

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.

YES

52

Nationality	HONG KONG
Home Telephone Number	
Business Telephone Number	
Mobile Number	
Fax Number	
Email Address	sokinkai@email.com
Unit / Floor Number	FLAT E, 28/F,
Building Number and Name	JOYFUL TOWER
Street Number and Name*	128 CLOUDVIEW ROAD
District	NORTH POINT
Country*	HONG KONG

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Policy

Insurance Details

Policy No: V0372130
Policy Type: Motor Vehicle Insurance (MVA)
Insured: SO KIN KAI
Address: FLAT E, 28/F, JOYFUL TOWER 128 CLOUDVIEW ROAD NORTH POINT
Agent: Wong Yiu Wah

Policy Status: In Force
Policy of Insurance: 01/08/2020 to 31/07/2021
Wording: UWD.PVPC.V2-2.11.1512
SP Attn Code: 00
Branch: 01

53

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

Transaction Type (expand/collapse)	Effective Date	Email	Document Type
New Business Issue	01/08/2020		Motor Certificate (TT1234) Schedule - Client Copy Schedule - Intermediary Copy Policy Wording Debit Credit Note - Client Copy Debit Credit Note - Intermediary Copy Premium Payment Confirmation

54

[CHECK FOR DOCUMENTS](#) [POLICY OPTIONS](#)

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



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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Correspondence V0372130MVA

From: Wong Yiu Wah **Date:** 17/7/2020 New Business Issue

To* 56

Cc

Bcc

Subject 57

Text

 58

Attachments

- Motor Certificate (TT1234)
- Schedule - Client Copy
- Schedule - Intermediary Copy
- Policy Wording
- Debit Credit Note - Client Copy
- Debit Credit Note - Intermediary Copy
- Premium Payment Confirmation

59

Message Sent

Your e-mail has been sent.

61

60

- 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 (Private Vehicle)



Qnect - Motor Vehicle Insurance V0372130 - Policy Document

QnectAsia@qbe.com

To sokinkai@email.com

 Attached file: Schedule - Client Copy-ASIAUAT9804173.pdf 88 KB	 Attached file: Policy Wording-ASIAUAT9804197.pdf 427 KB
 Attached file: Motor Certificate (TT1234)-ASIAUAT9804205.pdf 80 KB	 Attached file: Debit Credit Note - Client Copy-ASIAUAT9804188.pdf 40 KB
 Attached file: Premium Payment Confirmation-ASIAUAT9804212.pdf 73 KB	

Motor Vehicle Insurance

Policy Number:	V0372130
Vehicle Registration Number:	TT1234
Period of Insurance:	01/08/2020 - 31/07/2021
Premium:	HKD 7308.00
IA Levy:	HKD 6.21
M.I.B:	HKD 219.24
Total Amount:	HKD 7533.45

Dear SO KIN KAI,

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

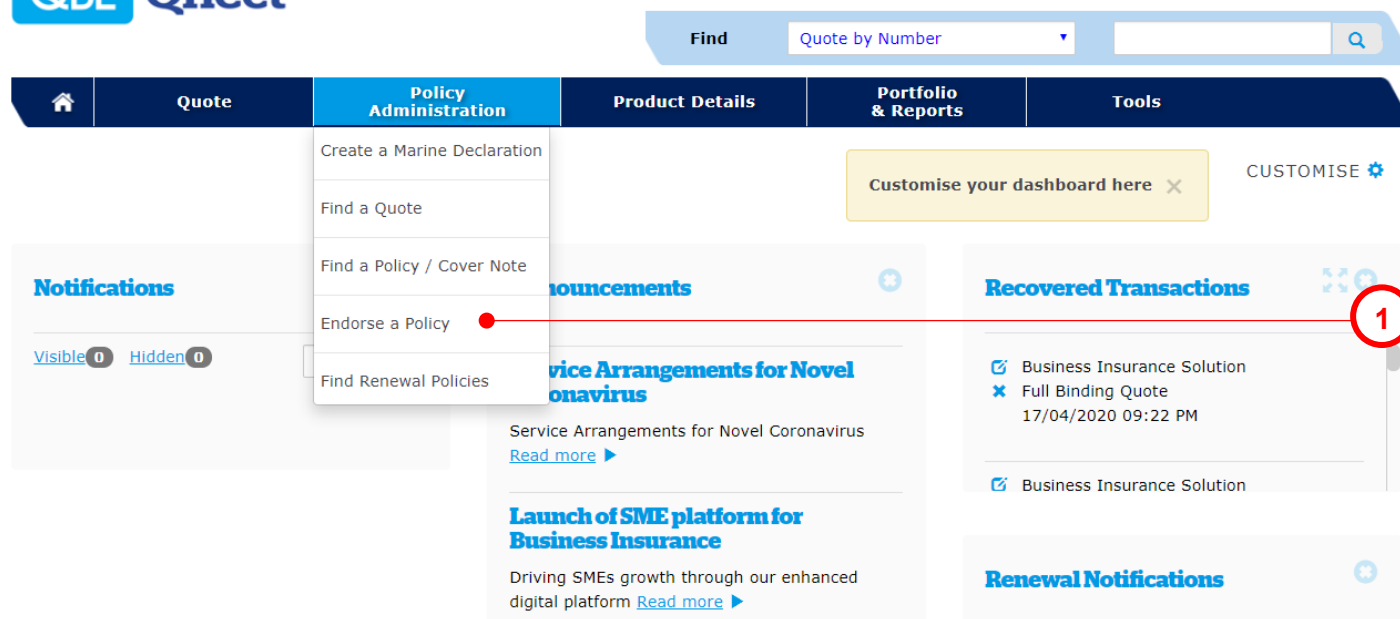
更改保單

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Qnect User Guide – Motor Vehicle Insurance (Private 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 V0372130
輸入 V0372130

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

SEARCH FOR EXISTING CUSTOMER 4
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”

[Back to Contents](#) 返回目錄

Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)

Policy Search

Enter information you know into the fields below..

Search By: Customer Customer 3

Product Type: All All

4

Search Customer

Customer Type: Personal Personal

Search By: Name
ID Number 5

Name:

Search Customer

Customer Type: Personal Personal

Search By: Name
ID Number 6

ID Number:

Search Customer

Customer Type: Personal Personal

Search By: Name Name

Name: So Kin Kai

Search Customer

Customer Type: Personal Personal

Search By: ID Number ID Number

ID Number: D963741(5)

Policy Search

Enter information you know into the fields below..

Effective Date*: 17/07/2020

Search By: Policy Number / Cover Note Policy Number / Cover Note

Policy Number*: V0372130 2

Search Results

Policy / Cover Note #	Name of insured	Policy type	Status	Cover Note Expires	Links
V0372130 7	SO KIN KAI	Motor Vehicle Insurance (MVA)	History Cover Note	31/07/2021	

- 7. Policy Number **V0372130** and go to the policy details
- Policy Number **V0372130** 去進入保單內容

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Policy

Insurance Details

Policy No: V0372130 **Policy Status:** In Force
Policy Type: Motor Vehicle Insurance (MVA) **Policy of Insurance:** 01/08/2020 to 31/07/2021
Insured: SO KIN KAI **Wording:** UWD.PVPC.V2-2.11.1512
Address: FLAT E, 28/F, JOYFUL TOWER 128 CLOUDVIEW ROAD NORTH POINT **SP Attn Code:** 00
Agent: Wong Yiu Wah **Branch:** 01

[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: Flat E, **38**/F, Joyful Tower, 128 Cloudview Road, North Point, Hong Kong
- Mr. So Kin Yee (D456258(5))
 - **New named driver**
 - Bank
 - Date of Birth: 1st September 1979
 - 5 years licensed with no traffic offense in the last 3 years
- Registration Number: TT123**8** (correction of error)

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Endorsement

Effective Date* 01/08/2020

Reason* Add Named Driver

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

SUBMIT

- Change of address - customer address
- Change of registration number
- Change of hire purchase owner
- Change Vehicles
- Add Named Driver
- Change Named Driver
- Change POI

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 CUSTOMER VIEW - OFF PRINT

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
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

14. [Private Car 2014 Mercedes-Benz E400](#)

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Motor Vehicle Insurance

Private Motor MODIFY

Vehicle Details

Cover Type* Comprehensive ⓘ

Use of Vehicle* Private Use ⓘ

Vehicle Description* 2014 Mercedes-Benz E400 MY14 W212 ELEGANCE SEDAN 4DR +/- 7SP RWD 3.0T [O1] ⓘ

Make and Model* Mercedes-Benz E400 ⓘ

Body Type* SEDAN ⓘ

Cylinder Capacity* 2996 ⓘ

Seating Capacity* 5 ⓘ

Registration Mark* TT1238 ⓘ

Engine Number* 222333444ABC ⓘ

Chassis Number* 333444555CBA ⓘ

Sum Insured* 300000 ⓘ

Hire Purchase Owner Name ABC Co ⓘ

[SEARCH FOR VEHICLE](#)

15

16

Driver Details

Driver Type* Named Driver ⓘ

Full Name of Driver* So Kin Yee

Occupation* Bank ⓘ

Date of Birth (DD/MM/YYYY)* 01/09/1979

HKID / Passport No* D456258(5)

No of Years Licensed* 2 years or more ⓘ

Have you had any traffic offences in the last 3 years?* 0 to 3 points deducted ⓘ

[Add / Clear](#)

Driver Name	Driver Type	Occupation	Date of Birth	HKID	Yrs Licensed	Offences
So Kin Kai	Insured Driver	Civil Servant	01/07/1977	D963741(5)	2 years or more	0 to 3 points deducted
So Kin Kai	Named Driver	Civil Servant	01/07/1977	D963741(5)	2 years or more	0 to 3 points deducted
Wu Lai Wah	Named Driver	Accountant	15/03/1978	D987321(5)	2 years or more	0 to 3 points deducted
So Kin Yee	Named Driver	Bank	01/09/1979	D456258(5)	2 years or more	0 to 3 points deducted

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No Claims Discount

No Claim Discount 30% ⓘ

Previous Insurer* XYZ Insurance ⓘ

Previous Policy No* 951623479 ⓘ

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Optional Extensions

Guangdong Province Extension ⓘ

Increase third party property damage limits ⓘ

Excess

	Section 1		Section 2
Accidental Damage Excess	<input type="text" value="8,000"/>	<input type="text" value="2"/> % of SI ⓘ	<input type="text" value=""/>
Theft Excess	<input type="text" value="7,500"/>	<input type="text" value="1.5"/> % of SI ⓘ	<input type="text" value=""/>
Young Driver Excess	<input type="text" value="7,500"/>		<input type="text" value="7,500"/>
Inexperienced Driver Excess	<input type="text" value="7,500"/>		<input type="text" value="7,500"/>
Unnamed Driver Excess	<input type="text" value="7,500"/>		<input type="text" value=""/>
Parking Excess	<input type="text" value="3,000"/>		<input type="text" value=""/>
Third Party Property Damage Excess	<input type="text" value=""/>		<input type="text" value="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 18

NEXT >

15. **MODIFY**

16. Change **“Registration Number”**
更改 **“Registration Number”**

17. Add the details of new **“Named Driver”**, please refer to **“Create Quote”**, Step 27 to Step 33 for reference
輸入新 **“Named Driver”** 的資料，可參考 **“Create Quote”** 步驟 27 至步驟 33

18. **CALCULATE PREMIUM >**

19. **NEXT >**



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Qnect User Guide – Motor Vehicle Insurance (Private 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	
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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20.

NEXT >

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Customer Details

Customer Type*	Personal
Name*	SO KIN KAI
ID Number*	D963741(5)
Gender*	Male
Date of Birth*	01/07/1977
Nationality	HONG KONG
Home Telephone Number	
Business Telephone Number	
Mobile Number	
Fax Number	
Email Address	sokinkai@email.com
Unit / Floor Number	FLAT E, 38/F,
Building Number and Name	JOYFUL TOWER
Street Number and Name*	128 CLOUDVIEW ROAD
District	NORTH POINT
Country*	HONG KONG

Total Premium **0.00** HKD

REFER TO UNDERWRITER

ISSUE COVER NOTE

ISSUE ENDORSEMENT

Endorsement has been successfully issued.

OK

21. Change the address

更改地址

22.  **ISSUE ENDORSEMENT**

23.  **OK**

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Qnect User Guide – Motor Vehicle Insurance (Private 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: V0372130	Policy Status: In Force
Policy Type: Motor Vehicle Insurance (MVA)	Policy of Insurance: 01/08/2020 to 31/07/2021
Insured: SO KIN KAI	Wording: UWD.PVPC.V2-2.11.1512
Address: FLAT E, 38/F, JOYFUL TOWER 128 CLOUDVIEW ROAD NORTH POINT	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 (TT1238) Schedule - Client Copy Schedule - Intermediary Copy Endorsement Note - Client Copy Premium Payment Confirmation

24

25

26

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

[Documents](#) 進入文件夾頁面

25. “Document Type”

document link to view the document

文件連結去檢閱文件

26. to send the “Endorsement” to the customer

將 “Endorsement” 發送給客戶

Policy Number 保單號碼	01-V0372130-MVA-E002	Date of issue
Page 2 of 4		
Private Motor - Comprehensive		
Registration Mark	TT1238	Business / Occupation Civil Servant
Make / Model	MERCEDES-BENZ E400	Cylinder Capacity 2996 c.c.
Body Type	SEDAN	Year of Manufacture 2014
Engine Number	222333444ABC	Chassis Number 333444555CBA
Seating Capacity (including driver)	5	No Claim Discount 30%
Limit of Indemnity	300,000.00	
Hire Purchase Owner	ABC Co	
Optional Extensions	Increase Third Party Property Damage Limits to HKD5,000,000.00	
Named Drivers	SO KIN KAI WU LAI WAH SO KIN YEE	

QBE Hongkong & Shanghai Insurance Limited
237, Canton Road, 23rd Floor, 233 Hong Kong Query Box, Hong Kong
Customer Service Hotline: +852 2620 1988 - Customer Service Fax: +852 2620 0380
QBE Insurance (Group) Limited (Incorporated in Hong Kong)
QBE Insurance (Group) Limited (Incorporated in Hong Kong)
www.qbe.com.hk

Page 1 of 4 Date of issue 18/07/2020

Motor Supersurance
POLICY SCHEDULE **Endorsement**

Name and Address of the Insured		
SO KIN KAI 128 CLOUDVIEW ROAD FLAT E, 38/F JOYFUL TOWER NORTH POINT HONG KONG		
Policy Number 保單號碼	Period of Insurance 保險日期	Account Number 賬戶號碼
01-V0372130-MVA-E002	01/08/2020 to 31/07/2021 (Both Dates Inclusive)	10000000 Wong Yiu Wah

The Insured
SO KIN KAI

The updated Schedule of the Policy with effect from 01/08/2020 as follows:

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:
IA 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 rebilled 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.gov.hk](#).

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

Authorized Signature

Premium (HKD) 0.00 Total Premium Due HKD 0.00

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Qnect User Guide – Motor Vehicle Insurance (Private Vehicle)



Correspondence

V0372130MVA

From: Wong Yiu Wah Date: 18/7/2020 Endorsement Issue

To* (27)

Cc

Bcc

Subject Customer SO KIN KAI (28)

Text Dear SO KIN KAI,
Thank you for insuring with QBE. We advise that you read through the Policy Wording. (29)

Attachments Motor Certificate (TT1238) (30)
 Schedule - Client Copy
 Schedule - Intermediary Copy
 Endorsement Note - Client Copy
 Premium Payment Confirmation

SEND (31)

Message Sent (32)
Your e-mail has been sent.
OK

27. **“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)
28. **“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
29. **“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
30. **“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，可以剔除對應之文件方格
- 31.
32. 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 (Private Vehicle)



Customer SO KIN KAI

QnectAsia@qbe.com

To sokinkai@email.com

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Dear SO KIN KAI,

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.



33. 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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