

General Insurance Licensing Flow

Stage 1: Paper II Exam Preparation

 Manutouch Materials


Access studying materials in Manutouch



 Paper II Training Enrollment

Enroll through Manutouch CPDTS / District Secretary

Training Schedule : Please refer to the email to District Secretary on every month end

 Paper II Training
~ 1 Working Day


Stage 2: Paper II Exam Enrollment


 Enroll at VTC (PEAK Exam Centre)

Online System: [here](#)

 Exam Enrollment

Stage 3: IA Licence Application


 Agent
Agent passes Exam result to District Secretary


 District Secretary
District Secretary pass the result to Agency Compensation

 Agency Compensation

E- Application
Agent Compensation create e-application for the agent via IA IIC

 IA


 Agent
Agent endorses on the application via IA IIC

 IA Handling of Licence Application
~ 14 Working Days

Stage 4: Signing Contract with QBE

 IA

IA notifies QBE of Agent Registration Status


 QBE Hong Kong

QBE sends email with the following compulsory documents to Agent to complete the GI registration.

- Agency Agreement
- Qnect Account Application Form
- QBE [New Agent Online Training](#)

 GI Agent

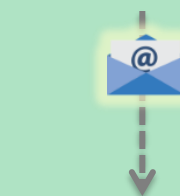
Agent to email all completed documents to QBE within 3 months upon receipt of QBE email

 Agent receives Agency Agreement from QBE
~ 7 Working Days

Stage 5: Qnect Set-up

 QBE Hong Kong


QBE sends Welcome email to Agent with Qnect password set-up after Agent completed documents



 GI Agent

Qnect sales can be conducted after Qnect login set-up



 QBE Welcome email to Agent (Qnect set-up)
~ 7 Working Days