



Qnect B2B User Guide

SME Business Insurance Solution (New)

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Step 1: Select Product

After login to Qnect portal:

1. Go to [\[Quotes > Get a new quote\]](#) on the header toolbar
2. Select [\[SME Insurance\]](#) tab
3. Select [\[SME Business Insurance Solution \(New\)\]](#)

Create Quote

Personal Insurance

SME Insurance

Corporate & Specialty Insurance

Please ensure that you meet the following requirement to apply for a SME insurance policy.



Employee <= 200
Number of Employees
is 200 or less

Instant Quote and Bind ⓘ



SME Business
Insurance
Solution (New)



SME Industry
Package (New)



SME Business
Insurance
Packages



Motor



Interior
Renovation
Prestige



Business
Insurance
Solution

Step 2: Select your Industry and Business Type

SME Business Insurance Solution



Quotation

Your Industry & Business Type

Search industry / business type
off

- Business Services / Vehicle, Business and Personal Goods Leasing
- Renting and Leasing of Office Equipment
- Business Services / Business Support Services
- Office Administration Service
- Business Services / Cleaning Services

Accommodation

Business Services

Business, Professional and Employee Associations

Community Services

Construction and Trades

Education

Real Estate & Property Owners

Religious and Interest Groups

Repair Services

Restaurants, Bars and Food

You can select your Industry & Business Type from the available options, or enter keywords into the search field and select from the results displayed

Your Industry & Business Type

Search industry / business type
Office Administration Service

You may clarify the description of business of the above mentioned industry/business type using the following field.

Description of Business
Office Administration Service

Occupation Description -

Mix office administrative service activities

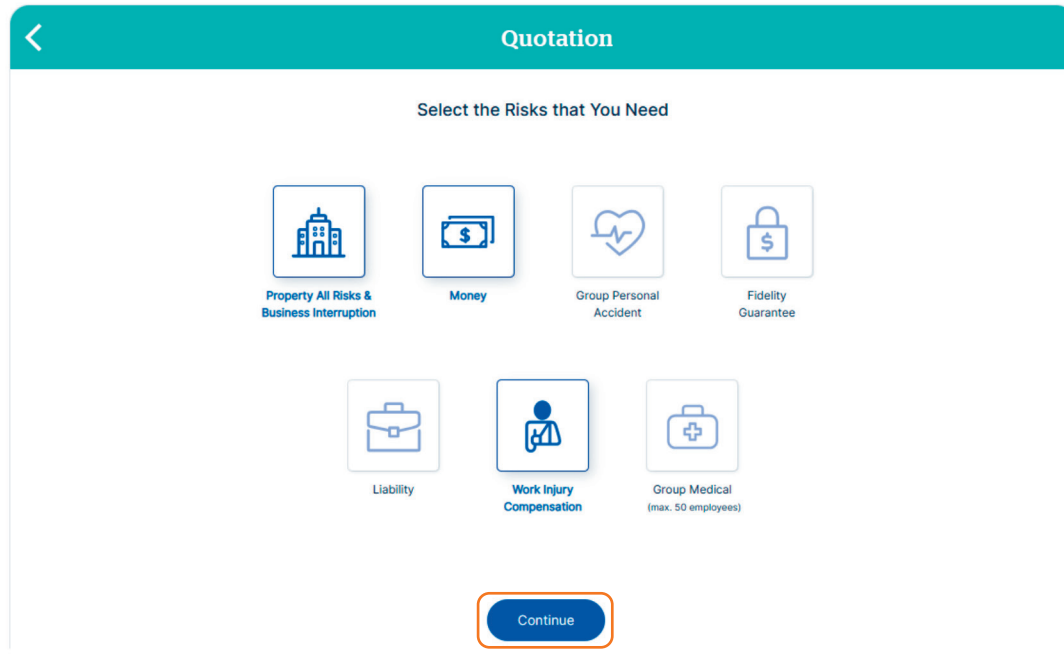
The company will cover the description of business, including all incidental activities undertaken by the Insured in support of the declared nature of business.

Continue

Enter the Business Description then click **[Continue]** to proceed

Step 3: Select your Risks

SME Business Insurance Solution



Select the risks that you need by clicking on them.

Then, click **Continue** to proceed.

Property, Group Personal Accident, Liability, Work Injury Compensation, and Group Medical can be selected as standalone risks.

Money and Fidelity Guarantee require Property All Risks to be selected first.



Declined risks will be greyed out and cannot be selected

Step 4: Select Policy Period

The screenshot shows a mobile application interface for a 'Quotation' step. On the left is a sidebar with a circular icon containing a triangle, square, and circle. Below the icon are several menu items: 'Product Highlights', 'Scope of Covers' (which is checked with a green tick), 'Property All Risk', 'Business Interruption', 'Money', and 'Work Injury Compensation'. The main content area is titled 'Quotation' and contains the following fields:

- Choose the account number:** A dropdown menu with the selected value '04L02014 - NANCIALINANCIAL ...'.
- Reference:** A dropdown menu with the selected value 'NONE'.
- Inception Date:** A date picker field showing '29/07/2025'.
- Expiry Date:** A date picker field showing '28/07/2026'.
- Locations:** A text input field with the value '1'.

At the bottom of the form is a blue 'Continue' button.

Enter the correct Account Number or select from the list in the dropdown

Next, select the correct Inception Date and Expiry Date

1. Policy Inception date cannot be earlier than current date
2. Policy Expiry Date cannot be less than 1 year after Inception Date

Lastly, enter the Number of Location if there is more than 1.

After all relevant information is inputted, click **[Continue]** to proceed

Step 5: Fill in Location Details

The screenshot shows a 'Quotation' form with a teal header. Under 'Location 1', there are several input fields: 'Insured Location Address' with a search icon, 'Building Age' with a dropdown arrow, 'Construction Type' with a dropdown arrow and an information icon (i), 'Security System On Site' with a dropdown arrow, and 'Additional Fire Protection' with a text input field containing 'Hose Reels, Fire Extinguishers'. Below these is 'Description of Business' with a text input field containing 'Office Administration Service', and 'Occupied As' with a dropdown arrow containing 'Office'. A link 'For more information please click [here](#)' is present. The 'Risks' section has a table with two rows: 'Property All Risks & Business Interruption' and 'Money', each with a trash icon. At the bottom, there is a 'More Risk' dropdown, an 'Add risk' button, and a 'Continue' button.

Fill in and verify the Risk Location Details

Location Dependent Risks can be added and removed on this page

This close-up shows the 'Insured Location Address' field. The text '048583' is entered. A dropdown menu is open, showing two options: '1 RAFFLES QUAY, ONE RAFFLES QUAY...' and 'NONE OF THE ABOVE - ENTER ADDRE...'. The first option is highlighted.

For Insured Location Address, key in the Postal Code and select the matching Address.

If the matching Address cannot be found, select ENTER ADDRESS MANUALLY

 **Edit Insured Address**



Post Code
048583


Unit Number
22

Floor Number
B1

Building Name
ONE RAFFLES QUAY

Street Number

Street Name
1 RAFFLES QUAY

State
Singapore 

Save

Update the Floor/Unit Number, Building Name, and Street Name, then click [\[Save\]](#)

Step 6: Fill in Risk Details for Location Dependent Risk

i) Property All Risks & Business Interruption

Quotation

1 RAFFLES QUAY #B1-22, ONE RAFFLES QUAY, S048583, SINGAPORE ✎

Property All Risks & Business Interruption > Money > Group Personal Accident >

Property All Risks

Building Sum Insured	500,000
Content Sum Insured	50,000
Machinery And Plant	50,000
Stock Sum Insured	10,000
Property - Total Declared Value	836,000

Optional / Other Sub-Limits Sums Insured

Removal Of Debris	61,000	ⓘ
Architects and Surveyor Fees	55,000	ⓘ
Capital Additions	55,000	ⓘ
Escalation Clause	55,000	ⓘ
Full Theft		ⓘ
Excess Applying to Entire Risk	500	▼

Calculate **+SGD \$392.84**

Business Interruption

Basis of Cover
None ▼

[Interested Parties](#)
[General Pages](#)
[Clauses\(4\)](#)
[Rates](#)

Remove Risk **Continue**

Fill in all the relevant information and click **Continue** to proceed

ii) Money

Quotation

1 RAFFLES QUAY #B1-22, ONE RAFFLES QUAY, S048583, SINGAPORE ✎

Property All Risks & Business Interruption > Money > Group Personal Accident >

Money

Do you need a Blanket Cover?

Yes No ⓘ

Blanket Cover Sum Insured
10,000 ⓘ

Money in Transit ⓘ

In Premises: During Business Hours ⓘ

In Premises: Outside Business Hours ⓘ

Money in Residence ⓘ

Excess
\$0 ▾

Optional / Other Sub-Limits Sums Insured

Increase Limit for Peak Season
Yes - 2 times of limit ▾

[Interested Parties](#)
[General Pages](#)
[Clauses\(2\)](#)
[Rates](#)

Calculate +SGD\$179.85

Remove Risk Continue

Fill in all the relevant information and click **[Continue]** to proceed

iii) Group Personal Accident

1 RAFFLES QUAY #B1-22, ONE RAFFLES QUAY, S048583, SINGAPORE

Property All Risks & Business Interruption > Money > Group Personal Accident

Group Personal Accident

Typical Cover
By Category

Category / Occupation Class
Class 1 Life

Number of Employees
10

Death and Permanent Disability
100,000

Temporary Total Disability/Week
1,000

Temporary Partial Disability/Week
500

Medical Expenses
10,000

I hereby confirm that all employees in this category are insured and are:

1. No older than 70 years old when first covered by this policy
2. No older than 80 years old on renewal of this policy

Does the work carried out by the insured employees involve working outside Singapore for more than 6 months?

Yes No

[Clear Risk Details](#)

Add

Category	Sum Insured	No. of Employees
Class 1 Life	\$100,000	10

Aggregate Limit
\$10,000,000

[Interested Parties](#)
[General Pages](#)
[Classified \[0\]](#)

+SGD\$2,779.50

Fill in all the relevant information and click **[Continue]** to proceed.

NOTE: Number of Employees less than 10 or Employees working outside Singapore for more than 6 months will trigger referral

Step 7: Fill in Risk Details for Non-Location Dependent Risk

The screenshot shows a mobile application interface for a 'Quotation' page. At the top, there is a teal header with a back arrow and the word 'Quotation'. Below the header, the main content area is titled 'Non-Location Dependent Risks' and includes the text 'Liability, Work Injury Compensation, Fidelity Guarantee and Group Medical covered anywhere in Singapore'. Underneath, there is a section labeled 'Cover Information' which contains three items: 'Work Injury Compensation', 'Liability', and 'Fidelity Guarantee'. Each item has a trash icon to its right, indicating it can be removed. Below the list is a 'More Risk' button with a dropdown arrow. At the bottom of the form, there are two buttons: 'Add risk' and 'Continue'.

Non-Location Dependent Risks can be added and removed on this page.

If no Location Dependent Risks are selected, you will be navigated to this page after selecting your Policy Period.

Then, fill in Risk Details for each Non-Location Dependent Risks

i) Liability

Quotation

Non-Location Dependent Risks ✎

Liability > Work Injury Compensation > Fidelity Guarantee >

Liability

Coverage Required
Public Liability

Limit Of Liability
\$1,000,000 ⓘ

Annual Turnover
\$250,001 to \$500,000

Excess
\$1,000

Territorial and Jurisdictional Limit
Anywhere in Singapore

Property in Custody or Control ⓘ
0

[Interested Parties](#)
[General Pages](#)
[Clauses\(2\)](#)
[Rates](#)

Calculate **+SGD\$163.50**

Remove Risk **Continue**

Fill in all the relevant information and click **[Continue]** to proceed

ii) Work Injury Compensation

Quotation

Non-Location Dependent Risks

Liability > Work Injury Compensation > Fidelity Guarantee

Work Injury Compensation

Common Law Limit
15,000,000

Category	Description of Category	No. of Employees	Estimated Annual Earnings
Sedentary/Admin/Management	Office	5	150,000

Category: Sedentary/Admin/Management

Add

Location Details: As per Legislation

Travelling on two-wheeler: No

Does the activities/work carried out by the insured employees involve any of the following:

- Onboard vessels, chemical works, offshore structures, oil or gas refineries
- Outside Singapore for more than 6 months consecutively
- Work at height (>12m)

- Excavations other than small trenches
- Use, handle, store or transport any hazardous substances
- Diving and/or any related underwater activity
- Involving unusual tools of trade and/or risks peculiar to your business

Yes No

Do the insured employees include platform workers? (QBE is not a Platform Workers designated insurer)

Yes No

In the last 24 months, has the company been found in violation of the Workplace Safety & Health Act (WSHA)?

Yes No

Are there foreseeable material changes to the company's business in the next 12 months?

Yes No

Have you had any claims in the last 3 years for the Work Injury Compensation risk?

Yes No

[Interested Parties](#)

[General Pages](#)

[Clauses\(1\)](#)

[Rates](#)

Calculate

+SGD \$163.50

Remove Risk

Continue

Click **Add**, then input the Description of Category, No. of Employees, and Estimated Annual Earnings.

Fill in the rest of the relevant information and click **Continue** to proceed.

iii) Fidelity Guarantee

Quotation

Non-Location Dependent Risks ✎

Liability > Work Injury Compensation > Fidelity Guarantee >

Fidelity Guarantee

Limit of Indemnity - Any one occurrence
5,000

Limit of Liability - Any one period of insurance
5,000

Excess - Any One Occurrence
0

Discovery Period increase
12

Total number of employees
5

[Interested Parties](#)
[General Pages](#)
[Clauses\(1\)](#)
[Rates](#)

Calculate **+SGD 54.5**

Remove Risk Continue

Fill in all the relevant information and click **[Continue]** to proceed

Step 8: Review Premium and Commission

<
Quotation

Premium Breakdown

Customer View on/off

[Adjust Policy Level Commission](#)

1 RAFFLES QUAY #B1-22, ONE RAFFLES QUAY, S048583, SINGAPORE

Cover Information	Annual Premium	Premium Due	GST	Total Due	Commission
Property All Risks & Business Interruption	\$360.40	\$360.40	\$32.44	\$392.84	\$90.11 25.0%
Money	\$165.00	\$165.00	\$14.85	\$179.85	\$41.25 25.0%
Group Personal Accident	\$2,550.00	\$2,550.00	\$229.50	\$2,779.50	\$637.50 25.0%
SUB TOTAL	\$3,075.40	\$3,075.40	\$276.79	\$3,352.19	\$768.86

Non-Location Dependent Risks

Cover Information	Annual Premium	Premium Due	GST	Total Due	Commission
Liability	\$150.00	\$150.00	\$13.50	\$163.50	\$37.50 25.0%
Work Injury Compensation	\$150.00	\$150.00	\$13.50	\$163.50	\$37.50 25.0%
Fidelity Guarantee	\$50.00	\$50.00	\$4.50	\$54.50	\$12.50 25.0%
SUB TOTAL	\$350.00	\$350.00	\$31.50	\$381.50	\$87.50

Annual Premium	Premium Due	GST	Total Due	Commission	
POLICY TOTALS	\$3,425.40	\$3,425.40	\$308.29	\$3,733.69	\$856.36

Continue

1. Toggle Customer View to display/hide Commission column
2. Click on the Commission % link to amend Commission details

Step 9: Fill in Claims Details

< Quotation

Claims Declaration

In the last 3 years has the proposed insured made any claims or had any uninsured losses in relation to the covers proposed for this insurance?

Yes No

Cover Type	Number of Claims	Total Amount of All Claims (SGD)	Size in \$ of the Largest Claim Made (SGD)
Property All Risks	<input type="text"/>	<input type="text"/>	<input type="text"/>
Money	<input type="text"/>	<input type="text"/>	<input type="text"/>
Liability	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fidelity Guarantee	<input type="text"/>	<input type="text"/>	<input type="text"/>
Group Personal Accident	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Injury Compensation	<input type="text"/>	<input type="text"/>	<input type="text"/>

Replacement Policy Number

Continue

1. Premium will be loaded for smaller claims amount/frequency
2. Referral will be triggered for larger claims amount/frequency
3. Number of claims for Work Injury Compensation needs to be declared on the Risk Details page for Work Injury Compensation

Step 10: Fill in Customer Details

The screenshot shows a teal header with a back arrow and the word 'Application'. Below the header, the text 'Customer Information' is centered. In the center of the page is a square button with a blue icon of two people and the text 'Search for Existing Customers'. Below this button is a blue link that says 'Create New Customer'.

Click [\[Search for Existing Customers\]](#) or [\[Create New Customer\]](#)

The dialog box has a teal header with a search icon, the text 'Search for Existing Customer', and a close button. Below the header are two radio buttons: 'Business Customer Type' (selected) and 'Personal Customer Type'. There are two input fields: 'Search By Name' with a dropdown arrow and 'Name'. To the right of the 'Name' field is a 'Search' button. Below the inputs is the section 'Search Result' with the text 'If customer is not found, [click here](#) to create new customer'.

The form contains several input fields: 'Customer Type' (dropdown menu with 'Business' selected), 'Name of Company', 'Name of Company Line 2', 'Long Name' (button), 'ACRA Number', 'Business Telephone Number (Optional)', 'Email Address', and 'Customer Address' (input field with search and clear icons). At the bottom, there is a checkbox with the text 'Check the box if Customer Address is the same as Insured Location 1 Address' and two buttons: 'Clear All' and 'Continue'.




Verify and fill in Customer details as necessary, then click [\[Continue\]](#)

Step 11: Finalise Application

Review your Policy details before proceeding to issue Quote or Policy

The 'Review' screen is divided into several sections. At the top, there is a teal header with a back arrow and the word 'Review'. Below this is the 'Contract Information' section, which includes fields for 'Insured Period' (29/07/2025 - 28/07/2026), 'Business Type' (Office Administration Service), and 'Description of Business' (Office Administration Service). The 'Risk Details' section is titled 'Risk Details - 1 RAFFLES QUAY #B1-22, ONE RAFFLES QUAY, S048583, SINGAPORE' and contains a large card with fields for 'Insured Address', 'Building Age', 'Security System on Site', 'Occupied As', 'Construction Type', and 'Additional Fire Protection'. Below this card are three expandable sections: 'Property All Risks & Business Interruption', 'Money', and 'Group Personal Accident'. At the bottom of the screen is an 'Add Location' button.

This screen is titled 'Risk Details - Non-Location Dependent'. It features three expandable sections: 'Liability', 'Work Injury Compensation', and 'Fidelity Guarantee'. Below these sections are two buttons: 'Add Non-Location Dependent Risk' and 'Go to Premium Breakdown'. A link for 'Policy Level Clauses(1)' is also present. The 'Claims' section is currently collapsed. At the bottom, the 'Customer Information' section is visible, showing fields for 'Type of Customer', 'ACRA Number', 'Email Address', 'Name of Company', 'Business Telephone Number', and 'Customer Address'.

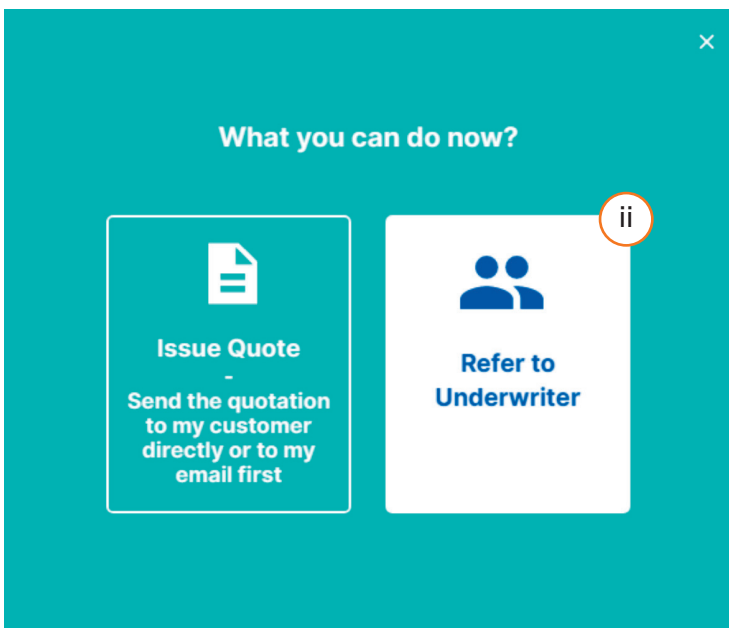
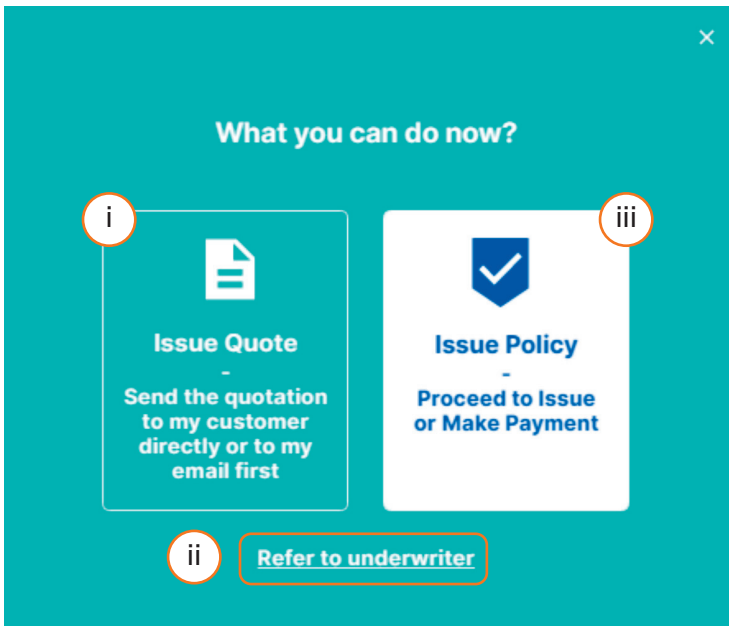
1. Click on the pen icon  to edit the details for that section
2. Click on the bin icon  to delete the section
3. Click on the arrow icon  to display the full details for that section

The 'File Upload' screen has a dropdown menu labeled 'Applicable to'. Below the dropdown, it lists supported file types: 'Only gif, png, jpg, jpeg, txt, pdf, doc, docx, xls,xlsx, vsd, ppt, pptx, zip and bmp files. 4mb max file size.' There is an 'Add files +' button with a plus sign. At the bottom, there is a checkbox with the text 'I/We have read, understood, and accepted the [Declarations](#) and [QBE Privacy Policy](#)'. A 'Continue' button is located at the very bottom.

To upload supporting documents, click on the **[Applicable to]** dropdown and select the type of risk. Then, click **[Add files +]**

Click **[Continue]** to proceed with issuing the Quote or Policy

Step 12: Issue Quote/Policy



Finish your application by selecting:

- i) Issue Quote
- ii) Refer to Underwriter
- iii) Issue Policy

i) Issue Quote

Clicking this option will generate a Quotation number, you can either (i) send the Quotation documents to a specified email address, or (ii) return to the Quote header page (Skip and View Later).

The image shows two screenshots of the 'Issue Quote' interface. The left screenshot, titled 'Preview the quotation', displays 'Quotation No.: 00317420' and a 'Send Quote' button. Below the button, it says 'It may take some time to load the quotation.' and a 'Skip and View Later' link. The right screenshot, titled 'Send the quotation', shows a form for sending the quote. It includes fields for 'Send to', 'CC to', and 'Subject' (pre-filled with 'Qnect - SME Business Insurance Sol'). Below these is a text area with the message: 'Dear TEST , Thank you for your interest in our insurance. Please see attached quotation for your review.' There is also an 'Attach Documents' section with two checked items: 'Quote 00317420.pdf' and 'Policy Wording'. A 'Send' button is at the bottom.

1. When you click **[Send Quote]**, you can specify the email address of the recipient(s) who you want to send the quotation and policy wording to
2. Email subject and content can be modified from default message
3. Select the attachments that you want to enclose in the email
4. Click **[Send]** and return to Quote header page

ii) Refer to Underwriter

If a Referral is triggered, you will need to “Refer to Underwriter” and get the Referral approved before you can Issue your Policy.

The screenshot shows a mobile application interface for 'Refer to Underwriter'. At the top, there is a teal header with a back arrow and the title 'Refer to Underwriter'. Below the header, the section is titled 'Referral Information' and includes a warning: 'No Cover is in place until we confirm acceptance.' A section labeled 'Referral Reasons' (callout 1) lists 'Large claim referral' and 'Claim frequency referral', with an 'Add Manual Referral Reasons' button below. A text input field for 'Relevant Information' (callout 2) is provided. The 'Refer to' section (callout 3) shows a checkbox next to the email 'jared.ng@qbe.com'. The 'File upload' section (callout 4) includes a note about file formats and sizes, a file icon, and an 'Add files +' button. At the bottom, a disclaimer states that the risk will be referred for review and that terms are indicative. A final 'Refer' button (callout 5) is located at the bottom center.

1. System Referral reasons are displayed here
2. Input any other relevant information for the Referral
3. Select the email to send the Referral to
4. Add supporting documents as attachments
5. Click **[Refer]** to issue the Quote with “Referred to Underwriter” status

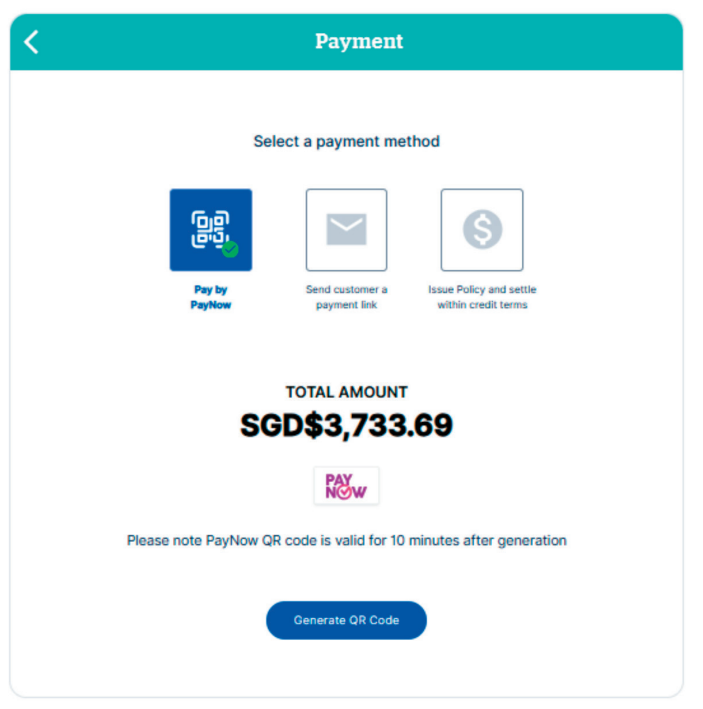
Note: If the Quotation has “With Pending Referrals” status, it has not yet been Referred to Underwriter. Please Edit the Quotation again and select “Refer to Underwriter”

iii) Issue Policy

This option will allow you to Make Payment and Bind your Policy

Please proceed to **Step 5 : Make Payment and Issue Policy** for details

Step 13 : Make Payment



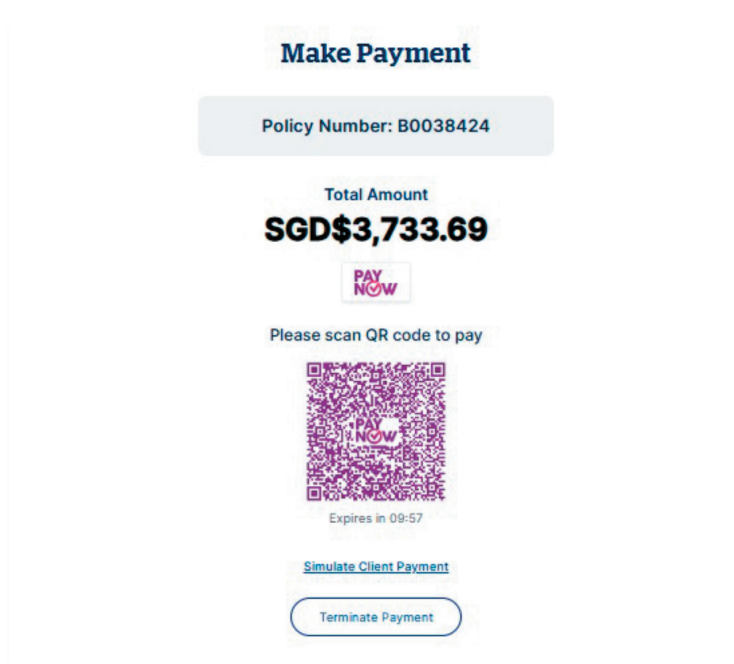
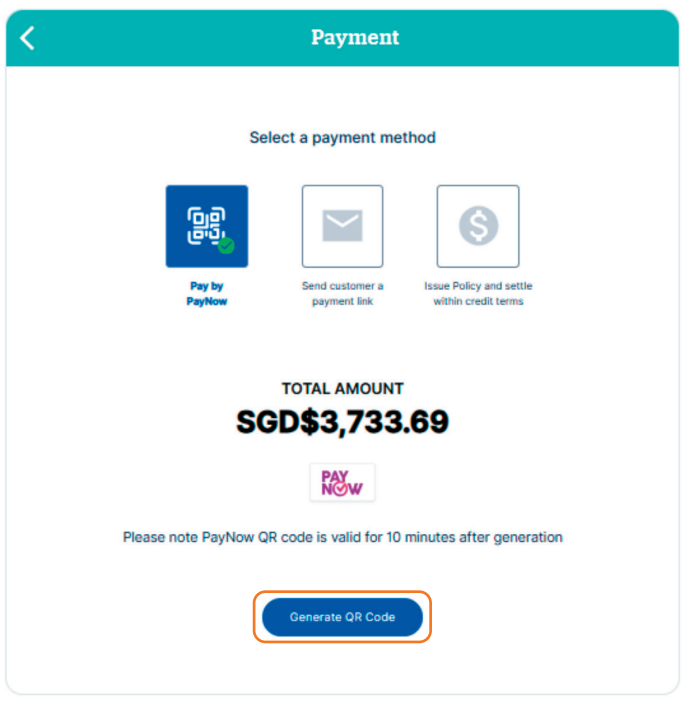
After clicking Issue Policy, you can select 1 of 3 methods for binding your Policy:

- i) Pay by Credit Card
- ii) Send customer a Payment Link by email
- iii) Issue Policy on credit terms

Note: These are also known as:

- i) Agent Payment
- ii) Customer Payment
- iii) Issue Policy

i) Pay via PayNow (Agent Payment)



Click **[Generate QR Code]** to generate the PayNow QR Code.
Then, scan QR code to pay.

ii) Send Customer a Payment Link (Customer Payment)

Payment

Select a payment method

Pay by PayNow

Send customer a payment link

Issue Policy and settle within credit terms

TOTAL AMOUNT
SGD\$3,733.69

A link to make payment will be sent to the customer.
Please ensure that your customer has paid on or before the policy inception date, or within 30 days, whichever is sooner.

Email Address
jared.ng@qbe.com ⓘ

Verify Email Address
jared.ng@qbe.com

Confirm and send now

You can send your customer a **Payment Link** by email, allowing them to make the Credit Card payment themselves.

Input the email address of your customer and click **[Confirm and send now]** to send them a **Payment Request email**.

Note: You can input your own email address and send the Payment Request email to yourself first, then forward it to another email address of your choice later.



Payment link sent

**A link to make the payment has been sent to
jared.ng@qbe.com**

Please remind your customer to check the email box
and finish the payment accordingly

[Back to Home](#)

[View Policy Header](#)



Your Policy Payment Requisition

Dear TEST,

Thank you for insuring with QBE Singapore. Your quotation has been successfully processed for the period from 30/07/2025 to 29/07/2026.

Please proceed to payment by clicking the "PAY" button below. The button is valid for the next 30 days upon receiving this email, or up to and inclusive of the policy inception date, whichever earlier. Just a warm reminder that no insurance cover is in place until further completion of the application process.

Should you have any enquiries on the insurance coverage, Policy Schedule or Policy Wording, please do not hesitate to contact your Registered Agent of QBE.

Policy Details

Policy Number:	B0038436
Customer Name:	TEST
Payment Amount:	S\$3,733.69

[Pay](#)

After receiving the **Payment Request email**, click **[Pay]** to proceed with Credit Card payment

Note: The Payment Link will expire within 30 days or after the Policy Inception Date has passed (whichever is earlier). New Payment Links cannot be sent after the Policy Inception Date has passed.



Pay for the Insurance of
SME Business Insurance Solution

Policy Summary-B0038436

Important Notice

I declare that my business meets the following requirements:

- The type of insurance proposed has not been declined, cancelled, refused renewal or subject to any special terms by any other insurance company.
- All reasonable precautions to prevent and mitigate claims for the business have been taken.
- Fire protection & security systems on the premises of the business are compliant with current building & safety code regulations.

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](#).

Insured

Customer No. 03548937
Full Name TEST

Insurance Details

Contract Period From 30/07/2025 to 29/07/2026
Insured Address ONE RAFFLES QUAY, 1 RAFFLES QUAY, S048583, SINGAPORE
Premium SGD\$3,733.69

Covers

Property All Risks & Business Interruption, Money, Group Personal Accident, Liability, Work Injury Compensation, Fidelity Guarantee

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

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

[Cancel](#) [Continue to Pay](#)

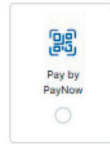
You will be navigated to the Payment Gateway page, and a Policy Summary of your purchased product will be displayed.

After confirming the details, tick the checkbox and click [Continue to Pay](#)



Pay for the insurance of
SME Business Insurance Solution

Select a payment method



TOTAL AMOUNT
SGD\$3,733.69

Click the [\[Pay by PayNow\]](#) radio button to generate the PayNow QR Code



Pay for the insurance of
SME Business Insurance Solution

Select a payment method



TOTAL AMOUNT
SGD\$3,733.69



Please scan QR code to pay



Expires in 09:45

[Simulate Client Payment](#)

Scan the QR code to make payment



Pay for the insurance of
SME Business Insurance Solution



The insurance policy has been successfully issued.

Policy number: B0038436

A confirmation email has been sent to
testin@qbe.com

Insurance Details

Insured	TEST
Period of Insurance	30/07/2025 - 29/07/2026
Receipt Number	B003843601-001BC20250730
Amount	SGD\$3,733.69

Close

Once payment has been made, your customer will be navigated to an Order Confirmation Page

Your customer will receive a **Payment Receipt email**, as well as a **Policy Issuance email** with the Policy documents attached



Your Customer's Payment Receipt

Dear NANCIALINANCNANCIAL ALLIAN ,

Thank you for representing QBE Singapore. Your customer has issued the payment and the policy has been issued. Please note that the Policy documents will be sent to the designated email in due course.

Policy Details


Policy Number:	B0038436
Customer Name:	TEST
Payment Amount:	S\$3,733.69
Receipt Number:	B003843601-001BC20250730


As the agent, you'll also receive an email notifying you that your customer has issued the payment and the policy has been issued


iii) Issue Policy on Credit Terms

Payment

Select a payment method

 Pay by PayNow

 Send customer a payment link

 **Issue Policy and settle within credit terms**

TOTAL AMOUNT
SGD\$3,733.69

The payment of the premium will be settled via Credit Terms under your current agency agreement.

Confirm now

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.

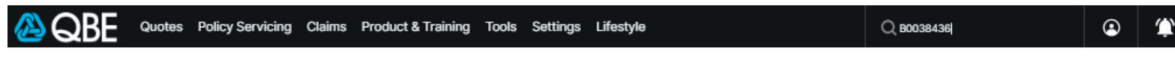
No **Yes**

The policy will be issued on Credit terms. Payment will be settled as per your current agreement with QBE.

Policy documents will not automatically be sent to your customer.

Please proceed to **Step 14: Retrieve Documents** for details on how to retrieve and send the Policy documents to your customer.

Step 14: Retrieve Documents



Enter the Quote or Policy number in the Search field in the top bar, then press enter to navigate to the Quote or Policy header page.

Policy Details

Transaction Type (Expand/Collapse)	Effective Date	Document Type
New Business Issue	30/07/2025	<ul style="list-style-type: none">Policy WordingReceipt - 00891683Schedule - Client CopySchedule - Intermediary CopySingapore - Declaration - Workmen's CompensationTax Invoice - Client CopyTax Invoice - Intermediary CopyWorkmen's Comp Certificate (03548937)Work Injury Compensation Act 2019 Guide

The Policy documents for each transaction will be displayed under the Documents section in the Quote/Policy header page.

You can click on the small arrow on the right side of each transaction to display the full list of documents.

There are three methods for retrieving these documents:

1. Download each document by clicking on their document link
2. Click **Email** to send one or more documents as email attachments to the email address(es) that you specify
3. Click **Download All** to download the documents in a ZIP file

Note: All Policy documents are in PDF format

Visit
qbe.com/sg



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