



# Fast Trade Aviva Ireland User Guide

| Retirement | Investments | **Insurance** |

For Broker use only





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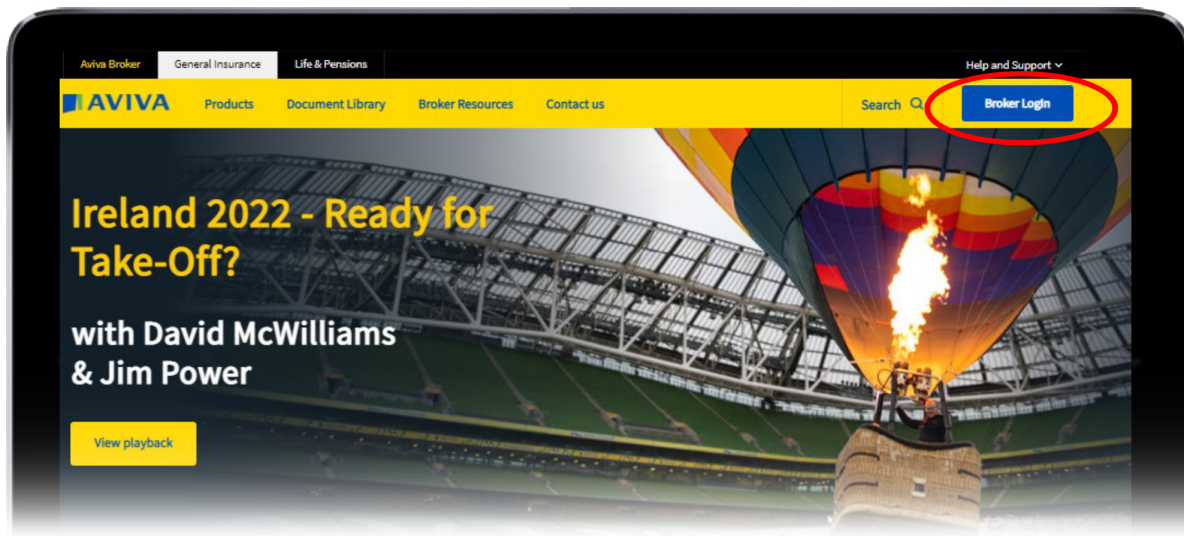
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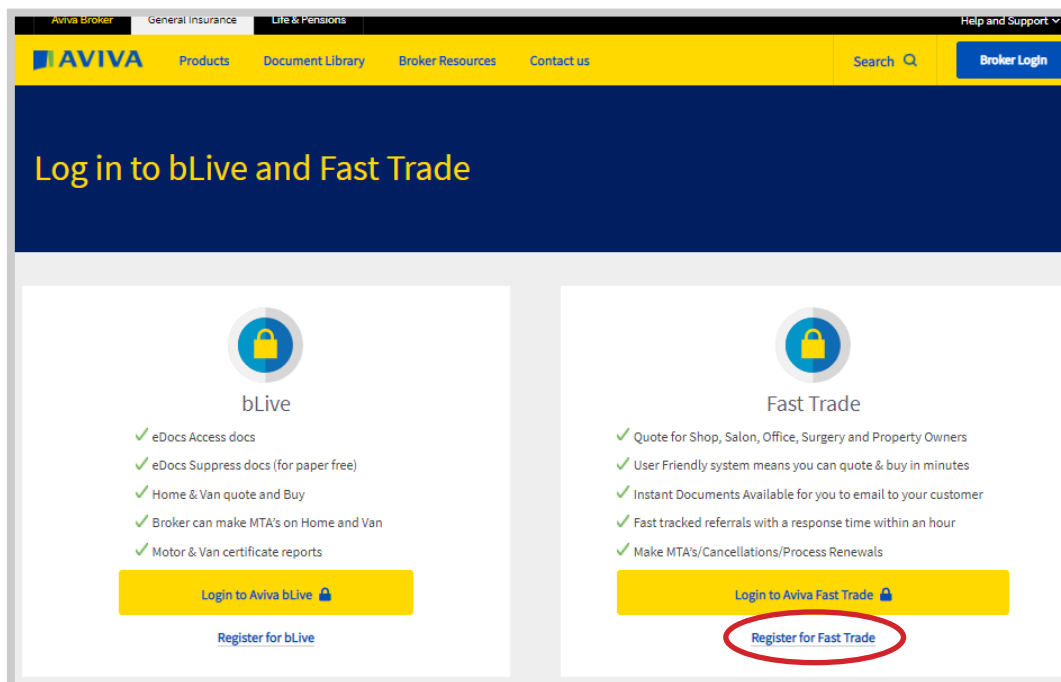
## Aviva Broker Website and Fast Trade Log In screen

- Visit the following website address to access Fast Trade – <https://www.avivabroker.ie/general-insurance/>
- Click on the Broker Login button as highlighted below.



### a. New User Set-Up

- New Users – if you do not have a Fast Trade User ID, then please follow these steps;  
Register for Fast Trade via the website form located on the log in screen (highlighted below).  
Alternatively, contact the AvivaBroker Support Team by email @ [avivabrokerirl@aviva.com](mailto:avivabrokerirl@aviva.com).
- Once you have placed your request, our Support Team will confirm your User ID and Password by separate email. Please follow the steps noted the User Log In Process to access Fast Trade



## b. User Log In Process

- Select the Fast Trade Log In option as highlighted below.

The screenshot shows the Aviva Broker Login page. The header includes the Aviva logo and navigation links: Products, Document Library, Broker Resources, Contact us, Search, and Broker Login. The main heading is "Log in to bLive and Fast Trade". Below this, there are two columns. The left column is for bLive, listing benefits like eDocs Access, eDocs Suppress, Home & Van quote, Broker MTA's, and Motor & Van certificate reports. The right column is for Fast Trade, listing benefits like Quote for Shop, Salon, Office, Surgery and Property Owners, User Friendly system, Instant Documents, Fast tracked referrals, and Make MTA's/Cancellations/Process Renewals. At the bottom of each column are buttons for "Login to Aviva bLive" and "Login to Aviva Fast Trade". The "Login to Aviva Fast Trade" button is highlighted with a red circle.

- Enter your Client ID and password. Then click Login to proceed.

The screenshot shows the Aviva Login page. The header includes the Aviva logo. The main heading is "Login". Below this, there is a section titled "Your details" with the instruction "Please enter your details below." The login form has two fields: "Client ID" and "Password". The "Client ID" field contains the text "test, test" and the "Password" field contains "\*\*\*\*\*". Both fields are highlighted with a red circle. Below the form is a "Warning : Access is only permitted for authorised use" message. At the bottom of the form are links for "Forgot your password?" and a "Login" button. To the right of the login form is a "Contact Aviva" section with the AvivaBroker support team email address and phone number. At the bottom of the page are links for "Accessibility Statement", "Privacy", and "Legal".

### c. Forgotten Password

- If you have forgotten your password, click on the “Forgot your password?” link highlighted below

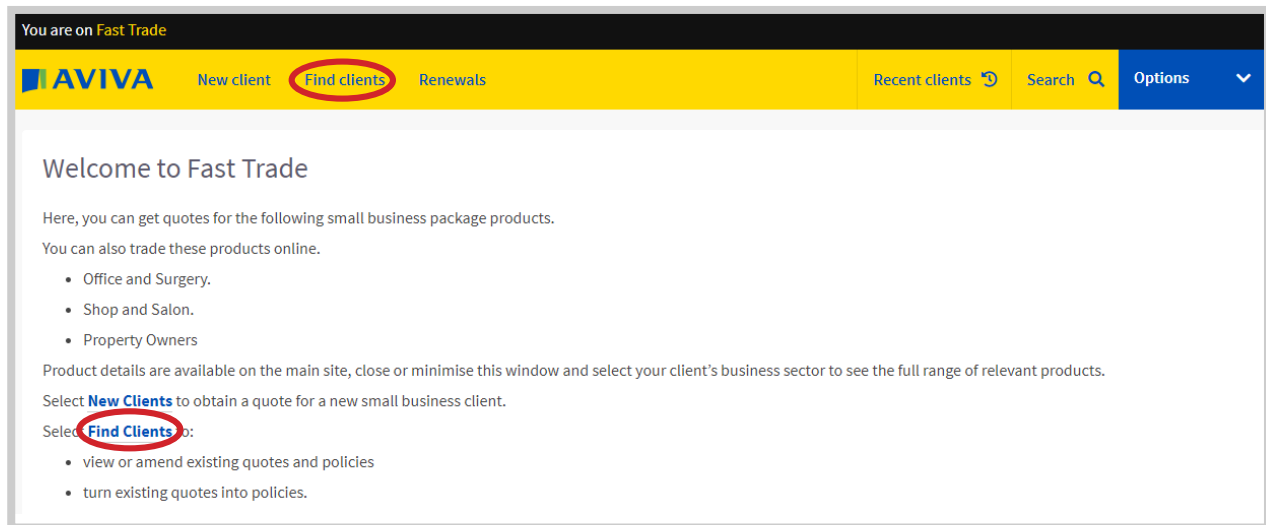
The screenshot shows the Aviva Login page. At the top is the Aviva logo. Below it is the 'Login' heading. A section titled 'Your details' contains a form with fields for 'Client ID' (containing 'test.test') and 'Password' (masked with dots). A warning message states: 'Warning : Access is only permitted for authorised use'. At the bottom of the form, the link 'Forgot your password?' is circled in red, and there is a 'Login' button. To the right, a 'Contact Aviva' box provides support team contact information: email 'avivabrokerirl@aviva.com' and phone '1800 268 377'. At the bottom of the page, there are links for 'Accessibility Statement', 'Privacy', and 'Legal', followed by a cookie policy notice and system browser compatibility requirements.

- You will need to enter your Client ID and Email Address and click Proceed, as highlighted below.  
You will receive an email notification with your new password within a few minutes of placing your request.

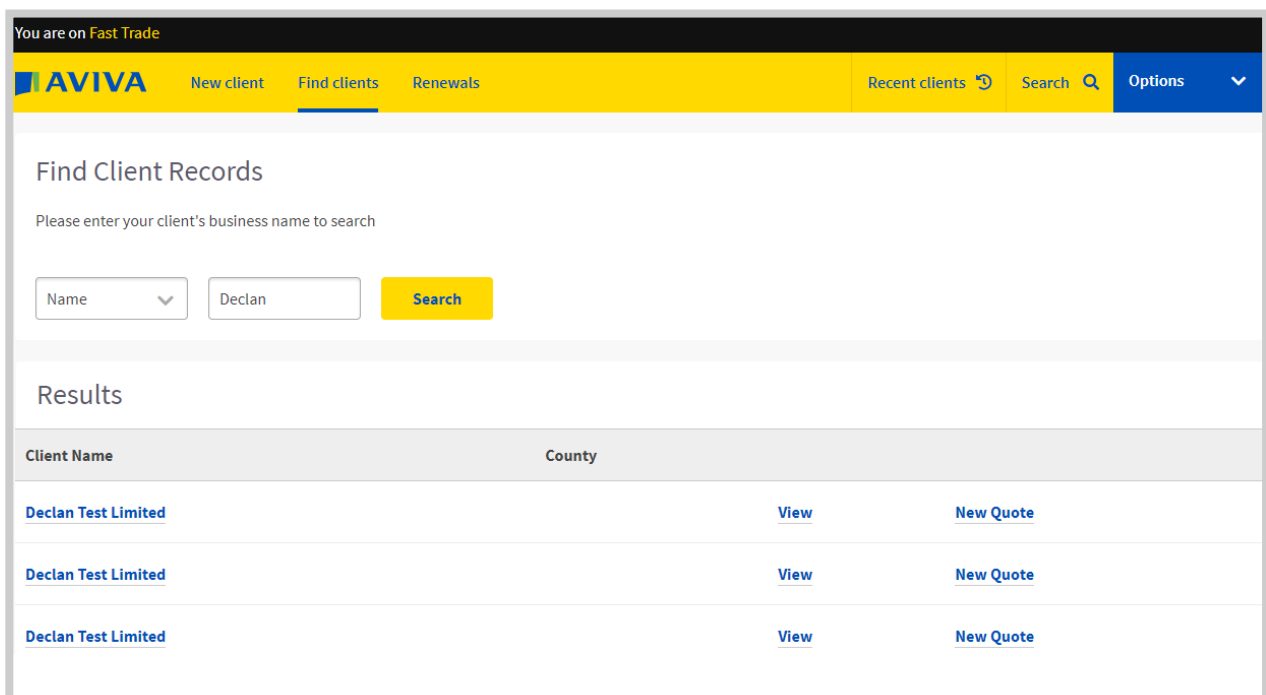
The screenshot shows the 'Reset your password' page. It has a heading 'Reset your password' and a paragraph explaining the process: 'Resetting your password requires your client ID and the email address you provided when registering. You will be asked to change your password during this process. If you have any problems please contact us using the numbers provided on the right hand side of this screen.' Below this is a form with two fields: 'Client ID' and 'Email Address', both of which are circled in red. At the bottom, there is a 'Return to login' link and a 'Proceed' button. To the right, the 'Contact Aviva' box is identical to the one in the previous screenshot.

### a. Find Client

- From the Home Page click on Find Clients as highlighted below



- On the next page type in the Client Name and Click Search



- Results for your search will appear as below.

You are on **Fast Trade**

**AVIVA** New client Find clients Renewals Recent clients Search Options

### Find Client Records

Please enter your client's business name to search

Name Declan Search

### Results

Client Name	County		
<a href="#">Declan Test Limited</a>		<a href="#">View</a>	<a href="#">New Quote</a>
<a href="#">Declan Test Limited</a>		<a href="#">View</a>	<a href="#">New Quote</a>
<a href="#">Declan Test Limited</a>		<a href="#">View</a>	<a href="#">New Quote</a>

- Click on the Client Name or View to see policies and quotes for this client. If you wish to get a new quote for this client click on New Quote

You are on **Fast Trade** You are editing Declan Test Limited

**AVIVA** New client Find clients Renewals Recent clients Search Options

### Client summary

Declan Test Limited [New quote](#)

### Saved Quotes

Description	Quote number	Status	Premium (inc. Government Levy)	Start date	
Office and Shop [27053945]					
No description entered	97053945	Pending	-	16/03/2022	<a href="#">Continue</a>

**!** To cancel a policy, please select the 'View' option above, then 'Cancel Policy'.

[Find another client](#)

- Alternatively, you can search for the client using the Search function and enter the Client Name, Policy Number or Quote Number. See below

You are on Fast Trade

You are editing Declan Test Limited

AVIVA

New client

Find clients

Renewals

Recent clients

Search

Options

Search...

Client name

Client name

Policy no.

Quote no.

Saved Quotes

Description	Quote number	Status	Premium (inc. Government Levy)	Start date	
Office and Surgery [97053945]					
No description entered	97053945	Pending	-	16/03/2022	<a href="#">Continue</a>

!

To cancel a policy, please select the 'View' option above, then 'Cancel Policy'.

Find another client



## b. Read Only Mode

- This function allows you to view a Quote without triggering any rating or underwriting rules again. To view a quote in read only mode, click on View/Amend as highlighted below.

The screenshot shows the AVIVA Fast Trade interface for a quote titled "Your Office and Surgery Quote" for "Declan Test Limited". The interface includes a top navigation bar with the AVIVA logo and links for "New client", "Find clients", and "Renewals". A secondary bar shows "Recent clients", "Search", and "Options". The main content area has tabs for "Questions", "Proposer", "Premises", "Policy cover & claims", and "Quote summary". The "Quote summary" tab is active, displaying a "Summary" section with quote reference, start/end dates, and pricing details. A "View/Amend" button is highlighted with a red circle. Other buttons include "Adjust premium", "Buy now", and "Create new version".

You are on Fast Trade

You are editing Declan Test Limited

AVIVA New client Find clients Renewals Recent clients Search Options

Questions Proposer Premises Policy cover & claims Quote summary

Your Office and Surgery Quote

For Declan Test Limited

Cover Summary

Documents

Statement of Fact

Quote Schedule

Endorsements

Endorsements applying to

Summary

Quote reference: 487613658

Start date: 13/03/2022

End date: 12/03/2023

Your Price (incl. Government Levy) €1204.74

Premium (excl. Government Levy) €1147.37

Government Levy €57.37

Adjust premium

View/Amend Buy now

Quote Versions

You can create new versions of this quote by pressing the button below.

Create new version

- You will note the Read Only Mode is activated at the top of the screen and that questions are “frozen” and cannot be edited. If you wish to change the answer to a question, click Amend.

The screenshot shows the AVIVA Fast Trade interface for the "Office and Surgery" section. A banner at the top indicates "Read only mode" with an exclamation mark icon and an "Amend" button. The interface includes the same top navigation bar as the previous screenshot. The main content area has tabs for "Assumptions", "Proposer", "Premises", "Policy cover & claims", and "Quote summary". The "Assumptions" tab is active, displaying a form for "Office and Surgery" with fields for "Current Insurer" (Allianz), "Are you the holding broker?", and "Has any proposer, director or partner involved with this business had a proposal declined, renewal refused, insurance cancelled or special terms applied?".

Read only mode

Amend

You are on Fast Trade

You are editing Declan Test Limited

AVIVA New client Find clients Renewals Recent clients Search Options

Assumptions Proposer Premises Policy cover & claims Quote summary

Office and Surgery

Current Insurer Allianz

Are you the holding broker? Yes No

Has any proposer, director or partner involved with this business had a proposal declined, renewal refused, insurance cancelled or special terms applied? Yes No

### c. Quote Versioning

- Quote Versioning allows you to create multiple quotes for a single client on the same product. The advantage is that you can create multiple quotes with different sums insured and covers rather than having to override the first quote and lose the work you have done. To set up another quote version you can do this in 2 ways.
  - On the Quote Summary screen, click create new version as highlighted below.

The screenshot shows the AVIVA 'Your Office and Surgery Quote' summary page for 'Declan Test Limited'. The page includes sections for 'Cover Summary', 'Documents' (Statement of Fact, Quote Schedule), and 'Endorsements'. On the right, a 'Summary' box displays quote details: reference 1030707247, start date 30/03/2022, end date 29/03/2023, and a total price of €1702.63. Below this is a 'Quote Versions' section with the text 'You can create new versions of this quote by pressing the button below.' and a button labeled 'Create new version' which is circled in red. At the bottom right, there is a 'Call us' section with the number 1800 800 900.

- On the next screen, you can enter in a name for the current quote and the new quote. For example, you might want a quote with and without building cover as per the below example. Both quotes will be retained and once you've consulted with the client, you can select the one needed.

The screenshot shows a 'Create new quote version' dialog box overlaid on the quote summary page. The dialog box prompts the user to 'Please enter a description to identify each quote'. It contains two input fields: 'Current quote' with the text 'No building cover' and 'New quote' with the text 'With building cover'. At the bottom of the dialog are 'Cancel' and 'Confirm' buttons.

- As highlighted below, both options are now saved in the Client Summary Page for you to return to at a later date.

You are on **Fast Trade** You are editing **Declan Test Limited**

**AVIVA** New client Find clients Renewals Recent clients Search Options

### Client summary

Declan Test Limited New quote

#### Saved Quotes

Description	Quote number	Status	Premium (inc. Government Levy)	Start date	
Office and Surgery [985105187]					
No building cover	1030707247	Obtained	€1702.63	30/03/2022	<a href="#">View</a>
With building cover	1030707722	Obtained	€1702.63	30/03/2022	<a href="#">View</a>

To cancel a policy, please select the 'View' option above, then 'Cancel Policy'.

[Find another client](#)

- The second option for Quote Versioning is via the Read Only Mode option. Click Amend when in the Read Only Mode and

**Read only mode**  
[Amend](#)

You are on **Fast Trade** You are editing **Declan Test Limited**

**AVIVA** New client Find clients Renewals Recent clients Search Options

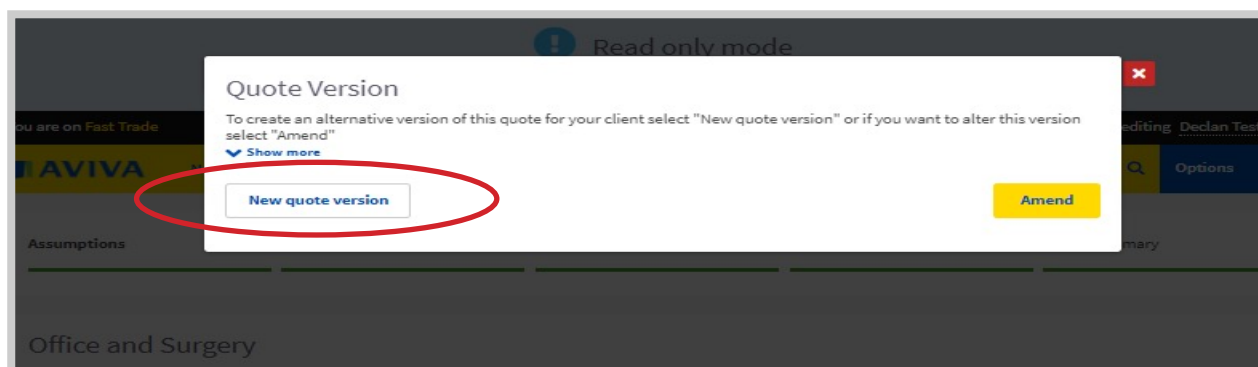
**Assumptions** Proposer Premises Policy cover & claims Quote summary

### Office and Surgery

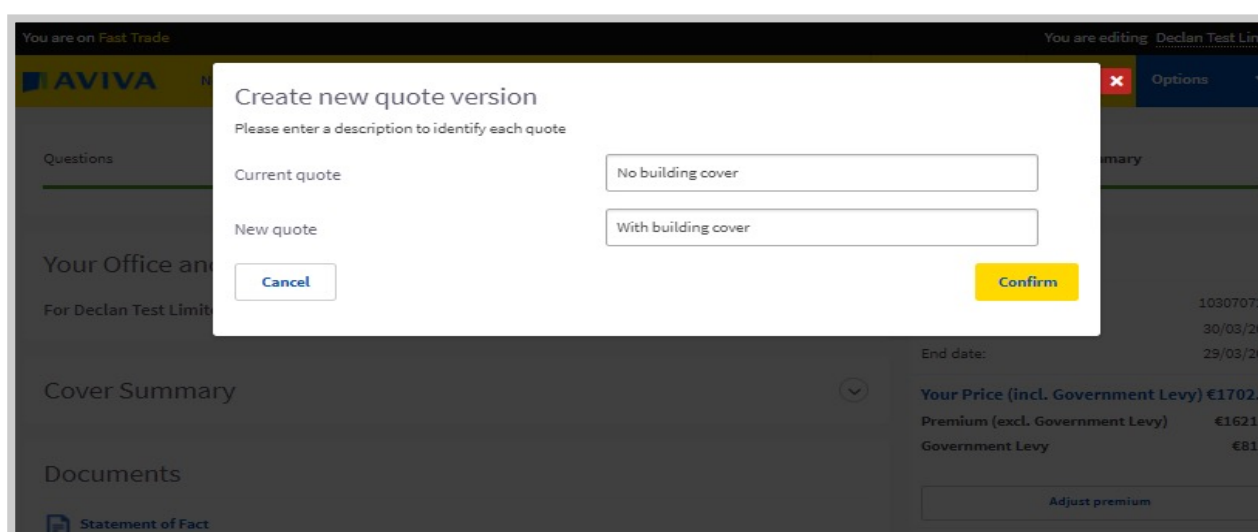
Current Insurer Allianz

Are you the holding broker? ☒ Yes ☐ No

- You will be asked if you wish to create a New quote version, click on this option to create the new quote.



- Similar to the first option, you can name the new quote version as needed.





#### d. Recent Clients

- There is new option to view Recent Clients that you have worked on, rather than having to search for the client again. You can do this by clicking on the Recent Clients option at the top of the screen as highlighted below.

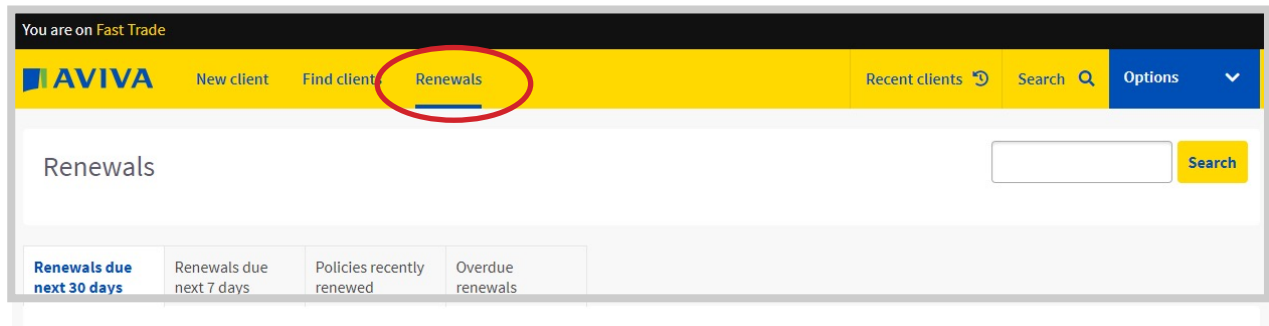
The screenshot shows the AVIVA Fast Trade interface. At the top, there is a yellow navigation bar with the AVIVA logo and links for 'New client', 'Find clients', 'Renewals', and 'Recent clients'. The 'Recent clients' button is highlighted with a red circle. To the right of the navigation bar, it says 'You are editing Declan Test Limited'. Below the navigation bar, there is a progress bar with five steps: 'Questions', 'Proposer', 'Premises', 'Policy cover & claims', and 'Quote summary'. The main content area is divided into two columns. The left column contains 'Your Office and Surgery Quote' for 'Declan Test Limited', a 'Cover Summary' section with a dropdown arrow, and a 'Documents' section with links for 'Statement of Fact' and 'Quote Schedule'. The right column contains a 'Summary' section with quote details: 'Quote reference: 1030707247', 'Start date: 30/03/2022', and 'End date: 29/03/2023'. Below this, the pricing is shown: 'Your Price (incl. Government Levy) €1702.63', 'Premium (excl. Government Levy) €1621.55', and 'Government Levy €81.08'. At the bottom of the right column are buttons for 'Adjust premium', 'View/Amend', and 'Buy now'.

- Click on the client name to proceed to the Client Summary screen, as highlighted below.

The screenshot shows the AVIVA Fast Trade interface with a dropdown menu open. The dropdown menu is highlighted with a red circle and contains the text 'Declan Test Limited' and 'Address:'. The background of the interface is dimmed. The navigation bar at the top shows the AVIVA logo and links for 'New client', 'Find clients', 'Renewals', and 'Recent clients'. The 'Recent clients' button is highlighted with a red circle. To the right of the navigation bar, it says 'You are editing Declan Test Limited'. Below the navigation bar, there is a progress bar with five steps: 'Questions', 'Proposer', 'Premises', 'Policy cover & claims', and 'Quote summary'. The main content area is divided into two columns. The left column contains 'Your Office and Surgery Quote' for 'Declan Test Limited', a 'Cover Summary' section with a dropdown arrow, and a 'Documents' section with links for 'Statement of Fact' and 'Quote Schedule'. The right column contains a 'Summary' section with quote details: 'Quote reference: 1030707247', 'Start date: 30/03/2022', and 'End date: 29/03/2023'. Below this, the pricing is shown: 'Your Price (incl. Government Levy) €1702.63', 'Premium (excl. Government Levy) €1621.55', and 'Government Levy €81.08'. At the bottom of the right column are buttons for 'Adjust premium', 'View/Amend', and 'Buy now'.

## e. Renewals Tab

- This piece of functionality allows you to view any renewals due in the coming 30 days and also to see renewals that are overdue. From the home page in Fast Trade you can view the Renewals tab in the headings at the top of the page. See below.



Once you click on the Renewals tab, you will be presented with 4 additional tabs to give you easy access to upcoming renewals. The additional tabs are;

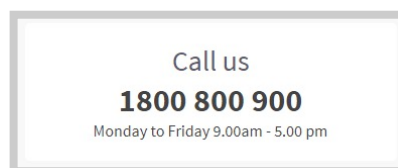
1. Renewals due next 30 days
2. Renewals due next 7 days
3. Policies recently renewed
4. Overdue renewals

By clicking on one of the tabs you will be presented with the list of renewals in each category. You can click on View to be taken to the Quote Summary Page where you can access the renewal quote documents and accept cover.

A screenshot of the Aviva Fast Trade web application showing the 'Renewals' section. The top navigation bar is yellow and contains the Aviva logo, 'New client', 'Find clients', 'Renewals' (highlighted with a red circle), 'Recent clients', 'Search', and 'Options'. Below the navigation bar, the 'Renewals' section is displayed with a search bar and a 'Search' button. At the bottom of this section, there are four tabs: 'Renewals due next 30 days' (selected), 'Renewals due next 7 days', 'Policies recently renewed', and 'Overdue renewals'. Below the tabs, there is a table with the following columns: Client Name, Product, Policy Number, Status, Renewal Date, Premium, and a 'View' link. The table contains two rows of data.

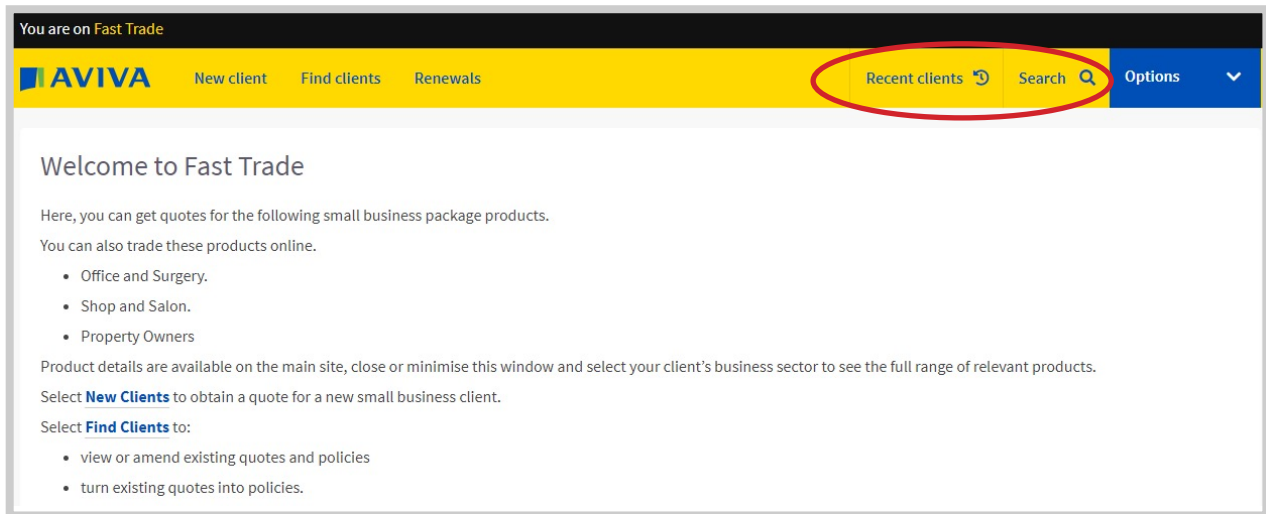
Client Name	Product	Policy Number	Status	Renewal Date	Premium	
<a href="#">test</a>	Office and Surgery	AO262255053	Invited	08/04/2022	€377.85	<a href="#">View</a>
<a href="#">mallika b</a>	Office and Surgery	AO262155972	Invited	08/04/2022	€441.90	<a href="#">View</a>

For overdue you will see policies that have not be renewed. Please contact Aviva to discuss this renewal if required.

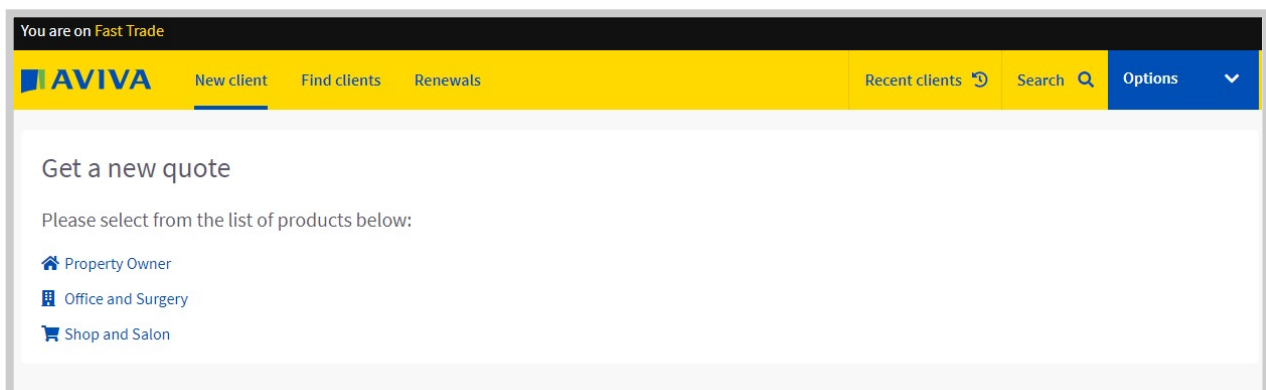


## New Business Submission, Quote and Accept

- To start a New Business submission, simply click on New Clients or Find Clients if adding the submission to an existing client.
- Visit the Recent Clients tab, if you have visited this client record recently.



- Click on the product you wish to choose from the list of products available.



- You will be taken straight to the question set in order to start your New Business Quote.

The screenshot displays the Aviva Fast Trade web interface. At the top, a yellow navigation bar contains the Aviva logo and links for 'New client', 'Find clients', 'Renewals', 'Recent clients', 'Search', and 'Options'. Below this, a progress bar shows five steps: 'Questions' (active), 'Proposer', 'Premises', 'Policy cover & claims', and 'Quote summary'. The main content area is titled 'Office and Surgery' and contains five questions with radio button options for 'Yes' or 'No'.

**Office and Surgery**

\*Current Insurer

\*Are you the holding broker? ☐ Yes ☐ No

\*Has any proposer, director or partner involved with this business had a proposal declined, renewal refused, insurance cancelled or special terms applied? ☐ Yes ☐ No

\*Has any proposer, director or partner involved with this business ever been convicted of or cautioned in respect of an offence of any nature or is any prosecution pending? ☐ Yes ☐ No

\*Has any proposer, director or partner involved with this business been declared bankrupt, insolvent, the subject of Court Judgment ☐ Yes ☐ No

- Once you have completed the question set, you will land on the Quote Summary Page which includes;
  - Your total quoted price
  - Your documentation;
    - Quote Schedule
    - Statement of Fact
    - Policy Wording
    - Insurance Product Information Document
  - You can view the Cover Summary to see what questions and answers have been specified.
  - If you wish to amend the quote, simply click View/Amend or create a new quote version as outlined above.



You are on **Fast Trade** You are editing **Declan Test Limited**

**AVIVA** New client Find clients Renewals Recent clients Search Options

Questions Proposer Premises Policy cover & claims **Quote summary**

### Your Office and Surgery Quote

For Declan Test Limited

### Cover Summary

### Documents

- Statement of Fact
- Quote Schedule
- Policy Wording
- Insurance Product Information Document

### Summary

Quote reference: 1030768918  
Start date: 07/04/2022  
End date: 06/04/2023

**Your Price (incl. Government Levy) €5360.83**

Premium (excl. Government Levy) €5105.56  
Government Levy €255.27

[View/Amend](#) [Buy now](#)

### Quote Versions

Other versions of this quote exist. Press the button below to view an existing version or create a new version.

[View versions](#)

- If your quote has referred, you will be presented with the following screen.

You are on **Fast Trade** You are editing **Declan Test Limited**

**AVIVA** New client Find clients Renewals Recent clients Search Options

### Quote referred

**We have referred this quote because:**  
Referred due to money sum insured is too high for make and model of Safe chosen.  
Referred due to money sum insured is too high for make and model of Safe chosen.

\*Would you like us to proceed with this referral? ☐ Yes ☒ No

**!** Select 'Yes' for your request to be sent to an Aviva underwriter. If you select 'No' the quote will still be available to view on the Client Summary screen.

### Summary

Quote reference: 1030768918  
Start date: 07/04/2022  
End date: 06/04/2023

**Indicative Price (incl. Government Levy)\* €5494.76**

Premium (excl. Government Levy) €5233.10  
Government Levy €261.66

\* subject to underwriting

[View/Amend](#) [Save and Exit](#)

- If you would like a call back on this referral, please click “Yes” and then “Save and Exit” to the question highlighted above and one of the Fast Trade Underwriting Support team will contact you as soon as possible.
- If you wish to proceed with your quotation, then click the “Buy Now” button.

You are on **Fast Trade** You are editing **Declan Test Limited**

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**AVIVA**    [New client](#)   [Find clients](#)   [Renewals](#)    [Recent clients](#)   [Search](#)   [Options](#)

---

Questions    Proposer    Premises    Policy cover & claims    **Quote summary**

---

### Your Office and Surgery Quote

For Declan Test Limited

### Cover Summary

### Documents

- [Statement of Fact](#)
- [Quote Schedule](#)
- [Policy Wording](#)
- [Insurance Product Information Document](#)

### Summary

Quote reference: 1030768918  
 Start date: 07/04/2022  
 End date: 06/04/2023

**Your Price (incl. Government Levy) €5360.83**

Premium (excl. Government Levy) €5105.56  
 Government Levy €255.27

[View/Amend](#)   [Buy now](#)

### Quote Versions

Other versions of this quote exist. Press the button below to view an existing version or create a new version.

[View versions](#)

- Select “Yes” to the following pop-up message to proceed.

By clicking this Buy Now button, you are committing to purchase the policy and cover will commence from the effective date specified within the quote.

Warning - The Statement of Fact for this policy must be issued to the customer.

**Do you wish to proceed?**

[No](#)   [Yes](#)

- Once you have bound cover, you will arrive at the Policy Summary Screen where you can locate the following;
  - Total Premium
  - Policy Number
  - Documentation as displayed below
  - Direct Debit Mandate if your client would like to choose payment by instalment.

[New client](#)[Find clients](#)[Renewals](#)[Recent clients](#)[Search](#)[Options](#)

## Your Office and Surgery Policy

For Declan Test Limited

Thank you for purchasing this policy. Your policy number is **A0262255789**.

## Cover Summary

### Documents

[Statement of Fact](#)[Policy Schedule](#)[Policy Wording](#)[Insurance Product Information Document](#)[Direct Debit Mandate](#)

## Summary

Policy Number: A0262255789

Start date: 31/03/2022

End date: 30/03/2023

**Your Price (incl. Government Levy) €1782.77**

Premium (excl. Government Levy) €1697.87

Government Levy €84.90

[Cancel Policy](#)[Amend](#)

## Mid-Term Adjustment (MTA) Submission, Quote and Accept

- In order to start a MTA, locate your Client and visit the Client Summary Screen.
- Please click on the Amend button to start the MTA.

You are on **Fast Trade** You are editing **Declan Test Limited**

**AVIVA** New client Find clients Renewals Recent clients Search Options

### Client summary

Declan Test Limited [New quote](#)

### Policies

Product	Policy Number	Status	Premium	Effective date	Valid until	
Office and Surgery	AO262255789	Accepted	€ 1782.77	31/03/2022	30/03/2023	<a href="#">View</a> <a href="#">Amend</a>


- You will be asked to specify the Effective Date of the Adjustment.

You are on **Fast Trade** You are editing **Declan Test Limited**

**AVIVA** New client Find clients Renewals Recent clients Search Options

### Policy adjustment

\*Effective date of adjustment

 **Warning:** If you accept this adjustment, you will not be able to accept a further adjustment with an effective date prior to this one.

[Back](#) [Continue](#)



- You will be directed to the question set where you can make the appropriate adjustment to the question set.  
Example increased building sum insured, as noted below

You are on **Fast Trade** You are editing **Declan Test Limited**

**AVIVA** [New client](#) [Find clients](#) [Renewals](#) [Recent clients](#) [Search](#) [Options](#)

Questions **Proposer** **Premises** Policy cover & claims Adjustment summary

Address ▼ **Premises**

Business description ▼ **Add Premises**

Location ▼

Security ▼

Contents, fixtures and fittings ▼

Buildings ▲

\*Please key in the buildings sum insured:  [Show more](#)

- Once you have completed the change in the system, you will receive an MTA quote.

You are on **Fast Trade** You are editing **Declan Test Limited**

**AVIVA** [New client](#) [Find clients](#) [Renewals](#) [Recent clients](#) [Search](#) [Options](#)

Questions **Proposer** **Premises** **Policy cover & claims** Adjustment summary

**Please check the Policy Schedule and Statement of Fact documents below carefully as Terms, Conditions and Endorsements applying may have changed from previous documents issued as a result of this policy change.**

**Your Office and Surgery Quote**  
For Declan Test Limited

**Cover Summary** ▼

**Documents**

- [Statement of Fact](#)
- [Quote Schedule](#)
- [Insurance Product Information Document](#)

**Summary**

Policy Number: AO262255789  
Start date: 01/05/2022  
End date: 30/03/2023

**Additional/Return Premium (Incl. Government Levy) €14.75**

**Additional/Return Premium (excl. Government Levy) €14.04**

**Government Levy €0.71**

[View/Amend](#) [Accept](#)

**Call us**  
**1800 800 900**  
Monday to Friday 9.00am - 5.00 pm

- You can view the quote documentation and quote premium on the MTA quote summary screen.
- If you wish to go ahead with cover, please click Accept and you will be issued with MTA Policy Documents.

## a Renewal Retrieval

- Using the renewals tab, you can quickly find renewals that are due in the next 30 days.
- First click on the Renewals tab as below, and then you can refine your search by using the Search box at the top of the screen.

You are on Fast Trade

AVIVA New client Find client **Renewals** Recent clients Search Options

Renewals

test Search

Renewals due next 30 days Renewals due next 7 days Policies recently renewed Overdue renewals

Client Name	Product	Policy Number	Status	Renewal Date	Premium	
test	Office and Surgery	AO262255053	Invited	08/04/2022	€377.85	<a href="#">View</a>
Bulletin Test 3	Office and Surgery	AO262155858	Invited	24/04/2022	€491.12	<a href="#">View</a>
Test Bulletin	Office and Surgery	AO262155871	Invited	26/04/2022	€524.09	<a href="#">View</a>

- To view the renewal quote, click on View and you will be taken to the Renewal Quote Summary screen.
- On this screen, you can view the Renewal Quote premium, access documentation such as Quote Schedule and Statement of Fact.

You are on Fast Trade You are editing TransactionDateOverride

AVIVA New client Find clients Renewals Recent clients Search Options

Questions Proposer Premises Policy cover & claims **Renewal summary**

**This policy will automatically renew if no action is taken by 14/04/2022**

**Your Office and Surgery Quote**

For TransactionDateOverride

Cover Summary

Documents

- Statement of Fact
- Quote Schedule
- Policy Wording
- Insurance Product Information Document

**Summary**

Policy Number: AO262155861  
 Start date: 14/04/2022  
 End date: 13/04/2023  
 Renewal status: Invited

**Your Price (incl. Government Levy) €526.04**

Premium (excl. Government Levy) €500.98  
 Government Levy €25.06

[View/Amend](#) [Accept](#)

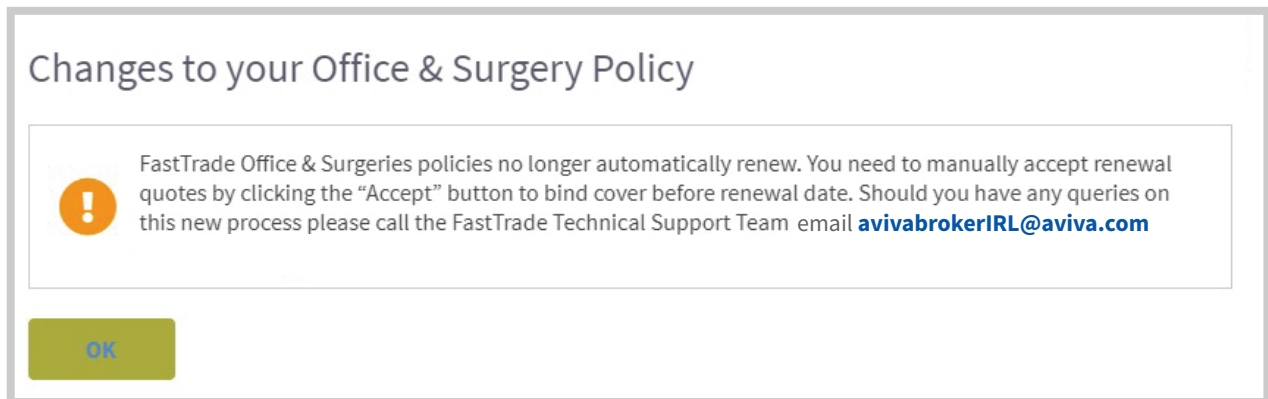
[Lapse Policy](#)

**Call us**  
**1800 800 900**  
 Monday to Friday 9.00am - 5.00 pm

## **b Manual Accept Process for Upgraded Aviva Products**

As Aviva upgrade our products on Fast Trade, you will need to manually confirm acceptance of renewal quote before the renewal date. You will notice the following pop-up message in the system which advise what you need to do to bind renewal quote cover.

The contact details for our Technical Support team are noted below should you need to get in touch.



## c Changes to note for Migrated Renewals

- As Aviva upgrade our existing products, there are some changes to note with regard to the question set as a result of new questions being added to the system.
- The below pop-up message for our new Office and Surgeries product, outlines answers to these questions that have been selected. We ask that you please review these answers and should they be incorrect you can amend the answer by clicking the View/Amend button and revisiting the question set.
- As you will note from the pop-up message, the contact details for the Fast Trade Trading Team are noted should you need to speak to our team.

### Changes to your Office & Surgery Policy



FastTrade Office & Surgeries policies no longer automatically renew. You need to manually accept renewal quotes by clicking the "Accept" button to bind cover before renewal date. Should you have any queries on this new process please call the FastTrade Technical Support Team email [avivabrokerIRL@aviva.com](mailto:avivabrokerIRL@aviva.com)

Default Answers to New Questions – We have added default answers to some new questions for your Office & Surgery renewal. These new questions and the default answers are listed below;

Please ensure these answers are correct, if any answers are incorrect you can change these answers by clicking the "Amend" button on the summary screen and reviewing the question set. The answers to these questions will appear in the Statement of Fact. If you wish to discuss this further please email the FastTrade Trading Team [fastirlnb@aviva.com](mailto:fastirlnb@aviva.com) or alternatively call us on 1800 800 900.

Please click OK to proceed.

OK

New Question	Default Answer
Has any proposer, director or partner involved with this business ever been disqualified from being a company director?	No
Has any proposer, director or partner involved with this business been prosecuted under any Health & Safety regulations, consumer protection legislation, or any other legislation?	No
What floor of the building is the premises to be insured located on?	Ground Floor
Are there any water courses or bodies of water within 200m of the insured location?	No
Are there any interested parties?	No
Number of employees	1
Do you require Property Owners Liability Cover?	No

- You can view Renewal quotes for these policies by visiting the Renewals Tab in the website or searching for the client using the search option. There is further detail on how to do this in the Renewal Retrieval section of this User Guide

#### For support or queries contact:

Fast Trade Trading Team on 1800 800 900

Fast Trade Technical Support Team

email [fastirlnb@aviva.com](mailto:fastirlnb@aviva.com)



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