

NIB Travel Insurance

How to process in FINNAS

BIND COVER WITH NIB FIRST

Quotes are generated and bound through the NIB Travel Broker Portal.

Website: <https://tpos.nibtravelinsurance.com.au/nib/NIBTravel?null>

NIB Travel Support team is contactable at:

1300 555 017

travel-admin@nib.com.au

Your NIB BDM is Deb Evans who can be contacted for specific queries on 0488 500 370 or email deb.evans@suresave.com.au

LEISURE TRAVEL – ALWAYS PAID DIRECT TO NIB AND NOT VIA CBN

Payments: Upon binding the policy via the NIB website, you will be required to take payment from your client to ensure cover is bound

Note: NIB pays 30% commission to CBN for each policy bound. This will be remitted to you by Accounts (less any applicable management fee) and will be included on your broker remittance received each Thursday.

The spreadsheet will be filled out by NIB and sent to our accounts team so you will not be required to do anything on that side

You may create a record on FINNAS if you wish – this is not compulsory

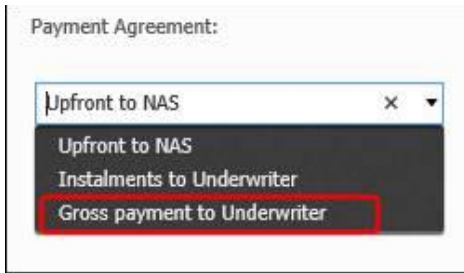
Create the New Business transaction as normal

Classification: Travel

Product: NIB Travel Insurance

Enter premium details. You **must**

Change the **Payment Agreement** to be Gross Payment to Underwriter rather than the usual Upfront to NAS.



Premium excludes Broker Fee

Post Invoice is **not** required If you Post, this will list the policy on the Renewal Report

To charge a Broker Fee - NIB Travel do not collect a broker fee for you.

Create a separate New Business

Classification: Travel

Product: NIB Travel Insurance

Enter the Effective and Expiration dates.

Use the NIB Travel policy number

Payment Agreement remains as Upfront to NAS

In the Premium tab, enter the Broker Fee only. Do not include the base, commission, etc.

Schedule would usually be "Broker Fee for assistance in arranging leisure travel policy."

Issue the invoice to your client for payment as per the Remittance Slip.