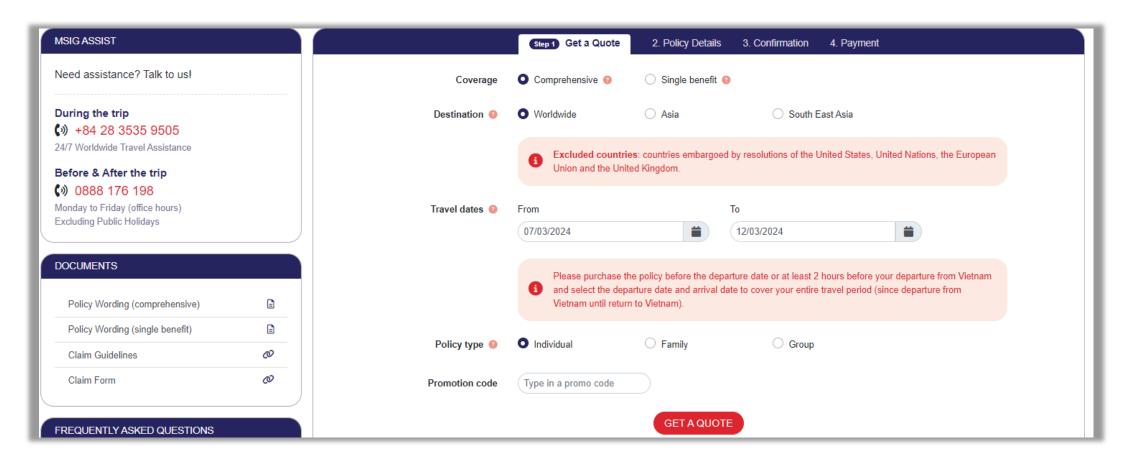


# USERGUIDE FOR PURCHASING TRAVEL EASY ONLINE INSURANCE

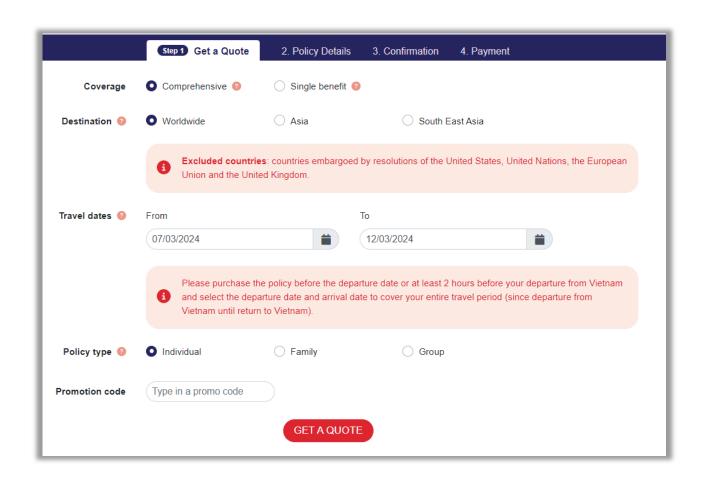
# Step 1: Access the link below

## https://tructuyen.msig.com.vn/direct/bao-hiem-du-lich-quoc-te-traveleasy





# Step 2: Fill in necessary information and click GET A QUOTE



### (\*) Notes:

Coverage:

"Single Benefit" only covers single benefits (flight delay, lost luggage, etc.), not medical expenses.

Therefore, MSIG encourages customers to buy the "Comprehensive" type to be covered full benefits.

Destination:

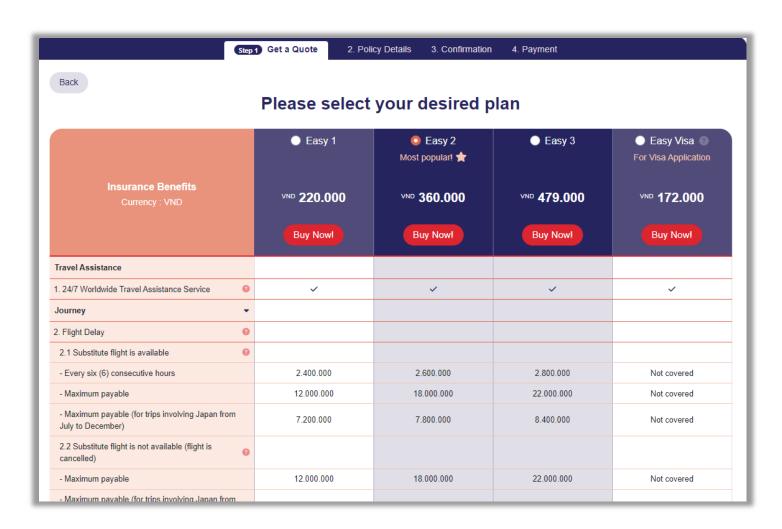
Please hover over the mark ? next to "Destination" to see which region the destination country belongs to.

Policy type:

Please hover over the mark ?? next to "Policy type" to choose the suitable type.



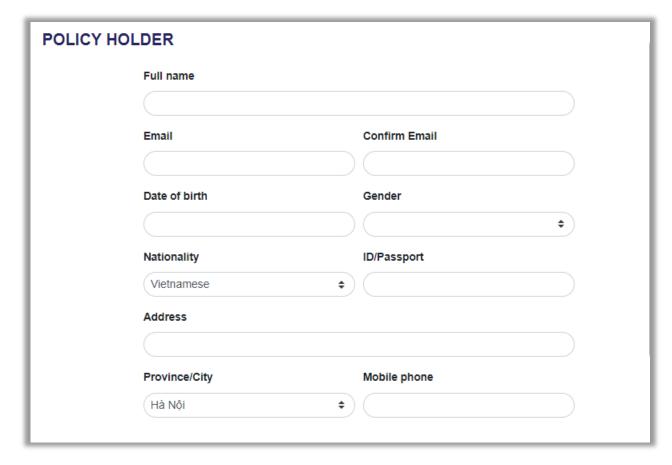
# Step 3: Select the suitbale insurance plan and click CONTINUE



- The premium includes tax (if any)
- All insurance premiums and insurance liability limits are displayed in VND



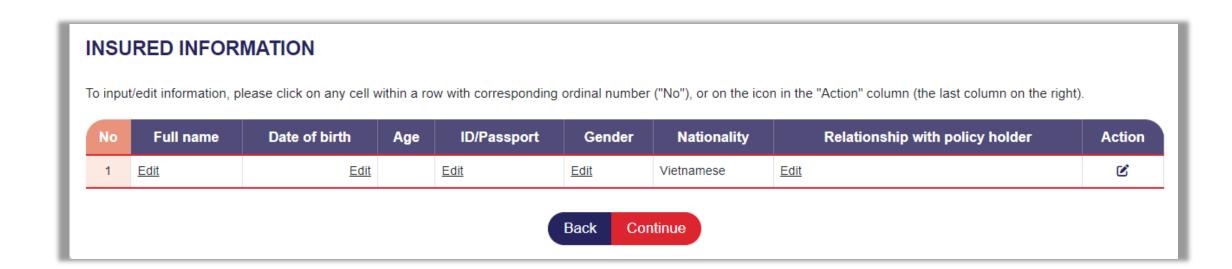
# Step 4: Fill in Policy Holder



- The policyholder is the person/company that is owner of insurance contract and is the party paying the insurance premium.
- If the company is the Policy Holder, the information is filled in as below:
  - Name of the Company
  - Email address of person in charge of insurance registration
  - Date of Birth: Corporate anniversary or employee's date of birth.
  - Gender: Gender of Insured person
  - ID/Passport: Tax code
  - Address and Phone Number of the Compony
- The email address will be the email to receive the insurance certificate and invoice, please input the correct email to avoid errors.



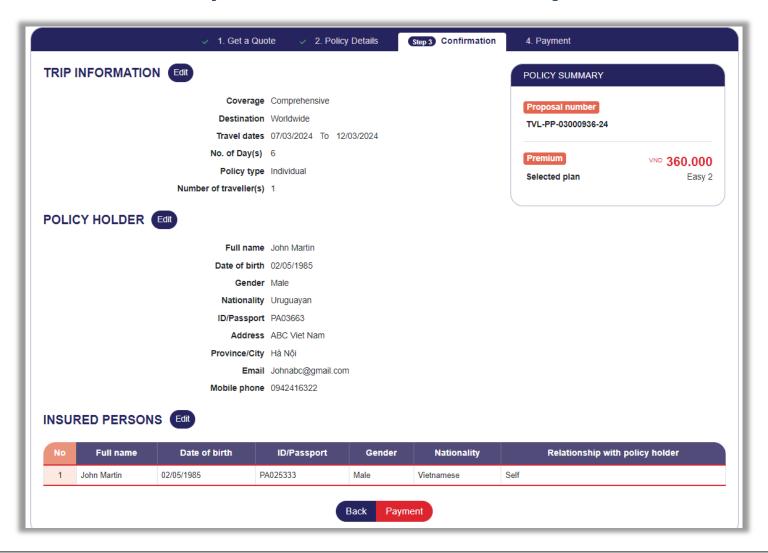
# Step 5: Fill in the Insured Person's information and press CONTINUE



- The insured person is the person who be in the travel/business trip.
- When the policyholder's information is different from the insured person: click on each line, or click on the icon icon to edit information for each person individually.



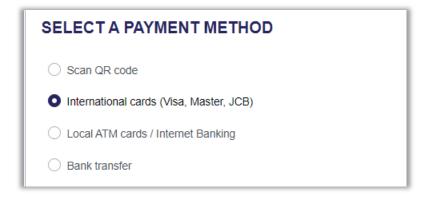
# Step 6: Check/Edit information and click Payment



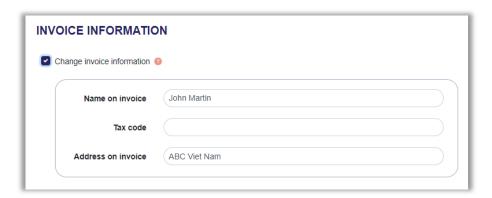


### Step 7: Select/tick 4 items to process payment

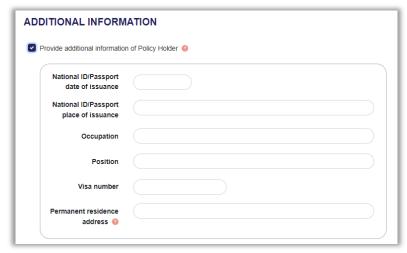
#### 1. Select a payment method



#### 2. Invoice Information



### 3. Additional information (if any)



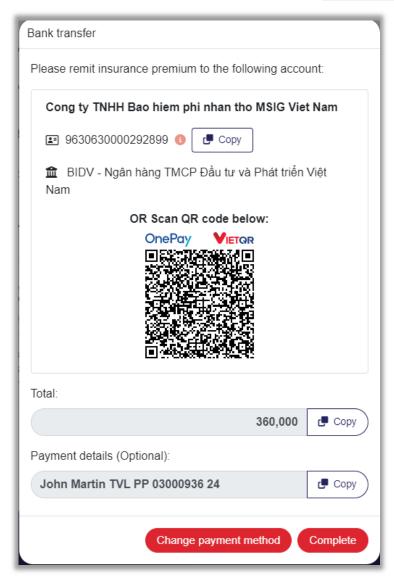
#### 4. Tick ACKNOWLEDGEMENT and click Buy

ACKNOWLEDGEMENT
Send me marketing communications on MSIG Vietnam's Products, Services, Promotions and Events.
have read, understand and accept the <b>Terms of Use</b> and the <b>Security and Privacy Policy</b> of the website and the Terms & Conditions of the <b>Policy Wording</b> .
I hereby acknowledge that the insurance liability of MSIG VN shall only arise after I have fully paid the premium(s) prescribed in the insurance contract entered into between I and MSIG Vietnam.
I ensure and confirm that all the information provided is truthful, sufficient and accurate. I shall take full responsibility before the law for all the information provided and understand that MSIG Vietnam shall not be liable for any loss or damage, whether being direct or indirect, caused by insufficient provision of information and/or inaccurate information.
Note: You will be redirected to payment gateway's website after clicking on "Buy" for secured payment.  Back Buy

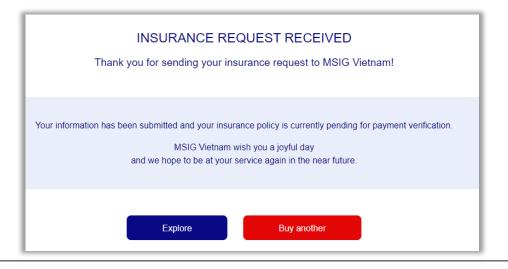
- Additional information is often needed where the Embassy/Consulate requests it to issue a visa
- Insurance certificate
  and invoice will only
  be sent to the
  customer's email after
  the customer has
  completed payment
- In case you need to issue a VAT invoice, please input the exact name/tax code/invoice address



### Note when choosing bank transfer method



- Client can:
  - Copy the Account Number and Transfer Amount by pressing [Copy]
  - Scan the QR Code with the E-Banking application, all necessary information for transfer will be entered.
- Each quote will have a separate identification account. Please note DO NOT use this Bank Account to pay for another quote.
- Customers can also change another payment method by clicking [Change payment method]
- When the Customer transfers the <u>correct amount to the correct account</u> <u>number</u>, the Insurance Policy will be issued automatically.
- Note that when you click the COMPLETE button after payment, the screen needs to display as below for the system to record insurance:





# **CONTACT INFORMATION**

If you need more detailed information, please contact MSIG Insurance (Vietnam) at the address below:

### **Digital Business Development**

MSIG Insurance (Vietnam) Co., Ltd.

10<sup>th</sup> Floor, Corner Stone Building, No. 16, Phan Chu Trinh Street, Phan Chu Trinh Ward, Hoan Kiem

District, Hanoi, Vietnam.

Hotline: 0888 176 198 - Ext 1

Website: msig.com.vn





# Thank you!

