

## How to trade with Royal & Sun Insurance

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### Office Insurance

- Choose your desired package, click INQUIRE NOW.
- Log in using Member Log in details.
- Enter contact person name, email ID, phone number and message. Click SUBMIT.
- You will receive an email notification of your order inquiry.
- Royal & Sun Insurance will contact you within 24 hours
- Receive quote from Royal & Sun Insurance, if satisfied, prepare PO.
- Log in using Member Log in details.
- Click ADD NEW TRANSACTION. Upload the required documents like PO and Quotation. Provide the required information like Partner Name, Product Name, PO Number, Order Value, PO Date. Click SUBMIT.
- You will receive an email notification of submitted PO.
- Royal & Sun Insurance will review your PO, they may require additional information and documents.
- Royal & Sun Insurance will approve your PO if all information and documents provided are correct.
- You will receive an email notification of approved PO.
- Receive invoice from Royal & Sun Insurance
- Pay for the invoice by Bank Transfer or Credit Card and obtain official receipt for the payment.
- Policy issuance and delivery to be completed by RSA.