

Making News at BAIS

Message from Managing Director – Jim Armstrong

For me this time of year is a time of reflection – another year passes, our amazing team has produced an extraordinary amount of work in supporting you and in developing new and exciting products.

We've faced and overcome some difficult challenges and have seen the world become even more complex and demanding.

Yet in all this there are constancies that I like to bring to mind – BAIS is built on the idea of partnerships – many of these go back decades – and I'd like to thank all of our partners – our clients, our suppliers and our associates for your support during 2017.

Your support makes all the effort worthwhile.

Christmas is a wonderful time for families and friends to celebrate the important things in life – from everyone at BAIS have a very Merry Christmas and a Happy and safe New Year.

Bob Hope said: *“When we recall Christmas past, we usually find that the simplest things – not the great occasions – give the greatest glow of happiness.”*

May you find the simple things this Christmas.



Christmas Trading Hours

It is that time of year again...



Please note that we will **not** be closing our office over the Christmas period, however the Support Team will be on reduced staff numbers during this time and trading hours have been altered as below:

<u>Date:</u>	<u>Trading Hours:</u>
Fri 22 nd Dec	9:00am – 1:00pm
Mon 25 th Dec	Closed – Christmas Day
Tues 26 th Dec	Closed – Boxing Day
Wed 27 th Dec	9:00am – 5:00pm (minimal staff)
Thurs 28 th Dec	9:00am – 5:00pm (minimal staff)
Fri 29 th Dec	9:00am – 1:00pm (minimal staff)
Mon 1 st Jan	Closed – New Year's Day
Tues 2 nd Jan	9:00am – 5:00pm (minimal staff)
Wed 3 rd Jan	9:00am – 5:00pm (minimal staff)
Thurs 4 th Jan	9:00am – 5:00pm (minimal staff)
Fri 5 th Jan	9:00am – 5:00pm (minimal staff)
Mon 8 th Jan	Normal hours resume

Please Note: Our office will be closing at 12:00pm for our annual staff Christmas party on 14th December.

Please ensure all your staff are made aware of the amended trading hours above. Thank you.



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What's New?

Release Notes for System Modifications

NSW Stamp Duty Exemption for Small Business

See later in this edition of News@BAIS for Release Note information on changes to the system to introduce the new NSW Stamp Duty exemption for Small Business for certain classes of business which will take effect for policies effective from 1st Jan 2018.

Other stamp duty changes are the removal of stamp duty for Crop and Livestock classes in NSW from 1st January 2018. This is a table update and does not require any modifications to the software. Bureau shared tables have been updated accordingly. Stand alone sites and those on the Bureau who maintain their own tables will need to manage these changes yourselves. Contact Support if you need assistance.

SVU Instalments

We have recently had a couple of sites pilot the new SVU instalment billing option and this is now available for use in ibais. You will need to contact the SVU Support team at Steadfast Tech at support@steadfasttech.com.au if you would like this function enabled, and they will co-ordinate with our Support team to have it implemented in your database. Currently instalment billing is available for IAL products only.

Actual Insurer Panels

For those of you who use Actual Insurers (Field based classes only) – the system now allows you to input a panel of Actual Insurers which attaches to the insurer and will default into policies for that insurer automatically. Contact Support for more information.

Do You Have a Story?

Invitation



If you have a story to share of an award, achievement or important anniversary for your company or a staff member, we would love to know so that we can share this in News@BAIS and join you in celebrating your successes.

Send an email with the details to sheri@bais.com.au with the subject line: News@BAIS Submission.

Coming Soon

Current Development Projects

MS Word Style Documents

We currently have three sites piloting our new RTF schedule option, which provides the ability to produce schedules in a Word-like format, complete with all the formatting, insertion of images/signatures, tables, variety of fonts etc that you would have in Word. This allows you to produce professional looking documentation with the ease of use of a familiar editor that behaves very much like Word. For those of you using text schedules this will enable you to move away from the fixed proportion fonts that you are required to use in text based schedules to other fonts to create a more modern and stylish document. We expect to make this available to all Bureau in early 2018, and there will be a training video released at that time to show you more of what can be achieved and how to use it. We are very excited about this new development and have received very positive feedback from every demonstration we have done.

Terrorism Tier Code Changes

The ARPC has introduced some changes to the Tier codes for some postcodes which take effect on 1st January 2018. Details of these changes can be downloaded from the APRC website [here](#). We are currently testing these changes and they will be released to Bureau soon.

Congratulations

Insurance Business Australia Brokers on Underwriting Agents Survey Results

Congratulations to our clients who have been recognized in the Brokers on Underwriting Agents Survey:

Brooklyn Underwriting	Cyber & IT Liability	Bronze
ASR Underwriting	Product Liability	Bronze
QUS	Strata Cover	Bronze
Brooklyn Underwriting	Public Liability	Silver
CHU	Strata Cover	Gold
And the Brokers Pick :		
CHU	Residential Strata	

Well done to all!

Stamp Duty Exemption for Small Business (NSW)

NSW has introduced small business Stamp Duty exemptions for certain policy classes effective from 1st January 2018. These exemptions are for businesses with a turnover of under \$2,000,000 and for the following classes of business:

- Commercial Motor Vehicle
- Commercial Aviation
- Occupational Indemnity (excluding Medical Indemnity)
- Public & Products Liability

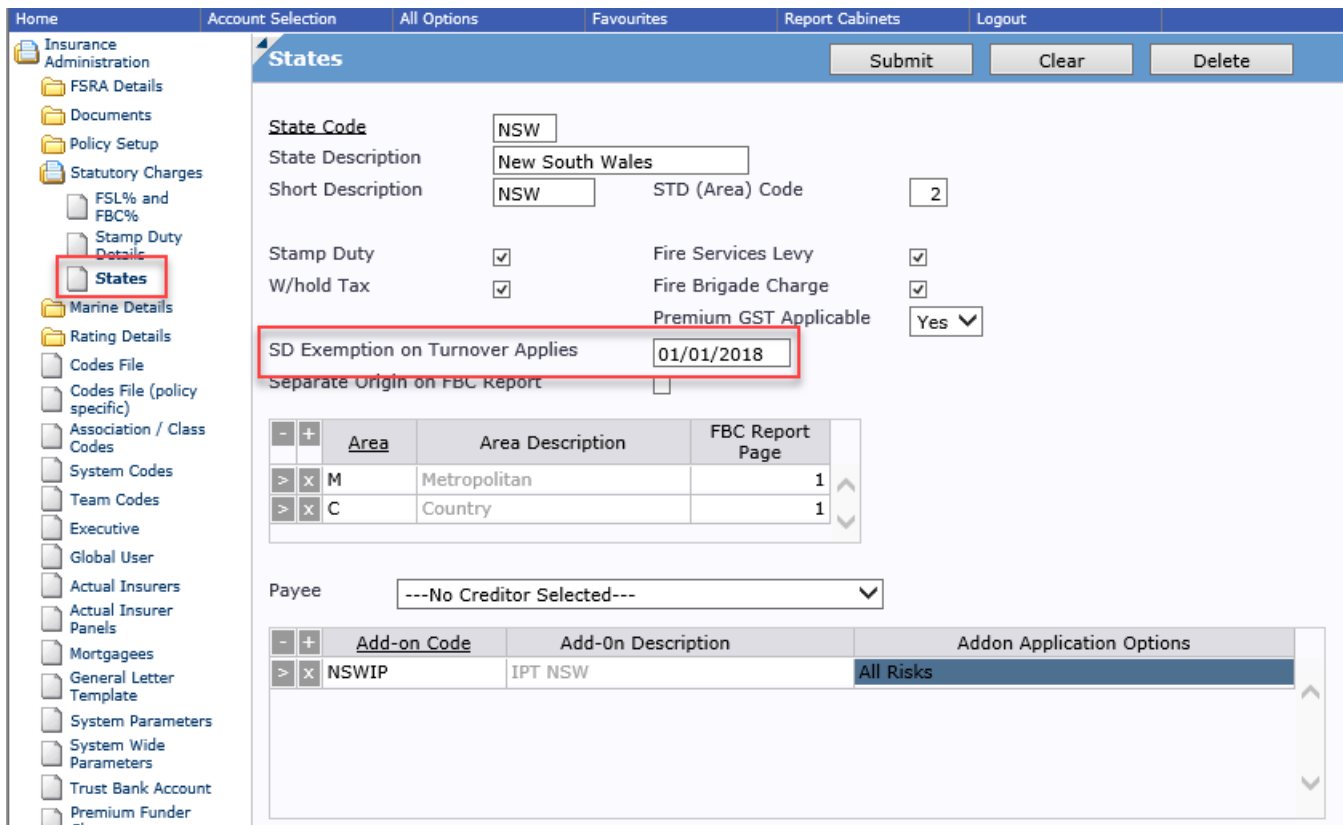
There is also a requirement to have a declaration on file for each financial period that the exemption is being claimed for, to verify the turnover and eligibility of the client for this exemption.

Setting up the ibais System

Step One: States

NOTE: Bureau clients do NOT need to complete this step as the shared States file is maintained by the BAIS Support Team for the Bureau.

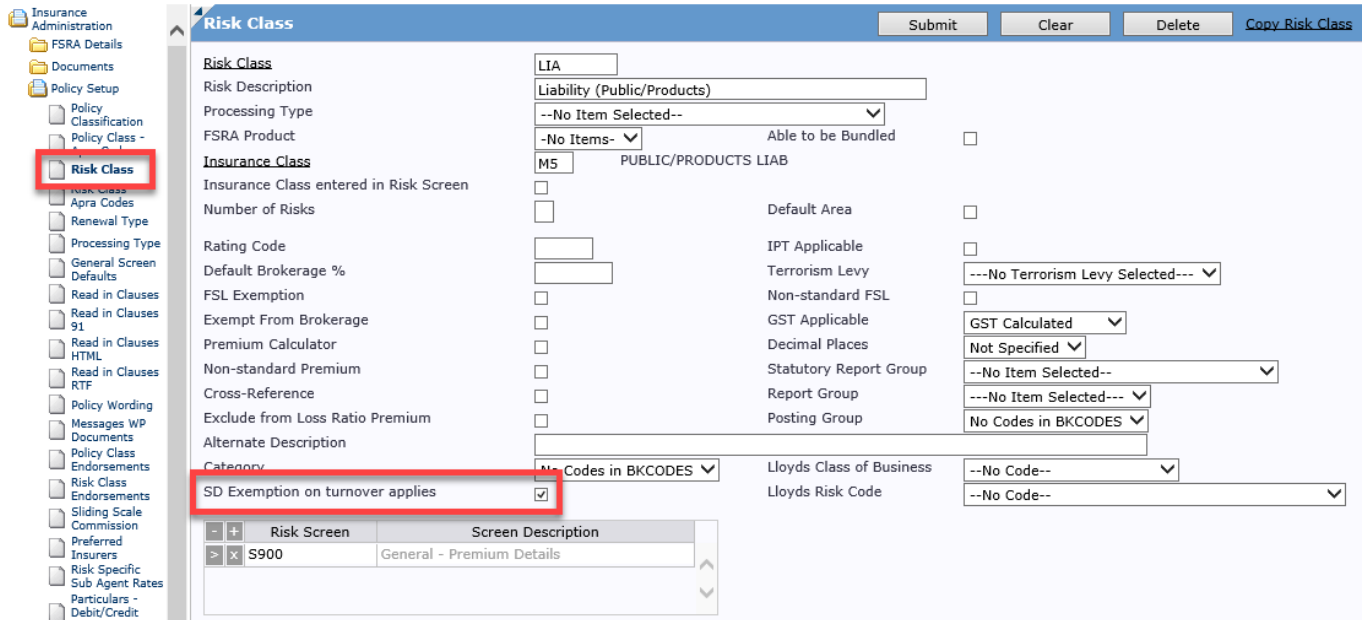
In the Insurance Admin menu the States file needs to be amended to record the effective date for the Stamp Duty Exemption on Turnover in NSW:



The screenshot shows the 'States' configuration page in the ibais system. The 'State Code' is set to 'NSW' and the 'State Description' is 'New South Wales'. The 'Short Description' is 'NSW' and the 'STD (Area) Code' is '2'. The 'Stamp Duty' checkbox is checked, and the 'Fire Services Levy' and 'Fire Brigade Charge' checkboxes are also checked. The 'Premium GST Applicable' dropdown is set to 'Yes'. The 'SD Exemption on Turnover Applies' field is highlighted with a red box and contains the date '01/01/2018'. Below this, there is a table for 'Area' and 'FBC Report Page' with two rows: 'M Metropolitan' and 'C Country', both with a value of '1'. At the bottom, there is a 'Payee' dropdown set to '---No Creditor Selected---' and a table for 'Add-on Code' and 'Add-on Description' with one row: 'NSWIP IPT NSW' and 'All Risks'.

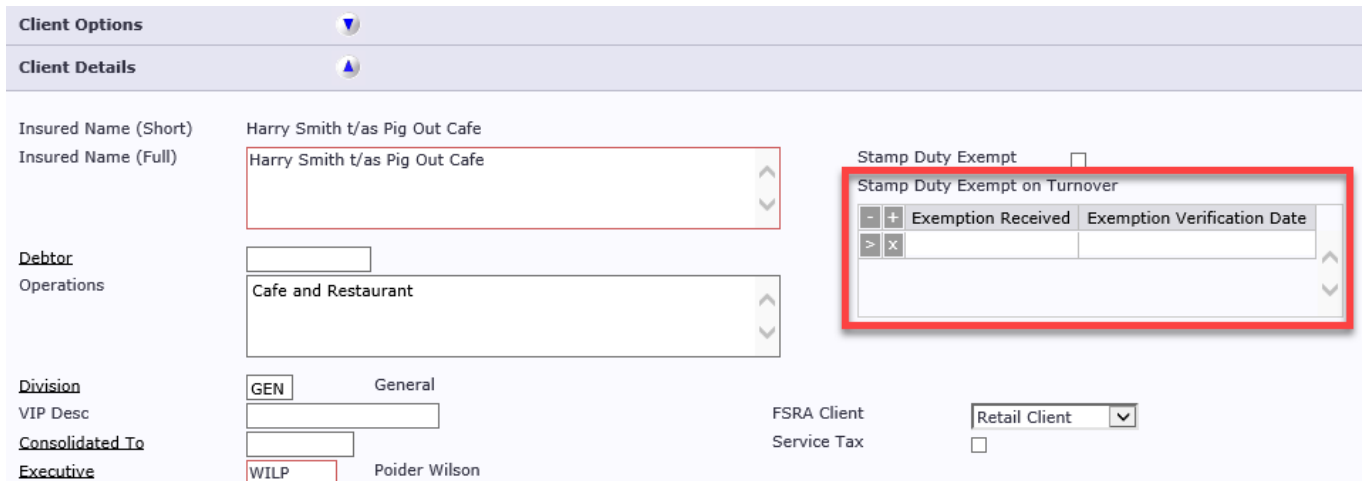
Step Two: Risk Maintenance

Risks for which the exemption applies should be flagged accordingly:



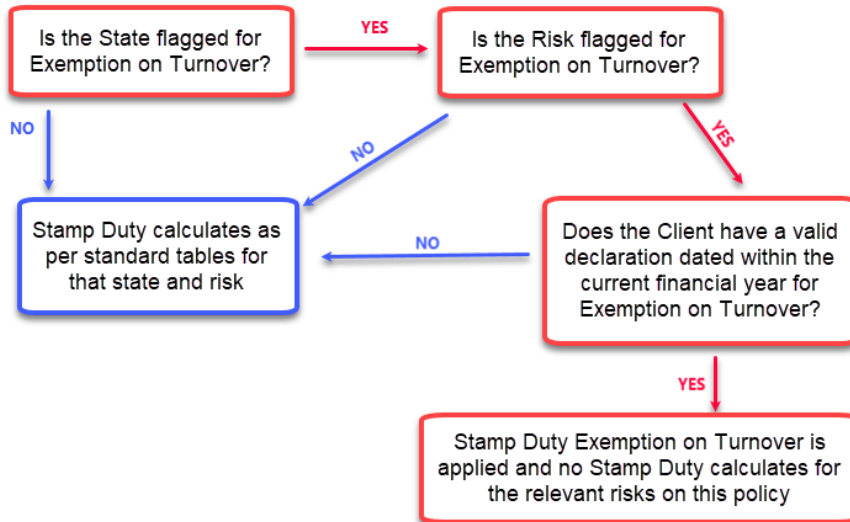
Step Three: Clients

A new table has been added in the Client Maintenance screen to record when a declaration has been received to verify that the client turnover is below the threshold.



How the Exemption Works

Once the above setup is done, the system will check the following during processing to determine whether to calculate Stamp Duty or not:



A new declaration is required for each new financial year, for the exemption to continue to apply.

More information is available on the NSW government website: [Budget announcement - click here](#)
[FAQ Revenue NSW - Click here](#)



BAIS is a proud supporter of
Feel the Magic Foundation and Camp Magic
A Place for Grieving Kids to Grow

www.feelthemagic.org.au
Ask Sheri for more info

