

# NTU GROUP TRAVELSURE

## GROUP TRAVELSURE APPLICATION INSTRUCTIONS

### Eligibility

NTU/NIE Group/Organisations such as Student Societies, Sports Clubs, Student Affairs Office, Schools, Departments, Research Centres may apply for group travel using the Group TravelSure Application Form.

### Authorised Representative

This will be the contact person submitting the application on behalf of the Group/Organisation.

### Credit Card Payment

- a. Credit Card Payment Details are to be completed for Group Travel which are organised and paid by students.
- b. Direct Group applications by NTU Schools/NIE/MOE/Department will be sent hardcopy invoices but they are still required to complete the Credit Card Details with dummy information as this is a compulsory field for online applications. Please input "dummy" details as follows:

Name: A Wong  
Credit Card: VISA  
Card No: 1111 1111 1111 1111  
Date of Expiry: 11/2016  
CVV No: 111

### Instructions

Please read the procedures below you complete the Group Application Form.

### Completion of Forms

The Authorised Representative will complete the Particulars of Authorised Representative. The group policy and invoice will be sent to the authorised representative/ NTU Schools/NIE/MOE/Department.

### Group Application Form (Spread Sheet)

Please complete as follows:

1. Staff/Student  
Indicate whether Staff or Student.
2. Matriculation Number  
This is to be furnished only by students.
3. Name of Insured  
Full name as in NRIC or FIN Card.
4. Nationality (Symbols to be used)  
S = Singapore Citizen      PR = Singapore Permanent Resident      O = Any Other Nationalities
5. NRIC or FIN No  
NRIC number is to be used for Singapore and Singapore PR and the FIN Number is to be used for all other nationalities.
6. Date of Birth in dd/mm/yyyy format.
7. Gender (Symbols to be used)  
M = Male                      F = Female
8. Travel Plan (Symbols to be used)  
S = Standard Plan  
SP = Standard Plus Plan
9. Geographical Region  
Only one of the following is to be entered: ASEAN, ASIA or WORLDWIDE.
10. Start and End Dates in dd/mm/yyyy format.

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11. Name and Save the file in CSV (Comma, delimited) format.

## **Payment Instructions for applications by NTU Schools/NIE/MOE/Department**

Upon receipt of the policy and invoice, please issue cheque payment to: United Overseas Insurance Limited.  
On the back of the cheque please indicate the invoice and policy numbers, contact telephone, name of group/organisation and mail this to:

United Overseas Insurance Limited  
3 Anson Road #28-01  
Springleaf Tower  
Singapore 079909

## **Queries**

Please direct all queries to: [admin@wyeresources.com.sg](mailto:admin@wyeresources.com.sg) or you may call us at 62843145.

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## FLOW CHART

