

Normally alterations may not be permitted during the first year of the policy, except for change in the mode of premium or alterations which are of a compulsory nature - like

- change in name or / address;
- readmission of age in case it is proved higher or lower;
- request for grant of double accident benefit or permanent disability benefit etc.

Alterations may be permitted in subsequent years. Some of these alterations may be affected by placing a suitable endorsement on the policy or on a separate paper. Other alterations, which require a material change in policy conditions, may require the cancellation of existing policies and issue of new policies.

Some of the main types of alterations that are permitted are:

- I. Change in certain classes of insurance or term (where risk is not increased)
- II. Reduction in the sum assured
- III. Change in the mode of payment of premium
- IV. Change in the date of commencement of the policy
- V. Splitting up of the policy into two or more policies
- VI. Removal of an extra premium or restrictive clause
- VII. Change from without profits to with profits plan
- VIII. Correction in name
- IX. Settlement option for payment of claim and grant of double accident benefit

These alterations generally do not involve an increase in the risk. There are other alterations in policies that are not allowed. These may be alterations that have the effect of lowering the premium. Examples are extension of the premium paying term; change from with profit to without profit plans; change from one class of insurance to another, where it increases the risk; and increase in the sum assured.

Insurance companies everywhere are generally allowed to select the actual wording of their policy documents, but these may need to be submitted to the regulator for approval