**PAID UP POLICIES PROCESS**

**PROG. ID:** - PRG\_PAIDUP\_PROCESS

**PROGRAM BRIEF DESC**: -

This program is to handle paid up polices. This is a situation where a policy has premium paid for more than 2 years and the policy holder cannot continue with payment of premium or contribution. Instead of surrendering the policy, he can opt to keep the policy active till maturity. This allows the accumulated contribution to continue attracting interest and where applicable bonus.

**TABLES**

Input

Product Details TBIL\_PRODUCT\_DETL Policy Premium Info. TBIL\_POLICY\_PREM\_INFO Insured Details TBIL\_INS\_DETAILS

Input/Output

Proposal/Policy Personal Information TBL\_POLICY\_DET

**PROCESSING**

Display Screen Labels.

Policy Number: - TBIL\_POLY\_POLICY\_NO

Assured Code: - TBL\_POLY\_ASSRD\_CD

Assured Name:-

Product Code: - TBL\_POL\_PRM\_PRDCT\_CD

Product Name:-

Policy Start Date: - TBLIL\_POL\_PRM\_FROM

Policy End Date: - TBIL\_POL\_PRM\_TO

Paid Up Effective Date: - TBIL\_POLY\_PAIDUP\_DT

Accept Data

Policy Number:- Accept Policy No From screen. Use the policy No to access the Policy Personal Information Table TBIL\_POLICY\_DET. Ensure that record exist for the policy.

Assured Code:- Move Assured Code from Policy Personal Information Table TBIL\_POLY\_ASSRD\_CD. Display on Screen.

Assured Name:- Use the Assured Code to Read the Insured Details Table (TBIL\_INS\_DETAIL). Move TBIL\_INSRD\_SURNAME + TBIL\_INSRD\_FIRST\_NAME to Screen

Product Code:- Use Policy No to Read the Policy Premium Information Table (TBIL\_POLICY\_PREM\_INFO) More TBIL\_POL\_PRM\_PRDCT\_CD to Screen.

Product Code:- Use Policy No to Read the Policy Premium Information (TBIL\_POLICY\_PREM\_INFO) Move TBIL\_POL\_PRM\_PRDCT\_CD to Screen.

Product Name:- Use the product Code to Access the Product Details Table (TBIL\_PRODUCT\_DETL). Move TBIL\_PRDTDTL\_DESC and Display on Screen.

Policy Start Date:- Move TBL\_POL\_PRM\_FROM to Screen.

Policy End Date:- Move TBL\_POL\_PRM\_TO to Screen.

Check that policy end date is future date

Check that Policy Status TBIL\_POL\_STATUS = ‘A’

Confirm that Policy is to be made Paid UP. (Confirm before implementing Paid up)

Effect Paid Up

Accept Paid up effective date from screen. Move to TBIL\_POLY\_PAIDUP\_DT.

Move ‘P’ to TBIL\_POLY\_STATUS.

Save Record

**POLICY REACTIVATION PROCESS**

**PROG ID**. PRG\_LI\_REVIVE\_POLICY

**PROG. BRIEF DESC;-** This Program is to re-activate Policies that have been marked lapsed. Decision to re-activate is dependent on management decision. The amount to be paid before re-activation is Management dependent also.

**TABLES**

Input

Product Details TBIL\_PRODUCT\_DETL

Policy Premium Information TBIL\_POLICY\_PREM\_INO

Insured Details TBL\_INS\_DETAIL

Input/output

Proposal/Policy Personal Information TBIL\_POLICY\_DET

**PROCESSING**

Display Screen Labels

Policy Number TBIL\_POLY\_POLICY\_NO

Assured Code TBIL\_POLY\_ASSRD\_CD

Assured Name

Product Code TBIL\_POL\_PRDCT\_CD

Product Name

Policy Start Date TBIL\_POL\_PRM\_FROM

Policy End Date TBIL\_POL\_PRM\_TO

Policy Lapse Date TBIL\_POLY\_LAPSE\_DT

Policy Revive Date TBIL\_POLY\_REACTIVATE\_DT

Accept Data:

Policy Number: Accept Policy No From Screen. Use the Policy No to Access the Policy Personal Information Table (TBIL\_POLICY\_DEPT) to ensure that the policy exist.

Assured Code:- Get Assured Code (TBIL\_POLY\_ASSRD\_CD) from the policy personal Information table.

Assure Name:- Use the Assured Code to Read the Insured Details Table (TBIL\_INS\_DETAIL). Move TBIL\_INSRD\_SURNAME + TBIL\_INSRD\_FIRSTNAME to Screen

Product Code:- Use Policy No to Read the Policy Premium Information Table (TBIL\_POLICY\_PREM\_INFO) Move TBIL\_POL\_PRM\_PRDCT\_CD to Screen.

Product Name: - Use the Product Code to access the Product Details Table (TBIL\_PRODCT\_DETL) Move TBIL\_PRDCT\_DTL\_DESC to Screen.

Product Start Date: - Move TBL\_POL\_PRM\_FROM to Screen.

Policy End Date: - Move TBL\_POL\_PRM\_TO to Screen

Policy Lapse Date: - Move TBIL\_POLY\_LAPSE\_DT to Screen.

IF TBIL\_POLY\_STATUS not = ‘L’ Lapse

Reject re-activation

Accept Re-activation date from screen.

Move Re-activation date to TBL\_POLY\_REACTIVATE\_DT

Move ‘R’ to TBIL\_POLY\_STATUS.

Confirm if Reactivation to be updated If yes, Save Record.

**POLICY LAPSE PROCESS**

**PROG. ID**. PRG\_LI\_LAPSE\_ PROCESS.

**PROG. BRIEF DESC:-**

This program is to read all active policies and check for those that have lapsed. It should asked for Confirmation before making them lapse. The program should first list out policies that have lapsed. After checking, It should be run again to effect the policy lapse.

**TABLES**

Input

Premium/Allocation Trans TBFN\_ALLOC\_DETAIL

Product Details TBIL\_PRODUCT\_DETL

Policy Premium Information TBIL\_POLICY\_PREM\_INFO

Insured Details TBIL\_INS\_DETAIL

Input/output

Proposal/Policy Personal Information TBIL\_POLICY\_DET

There should be 2 options at the beginning of the program

--- To print list for Lapse

---To Update Lapse

**PROCESSING**

Lapse Policy Report

Column Headings

Policy Number: - TBIL\_POLY\_POLICY\_NO

Assured Code: - TBIL\_POLY\_ASSRD\_CD

Assured Name:-

Product Code:- TBIL\_POL\_PRDCT\_CD

Product Name:-

Policy Start Date:- TBIL\_POL\_PRM\_FROM

Policy End Date:- TBIL\_POL\_PRM\_TO

Last Premium Paid Date:-

Effective Lapse Date:- TBIL\_POLY\_LAPSE\_DT

The above data should be printed for each lapse policy. One line of report for each Policy

* Policy Status TBIL\_POLY\_STATUS must be ‘A’ active before a policy can be lapsed.

Use the product Code to get the product name from the product Details Table. Use the Assured Code to get the Insured name from the Insured Details Table.

Last Premium Paid Date:- To get the last Premium paid date:-

Read Premium/Allocation Trans Table TBFN\_ALLOC\_DETAIL.

Sum all TBFN\_TRANS\_TOT\_AMT for a Policy where the TBFN\_TRANS\_TYPE = ‘N’ i.e. Normal Contribution.

Get the Monthly Contributions (TBILPOL\_PRM\_MTH\_CONTRIB\_FC) from the policy file Information Table.

Divide the sum of all Contributions paid by the Monthly Contribution to get the total number of months paid. Add No of Months paid to the Policy Start date to get the last Premium Paid Date.

Check if last Premium Paid date older than one year. If less than one year, exit lapse process.

Process Lapse.

Move last Premium Paid date to report.

If option is to print Report, Then Print and Exit.

If option is to update lapse then move today’s date to effective lapse date TBIL\_POLY\_LAPSE\_DT Move ‘L’ to TBIL\_POLY\_STATUS.

Save Record.

**POLICY CANCELLATION PROCESS**

**PROG. ID**  PRG\_LI\_CANCEL\_PROCESS.

**PROG. BRIEF DESC:-**

This program is to effect cancellation of a policy. Policies can be canceled if they are still within the cooling off period. This is estimated to be one month after the Policy becomes active. Premium collected for canceled policies should be refunded. Also commissions paid must be recovered.

**TABLES**

Input

Premium/Allocation Trans TBFN\_ALLOC\_DETAILS Agency Commission Details TBIL\_AGENCY\_COMM\_DTL

Product Details TBL\_PRODUCT\_DTL

Policy Premium Info TBL\_POLICY\_PREM\_INFO

Insured Details TBIL\_INS\_DETAIL

Input/output

Proposal/Policy Personal Information TBIL\_POLICY\_DET.

**PROCESSING**

Screen Display Label

Policy Number TBIL\_POLY\_POLICY\_NO

Assured Code TBIL\_POLY\_ASSRD\_CD

Assured Name

Product Code TBIL\_POL\_PRDCT\_CD

Product Name

Policy Start Date TBIL\_POL\_PRM\_FROM

Premium Paid

Basic Commission Paid

Overriding Commission Paid

Agent Code TBIL\_POLY\_AGCY\_CODE

Agent Name TBIL\_POLY\_AGCY\_NAME

Effective Cancel Date TBIL\_POLY\_CANCEL\_DT.

Accept Data

Policy No:-

Accept Policy number from screen. Use the policy No to Read the Policy Personal Information Table. TBIL\_POICY\_DET. Ensure the record for the Policy exist.

Assured Code :- Move Assured Code from the Policy Personal Information Table TBIL\_POLY\_ASSRD\_CD to Screen.

Assured Name:- Use Assured Code to read the Insured Details table

TBIL\_INS\_DETAIL). Move TBIL\_INSRD\_SURNAME + TBIL\_INSRD\_FIRSTNAME to Screen.

Product Code:- Use Policy number to access Policy Premium Information Table. Move TBIL\_PRM\_PRDCT\_CD to screen.

Product Name:- Use the Product Code to access the product Details Table (TBIL\_PRODUCT\_DETL) Move TBIL\_PRDCT\_DTL\_DESC to Screen.

Policy Start Date:- Move TBIL\_POL\_PRM\_FROM from policy Premium Information to display Screen.

Agent Code:- Get Agent Code from the Policy Personal Information Table. Move TBIL\_POLY\_AGCY\_CODE to Screen.

Agent Name:- Use Agent code to access Agents (Marketers) Codes Table TBIL\_AGENCY\_CD. Pick the agent name from the table.

Calculate Premium already paid on the Policy. Use the Policy No to read the Premium /Allocation Transaction Table (TBFN\_ALLOC\_DETAIL)

Sum all TBFN\_TRANS\_TOT\_AMT for Policy number . Move Total Premium Summed to screen.

Calculate Commissions paid on the Policy. Use the policy number to read all records in Agency Commission Details (TBIL\_AGENCY\_COMM\_DTLS)

Sum Basic Commission as total of all TBIL\_AGCY\_DTL\_STD\_COMM for the policy

Sum Overriding Commission as total of all

TBIL\_AGCY\_DTL\_ADD 1

TBIL\_AGCY\_DTL\_ADD 2

TBIL\_AGCY\_DTL\_ADD 3

Move Total Basic Commission to Screen

Move Total Overriding Commission to Screen

Accept Effective date of cancellation from screen. Move to TBIL\_POLY\_CANCEL\_DT

Check that Cancellation effective date is not more than one month after Policy Start date. (TBIL\_POL\_PRM\_FROM). If more reject cancellation.

Check that Policy Status TBIL\_POLY\_STATUS = ‘A’ If not rejected.

Confirm that Policy should be cancelled. If confirmation is yes, Move ‘C’ to TBIL\_POLY\_STATUS. Save Record.

Print out Cancellation Report

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Policy Cancelation Report. Date :-------

Policy No:-

Assured Name

Product Name

Policy Start Date

Agent Code

Agent Name

Effective Cancellation Date

Total Premium Paid

Total Basic Commission

Total Overriding Commission.

**WAIVER CLAIM PROCESSING**

**PROG. ID**. PRG\_LI\_CLM\_WAIVER

**PROGRAM BRIEF DESC**:-

This is a program to process policies for which waiver is being claimed. This is a situation where Premium payment has to be suspended for a policy because of permanent Disability or Critical illness that affects income of the policy holder. The Policy Holder must have subscribed to waiver cover. The policy will still be regarded as active.

**TABLES**:-

Input:-

Product Details TBL\_PRODUCT\_DETL

Policy Premium Info. TBL\_POLICY\_PREM\_INFO

Insured Details TBIL\_INS\_DETAIL

Product Cover Details TBIL\_COVER\_DET

Additional Policy Covers TBIL\_POLICY\_ADD\_PREM

Input/output

Proposal/Policy Personal Information TBIL\_POLICY\_DET.

**PROCESSING**

Display Screen Labels

Policy Number TBIL\_POLY\_POLICY\_NO

Assured Code TBIL\_POLY\_ASSRD\_CD

Assured Name

Policy Product Code TBIL\_POL\_PRDCT\_CD

Product Description

Policy Start Date TBIL\_POL\_PRM\_FROM

Policy End Date TBIL\_POL\_PRM\_TO

Waiver Effective Date TBIL\_POLY\_WAIVER\_DT

Accept Data

Policy Number:- Accept Policy Number from screen. Use Policy Number to read Policy Personal Information TBIL\_POLICY\_DET to ensure policy exist.

Assured Code:- Move Assured Code from Policy Personal Information TBIL\_POLY\_ASSRD\_CD Display on Screen

Assured Name:- Use Assured Code to read the Insured Details Table (TBIL\_INS\_DETAIL)  
Move TBIL\_INSRD\_SURNAME + TBIL\_INSRD\_FIRSTNAME Display on screen.

Product Code:- Use Policy number to access Policy Premium Information Table. Move TBIL\_PRM\_PRDCT\_CD to screen.

Product Name: - Use the Product Code to access the Product Details Table (TBIL\_PRODUCT\_DETL) Move TBIL\_PRDCT\_DTL\_DESC to Screen.

Policy Start Date :- Move TBIL\_POL\_PRM\_FROM from policy premium information table display on screen

Policy End Date: - Move TBL\_POL\_PRM\_TO from policy premium information table display on the screen

Check that the Policy end date is future date

Check that the policy status TBIL\_POLY\_STATUS = ‘A’

Confirm that WAIVER should be effected. If yes then effect the waiver.

Effect Waiver

Read the product cover Details Table TBIL\_COVER\_DET. Display cover codes.

Pick waiver Cover. If no cover for waiver, then reject process.

Use the Waiver code to read the Additional policy cover table for the policy.

Read all the records in the table for the policy and check that waiver cover exist.

If not, then waiver not applicable.

If waiver cover exist.

* Accept waiver effective date from screen. Move the date to TBIL\_POLY\_WAIVER\_DT. Move ‘W’ to TBIL\_POLY\_STATUS.

Save Record.