

# Assignment/Re-Assignment

## Definitions:

- a. **Assignment:** Assignment of a Policy is transferring rights, title and interest of the life insurance policy to a person or persons/Trust or trusts/Company or Companies.
- b. **Re-Assignment:** Re-Assignment is the process by which the Assignor gets the title and rights back from assignee
- c. **Assignor:** Assignor is the policyholder who transfers the title and interest of life insured
- d. **Assignee:** Assignee is the person who receives the title from Assignor

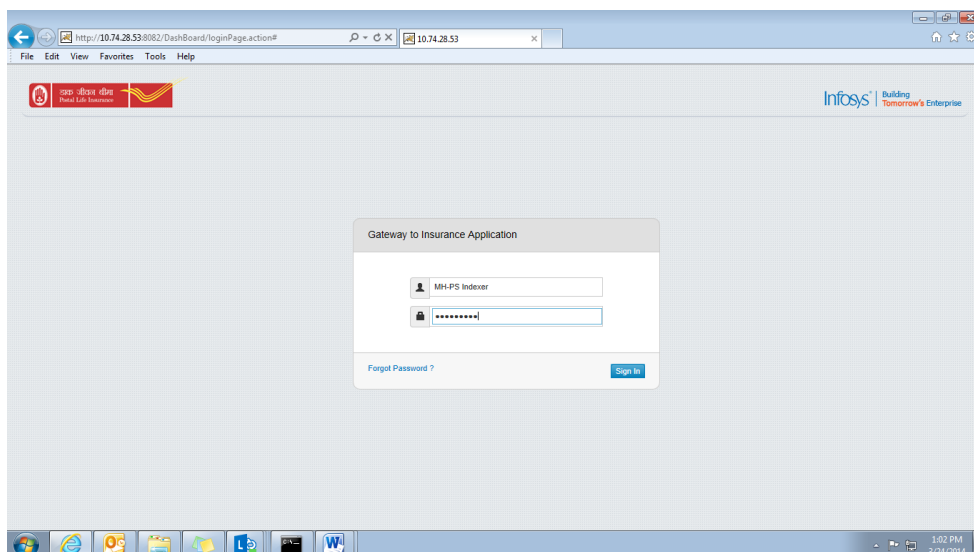
## Types of Assignment:

- a. **Conditional:** Conditional assignment is the assignment which is done based on conditions e.g. Loan or any monetary condition. Once the condition is met then policy is Re-Assigned to policy holder.
- b. **Absolute:** Absolute assignment is the type of assignment in which the assignor loses all the rights on the policy and the policy can be Re-Assigned only through a written consent from Assignee.

## Steps to Process an Assignment/Re-Assignment:

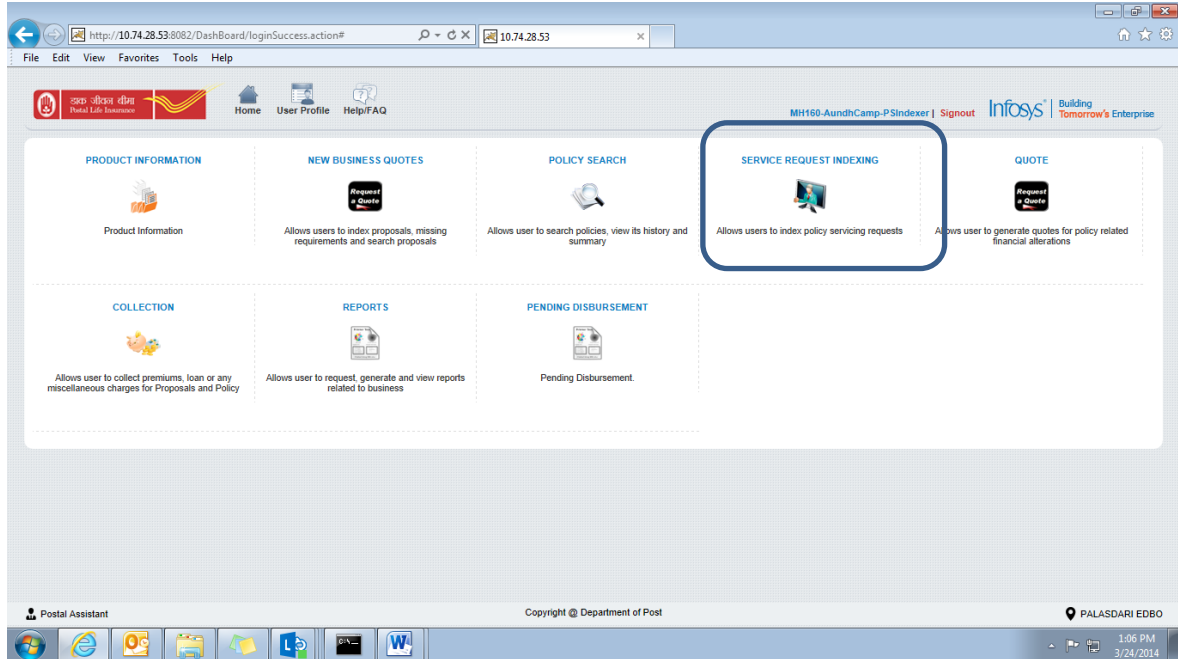
### 1. Login with credentials of Indexer:

Enter valid credentials of Indexer and login to the application

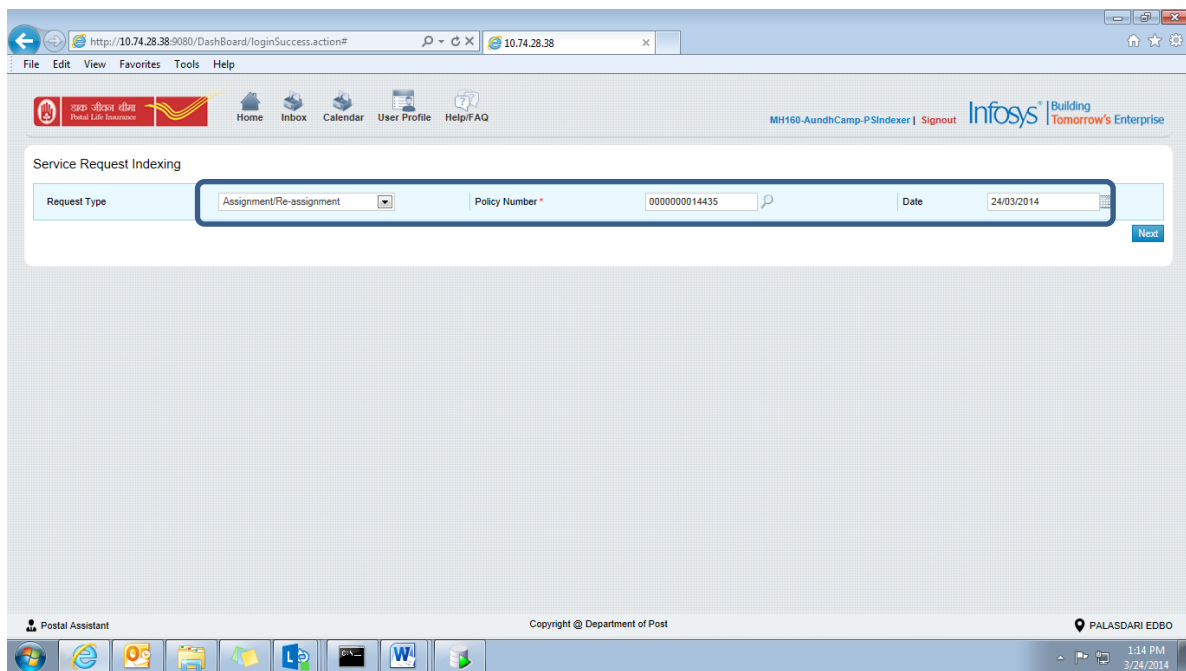


## 2. Index a request for the Assignment/Re-Assignment:

- a. After logging into application, click on “Service request Indexing” icon.



- b. Select request type as “Assignment/Re-Assignment” from the “Request type Drop-Down”, Enter Policy Number and select today’s Date. Click on Next



- c. On this (Service Request Indexing) screen, policy summary and existing request on the same policy are displayed. Click on Submit. A Ticket ID gets generated. The request is sent for data entry.

The screenshot shows the 'Service Request Indexing' interface. At the top, there's a navigation bar with 'Home', 'Inbox', 'Calendar', 'User Profile', and 'Help/FAQ'. Below this, a 'Policy Summary' table displays details for Policy Number 0000000015541, including Instalment Amount (656.00), Issue Date (30/08/1993), Policy Status (Active), Insured (monu prasad mohan), Product Name (Sumangal), and Customer ID (13559). A 'Pending Request/s' table shows a request with ID N-AEA0000019031 for the same policy. A blue success message box in the center states: 'Transaction submitted successfully for Ticket Number PSASS0000033749'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 1:16 PM on 3/24/2014.

- d. Login with data entry credentials into the system, Click on Inbox icon. Enter the ticket ID generated in "Ticket ID/Proposal Number" field. Select Status as "Reserved". Click on search

This screenshot shows the 'Inbox Result' section of the application. The search criteria at the top include 'Request Queue' set to 'System Admin', 'Status' set to 'Reserved', and 'Ticket Id / Proposal Number' set to 'PSASS0000033749'. The 'Search' button is highlighted. Below the search bar, a table titled 'Inbox Result' shows one item found. The table has columns for Ticket ID, Customer ID, Policy No/Proposal No, Request Type, Status, Request Date/Time, Request Owner, Indexed By, Office, and Actions. The single entry shows Ticket ID PSASS0000033749, Customer ID 13559, Policy No/Proposal No 0000000015541, Request Type Assignment/Re-assignment, Status Reserved, Request Date/Time Mon Mar 24 00:00:00 IST 2014, Request Owner free\_soul, Indexed By MH-PS Indexer, and Office PALASDARI EDBO. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 1:20 PM on 3/24/2014.

- e. Click on located Ticket ID link. After clicking the link, system navigates user to data entry screen. Click on “Click here” link.

The screenshot shows a web browser window with the URL <http://10.74.28.38:9080/DashBoard/loginSuccess.action#>. The page header includes the Infossys logo and navigation links like Home, Inbox, Calendar, User Profile, and Help/FAQ. The main content area displays a 'Request Type: Assignment/Re-assignment' with a 'Ticket No.: PSASS0000033749' and 'Policy Number: 0000000015541'. Below this, a 'Policy Summary' table shows details like 'Instalment Amount: 656.00', 'Policy Status: Active', and 'Insured: monu prasad mohan'. The 'Assignment Processing' section features a table with columns: Sr.No., Customer ID, First Name, Last Name, Type of Assignment, Assignment Expiry Date, and Action. A link 'Click here' is highlighted in the 'Do you want to add Assignee?' section. At the bottom, there are buttons for 'Submit', 'View Documents', 'Add Comments', 'Request History', and 'Cancel'.

- f. Select the assignee type (There are 3 types of assignees i. Individual ii. Company iii. Trust) and fill in all the mandatory fields on the data entry screen, select all the document checkbox and click on “Add Assignee”. An entry is created in Assignment processing table. Click on Submit to send request to Quality Checker. Type of assignment can be selected as “Absolute” or “Conditional”.

The screenshot shows the 'Add Assignee' form in the Infossys portal. The form is titled 'Add Assignee' and includes a close button (X). It contains several sections for data entry: 'Assignee Type' (radio buttons for Individual, Company, Trust), 'Customer ID', 'First Name', 'Last Name', 'Date of Birth', 'Assignment Status' (dropdown), 'Consideration Amount', 'Email', 'Address', 'Village', 'City', 'State' (dropdown), 'Pin Code', 'Assignment Expiry Date', 'Middle Name', 'Gender' (radio buttons for Male, Female), 'Age', 'Type of Assignment' (dropdown), 'Relationship to Insured', 'Phone Number', 'Address', 'Taluka', 'District', 'Country' (dropdown), 'Assignment Effective Date', and 'Reason for Entry'. The form is filled with the following details: Assignee Type: Individual, Customer ID: (empty), First Name: Ajay, Last Name: Varma, Date of Birth: 01/03/1989, Assignment Status: Assigned, Consideration Amount: (empty), Email: jajays@yahoo.com, Address: 11 east street, Village: (empty), City: Pune, State: Maharashtra, Pin Code: 425001, Assignment Expiry Date: (empty), Middle Name: madan, Gender: Male, Age: 25, Type of Assignment: Absolute, Relationship to Insured: son, Phone Number: 8554659225, Address: West end, Taluka: (empty), District: Pune, Country: India, Assignment Effective Date: 24/03/2014, Reason for Entry: (empty). An 'Add Assignee' button is located at the bottom right of the form.

Request Type: Assignment/Re-assignment | Ticket No: PSASS0000033749 | Policy Number: 0000000015541 | Date: 24/03/2014

**Policy Summary -0000000015541**

Installment Amount	656.00	Policy Status	Active	Insured	monu prasad mohan	Product Name	Sumangal
Issue Date	30/08/1993	Premium Paid Till	31/07/2013	Customer ID	43559	Duplicate Policy Bond Issued	No

**Assignment Processing**

Sr.No.	Customer ID	First Name	Last Name	Type of Assignment	Assignment Expiry Date	Action
1		ajay	varma	Absolute		

Do you want to add Assignee, If yes [Click here](#)

**List of Documents**

- ☐ Assignment Form
- ☐ Assignment Notice
- ☐ Policy Document

[Submit](#) [View Documents](#) [Add Comments](#) [Request History](#) [Cancel](#)

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- g. Login with Quality Checker Credentials, locate the request ID and check the details filled by data entry. After verifying click on submit the request to Approver.

Request Type: Assignment/Re-assignment | Ticket No: PSASS0000033749 | Policy Number: 0000000015541 | Date: 24/03/2014

**Policy Summary -0000000015541**

Installment Amount	656.00	Policy Status	Active	Insured	monu prasad mohan	Product Name	Sumangal
Issue Date	30/08/1993	Premium Paid Till	31/07/2013	Customer ID	43559	Duplicate Policy Bond Issued	No

**Assignment Processing**

Sr.No.	Customer ID	First Name	Last Name	Type of Assignment	Assignment Expiry Date	Action
1		ajay	varma	Absolute		
2		ajay	varma	Absolute		

Do you want to Edit Assignee Details, If yes [Click here](#)

**List of Documents**

- ☒ Assignment Form
- ☒ Assignment Notice
- ☒ Policy Document

**Request Missing Documents**

Document Name	Document Request Date	Status	Received Date	Add New [+]
-Select-	24/03/2014	Pending		

[Submit](#) [Redirect](#) [View Documents](#) [Request Missing Documents](#) [Add Comments](#) [Request History](#) [Cancel](#)

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- h. Login with Approver credentials, locate the request ID and Approve/Reject the request.

The screenshot shows a web browser window with the URL <https://172.18.132.143:8080/DashBoard/loginSucces>. The page displays a 'Request Summary' for Policy Number AM-106929-CS, with details including Installment Amount (3,030.00), Issue Date (22/11/2010), Policy Status (Active), Insured (GARGA DHAR MAHANTA), and Product Name (Santosh). Below this, the 'Assignment Processing' section shows a table with one entry for 'Absolute' assignment. The 'List of Documents' section lists 'Assignment Form', 'Assignment Notice', and 'Policy Document'. The 'Request Missing Documents' section is highlighted, showing a table with columns for Document Name, Document Request Date, Status, and Received Date. The 'Approve' button is circled in blue.

Sr.No.	Customer ID	First Name	Last Name	Type of Assignment	Assignment Expiry Date	Action
1		adisa		Absolute		N.A.

Document Name	Document Request Date	Status	Received Date	Add New [+]
-Select-	24/03/2014	Pending		

Buttons: Redirect, Approve, Reject, View Documents, Request Missing Documents, Add Comments, Request History, Cancel

- i. Once a request is approved the details are updated and can be checked from policy summary>>Assignment Details section

The screenshot shows the 'Assignment Details' section of the Infossys portal. It displays various details including 'Next Premium Date' (01/12/2013), 'Last Installment' (October 2016), 'Agent Name' (DUMMY\_AGENT), and 'Agent ID' (DM0000). The 'Assignment Details' section is highlighted with a blue circle, showing a table with columns for Type Of Assignment, Name Of Assignee, Assignment Effective Date, and Assignment Expiry Date. Below this, the 'Survival Benefit Details' and 'Insured Details' sections are visible, including 'Permanent Address', 'Phone Number', 'Email ID', 'Office Email ID', 'Employer', 'Designation', 'Correspondence Address', and 'Office Phone Number'.

Type Of Assignment	Name Of Assignee	Assignment Effective Date	Assignment Expiry Date
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Permanent Address: O/O THE E.E. BAKSA DIVISION MUSHALPUR BTAD AS 781354

Employer: JE

Designation: JE

Correspondence Address: %THE EE BAKSA DIVISION MUSHALPUR AS 781354