

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

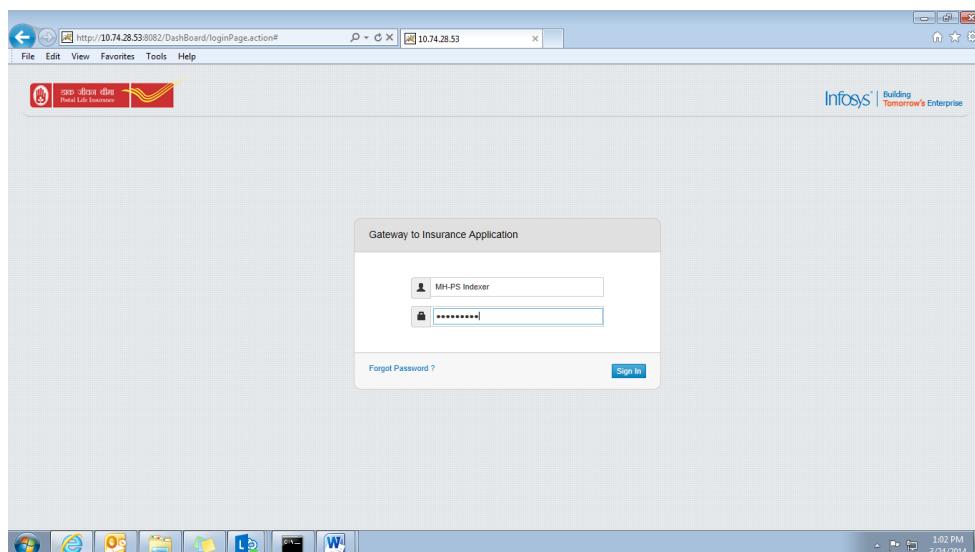
Types of Assignment:

- 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:

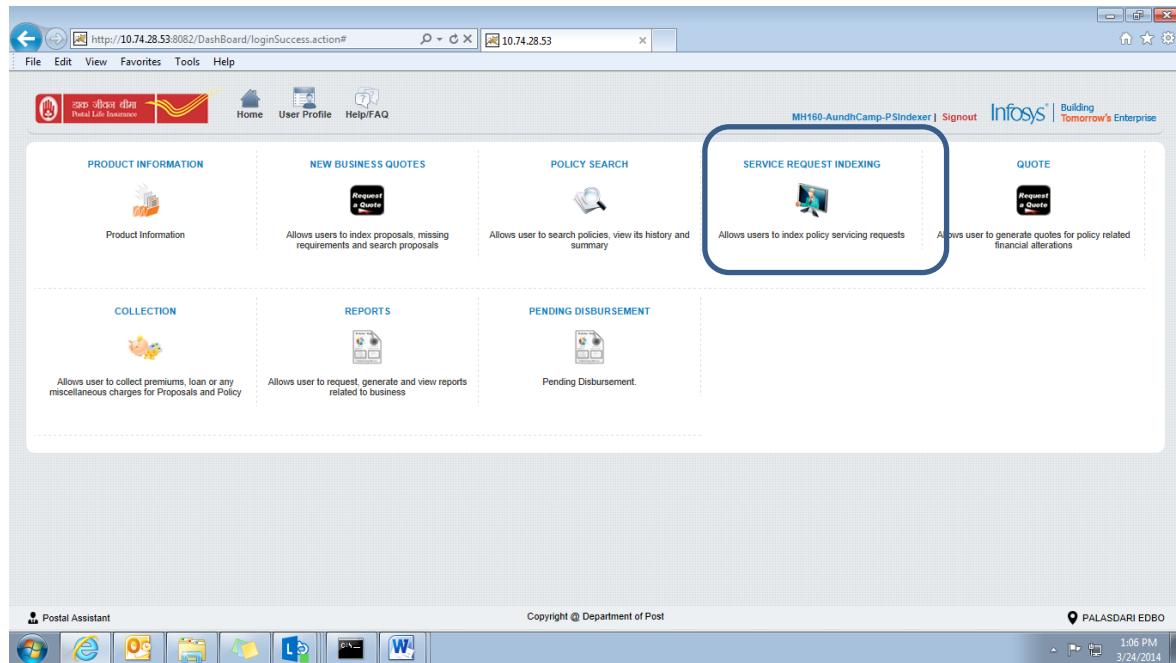
1. Login with credentials of Indexer:

Enter valid credentials of Indexer and login to the application



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

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



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

The screenshot shows a 'Service Request Indexing' form. At the top, there's a header with links for Home, Inbox, Calendar, User Profile, Help/FAQ, and Signout. The main form has fields for Request Type (set to 'Assignment/Re-assignment'), Policy Number (containing '000000014435'), and Date (set to '24/03/2014'). A 'Next' button is located at the bottom right of the form. The footer includes icons for Postal Assistant, Copyright notice (Department of Post), and system status (PALASDARI EDBO, 1:14 PM, 3/24/2014).

- 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 a web browser window for 'http://10.74.28.38:9080/Dashboard/loginSuccess.action#'. The main content area is titled 'Service Request Indexing'. It displays a 'Policy Summary' table with details like 'Installment Amount: 656.00', 'Policy Status: Active', and 'Insured: monu prasad mohan'. Below this is a 'Pending Requests' table with one item: 'Request ID: N.AEA0000019031' and 'Policy Number: 0000000015541'. A blue 'Success' dialog box is centered, stating 'Transaction submitted successfully for Ticket Number PSASS0000033749'. At the bottom right of the dialog are 'Ok' and 'Cancel' buttons. The footer includes links for 'Postal Assistant', 'Copyright @ Department of Post', and 'PALASDARI EDBO'. The status bar at the bottom right shows '1:16 PM 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

The screenshot shows a web browser window for 'http://10.74.28.38:9080/Dashboard/loginSuccess.action#'. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area is titled 'Inbox Result' and contains a search form. The 'Status' dropdown is set to 'Reserved' and the 'Ticket Id / Proposal Number' input field contains 'PSASS0000033749'. Below the search form is a table titled 'Inbox Result' with one item found. The table columns include 'Ticket ID', 'Customer ID', 'Policy No/Proposal No', 'Request Type', 'Status', 'Request Date/Time', 'Request Owner', 'Indexed By', 'Office', and 'Actions'. The single item listed is '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', 'Office: PALASDARI EDBO', and 'Actions' with a magnifying glass icon. The footer includes links for 'Postal Assistant', 'Copyright @ Department of Post', and 'PALASDARI EDBO'. The status bar at the bottom right shows '1:20 PM 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-based application interface for assignment processing. At the top, there's a header bar with the URL <http://10.74.28.38:9080/DashBoard/loginSuccess.action#>, the IP address 10.74.28.38, and the user Nagesh. Below the header is a navigation menu with links for Home, Inbox, Calendar, User Profile, and Help/FAQ. On the right side, there's an Infosys logo with the tagline "Building Tomorrow's Enterprise". The main content area displays a table with policy summary information:

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	13559	Duplicate Policy Bond Issued:	No

Below the table, there's a section titled "Assignment Processing" with a table header:

Sr.No.	Customer ID	First Name	Last Name	Type of Assignment	Assignment Expiry Date	Action
Do you want to add Assignee? If yes Click here						

Underneath this, there's a "List of Documents" section with checkboxes for "Assignment Form", "Assignment Notice", and "Policy Document". At the bottom of the page, there are several buttons: Submit, View Documents, Add Comments, Request History, and Cancel. The footer contains copyright information for the Department of Post and the date 3/24/2014.

- 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. At the top, it asks if the user wants to add an assignee and provides a "Click here" link. The form itself has a header "Add Assignee" with a close button. It contains the following fields:

Assignee Type:	<input checked="" type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Trust
Customer ID:	<input type="text"/>
First Name:	Ajay
Last Name:	Varma
Date of Birth:	01/03/1989
Assignment Status:	Assigned
Consideration Amount:	<input type="text"/>
Email:	ajays@yahoo.com
Address:	11 east street
Village:	<input type="text"/>
City:	Pune
State:	Maharashtra
Pin Code:	425001
Assignment Expiry Date:	<input type="text"/>
Middle Name:	<input type="text"/> madan
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
Age:	25
Type of Assignment:	<input checked="" type="radio"/> Absolute <input type="radio"/> Conditional
Relationship to Insured:	son
Phone Number:	8554659225
Address:	West end
Taluka:	<input type="text"/>
District:	Pune
Country:	India
Assignment Effective Date:	24/03/2014
Reason for Expiry:	<input type="text"/>

At the bottom right of the form is a "Add Assignee" button. The footer of the page includes the same copyright and date information as the previous screenshot.

Screenshot of the 'Assignment Processing' page in the Postal Life Insurance system.

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	13559	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

Buttons: Submit, View Documents, Add Comments, Request History, Cancel

Head of CPC Copyright @ Department of Post PALASDARI EDBO

2:37 PM 3/24/2014

- 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.

Screenshot of the 'Assignment Processing' page in the Postal Life Insurance system.

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	13559	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		

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

Office Assistant Copyright @ Department of Post PALASDARI EDBO

2:40 PM 3/24/2014

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

The screenshot shows a web-based application for managing policy assignments. At the top, there's a navigation bar with links for Home, Inbox, User Profile, Help/FAQ, approver, and Signout. The main content area displays a Policy Summary for AM-106929-CS. Below it, the Assignment Processing section lists an assignment for customer ID 1, sddsa, with an absolute type of assignment. The Request Missing Documents section contains a table with columns for Document Name, Document Request Date, Status, Received Date, and actions. The 'Approve' button in this section is highlighted with a blue box. The bottom of the screen shows standard Windows system icons and a status bar indicating the date and time.

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

This screenshot shows the same application interface after an assignment has been approved. The Agent Details and Nominee Details sections are visible. The Assignment Details section is highlighted with a blue box around its table, specifically around the 'Type Of Assignment' column. The Insured Details section shows the permanent address of the insured and their employer information. The bottom of the screen shows the standard Windows taskbar and system status.