

# IC-38

## INSURANCE AGENTS

### LIFE

#### ACKNOWLEDGEMENT

This course is based on revised syllabus prepared by Insurance Institute of India, Mumbai



**भारतीय बीमा संस्थान**  
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# INSURANCE AGENTS - LIFE

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This is only an indicative study material. Please note that the questions in the examination shall not be confined to this study material.

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# PREFACE

The Institute has developed the course material for Insurance Agents Life Branch in consultation with the industry. The course material is prepared based on the syllabus approved by IRDAI.

The study course, thus, provides basic knowledge of Life, General and Health insurance that enables agents to understand and appreciate their professional career in the right perspective. Needless to say, insurance business operates in a dynamic environment the agents will have to keep abreast of changes in law and practice, through personal study and participation in in-house training given by insurers.

We thank IRDAI for entrusting this work to III. The Institute wishes all those who study this course and pass the examination.

**Insurance Institute of India**

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# **SECTION 1**

# **COMMON CHAPTERS**

# CHAPTER 1

## INTRODUCTION TO INSURANCE

### Chapter Introduction

This chapter aims to introduce the basics of insurance, trace its evolution and how it works. You will also learn how insurance provides protection against economic losses arising as a result of unforeseen events and serves as an instrument of risk transfer.

### Learning Outcomes

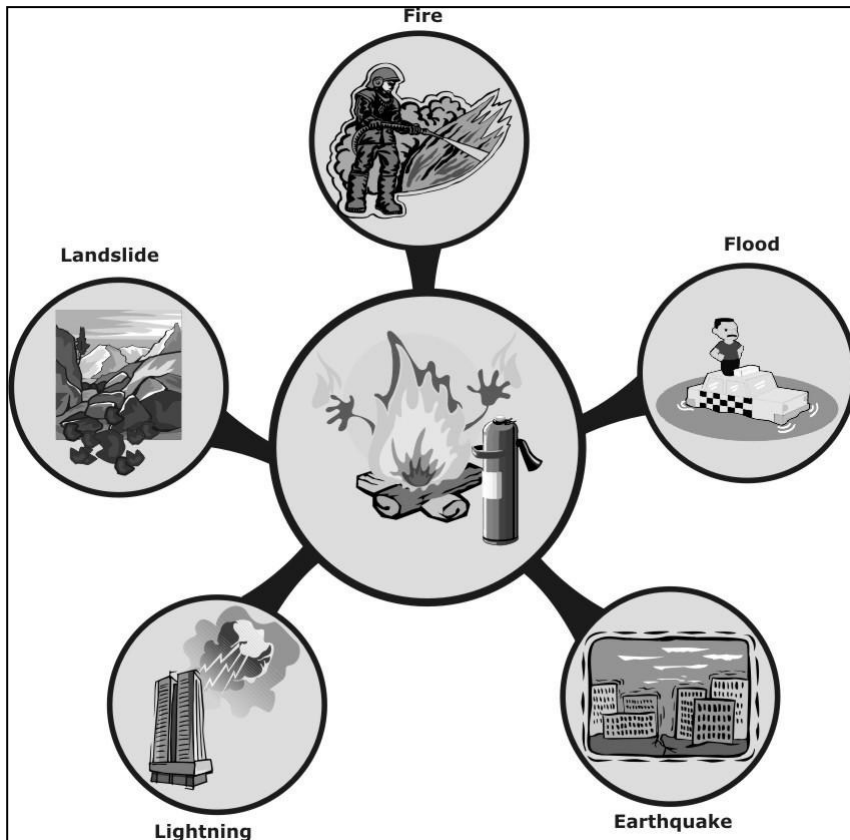
- A. Life insurance - History and evolution
- B. How insurance works
- C. Risk management techniques
- D. Insurance as a tool for managing risk
- E. Role of insurance in society

## A. Life insurance - History and evolution

We live in a world of uncertainty. We hear about:

- ✓ trains colliding;
- ✓ floods destroying entire communities;
- ✓ earthquakes that bring grief;
- ✓ young people dying suddenly pre-maturely

Diagram 1: Events happening around us



Why do these events make us anxious and afraid?

The reason is simple.

- Firstly these **events are unpredictable**. If we can anticipate and predict an event, we can prepare for it.
- Secondly, such unpredictable and untoward events are often a **cause of economic loss and grief**.

A community can come to the aid of individuals who are affected by such events, by having a system of sharing and mutual support.

The idea of insurance took birth thousands of years ago. Yet, the business of insurance, as we know it today, goes back to just two or three centuries.

### 1. History of insurance

Insurance has been known to exist in some form or other since 3000 BC. Various civilisations, over the years, have practiced the concept of pooling and sharing among themselves, all the losses suffered by some members of the community. Let us take a look at some of the ways in which this concept was applied.

### 2. Insurance through the ages

<b>Babylonian Traders</b>	The <b>Babylonian traders</b> had agreements where they would pay additional sums to lenders, as a price for writing off of their loans, in case a shipment was lost or stolen. These were called 'bottomry loans'. Under these agreements, the loan taken against the security of the ship or its goods had to be repaid only if and when the ship arrived safely, after the voyage, at its destination.
<b>Traders from Bharuch and Surat</b>	Practices similar to Babylonian traders were prevalent among <b>traders from Bharuch and Surat</b> , sailing in Indian ships to Sri Lanka, Egypt and Greece.
<b>Greeks</b>	The <b>Greeks</b> had started benevolent societies in the late 7th century AD, to take care of the funeral - and families - of members who died. The <b>Friendly Societies of England</b> were similarly constituted.
<b>Inhabitants of Rhodes</b>	The <b>inhabitants of Rhodes</b> adopted a practice whereby, if some goods were lost due to jettisoning <sup>1</sup> during distress, the owners of goods (even those who lost nothing) would bear the losses in some proportion.
<b>Chinese Traders</b>	<b>Chinese traders</b> in ancient days would keep their goods in different boats or ships sailing over the treacherous rivers. They assumed that even if any of the boats suffered such a fate, the loss of goods would be only partial and not total. The loss could be distributed and thereby reduced.

### 3. Modern concepts of insurance

In India the principle of life insurance was reflected in the institution of the joint-family system in India, which was one of the best forms of life insurance down the ages. Sorrows and losses were shared by various family members in the event of the unfortunate demise of a member, as a result of which each member of the family continued to feel secure.

The break-up of the joint family system and emergence of the nuclear family in the modern era, coupled with the stress of daily life has made it

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<sup>1</sup>Jettisoning means throwing away some of the cargo to reduce weight of the ship and restore balance



necessary to evolve alternative systems for security. This highlights the importance of life insurance to an individual.

- i. **Lloyds:** The origins of modern commercial insurance business as practiced today can be traced to Lloyd’s Coffee House in London. Traders, who used to gather there, would agree to share the losses, to their goods being carried by ships, due to perils of the sea. Such losses used to occur because of maritime perils, such as pirates robbing on the high seas, or bad sea weather spoiling the goods or sinking of the ship due to perils of the sea.
- ii. **Amicable Society for a Perpetual Assurance** founded in 1706 in London is considered to be the first life insurance company in the world.

#### 4. History of insurance in India

- a) **India:** Modern insurance in India began in early 1800 or thereabouts, with agencies of foreign insurers starting marine insurance business.

<b>The Oriental Life Insurance Co. Ltd</b>	The first life insurance company to be set up in India was an English company
<b>Triton Insurance Co. Ltd.</b>	The first non-life insurer to be established in India
<b>Bombay Mutual Assurance Society Ltd.</b>	The first Indian insurance company. It was formed in 1870 in Mumbai
<b>National Insurance Company Ltd.</b>	The oldest insurance company in India. It was founded in 1906 and it is still in business.

Many other Indian companies were set up subsequently as a result of the Swadeshi movement at the turn of the century.

#### Important

In 1912, the **Life Insurance Companies Act** and the **Provident Fund Act** were passed to regulate the insurance business. The Life Insurance Companies Act, 1912 made it compulsory that premium-rate tables and periodical valuation of companies be certified by an actuary. However, the disparity and discrimination between Indian and foreign companies continued.

The **Insurance Act 1938** was the first legislation enacted to regulate the conduct of insurance companies in India. This Act, as amended from time to time continues to be in force. The Controller of Insurance was appointed by the Government under the provisions of the Insurance Act.

- b) **Nationalisation of life insurance:** Life insurance business was nationalised on 1st September 1956 and the **Life Insurance Corporation of India (LIC)** was formed. There were 170 companies and 75 provident fund societies doing life insurance business in India at that time. From 1956 to 1999, the LIC held exclusive rights to do life insurance business in India.

- c) **Nationalisation of non-life insurance:** With the enactment of General Insurance Business Nationalisation Act (GIBNA) in 1972, the non-life insurance business was also nationalised and the **General Insurance Corporation of India (GIC) and its four subsidiaries** were set up. At that point of time, 106 insurers in India doing non-life insurance business were amalgamated with the formation of four subsidiaries of the GIC of India.
- d) **Malhotra Committee and IRDAI:** In 1993, the Malhotra Committee was setup to explore and recommend changes for development of the industry including the reintroduction of an element of competition. The Committee submitted its report in 1994. In 1997 the Insurance Regulatory Authority (IRA) was established. The passing of the Insurance Regulatory & Development Act, 1999 (IRDAI) led to the formation of **Insurance Regulatory and Development Authority of India (IRDAI)** in April 2000 as a statutory regulatory body both for life, non-life and health insurance industry. **IRDA has been subsequently renamed as IRDAI in 2014.**

Amending the Insurance Act in 2015, certain stipulations have been added governing the definition and formation of insurance companies in India.

*An Indian Insurance company includes a company 'in which the aggregate holdings of equity shares by foreign investors, including portfolio investors, do not exceed forty-nine percent of the paid up equity capital of such Indian insurance company, which is Indian owned and controlled, in such manner as may be prescribed'.*

Amendment to the Insurance Act also stipulates about foreign companies in India, *A foreign insurance company can engage in reinsurance through a branch established in India. The term "re-insurance" means the 'insurance of part of one insurer's risk by another insurer who accepts the risk for a mutually acceptable premium'*

## 5. Life insurance industry today

Currently, there are 24 life insurance companies operating in India as detailed hereunder:

- a) Life Insurance Corporation (LIC) of India is a public sector company
- b) There are 23 life insurance companies in the private sector
- c) The postal department, under the Government of India, also transacts life insurance business via Postal Life Insurance, but is exempt from the purview of the regulator

## Test Yourself 1

Which among the following is the regulator for the insurance industry in India?

- I. Insurance Authority of India
  - II. Insurance Regulatory and Development Authority of India
  - III. Life Insurance Corporation of India
  - IV. General Insurance Corporation of India
-

## B. How insurance works

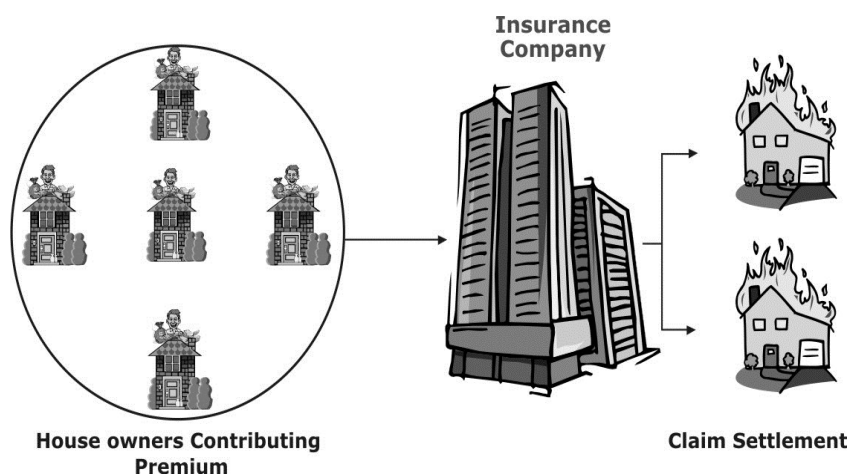
Modern commerce was founded on the principle of ownership of property. When an asset loses value (by loss or destruction) due to a certain event, the owner of the asset suffers an economic loss. However if a common fund is created, which is made up of small contributions from many such owners of similar assets, this amount could be used to compensate the loss suffered by the unfortunate few.

In simple words, the chance of suffering a certain economic loss and its consequence could be transferred from one individual to many through the mechanism of insurance.

### Definition

Insurance may thus be considered as a process by which the losses of a few, who are unfortunate to suffer such losses, are shared amongst those exposed to similar uncertain events / situations.

Diagram 2: How insurance works



There is however a catch here.

- i. Would people agree to part with their hard earned money, to create such a common fund?
- ii. How could they trust that their contributions are actually being used for the desired purpose?
- iii. How would they know if they are paying too much or too little?

Obviously someone has to initiate and organise the process and bring members of the community together for this purpose. That 'someone' is known as an

‘Insurer’ who determines the contribution that each individual must make to the pool and arranges to pay to those who suffer the loss.

The insurer must also win the trust of the individuals and the community.

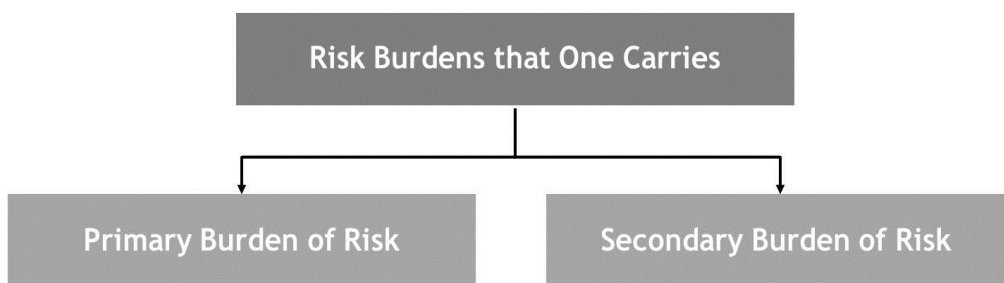
## 1. How insurance works

- a) Firstly, these must be an asset which has an economic value. The **ASSET**:
  - i. May be **physical** (like a car or a building) or
  - ii. May be **non-physical** (like name and goodwill) or
  - iii. May be **personal** (like one’s eyes, limbs and other aspects of one’s body)
- b) The asset may lose its value if a certain event happens. This chance of loss is called as **risk**. The cause of the risk event is known as **peril**.
- c) There is a principle known as **pooling**. This consists of collecting numerous individual contributions (known as premiums) from various persons. These persons have similar assets which are exposed to similar risks.
- d) This pool of funds is used to compensate the few who might suffer the losses as caused by a **peril**.
- e) This process of pooling funds and compensating the unlucky few is carried out through an institution known as the **insurer**.
- f) The insurer enters into an insurance **contract** with each person who seeks to participate in the scheme. Such a participant is known as **insured**.

## 2. Insurance reduces burdens

Burden of risk refers to the costs, losses and disabilities one has to bear as a result of being exposed to a given loss situation/event.

**Diagram 3: Risk burdens that one carries**



There are two types of risk burdens that one carries - **primary and secondary**.

### a) Primary burden of risk

The **primary burden of risk** consists of losses that are actually suffered by households (and business units), as a result of pure risk events. These losses

are often direct and measurable and can be easily compensated for by insurance.

### Example

When a factory gets destroyed by fire, the actual value of goods damaged or destroyed can be estimated and the compensation can be paid to the one who suffers such loss.

If an individual undergoes a heart surgery, the medical cost of the same is known and compensated.

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In addition there may be some indirect losses.

### Example

A fire may interrupt business operations and lead to loss of profits which also can be estimated and the compensation can be paid to the one who suffers such a loss.

---

#### b) Secondary burden of risk

Suppose no such event occurs and there is no loss. Does it mean that those who are exposed to the peril carry no burden? The answer is that apart from the primary burden, one also carries a secondary burden of risk.

The **secondary burden of risk** consists of costs and strains that one has to bear merely from the fact that one is exposed to a loss situation. Even if the said event does not occur, these burdens have still to be borne.

Let us understand some of these burdens:

- i. Firstly there is **physical and mental strain caused by fear and anxiety**. The anxiety may vary from person to person but it is present and can cause stress and affect a person's wellbeing.
- ii. Secondly when one is **uncertain about whether a loss would occur or not**, the prudent thing to do would be to set aside a reserve fund to meet such an eventuality. There is a cost involved in keeping such a fund. For instance, such funds may be held in a liquid form and yield low returns.

By transferring the risk to an insurer, it becomes possible to enjoy peace of mind, invest funds that would otherwise have been set aside as a reserve, and plan one's business more effectively. It is precisely for these reasons that insurance is needed.

## Test Yourself 2

Which among the following is a secondary burden of risk?

- I. Business interruption cost
  - II. Goods damaged cost
  - III. Setting aside reserves as a provision for meeting potential losses in the future
  - IV. Hospitalisation costs as a result of heart attack
-

## C. Risk management techniques

Another question one may ask is whether insurance is the right solution to all kinds of risk situations. The answer is 'No'.

Insurance is only one of the methods by which individuals may seek to manage their risks. Here they transfer the risks they face to an insurance company. However there are some other methods of dealing with risks, which are explained below:

### 1. Risk avoidance

Controlling risk by avoiding a loss situation is known as risk avoidance. Thus one may try to avoid any property, person or activity with which an exposure may be associated.

#### Example

- i. One may refuse to bear certain manufacturing risks by contracting out the manufacturing to someone else.
- ii. One may not venture outside the house for fear of meeting with an accident or may not travel at all for fear of falling ill when abroad.

---

But risk avoidance is a negative way to handle risk. Individual and social advancements come from activities that need some risks to be taken. By avoiding such activities, individuals and society would lose the benefits that such risk taking activities can provide.

### 2. Risk retention

One tries to manage the impact of risk and decides to bear the risk and its effects by oneself. This is known as self-insurance.

#### Example

A business house may decide, based on experience about its capacity to bear small losses up to a certain limit, to retain the risk with itself.

### 3. Risk reduction and control

This is a more practical and relevant approach than risk avoidance. It means taking steps to lower the chance of occurrence of a loss and/or to reduce severity of its impact if such loss should occur.



## Important

The measures to reduce chance of occurrence are known as ‘**Loss Prevention**’. The measures to reduce degree of loss are called ‘**Loss Reduction**’.

---

Risk reduction involves reducing the frequency and/or sizes of losses through one or more of:

- a) **Education and training**, such as holding regular “fire drills” for employees, or ensuring adequate training of drivers, forklift operators, wearing of helmets and seat belts and so on.

One example of this can be educating school going children to avoid junk food.

- b) **Making Environmental changes**, such as improving “physical” conditions, e.g. better locks on doors, bars or shutters on windows, installing burglar or fire alarms or extinguishers. The State can take measures to curb pollution and noise levels to improve the health status of its people. Regular spraying of Malaria medicine helps in prevention of outbreak of the disease.

- c) **Changes made in dangerous or hazardous operations**, while using machinery and equipment or in the performance of other tasks

For example leading a healthy lifestyle and eating properly at the right time helps in reducing the incidence of falling ill.

- d) **Separation**, spreading out various items of property into varied locations rather than concentrating them at one location, is a method to control risks. The idea is, if a mishap were to occur in one location, its impact could be reduced by not keeping everything at that one place.

For instance one could reduce the loss of inventory by storing it in different warehouses. Even if one of these were to be destroyed, the impact would be reduced considerably.

#### 4. Risk financing

This refers to the provision of funds to meet losses that may occur.

- a) **Risk retention through self-financing** involves self-payment for any losses as they occur. In this process the firm assumes and finances its own risk, either through its own or borrowed funds, this is known as **self-insurance**. The firm may also engage in various risk reduction methods to make the loss impact small enough to be retained by the firm.

b) **Risk transfer** is an alternative to risk retention. Risk transfer involves transferring the responsibility for losses to another party. Here the losses that may arise as a result of a fortuitous event (or peril) are transferred to another entity.

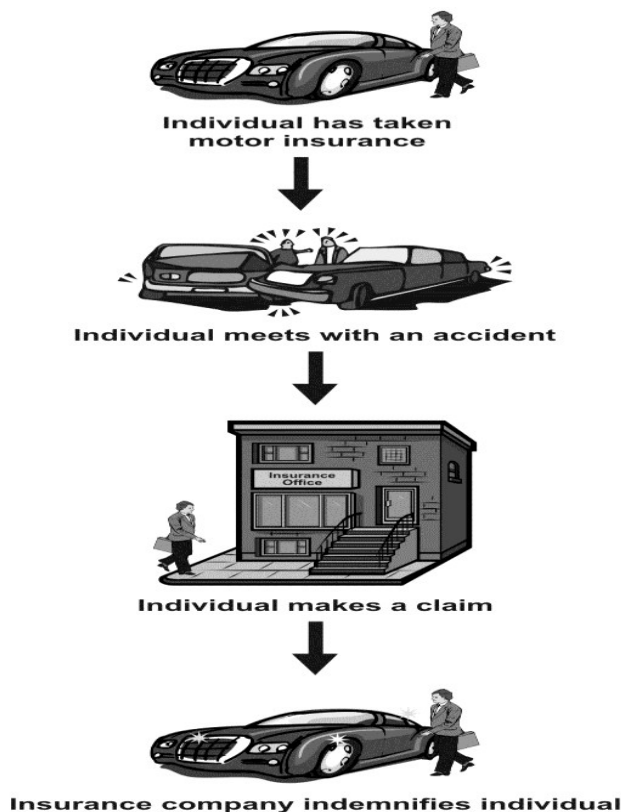
Insurance is one of the major forms of risk transfer, and it permits uncertainty to be replaced by certainty through insurance indemnity.

### Insurance vs Assurance

Both insurance and assurance are financial products offered by companies operating commercially. Of late the distinction between the two has increasingly become blurred and the two are taken as somewhat similar. However there are subtle differences between the two as discussed hereunder.

Insurance refers to protection against an event that **might** happen whereas assurance refers to protection against an event that **will** happen. Insurance provides cover against a risk while assurance covers an event that is definite e.g. death, which is certain, only the time of occurrence is uncertain. Assurance policies are associated with life cover.

**Diagram 4:** How insurance indemnifies the insured



There are other ways to transfer risk. For example when a firm is part of a group, the risk may be transferred to the parent group which would then finance the losses.

Thus, insurance is only one of the methods of risk transfer.

### Test Yourself 3

Which among the following is a method of risk transfer?

- I. Bank FD
  - II. Insurance
  - III. Equity shares
  - IV. Real estate
-

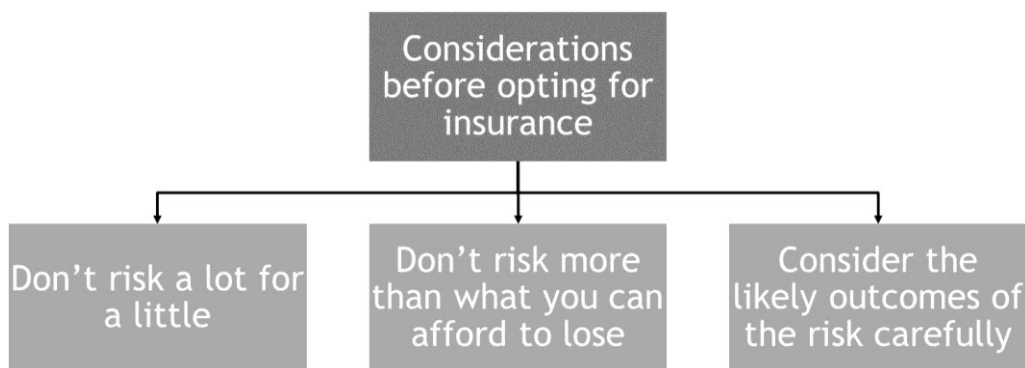
## D. Insurance as a tool for managing risk

When we speak about a risk, we are not referring to a loss that has actually been suffered but a loss that is likely to occur. It is thus an expected loss. The cost of this expected loss (which is the same as the cost of the risk) is the product of two factors:

- i. The **probability** that the peril being insured against may happen, leading to the loss
- ii. The **impact** or the amount of loss that may be suffered as a result

The cost of risk would increase in direct proportion with both probability and amount of loss. However, if the amount of loss is very high, and the probability of its occurrence is small, the cost of the risk would be low.

Diagram 5: Considerations before opting for insurance



### 1. Considerations before opting for Insurance

When deciding whether to insure or not, one needs to weigh the cost of transferring the risk against the cost of bearing the loss, that may arise, oneself. The cost of transferring the risk is the insurance premium - it is given by two factors mentioned in the previous paragraph. The best situations for insurance would be where the probability is very low but the loss impact could be very high. In such instances, the cost of transferring the risk through its insurance (the premium) would be much lower while the cost of bearing it on oneself would be very high.

- a) **Don't risk a lot for a little:** A reasonable relationship must be there between the cost of transferring the risk and the value derived.

### Example

Would it make sense to insure an ordinary ball pen?

---

- b) **Don't risk more than you can afford to lose:** If the loss that can arise as a result of an event is so large that it can lead to a situation that is near

bankruptcy, retention of the risk would not appear to be realistic and appropriate.

### Example

What would happen if a large oil refinery were to be destroyed or damaged?  
Could a company afford to bear the loss?

---

- c) **Consider the likely outcomes of the risk carefully:** It is best to insure those assets for which the probability of occurrence (frequency) of a loss is low but the possible severity (impact), is high.

### Example

Could one afford to not insure a space satellite?

---

### Test Yourself 4

Which among the following scenarios warrants insurance?

- I. The sole bread winner of a family might die untimely
  - II. A person may lose his wallet
  - III. Stock prices may fall drastically
  - IV. A house may lose value due to natural wear and tear
-

## E. Role of insurance in society

Insurance companies play an important role in a country's economic development. They are contributing in a significant sense to ensuring that the wealth of the country is protected and preserved. Some of their contributions are given below.

- a) Their investments benefit the society at large. An insurance company's strength lies in the fact that huge amounts are collected and pooled together in the form of premiums.
- b) These funds are collected and held for the benefit of the policyholders. Insurance companies are required to keep this aspect in mind and make all their decisions in dealing with these funds so as to be in ways that benefit the community. This applies also to its investments. That is why successful insurance companies would not be found investing in speculative ventures i.e. stocks and shares.
- c) The system of insurance provides numerous direct and indirect benefits to the individual, his family, to industry and commerce and to the community and the nation as a whole. The insured - both individuals and enterprises - are directly benefitted because they are protected from the consequences of the loss that may be caused by an accident or fortuitous event. Insurance, thus, in a sense protects the capital in industry and releases the capital for further expansion and development of business and industry.
- d) Insurance removes the fear, worry and anxiety associated with one's future and thus encourages free investment of capital in business enterprises and promotes efficient use of existing resources. Thus insurance encourages commercial and industrial development along with generation of employment opportunities, thereby contributing to a healthy economy and increased national productivity.
- e) A bank or financial institution may not advance loans on property unless it is insured against loss or damage by insurable perils. Most of them insist on assigning the policy as collateral security.
- f) Before acceptance of a risk, insurers arrange survey and inspection of the property to be insured, by qualified engineers and other experts. They not only assesses the risk for rating purposes but also suggest and recommend to the insured, various improvements in the risk, which will attract lower rates of premium.
- g) Insurance ranks with export trade, shipping and banking services as an earner of foreign exchange to the country. Indian insurers operate in more than 30 countries. These operations earn foreign exchange and represent invisible exports.

- h) Insurers are closely associated with several agencies and institutions engaged in fire loss prevention, cargo loss prevention, industrial safety and road safety.

## Information

### Insurance and Social Security

- a) It is now recognised that provision of social security is an obligation of the State. Various laws, passed by the State for this purpose involve use of insurance, compulsory or voluntary, as a tool of social security. Central and State Governments contribute premiums under certain social security schemes thus fulfilling their social commitments. The Employees State Insurance Act, 1948 provides for **Employees State Insurance Corporation** to pay for the expenses of sickness, disablement, maternity and death for the benefit of industrial employees and their families, who are insured persons. The scheme operates in certain industrial areas as notified by the Government.
- b) Insurers play an important role in social security schemes sponsored by the Government such as
1. RKBY - Rashtriya Krishi Bima Yojana
  2. RSBY - Rashtriya Swasthya Bima Yojana
  3. PMJBY - Pradhan Mantri Jeevan Jyoti Bima Yojana
  4. PMSBY - Pradhan Mantri Suraksha Bima Yojana
- All these benefit the community in general.
- c) All the **rural insurance schemes**, operated on a commercial basis, are designed ultimately to provide social security to the rural families.
- d) Apart from this support to Government schemes, the insurance industry itself offers on a commercial basis, insurance covers which have the ultimate objective of social security. Examples are: **Janata Personal Accident, Jan Arogya** etc.

## Test Yourself 5

Which of the below insurance scheme is run by an insurer and not sponsored by the Government?

- I. Employees State Insurance Corporation
- II. Crop Insurance Scheme
- III. Jan Arogya
- IV. All of the above

## Summary

- Insurance is risk transfer through risk pooling.
  - The origin of commercial insurance business as practiced today is traced to the Lloyd's Coffee House in London.
  - An insurance arrangement involves the following entities like:
    - ✓ Asset,
    - ✓ Risk,
    - ✓ Peril,
    - ✓ Contract,
    - ✓ Insurer and
    - ✓ Insured
  - When persons having similar assets exposed to similar risks contribute into a common pool of funds it is known as pooling.
  - Apart from insurance, other risk management techniques include:
    - ✓ Risk avoidance,
    - ✓ Risk control,
    - ✓ Risk retention,
    - ✓ Risk financing and
    - ✓ Risk transfer
  - The thumb rules of insurance are:
    - ✓ Don't risk more than you can afford to lose,
    - ✓ Consider the likely outcomes of the risk carefully and
    - ✓ Don't risk a lot for a little
- 

## Key Terms

1. Risk
  2. Pooling
  3. Asset
  4. Burden of risk
  5. Risk avoidance
  6. Risk control
  7. Risk retention
  8. Risk financing
  9. Risk transfer
-



## Answers to Test Yourself

### Answer 1

The correct option is II.

Insurance Regulatory and Development Authority of India is the regulator for the insurance industry in India.

### Answer 2

The correct option is III.

The need for setting aside reserves as a provision for potential losses in the future is a secondary burden of risk.

### Answer 3

The correct option is II.

Insurance is a method of risk transfer.

### Answer 4

The correct option is I.

The bread winner of a family might die untimely leaving the entire family to fend for itself, such a scenario warrants purchasing of life insurance.

### Answer 5

The correct option is III.

The Jan Arogya insurance scheme is run by an insurer and not sponsored by the Government.

---

## Self-Examination Questions

### Question 1

Risk transfer through risk pooling is called \_\_\_\_\_.

- I. Savings
- II. Investments
- III. Insurance
- IV. Risk mitigation

## Question 2

The measures to reduce chances of occurrence of risk are known as \_\_\_\_\_.

- I. Risk retention
- II. Loss prevention
- III. Risk transfer
- IV. Risk avoidance

## Question 3

By transferring risk to insurer, it becomes possible \_\_\_\_\_.

- I. To become careless about our assets
- II. To make money from insurance in the event of a loss
- III. To ignore the potential risks facing our assets
- IV. To enjoy peace of mind and plan one's business more effectively

## Question 4

Origins of modern insurance business can be traced to \_\_\_\_\_.

- I. Bottomry
- II. Lloyds
- III. Rhodes
- IV. Malhotra Committee

## Question 5

In insurance context 'risk retention' indicates a situation where \_\_\_\_\_.

- I. Possibility of loss or damage is not there
- II. Loss producing event has no value
- III. Property is covered by insurance
- IV. One decides to bear the risk and its effects

## Question 6

Which of the following statement is true?

- I. Insurance protects the asset
- II. Insurance prevents its loss
- III. Insurance reduces possibilities of loss
- IV. Insurance pays when there is loss of asset

### Question 7

Out of 400 houses, each valued at Rs. 20,000, on an average 4 houses get burnt every year resulting in a combined loss of Rs. 80,000. What should be the annual contribution of each house owner to make good this loss?

- I. Rs.100/-
- II. Rs.200/-
- III. Rs.80/-
- IV. Rs.400/-

### Question 8

Which of the following statements is true?

- I. Insurance is a method of sharing the losses of a 'few' by 'many'
- II. Insurance is a method of transferring the risk of an individual to another individual
- III. Insurance is a method of sharing the losses of a 'many' by a few
- IV. Insurance is a method of transferring the gains of a few to the many

### Question 9

Why do insurers arrange for survey and inspection of the property before acceptance of a risk?

- I. To assess the risk for rating purposes
- II. To find out how the insured purchased the property
- III. To find out whether other insurers have also inspected the property
- IV. To find out whether neighbouring property also can be insured

### Question 10

Which of the below option best describes the process of insurance?

- I. Sharing the losses of many by a few
- II. Sharing the losses of few by many
- III. One sharing the losses of few
- IV. Sharing of losses through subsidy

## Answers to Self-Examination Questions

### Answer 1

The correct option is III.

Risk transfer through risk pooling is called insurance.

**Answer 2**

The correct option is II.

The measures to reduce chances of occurrence of risk are known as loss prevention measures.

**Answer 3**

The correct option is IV.

By transferring risk to insurer, it becomes possible to enjoy peace of mind and plan one's business more effectively.

**Answer 4**

The correct option is II.

Origins of modern insurance business can be traced to Lloyd's.

**Answer 5**

The correct option is IV.

In the insurance context 'risk retention' indicates a situation where one decides to bear the risk and its effects.

**Answer 6**

The correct option is IV.

Insurance pays when there is loss of asset.

**Answer 7**

The correct option is II.

Rs. 200 per household should cover the loss.

**Answer 8**

The correct option is I.

Insurance is a method of sharing the losses of a 'few' by 'many'.

**Answer 9**

The correct option is I.

Before acceptance of a risk, insurers arrange survey and inspection of the property to assess the risk for rating purposes.

## Answer 10

The correct option is II.

Insurance may be considered as a process by which the losses of a few, who are unfortunate to suffer such losses, are shared amongst those exposed to similar uncertain events / situations.

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# CHAPTER 2

## CUSTOMER SERVICE

### Chapter Introduction

In this chapter you will learn the importance of customer service. You will learn the role of agents in providing service to customers. You will learn different grievances redressal mechanisms available for Insurance policyholders. You will also learn how to communicate and relate with customer.

### Learning Outcomes

- A. Customer service - General concepts
- B. Insurance agent's role in providing great customer service
- C. Grievance redressal
- D. Communication process
- E. Non-verbal communication
- F. Ethical behaviour

After studying this chapter, you should be able to:

1. Illustrate the importance of customer services
2. Describe quality of service
3. Examine importance of service in the insurance industry
4. Discuss the role of an insurance agent in providing good service
5. Review grievance redressal mechanism in insurance
6. Explain the process of communication
7. Demonstrate the importance of non-verbal communication
8. Recommend ethical behaviour

## A. Customer service - General concepts

### 1. Why Customer Service?

Customers provide the bread and butter of a business and no enterprise can afford to treat them indifferently. The role of customer service and relationships is far more critical in the case of insurance than in other products.

This is because insurance is a service and very different from real goods.

Let us examine how buying insurance differs from purchasing a car.

A Car	Insurance of the car
It is a tangible good, that can be seen, test driven and experienced.	It is a contract to compensate against loss or damage to the car due to an unforeseen accident in future. One cannot see or touch or experience the insurance benefit till the unfortunate event occurs.
The buyer of the car has an expectation of some pleasure at the time of purchase. The experience is real and easy to understand.	The purchase of insurance is not based on expectation of immediate pleasure, but fear/anxiety about a possible tragedy. It is unlikely that any insurance customer would look forward to a situation where the benefit becomes payable.
A car is produced in a factory assembly line, sold in a showroom and used on the road. The three processes of making, selling and using take place at three different times and places.	In case of insurance it can be seen that production and consumption happen simultaneously. This simultaneity of <i>production and consumption</i> is a distinctive feature of all services.

What the customer really derives is a service experience. If this is less than satisfactory, it causes dissatisfaction. If the service exceeds expectations, the customer would be delighted. The goal of every enterprise should thus be to delight its customers.

### 2. Quality of service

It is necessary for insurance companies and their personnel, which includes their agents, to render high quality service and delight the customer.

**But what is high quality service? What are its attributes?**

A well-known model on service quality [named “SERVQUAL”] would give us some insights. It highlights five major indicators of service quality:

- a) **Reliability:** the ability to perform the promised service dependably and accurately. Most customers regard reliability as being the most important of the five dimensions of service quality. It is the foundation on which trust is built.
- b) **Responsiveness:** refers to the willingness and ability of service personnel to help customers and provide prompt response to the customer's needs. It may be measured by indicators like speed, accuracy, and attitude while giving the service.
- c) **Assurance:** refers to the knowledge, competence and courtesy of service providers and their ability to convey trust and confidence. It is given by the customer's evaluation of how well the service employee has understood needs and is capable of meeting them.
- d) **Empathy:** is described as the human touch. It is reflected in the caring attitude and individualised attention provided to customers.
- e) **Tangibles:** represent the physical environmental factors that the customer can see, hear and touch. For instance the location, the layout and cleanliness and the sense of order and professionalism that one gets when visiting an insurance company's office can make a great impression on the customer. The physical ambience becomes especially important because it creates first and lasting impressions, before and after the actual service is experienced.

### 3. Customer service and insurance

Ask any leading sales producers in the insurance industry about how they managed to reach the top and stay there. You are likely to get a common answer, that it was the patronage and support of their existing clients that helped them build their business.

You would also learn that a large part of their income comes from the commissions for renewal of the contracts. Their clients are also the source for acquiring new customers.

What is the secret of their success?

The answer, most likely is, **commitment to serving their customers.**

How does keeping a customer happy benefit the agent and the company?

To answer this question, it would be useful to look at customer's lifetime value.

**Customer lifetime value** may be defined as the sum of economic benefits that can be derived from building a sound relationship with a customer over a long period of time.

**Diagram 1: Customer Lifetime Value**



It consists of three parts:

**Historical value**

Premiums and other revenues that have been received in the past from customer

**Present value**

Future premiums that may be expected to be received if existing business is retained

**Potential value**

The value of premiums that could be derived by persuading the customer to buy additional products

An agent who renders service and builds close relationships with her customers, builds goodwill and brand value, which helps in expanding the business.

### Test Yourself 1

What is meant by customer lifetime value?

- I. Sum of costs incurred while servicing the customer over his lifetime
  - II. Rank given to customer based on business generated
  - III. Sum of economic benefits that can be achieved by building a long term relationship with the customer
  - IV. Maximum insurance that can be attributed to the customer
-

## B. Insurance agent's role in providing great customer service

Let us now consider how an agent can render great service to the customer. The role begins at the stage of sale and continues through the duration of the contract, and includes the following steps. Let us look at some of the milestones in a contract and the role played at each step.

### 1. The Point of Sale - Best advice

The first point for service is the point of sale. One of the critical issues involved in purchase of non-life Insurance is to determine the **amount of coverage [Sum Insured] to be bought**.

Here it is important to keep a basic percept in mind - Do not recommend insuring where the risk can be managed otherwise. The insured needs to make sure that the expected loss involved is greater than the cost of insurance.

If the premium payments are high compared to the loss involved, it may be advisable to just bear the risk.

On the other hand, if the occurrence of any contingency would lead to financial burden, it is wise to insure against such contingency.

Whether insurance is needed or not, depends on the circumstances. If the probability of loss or damage to an asset due to a peril is negligible, one may retain the risk rather than insure it. Similarly if an item has insignificant value, one may not insure it.

### Example

To a homeowner living in a flood prone area, purchasing cover against floods would prove to be helpful.

On the other hand, if the home owner owns a home at a place where the risk of floods is negligible it may not be necessary to obtain cover.

**In India, motor insurance against third party is compulsory under the law.** In that case, the debate about whether one needs insurance or not is irrelevant.

One must purchase third party insurance if he owns a vehicle because it is mandatory if one wants to drive on a public road. At the same time it would be prudent to cover the possibility of loss of own damage to the car which is not mandatory.

In case a portion of the possible loss can be borne by oneself, it would be economical for the insured to opt for a **deductible**. A corporate customer may have varied needs, right from the coverage of factory, people, cars, liability exposures etc. She needs the right advice for the coverage and policies to be taken.

Most non-life insurance policies broadly fall in two categories:

- ✓ Named peril policies
- ✓ All risk policies

The latter are costlier as they cover all losses which are specifically not excluded under the policy. Hence opting for 'named peril' policies where the most probable causes of loss are covered by the perils named in the policy may be more beneficial, as such a step could save premiums and provide need based cover to the insured.

The agent really begins to earn her commission when she renders best advice on the matter. It would be worthwhile for the agent to remember that while one may view insurance as the standard approach for dealing with the risk, there are other techniques like risk retention or loss prevention that are available as options for reducing the cost of insurance.

From the standpoint of an insured the relevant questions for instance may be:

- ✓ How much premium will be saved by considering deductibles?
- ✓ How much would a loss prevention activity result in reduction in premiums?

When approaching the customer as a non-life insurance sales person the question an agent needs to ask herself is about her role vis-à-vis the customer. Is she going there just to get a sale or to relate to the customer as a coach and partner who would help him to manage his risks more effectively?

The customer's angle is different. He is not so much concerned with getting maximum insurance per rupee spent, but rather in **reducing the cost of handling risk**. The concern would be thus on identifying those risks which customer cannot retain and hence must be insured.

In other words the role of an insurance agent is more than that of a mere sales person. She also **needs to be a risk assessor, underwriter, risk management counsellor, designer of customised solutions and a relationship builder who thrives on building trust and long-term relationships**, all rolled into one.

## 2. The proposal stage

The agent has to support the customer in filling out the proposal for insurance. The insured is required to take responsibility for the statements made therein. The salient aspects of a proposal form have been discussed in chapter 5.

It is very important that the agent should explain and clarify to proposer the details to be filled as answer to each of questions in the proposal form. In the event of a claim, a failure to give proper and complete information can jeopardise the customer's claim.

Sometimes there may be additional information that may be required to complete the policy. In such cases the company may inform the customer directly or through the agent / advisor. In either case, it becomes necessary to

help the customer complete all the required formalities and even explain to him or her why these are necessary.

### **3. Acceptance stage**

#### **a) Cover note**

The cover note has been discussed in chapter '5'. It is the agent's responsibility to ensure that the cover note is issued by the company, where applicable, to the insured. Promptness in this regard communicates to the client that his interests are safe in the hands of the agent and the company.

#### **b) Delivery of the policy document**

Delivery of the policy is another major opportunity that an agent gets to make contact with the customer. If company rules permit a policy document being delivered in person, it may be a good idea to collect it and present the document to the customer.

If the policy is being sent directly by mail, one must contact the customer, once it is known that the policy document has been sent. This is an opportunity to visit the customer and explain anything that is unclear in the document received. This is also an occasion to clarify various kinds of policy provisions, and the policy holder's rights and privileges that the customer can avail of. This act demonstrates a willingness to provide a level of service beyond the sale.

This meeting is also an occasion to pledge the agent's commitment to serving the customer and communicating full support.

The next logical step would be to ask for the names and particulars of other individuals he knows who can possibly benefit from the agent's services. If the client can himself contact these people and introduce the agent to them, it would mean a great breakthrough in business.

#### **c) Policy renewal**

Non-life insurance policies have to be renewed each year and the customer has a choice at the time of each renewal, to continue insuring with the same company or switch to another company. This is a critical point where the goodwill and trust created by the agent and the company gets tested.

Although there is no legal obligation on the part of insurers to advise the insured that his policy is due to expire on a particular date, yet as a matter of courtesy and decidedly a healthy business practice, insurers issue a "**Renewal Notice**" one month in advance of the date of expiry, inviting renewal of the policy. The agent needs to be in touch with the customer well before the renewal due date to remind the latter about renewal so that he can make provision for the same.

The relationship gets strengthened by keeping in touch with the client from time to time, by greeting him on some occasion like a festival or a family event. Similarly when there is a moment of difficulty or sorrow by offering assistance.

#### **4. The claim stage**

The agent has a crucial role to play at the time of claim settlement. It is her task to ensure that the incident giving rise to the claim is immediately informed to the insurer and that the customer carefully follows all the formalities and assists in all the investigations that may need to be done to assess the loss.

#### **Test Yourself 2**

Identify the scenario where a debate on the need for insurance is not required.

- I. Property insurance
  - II. Business liability insurance
  - III. Motor insurance for third party liability
  - IV. Fire insurance
-

## C. Grievance redressal

### 1. Overview

The time for high priority action is when the customer has a complaint. Remember that in the case of a complaint, the issue of service failure [it can range from delay in correcting the records of the insurer to a lack of promptness in settling a claim] which has aggrieved the customer is only a part of the story.

Customers get upset and infuriated a lot more because of their interpretations about such failure. There are two types of feelings and related emotions that arise with each service failure:

- ✓ Firstly there is a sense of unfairness, a feeling of being cheated
- ✓ The second feeling is one of hurt ego - of being made to look and feel small

A complaint is a crucial “**moment of truth**” in the customer relationship; if the company gets it right there is potential to actually improve customer loyalty. The human touch is critical in this; customers want to feel valued.

If you are a professional insurance advisor, you would not allow such a situation to happen in the first place. You would take the matter up with the appropriate officer of the company. **Remember, no one else in the company has ownership of the client’s problems as much as you do.**

Complaints / grievances provide us the opportunity to demonstrate how much we care for the customer’s interests. They are in fact the solid pillars on which an insurance agent’s goodwill and business is built. At the end of every policy document, the insurance companies have detailed the procedure of grievance redressal, which should be brought to the notice of the customers at the time of explaining the document provisions.

**Word of mouth publicity (Good/Bad) has significant role in selling and servicing.** Remember good service gets rewarded by 5 people being informed, where as bad service is passed on to 20 people.

### 2. Integrated Grievance Management System (IGMS)

IRDA has launched an Integrated Grievance Management System (IGMS) which acts as a central repository of insurance grievance data and as a tool for monitoring grievance redress in the industry.

Policyholders can register on this system with their policy details and lodge their complaints. Complaints are then forwarded to respective insurance company. IGMS tracks complaints and the time taken for redressal. The complaints can be registered at:

[http://www.policyholder.gov.in/Integrated\\_Grievance\\_Management.aspx](http://www.policyholder.gov.in/Integrated_Grievance_Management.aspx)

### 3. The Consumer Protection Act, 1986

This Act was passed “to provide for better protection of the interest of consumers and to make provision for the establishment of consumer councils and other authorities for the settlement of consumer’s disputes.” The Act has been amended by the Consumer Protection (Amendment) Act, 2002.

#### a) Definitions under the Act

Some definitions provided in the Act are as follows:

Definition
------------

“**Service**” means service of any description which is made available to potential users and includes the provision of facilities in connection with banking, financing, insurance, transport, processing, supply of electrical or other energy, board or lodging or both, housing construction, entertainment, amusement or the purveying of news or other information. But it does not include the rendering of any service free of charge or under a contract of personal service.

#### **Insurance is included as a service**

“**Consumer**” means any person who:

- i. Buys any goods for a consideration and includes any user of such goods. But does not include a person who obtains such goods for resale or for any commercial purpose or
- ii. Hires or avails of any services for a consideration and includes beneficiary of such services.

'**Defect**' means any fault, imperfection, shortcoming inadequacy in the quality, nature and manner of performance which is required to be maintained by or under any law or has been undertaken to be performed by a person in pursuance of a contract or otherwise in relation to any service.

'**Complaint**' means any allegation in writing made by a complainant that:

- i. An unfair trade practice or restrictive trade practice has been adopted
  - ii. The goods bought by him suffer from one or more defects
  - iii. The services hired or availed of by him suffer from deficiency in any respect
  - iv. Price charged is in excess of that fixed by law or displayed on package
- Goods which will be hazardous to life and safety when used are being offered for sale to the public in contravention of the provisions of any law requiring trader to display information in regard to the contents, manner and effect of use of such goods

'**Consumer dispute**' means a dispute where the person against whom a complaint has been made, denies and disputes the allegations contained in the complaint.

## b) Consumer disputes redressal agencies

Consumer disputes redressal agencies are established in each district and state and at national level.

- i. **District Forum:** The forum has jurisdiction to entertain complaints, where value of the goods or services and the compensation claimed is up to Rs. 20 lakhs. The District Forum is empowered to send its order/decrees for execution to appropriate Civil Court.
- ii. **State Commission:** This redressal authority has original, appellate and supervisory jurisdiction. It entertains appeals from the District Forum. It also has original jurisdiction to entertain complaints where the value of goods/service and compensation, if any claimed exceeds Rs. 20 lakhs but does not exceed Rs. 100 lakhs. Other powers and authority are similar to those of the District Forum.
- iii. **National Commission:** The final authority established under the Act is the National Commission. It has original; appellate as well as supervisory jurisdiction. It can hear the appeals from the order passed by the State Commission and in its original jurisdiction it will entertain disputes, where goods/services and the compensation claimed exceeds Rs.100 lakhs. It has supervisory jurisdiction over State Commission.

All the three agencies have powers of a Civil Court.

## c) Procedure for filing a complaint

The procedure for filing a complaint for the three redressal agencies mentioned above is very simple. There is no fee for filing a complaint or filing an appeal whether before the State Commission or National Commission.

The complaint can be filed by the complainant himself or by his authorised agent. It can be filed personally or can even be sent by post. It may be noted that no advocate is necessary for the purpose of filing a complaint.

## d) Consumer Forum orders

If the forum is satisfied that the goods complained against suffer from any of the defects specified in the complaint or that any of the allegations contained in the complaint about the services are proved, the forum can issue an order directing the opposite party to do one or more of the following namely,

- i. To **return** to the complainant the **price**, [or premium in case of insurance], the charges paid by the complainant
- ii. To award such amount as **compensation** to the consumers for any loss or injury suffered by the consumer due to negligence of the opposite party
- iii. To **remove** the defects or **deficiencies** in the services in question



- iv. To **discontinue the unfair trade practice** or the restrictive trade practice or not to repeat them
- v. To provide for **adequate costs** to parties

#### e) **Consumer disputes categories**

The majority of consumer disputes with the three forums fall in the following main categories, as far as the insurance business is concerned:

- i. **Delay in settlement of claims**
- ii. **Non-settlement of claims**
- iii. **Repudiation of claims**
- iv. **Quantum of loss**
- v. **Policy terms, conditions etc**

### 4. **The Insurance Ombudsman**

The Central Government under the powers of the Insurance Act, 1938 made **Redressal of Public Grievances Rules, 1998** by a notification published in the official gazette on November 11, 1998. These rules apply to life and non-life insurance, for all personal lines of insurances, that is, insurances taken in an individual capacity.

The objective of these rules is to resolve all complaints relating to settlement of claim on the part of the insurance companies in a cost effective, efficient and impartial manner.

**The Ombudsman, by mutual agreement of the insured and the insurer can act as a mediator and counsellor within the terms of reference.**

**The decision of the Ombudsman, whether to accept or reject the complaint, is final.**

#### a) **Complaint to the Ombudsman**

Any complaint made to the Ombudsman should be in writing, signed by the insured or his legal heirs, addressed to an Ombudsman within whose jurisdiction, the insurer has a branch / office, supported by documents, if any, along with an estimate of the nature and extent of loss to the complainant and the relief sought.

Complaints can be made to the Ombudsman if:

- i. The complainant had made a previous written representation to the insurance company and the insurance company had:
  - ✓ Rejected the complaint or
  - ✓ The complainant had not received any reply within one month after receipt of the complaint by the insurer
  - ✓ The complainant is not satisfied with the reply given by the insurer.

- ii. The complaint is made within one year from the date of rejection by the insurance company.
- iii. The complaint is not pending in any Court or Consumer Forum or in arbitration.

#### **b) Recommendations by the Ombudsman**

There are certain duties/protocols that the Ombudsman is expected to follow:

- i. Recommendations should be made within one month of the receipt of such a complaint
- ii. The copies should be sent to both the complainant and the insurance company
- iii. Recommendations have to be accepted in writing by the complainant within 15 days of receipt of such recommendation
- iv. A copy of acceptance letter by the insured should be sent to the insurer and his written confirmation sought within 15 days of his receiving such acceptance letter

If the dispute is not settled by intermediation, the Ombudsman will pass award to the insured which he thinks is fair, and is not more than what is necessary to cover the loss of the insured.

#### **c) Awards by Ombudsman**

The awards by Ombudsman are governed by the following rules:

- i. The award should not be more than Rs. 20 lakh (inclusive of ex-gratia payment and other expenses)
- ii. The award should be made within a period of 3 months from the date of receipt of such a complaint, and the insured should acknowledge the receipt of the award in full as a final settlement within one month of the receipt of such award
- iii. The insurer shall comply with the award and send a written intimation to the Ombudsman within 15 days of the receipt of such acceptance letter
- iv. If the insured does not intimate in writing the acceptance of such award, the insurer may not implement the award

### **Test Yourself 3**

As per the Consumer Protection Act, 1986, who cannot be classified as a consumer?

- I. Hires goods / services for personal use
- II. A person who buys goods for resale purpose
- III. Buys goods and services for a consideration and uses them
- IV. Uses the services of another for a consideration

## D. Communication process

### Communication skills in customer service

One of the most important set of skills that an agent or service employee needs to possess, for effective performance in the work place, is **soft skills**.

Unlike hard skills - which deal with an individual's ability to perform a certain type of task or activity, **soft skills relate to one's ability to interact effectively with other workers and customers, both at work and outside. Communication skills are one of the most important of these soft skills.**

#### 1. Communication and customer relationships

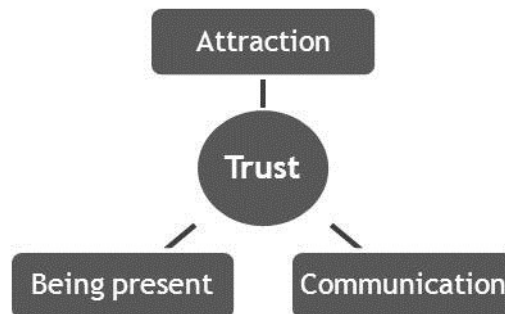
Customer service is one of the key elements in creating satisfied and loyal customers. But it is not enough. Customers are human beings with whom the company needs to build a strong relationship.

**It is both the service and the relationship experience that ultimately shapes how the customer would look at the company.**

What goes to make a healthy relationship?

At its heart, of course, there is trust. At the same time there are other elements, which reinforce and promote that trust. Let us illustrate some of the elements

Diagram 2: Elements for Trust



- i. Every relationship begins with **attraction**:

**One needs to be simply liked and must be able to build a rapport with the customer. Attraction is very often the result of first impressions that are derived when a customer comes in touch with the organisation or its representatives. Attraction is the first key to unlocking every heart. Without it a relationship is hardly possible. Consider a sales person who is not liked. Do you really think she will be able to make much headway in the sales career?**

- ii. The second element of a relationship is one's **presence** - being there when needed:

The best example is perhaps that of a marriage. Is it important for the husband to be available when the wife needs him? Similarly in a customer relationship, the issue is whether and how the company or its representative is available when needed. Is she or he fully present and listening to the customer's needs?

There may be instances when one is not fully present and do justice to all the expectations of one's customers. One can still maintain a strong relationship if one can speak to the customer, in a manner that is assuring, full of empathy and conveys a sense of responsibility.

All of the above points like:

- ✓ The impression one creates or
- ✓ The way one is present and listens or
- ✓ The message one sends across to another

are dimensions of communication and call for discipline and skills. In a sense what one communicates is ultimately a function of how one thinks and sees.

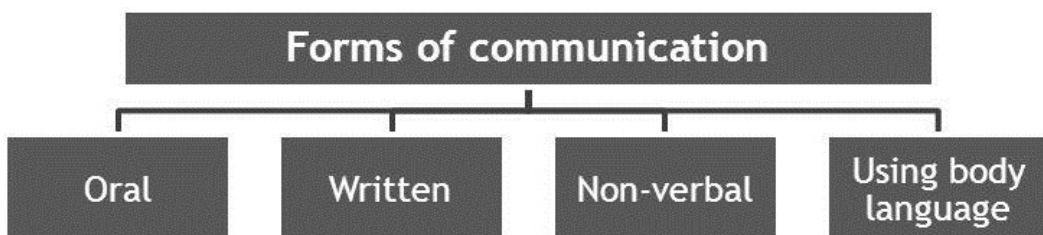
The companies emphasise a lot on customer relationship management as the cost of retaining a customer is far lower than acquiring a new customer. The customer relation occurs across many touch points e.g. while understanding customers insurance needs, explaining coverage's, handing over forms. So, there are many opportunities for the agent to strengthen the relation at each of these points.

## 2. Process of communication

What is communication?

All communications require a sender, who transmits a message, and a recipient of that message. The process is complete once the receiver has understood the message of the sender.

Diagram 3: Forms of communication



Communication may take place several forms

- ✓ Oral
- ✓ Written
- ✓ Non-verbal
- ✓ Using body language

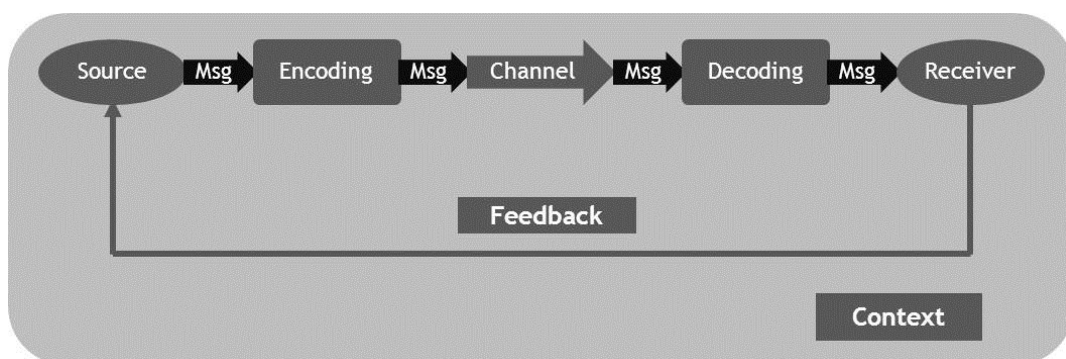
It may be face to face, over the phone, or by mail or internet. It may be formal or informal. Whatever the content or form of the message or the media used, the essence of communication is given by what the recipient has understood as being communicated.

It is important for a business to choose how and when it will send messages to intended receivers.

The communication process is illustrated below.

Let us define the terms in the diagram:

**Diagram 4: Communication process**



### Definition

- i. **Source:** As the source of the message, the agent must be clear about why she is communicating, and what she wants to communicate, and confident that the information being communicated is useful and accurate.
- ii. **Message** is the information that one wants to communicate.
- iii. **Encoding** is the process of transferring the information one wants to communicate into a form that can be sent and correctly decoded at the other end. Success in encoding depends on how well one is able to convey information and eliminate sources of confusion. For this it is necessary to know one's audience. Failure to do so can result in delivering messages that are misunderstood.
- iv. A Message is conveyed through a **channel**, which has to be selected for the purpose. The channel may be verbal including personal face-to-face

meetings, telephone and videoconferencing; or it may be written including letters, emails, memos, and reports.

- v. **Decoding** is the step wherein the information gets received, interpreted and understood in a certain way, at its destination. It can be seen that decoding [or how one receives a message] is as important as encoding [how one conveys it].
  - vi. **Receiver:** Finally there is the receiver, the individual or individuals [the audience] to whom the message is sent. Each member of this audience has his own ideas, beliefs and feelings and these would influence how the message has been received and acted upon. The sender obviously needs to consider these factors when deciding what message to send.
  - vii. **Feedback:** Even as the message is being sent and received, the receiver is likely to send feedback in the form of verbal and non-verbal messages to the sender. The latter needs to look for such feedback and carefully understand these reactions as it would help to determine how the message has been received and acted upon. If necessary the message could be changed or rephrased.
- 

### 3. Barriers to effective communication

Barriers to effective communication can arise at each step in the above process. Communication can get distorted because of the impression created about the sender, or because the message has been poorly designed, or because too much or too little has been conveyed, or because the sender has not understood the receiver's culture. The challenge is to remove all these barriers.

#### Test Yourself 4

What does not go on to make a healthy relationship?

- I. Attraction
  - II. Trust
  - III. Communication
  - IV. Scepticism
-

## E. Non-verbal communication

Let us now look at some concepts that the agent needs to understand.

### Important

#### Making a great first impression

We have already seen that attraction is the first pillar of any relationship. You can hardly expect to get business from a customer who does not like you. In fact many individuals need just a quick glance, of maybe a few seconds, to judge and evaluate you when you meet for the first time. Their opinion about you gets based on your appearance, your body language, your mannerisms, and how you are dressed and speak. Remember that first impressions last for long. Some useful tips for making a good first impression are:

- i. **Be on time always.** Plan to arrive a few minutes early, allowing flexibility for all kinds of possible delays.
  - ii. **Present yourself appropriately.** Your prospect, whom you are meeting for the first time, does not know you and your appearance is usually the first clue he or she has to go on.
    - ✓ Is your appearance helping to create the right first impression?
    - ✓ Is the way you dress appropriate for the meeting or occasion?
    - ✓ Is your grooming clean and tidy - with good haircut and shave, clean and tidy clothes, neat and tidy make up?
  - iii. **A warm, confident and winning smile** puts you and your audience immediately at ease with one another.
  - iv. **Being open, confident and positive**
    - ✓ Does your body language project confidence and self-assurance?
    - ✓ Do you stand tall, smile, make eye contact, greet with a firm handshake?
    - ✓ Do you remain positive even in the face of some criticism or when the meeting is not going as well as expected?
  - v. **Interest in the other person** - The most important thing is about being genuinely interested in the other person.
    - ✓ Do you take some time to find out about the customer as a person?
    - ✓ Are you caring and attentive to what he or she says?
    - ✓ Are you totally present and available to your customer or is your mobile phone engaging you during half your interview?
-

## 1. Body language

Body language refers to movements, gestures, facial expressions. The way we talk, walk, sit and stand, all says something about us, and what is happening inside us.

It is often said that people listen to only a small percentage of what is actually said. What we don't say speaks a lot more and a lot louder. Obviously, one needs to be very careful about one's body language.

### a) Confidence

Here are a few tips about how to appear confident and self-assured, giving the impression of someone to be seriously listened to:

- ✓ Posture - standing tall with shoulders held back.
- ✓ Solid eye contact - with a "smiling" face
- ✓ Purposeful and deliberate gestures

### b) Trust

Quite often, a sales person's words fall on deaf ears because the audience does not trust her - her body language does not give the assurance that she is sincere about what she says. It is very important to be aware of some of the typical signs that may indicate when one is not honest and believable and be on guard against them as listed below:

- ✓ Eyes maintaining little or no eye contact, or rapid eye movements
- ✓ Hand or fingers are in front of one's mouth when speaking
- ✓ One's body is physically turned away from the other
- ✓ One's breathing rate increases
- ✓ Complexion changes colour; red in face or neck area
- ✓ Perspiration increases
- ✓ Voice changes such as change in pitch, stammering, throat clearing
- ✓ Speech - slow and clear with tone of voice kept moderate to low

Some body movements that indicate defensiveness and non-receptivity include:

- ✓ Hand/arm gestures are small and close to one's body
- ✓ Facial expressions are minimal
- ✓ Body is physically turned away from you
- ✓ Arms are crossed in front of body
- ✓ Eyes maintain little contact, or are downcast

**If your customer expresses any of these, perhaps it is time you checked yourself and paid more attention to what is going on in the customer's mind.**



## 2. Listening skills

The third set of communication skills that one needs to be aware about and cultivate are listening skills. These follow from a well-known principle of personal effectiveness - 'first to understand before being understood'.

How well you listen has a major impact on your job effectiveness, and on the quality of your relationships with others. Let us look at some listening tips.

### a) Active listening:

It is where we consciously try to hear not only the words but also, more importantly, try to understand the complete message being sent by another.

Let us look at some of the elements of active listening. They are:-

#### i. Paying attention

We need to give the speaker our undivided attention, and acknowledge the message. Note, non-verbal communication also "speaks" loudly. Some aspects of paying attention are as follows:

- ✓ Look at the speaker directly
- ✓ Put aside distracting thoughts
- ✓ Don't mentally prepare a rebuttal
- ✓ Avoid all external distractions [for instance, keep your mobile on silent mode]
- ✓ "Listen" to the speaker's body language

#### ii. Demonstrating that you are listening:

Use of body language plays an important role here. For instance one may:

- ✓ Give an occasional nod and smile
- ✓ Adopt a posture that is open and draws out the other to speak freely
- ✓ Have small verbal comments like yes and uh huh.

#### iii. Provide feedback:

A lot of what we hear may get distorted by our personal filters, like the assumptions, judgments, and beliefs we carry. As a listener, we need to be aware of these filters and try to understand what really is being said.

- ✓ This may require you to reflect on the message and ask questions to clarify what was said
- ✓ Another important way to provide feedback is to paraphrase the speaker's words
- ✓ Yet a third way is to periodically stop the speaker and make a summary of what the speaker has said and repeat it back to him or her.

## Example

**Asking for clarity** - From what I have heard, am I right in assuming, that you have issues about the benefits of some of our health plans, could you be more specific?

**Paraphrasing the speaker's exact words** - So you are saying that 'our health plans are not providing benefits that are attractive enough' - have I understood you correctly?

---

### iv. Not being judgemental:

One of the biggest hurdles to active listening is our **tendency to be judgmental and biased about the speaker**. The result is that the listener may hear what the speaker says but listens according to her own biased interpretation of what the speaker might be saying.

Such judgmental approach can result in the listener being unwilling to allow the speaker to continue speaking, considering it a waste of time. It can also result in interrupting the speaker and rebutting the speaker with counter arguments, even before he or she has been able to convey the message in full.

This will only frustrate the speaker and limits full understanding of the message. Active listening calls for:

- ✓ Allowing the speaker to finish each point before asking questions
- ✓ Not interrupting the speaker with any counter arguments

### v. Responding appropriately:

Active listening implies much more than just hearing what a speaker says. The communication can be completed only when the listener responds in some way, through word or action. Certain rules need to be followed for ensuring that the speaker is not put down but treated with respect and deference. These include:

- ✓ Being candid, open, and honest in your response
- ✓ Asserting one's opinions respectfully
- ✓ Treating another person in a way you would like to be treated yourself

### vi. Empathetic listening:

Being empathetic literally means putting yourself in the other person's shoes and feeling his or her experience as he or she would feel it.

Listening with empathy is an important aspect of all great customer service. It becomes especially critical when the other person is a customer with a grievance and in a lot of pain.

Empathy implies hearing and listening patiently, and with full attention, to what the other person has to say, even when you do not agree with it. It is important to show the speaker acceptance, not necessarily agreement. One can do so by simply nodding or injecting phrases such as "I understand" or "I see."

### Test Yourself 5

Which among the following is not an element of active listening?

- I. Paying good attention
  - II. Being extremely judgemental
  - III. Empathetic listening
  - IV. Responding appropriately
-

## F. Ethical behaviour

### 1. Overview

Of late, serious concerns are voiced about the proprieties in business, because increasingly there are reports of improper behaviour. Some of the world's biggest companies have been found to have cheated through false accounts and dishonest audit certification. The funds of banks have been misused by their managements to bolster the greed of some friends. Officials have used their authority to promote personal benefits. Increasingly, people who are trusted by the community to perform their tasks are seen to have betrayed the trust. Personal aggrandisement and greed prevails.

Consequently, there is increasing discussion about accountability and corporate governance, all of which together can be called "Ethics" in business. **Acts like the 'Right to Information Act' and developments like 'Public Interest Litigation' have assumed considerable importance as instruments to achieve better accountability and governance.**

Ethical behaviour automatically leads to good governance. When one does her duty conscientiously and sincerely, there is good governance. Unethical behaviour shows little concern for others and high concern for self. When one tries to serve self-interest through one's official position, there is unethical behaviour. It is not wrong to look after one's interests. But it is wrong to do so at the cost of the interests of others.

Insurance is a business of trust. Issues of propriety and ethics are extremely important in this business of insurance. Breach of trust amounts to cheating and is wrong. Things go wrong when wrong information is given to the prospects tempting them to buy insurance or the plan of insurance suggested does not cater to all the needs of the prospect.

Unethical behaviour happens when the benefits of self are considered more important than of the other. The code of ethics spelt out by the IRDA in the various regulations is directed towards ethical behaviour.

While it is important to know every clause in the code of conduct to ensure that there is no violation of the code, compliance would be automatic if the insurer and its representatives always kept the interests of the prospect in mind. Things go wrong when the officers of insurers become concerned with the targets of business, rather than the benefits to the prospect.

## 2. Characteristics

Some characteristics of ethical behaviour are:

- a) Placing best interests of the client above one's own direct or indirect benefits
- b) Holding in strictest confidence and considering as privileged, all business and personal information pertaining to client's affairs
- c) Making full and adequate disclosure of all facts to enable clients make informed decisions

There could be a likelihood of ethics being compromised in the following situations:

- a) Having to choose between two plans, one giving much less premium or commission than the other
- b) Temptation to recommend discontinuance of an existing policy and taking out a new one
- c) Becoming aware of circumstances that, if known to the insurer, could adversely affect the interests of the client or the beneficiaries of the claim

### Test Yourself 6

Which among the following is not a characteristic of ethical behaviour?

- I. Making adequate disclosures to enable the clients to make an informed decision
  - II. Maintaining confidentiality of client's business and personal information
  - III. Placing self-interest ahead of client's interests
  - IV. Placing client's interest ahead of self interest
-

## Summary

- a) The role of customer service and relationships is far more critical in the case of insurance than in other products.
  - b) Five major indicators of service quality include reliability, assurance, responsiveness, empathy and tangibles.
  - c) Customer lifetime value may be defined as the sum of economic benefits that can be derived from building a sound relationship with a customer over a long period of time.
  - d) The role of an insurance agent in the area of customer service is absolutely critical.
  - e) IRDA has launched an Integrated Grievance Management System (IGMS) which acts as a central repository of insurance grievance data and as a tool for monitoring grievance redress in the industry.
  - f) The Ombudsman, by mutual agreement of the insured and the insurer can act as a mediator and counsellor within the terms of reference.
  - g) Active listening involves paying attention, providing feedback and responding appropriately.
  - h) Ethical behaviour involves placing the customer's interest before self.
- 

## Key terms

- a) Quality of service
  - b) Empathy
  - c) Integrated Grievance Management System (IGMS)
  - d) Customer Protection Act, 1986
  - e) District Consumer Forum
  - f) Insurance Ombudsman
  - g) Body language
  - h) Active listening
  - i) Ethical behaviour
- 

## Answers to Test Yourself

### Answer 1

The correct option is III.

Sum of economic benefits that can be achieved by building a long term relationship with the customer is referred to as customer lifetime value.

**Answer 2**

The correct option is III.

Motor insurance for third party liability is mandatory by law and hence a debate on its need is not required.

**Answer 3**

The correct option is II.

As per the Consumer Protection Act, 1986, a person who buys goods for resale purpose cannot be classified as consumer.

**Answer 4**

The correct option is IV.

Scepticism does not go on to make a healthy relationship.

**Answer 5**

The correct option is II.

Being extremely judgemental is not an element of active listening.

**Answer 6**

The correct option is III.

Placing self-interest ahead of client's interests is not ethical behaviour.

## Self-Examination Questions

### Question 1

\_\_\_\_\_ is not a tangible good.

- I. House
- II. Insurance
- III. Mobile Phone
- IV. A pair of jeans

### Question 2

\_\_\_\_\_ is not an indicator of service quality.

- I. Cleverness
- II. Reliability
- III. Empathy
- IV. Responsiveness

### Question 3

In India \_\_\_\_\_ insurance is mandatory.

- I. Motor third party liability
- II. Fire insurance for houses
- III. Travel insurance for domestic travel
- IV. Personal accident

### Question 4

One of the methods of reducing insurance cost of an insured is \_\_\_\_\_

- I. Reinsurance
- II. Deductible
- III. Co-insurance
- IV. Rebate

### Question 5

A customer having complaint regarding his insurance policy can approach IRDA through

- I. IGMS
- II. District Consumer Forum
- III. Ombudsman
- IV. IGMS or District Consumer Forum or Ombudsman



### Question 6

Consumer Protection Act deals with:

- I. Complaint against insurance companies
- II. Complaint against shopkeepers
- III. Complaint against brand
- IV. Complaint against insurance companies, brand and shopkeepers

### Question 7

\_\_\_\_\_ has jurisdiction to entertain matters where value of goods or services and the compensation claim is up to 20 lakhs

- I. High Court
- II. District Forum
- III. State Commission
- IV. National Commission

### Question 8

In customer relationship the first impression is created:

- I. By being confident
- II. By being on time
- III. By showing interest
- IV. By being on time, showing interest and being confident

### Question 9

Select the correct statement:

- I. Ethical behaviour is impossible while selling insurance
- II. Ethical behaviour is not necessary for insurance agents
- III. Ethical behaviour helps in developing trust between the agent and the insurer
- IV. Ethical behaviour is expected from the top management only

### Question 10

Active Listening involves:

- I. Paying attention to the speaker
  - II. Giving an occasional nod and smile
  - III. Providing feedback
  - IV. Paying attention to the speaker, giving an occasional nod and smile and providing feedback
-

## Answers to Self-Examination Questions

### Answer 1

The correct option is II.

Insurance is not a tangible good.

### Answer 2

The correct option is I.

Cleverness is not an indicator of service quality.

### Answer 3

The correct option is I.

Motor third party liability insurance is mandatory in India.

### Answer 4

The correct option is II.

One of the methods of reducing insurance cost of an insured is the deductible clause in a policy.

### Answer 5

The correct option is I.

A customer having complaint regarding his insurance policy can approach IRDA through IGMS.

### Answer 6

The correct option is IV.

Consumer Protection Act deals with complaint against insurance companies, shopkeepers and brands.

### Answer 7

The correct option is II.

District Forum has jurisdiction to entertain where value of goods or services and the compensation claim is up to 20 lakhs.

**Answer 8**

The correct option is IV.

In customer relationship the first impression is created by being confident, on time and by showing interest.

**Answer 9**

The correct option is III.

Ethical behaviour helps in developing trust in the agent and the insurer.

**Answer 10**

The correct option is IV.

Active Listening involves paying attention to the speaker, giving an occasional nod and smile and providing feedback.

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# CHAPTER 3

## GRIEVANCE REDRESSAL MECHANISM

### Chapter Introduction

Insurance industry is essentially a service industry where, in the present context, customer expectations are constantly rising and dissatisfaction with the standard of services rendered is ever present. Despite there being continuous product innovation and significant improvement in the level of customer service aided by use of modern technology, the industry suffers badly in terms of customer dissatisfaction and poor image. Alive to this situation the Government and the regulator have taken a number of initiatives.

IRDAI's regulations stipulate the turnaround times (TAT) for various services that an insurance company has to render the consumer. These are part of the IRDAI (Protection of Policyholders' Interests Regulations), 2002. Insurance companies are also required to have an effective grievance redressal mechanism and IRDAI has created the guidelines for that too.

### Learning Outcomes

A. Grievance redressal mechanism - Consumer courts, Ombudsman

## A. Grievance redressal mechanism - Consumer courts, Ombudsman

### 1. Integrated Grievance Management System (IGMS)

IRDAI has launched an Integrated Grievance Management System (IGMS) which acts as a central repository of insurance grievance data and as a tool for monitoring grievance redress in the industry.

Policyholders can register on this system with their policy details and lodge their complaints. Complaints are then forwarded to the respective insurance companies.

#### Grievance redressal mechanism

IGMS tracks complaints and the time taken for their redressal. The complaints can be registered at the following URL:

[http://www.policyholder.gov.in/Integrated\\_Grievance\\_Management.aspx](http://www.policyholder.gov.in/Integrated_Grievance_Management.aspx)

### 2. The Consumer Protection Act, 1986

#### Important

This Act was passed “to provide for better protection of the interest of consumers and to make provision for the establishment of consumer councils and other authorities for the settlement of consumer’s disputes”. The Act has been amended by the Consumer Protection (Amendment) Act, 2002.

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Some definitions provided in the Act are as follows:

#### Definition

“**Service**” means service of any description which is made available to potential users and includes the provision of facilities in connection with banking, financing, insurance, transport, processing, supply of electrical or other energy, board or lodging or both, housing construction, entertainment, amusement or the purveying of news or other information. But it does not include the rendering of any service free of charge or under a contract of personal service. Insurance is included as a service

“**Consumer**” means any person who

- ✓ Buys any goods for a consideration and includes any user of such goods. But it does not include a person who obtains such goods for resale or for any commercial purpose or
- ✓ Hires or avails of any services for a consideration and includes beneficiary of such services.

“**Defect**” means any fault, imperfection, shortcoming inadequacy in the quality, nature and manner of performance which is required to be maintained by or under any law or has been undertaken to be performed by a person in pursuance of a contract or otherwise in relation to any service.

“**Complaint**” means any allegation in writing made by a complainant that:

- ✓ an unfair trade practice or restrictive trade practice has been adopted
- ✓ the goods bought by him suffer from one or more defects
- ✓ the services hired or availed of by him suffer from deficiency in any respect
- ✓ price charged is in excess of that fixed by law or displayed on package
- ✓ goods which will be hazardous to life and safety when used are being offered for sale to the public in contravention of the provisions of any law requiring trader to display information in regard to the contents, manner and effect of use of such goods

“**Consumer dispute**” means a dispute where the person against whom a complaint has been made, denies and disputes the allegations contained in the complaint.

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#### **a) Consumer disputes redressal agencies**

“Consumer disputes redressal agencies” are established in each district and state and at national level.

##### **i. District Forum**

- ✓ The forum has jurisdiction to entertain complaints, where value of the goods or services and the compensation claimed is up to Rs.20 lakhs.
- ✓ The District Forum is empowered to send its order/decrees for execution to appropriate civil court.

##### **ii. State Commission**

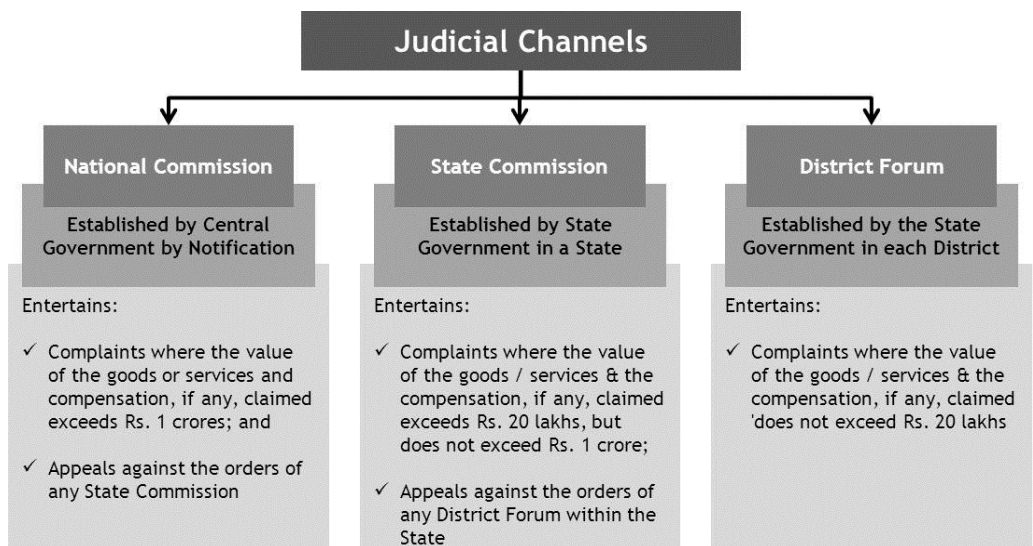
- ✓ This redressal authority has original, appellate and supervisory jurisdiction.
- ✓ It entertains appeals from the District Forum.
- ✓ It also has original jurisdiction to entertain complaints where the value of goods/service and compensation, if any claimed exceeds Rs. 20 lakhs but does not exceed Rs. 100 lakhs.
- ✓ Other powers and authority are similar to those of the District Forum.

### iii. National Commission

- ✓ The final authority established under the Act is the National Commission.
- ✓ It has original, appellate as well as supervisory jurisdiction.
- ✓ It can hear the appeals from the order passed by the State Commission and in its original jurisdiction it will entertain disputes, where goods/services and the compensation claimed exceeds Rs.100 lakhs.
- ✓ It has supervisory jurisdiction over State Commission.

All the three agencies have powers of a civil court.

Diagram 1: Channels for grievance redressal



### b) Procedure for filing a complaint

The procedure for filing a complaint is very simple in all above three redressal agencies. There is no fee for filing a complaint or filing an appeal whether before the State Commission or National Commission. The complaint can be filed by the complainant himself or by his authorised agent. It can be filed personally or can even be sent by post. It may be noted that no advocate is necessary for the purpose of filing a complaint.

### c) Consumer Forum Orders

If the forum is satisfied that the goods complained against suffer from any of the defects specified in the complaint or that any of the allegations contained in the complaint about the services are proved, the forum can issue an order directing the opposite party to do one or more of the following namely,

- i. To **return** to the complainant the **price**, (or premium in case of insurance), the charges paid by the complainant

- ii. To award such amount as **compensation** to the consumers for any loss or injury suffered by the consumer due to negligence of the opposite party
- iii. To remove the defects or **deficiencies** in the services in question
- iv. To **discontinue the unfair trade practice** or the restrictive trade practice or not to repeat them
- v. To provide for **adequate costs** to parties

#### **d) Nature of complaints**

The **majority of consumer disputes** with the three forums fall in the following main categories as far as insurance business are concerned

- i. Delay in settlement of claims
- ii. Non-settlement of claims
- iii. Repudiation of claims
- iv. Quantum of loss
- v. Policy terms, conditions etc.

### **3. The Insurance Ombudsman**

The Central Government under the powers of the Insurance Act, 1938 made **Redressal of Public Grievances Rules, 1998** by a notification published in the official gazette on November 11, 1998. These rules apply to life and non-life insurance, for all personal lines of insurances, that is, insurances taken in an individual capacity.

The objective of these rules is to resolve all complaints relating to settlement of claim on the part of the insurance companies in a cost effective, efficient and impartial manner.

**The Ombudsman, by mutual agreement of the insured and the insurer can act as a mediator and counsellor within the terms of reference.**

**The decision of the Ombudsman, whether to accept or reject the complaint, is final.**

#### **a) Complaint to the Ombudsman**

Any complaint made to the Ombudsman should be in writing, signed by the insured or his legal heirs, addressed to an Ombudsman within whose jurisdiction, the insurer has a branch/ office, supported by documents, if any, along with an estimate of the nature and extent of loss to the complainant and the relief sought.

Complaints can be made to the Ombudsman if:

- i. The complainant had made a previous written representation to the insurance company and the insurance company had:



- ✓ Rejected the complaint or
  - ✓ The complainant had not received any reply within one month after receipt of the complaint by the insurer
- ii. The complainant is not satisfied with the reply given by the insurer
  - iii. The complaint is made within one year from the date of rejection by the insurance company
  - iv. The complaint is not pending in any court or consumer forum or in arbitration

## **b) Recommendations by the Ombudsman**

There are certain duties/protocols that the Ombudsman is expected to follow:

- i. Recommendations should be made within one month of the receipt of such a complaint
- ii. The copies should be sent to both the complainant and the insurance company
- iii. Recommendations have to be accepted in writing by the complainant within 15 days of receipt of such recommendation
- iv. A copy of acceptance letter by the insured should be sent to the insurer and his written confirmation sought within 15 days of his receiving such acceptance letter

## **c) Award**

If the dispute is not settled by intermediation, the Ombudsman will pass an award to the insured which he thinks is fair, and is not more than what is necessary to cover the loss of the insured.

The awards by Ombudsman are governed by the following rules:

- i. The award should not be more than Rs.20 lakh (inclusive of ex-gratia payment and other expenses)
- ii. The award should be made within a period of 3 months from the date of receipt of such a complaint, and the insured should acknowledge the receipt of the award in full as a final settlement within one month of the receipt of such award
- iii. The insurer shall comply with the award and send a written intimation to the Ombudsman within 15 days of the receipt of such acceptance letter
- iv. If the insured does not intimate in writing the acceptance of such award, the insurer may not implement the award

## Test Yourself 1

The \_\_\_\_\_ has jurisdiction to entertain complaints, where value of the goods or services and the compensation claimed is up to Rs.20 lakhs.

- I. District Forum
  - II. State Commission
  - III. Zilla Parishad
  - IV. National Commission
- 

## Summary

- IRDAI has launched an Integrated Grievance Management System (IGMS) which acts as a central repository of insurance grievance data and as a tool for monitoring grievance redress in the industry.
  - Consumer disputes redressal agencies are established in each district and state and at national level.
  - As far as insurance business is concerned, the majority of consumer disputes fall in categories such as delay in settlement of claims, non-settlement of claims, repudiation of claims, quantum of loss and policy terms, conditions etc.
  - The Ombudsman, by mutual agreement of the insured and the insurer can act as a mediator and counsellor within the terms of reference.
  - If the dispute is not settled by intermediation, the Ombudsman will pass award to the insured which he thinks is fair, and is not more than what is necessary to cover the loss of the insured.
- 

## Key Terms

1. Integrated Grievance Management System (IGMS)
  2. The Consumer Protection Act, 1986
  3. District Forum
  4. State Commission
  5. National Commission
  6. Insurance Ombudsman
-

## Answers to Test Yourself

### Answer 1

The correct answer is I.

The District Forum has jurisdiction to entertain complaints, where value of the goods or services and the compensation claimed is up to Rs. 20 lakhs.

## Self-Examination Questions

### Question 1

Expand the term IGMS.

- I. Insurance General Management System
- II. Indian General Management System
- III. Integrated Grievance Management System
- IV. Intelligent Grievance Management System

### Question 2

Which of the below consumer grievance redressal agencies would handle consumer disputes amounting between Rs. 20 lakhs and Rs. 100 lakhs?

- I. District Forum
- II. State Commission
- III. National Commission
- IV. Zilla Parishad

### Question 3

Which among the following cannot form the basis for a valid consumer complaint?

- I. Shopkeeper charging a price above the MRP for a product
- II. Shopkeeper not advising the customer on the best product in a category
- III. Allergy warning not provided on a drug bottle
- IV. Faulty products

### Question 4

Which of the below will be the most appropriate option for a customer to lodge an insurance policy related complaint?

- I. Police
- II. Supreme Court
- III. Insurance Ombudsman
- IV. District Court

### Question 5

Which of the below statement is correct with regards to the territorial jurisdiction of the Insurance Ombudsman?

- I. Insurance Ombudsman has National jurisdiction
- II. Insurance Ombudsman has State jurisdiction
- III. Insurance Ombudsman has District jurisdiction
- IV. Insurance Ombudsman operates only within the specified territorial limits

### Question 6

How is the complaint to be launched with an insurance ombudsman?

- I. The complaint is to be made in writing
- II. The complaint is to be made orally over the phone
- III. The complaint is to be made orally in a face to face manner
- IV. The complaint is to be made through newspaper advertisement

### Question 7

What is the time limit for approaching an Insurance Ombudsman?

- I. Within two years of rejection of the complaint by the insurer
- II. Within three years of rejection of the complaint by the insurer
- III. Within one year of rejection of the complaint by the insurer
- IV. Within one month of rejection of the complaint by the insurer

### Question 8

Which among the following is not a pre-requisite for launching a complaint with the Ombudsman?

- I. The complaint must be by an individual on a 'Personal Lines' insurance
- II. The complaint must be lodged within 1 year of the insurer rejecting the complaint
- III. Complainant has to approach a consumer forum prior to the Ombudsman
- IV. The total relief sought must be within an amount of Rs.20 lakhs.

### Question 9

Are there any fee / charges that need to be paid for lodging the complaint with the Ombudsman?

- I. A fee of Rs 100 needs to be paid
- II. No fee or charges need to be paid
- III. 20% of the relief sought must be paid as fee
- IV. 10% of the relief sought must be paid as fee

## Question 10

Can a complaint be launched against a private insurer?

- I. Complaints can be launched against public insurers only
- II. Yes, complaint can be launched against private insurers
- III. Complaint can be launched against private insurers only in the Life Sector
- IV. Complaint can be launched against private insurers only in the Non-Life Sector

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### Answers to Self-Examination Questions

#### Answer 1

The correct option is III.

IGMS stands for Integrated Grievance Management System.

#### Answer 2

The correct option is II.

State Commission would handle consumer disputes amounting between Rs. 20 lakhs and Rs. 100 lakhs.

#### Answer 3

The correct option is II.

Shopkeeper not advising the customer on the best product in a category cannot form the basis of a valid consumer complaint.

#### Answer 4

The correct option is III.

Complaint is to be lodged with the Insurance Ombudsman under whose territorial jurisdiction the insurer's office falls.

#### Answer 5

The correct option is IV.

Insurance Ombudsman operates only within the specified territorial limits.

**Answer 6**

The correct option is I.

The complaint to the ombudsman is to be made in writing.

**Answer 7**

The correct option is III.

The complainant must approach the ombudsman within one year of rejection of the complaint by the insurer.

**Answer 8**

The correct option is III.

Complainant need not approach a consumer forum prior to the Ombudsman.

**Answer 9**

The correct option is II.

No fee / charges need to be paid for lodging the complaint with the Ombudsman.

**Answer 10**

The correct option is II.

Yes, a complaint can be launched against private insurers.

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# CHAPTER 4

## REGULATORY ASPECTS OF INSURANCE AGENTS

### Chapter Introduction

In this chapter, we discuss Regulatory aspects of Insurance agents.

### Learning Outcomes

#### A. Regulations of Insurance Agents

## A. Regulations of Insurance Agents

Appointment of Insurance Agent regulations came into force with effect from 1<sup>st</sup> April 2016.

The following definitions are relevant.

### 1. Definitions:

- 1) “Act” means the Insurance Act, 1938 (4 of 1938) as amended from time to time.
- 2) “Appointment Letter” means a letter of appointment issued by an insurer to any person to act as an insurance agent.
- 3) “Appellate Officer” means an officer authorised by the Insurer to consider and dispose representations and appeals received from an Insurance Agent.
- 4) “Insurance Agent” means an individual appointed by an insurer for the purpose of soliciting or procuring insurance business including business relating to the continuance, renewal or revival of policies of insurance.
- 5) “Authority” means the Insurance Regulatory and Development Authority of India established under the provisions of Section 3 of the Insurance Regulatory and Development Authority Act, 1999 (41 of 1999).
- 6) “Composite Insurance Agent” means an individual who is appointed as an insurance agent by two or more insurers subject to the condition that he/she shall not act as insurance agent for more than one life insurer, one general insurer, one health insurer and one each of the mono-line insurers.
- 7) “Centralised list of Agents” means a list of agents maintained by the Authority, which contains all details of agents appointed by all insurers.
- 8) “Centralised list of black listed agents” means list of agents maintained by the Authority whose appointment is cancelled/suspended by a designated official of insurer on grounds of violation of code of conduct and / or fraud.
- 9) “Designated Official” means an officer authorised by the Insurer to make Appointment of an individual as an Insurance Agent.
- 10) “Examination Body” means an Institution, which conducts pre-recruitment tests for insurance agents and which is duly recognised by the Authority.
- 11) “Mono-Line Insurer” for the purpose of these Regulations means insurer as defined under section 2(9) of Insurance Act, 1938 and carrying on one particular specialized line of business such as agriculture insurance, export credit guarantee business.
- 12) “Multilevel Marketing Scheme” means any scheme as defined in explanation to Section 42A of the Act.



## **2. Appointment of Insurance Agent by the Insurer:**

- 1) An applicant seeking appointment as an insurance agent of an Insurer shall submit an application in Form I-A to the Designated Official of the Insurer.
- 2) The Designated Official of the insurer, on receipt of the application, shall satisfy himself that the applicant:-
  - a) Has furnished the Agency Application in Form I-A complete in all respects;
  - b) Has submitted the PAN details along with the Agency Application Form;
  - c) Has passed the insurance examination as specified under Regulations 6;
  - d) Does not suffer from any of the disqualifications mentioned in Regulation 7;
  - e) Has the requisite knowledge to solicit and procure insurance business; and capable of providing the necessary service to the policy holders;
- 3) The Designated Official shall exercise due diligence in verifying the agency application and ascertaining that the applicant does not hold agency appointment for more than one life insurer, one general insurer, one health insurer and one each of the mono-line insurers and is not in the centralised list of blacklisted agents.
- 4) **The Designated Official shall also verify**
  - a) The centralised list of agents maintained by the Authority with the PAN Number of the applicant to ascertain the information as stated above.
  - b) The centralised list of black listed agents maintained by the Authority to ascertain that the applicant is not black listed.
- 5) The Designated Official on satisfying himself that the applicant has complied with all the conditions mentioned in Regulation above, and also does not suffer from any of the disqualifications mentioned in sub-section (3) of Section 42 of the Act, may process the agency application and grant appointment to the applicant as an insurance agent by issuing an appointment letter within 15 days of receipt of all documents from the applicant. The Designated Official shall allot an agency code number to the appointed agent and the agency code number shall be prefixed by the abbreviation of the insurer's name.
- 6) The agency appointment letter issued as mentioned above shall lay down the terms of appointment covering all conditions governing appointment and functioning of the applicant as insurance agent and the code of conduct as stated below. The letter of appointment shall be dispatched

not later than 7 days after the appointment of the agent as mentioned above.

- 7) The applicant so appointed as an insurance agent shall be provided an identity card, by the insurer which shall identify the agent with the insurer whom he/she is representing as an agent.
- 8) The Designated Official may refuse to grant Agency Appointment to any applicant if the applicant does not fulfil any of the conditions mentioned in these Regulations. The Designated Official shall communicate the reasons for refusal for appointment as agent to the applicant in writing, within 21 days of receipt of the application.
- 9) An applicant who is aggrieved by the decision of the Designated Official refusing to grant the agency appointment may submit a review application to the appellate officer designated by the insurer for review of the decision. The insurer shall designate an Appellate Officer to consider the review application of the applicant. The Appellate Officer shall consider the application and communicate the final decision in writing within 15 days of receipt of the review application.

### **3. Appointment of Composite Insurance Agent by the insurer:**

- 1) An applicant seeking appointment as a 'Composite Insurance Agent' shall make an application to the Designated Official of respective life, general, health insurer or mono-line insurer as the case may be, in the 'Composite Agency Application Form I-B. The Designated Official of the respective insurers shall deal with the application in the manner and procedure outlined above.

### **4. Insurance Agency Examination:—**

- 1) An applicant shall pass in the Insurance Agency Examination conducted by the Examination Body in the subjects of Life, General, or Health Insurance as the case may be, as per the syllabus prescribed by the Authority to be eligible for appointment as an insurance agent. The insurer shall provide the necessary assistance and guidance to the candidates to equip them with adequate insurance knowledge required to qualify in the agency examination.
- 2) The applicant who has successfully passed the Insurance Agency Examination as mentioned in above shall be issued a pass certificate by the Examination Body. The pass certificate issued by the Examining Body shall be in force for a period of twelve months, for the purpose of seeking appointment as an agent with any insurer for the first time.
- 3) Only candidates who have qualified in the Insurance Agency Examination as mentioned above and who hold a valid pass certificate issued by the

Examination Body shall be eligible to be considered for appointment as agents.

**5. Disqualification to act as an Insurance Agent:** The conditions for disqualification shall be as stipulated under Section 42 (3) of the Act.

**6. Code of Conduct.**

**1) Every agent shall adhere to the code of conduct specified below:-**

- a) Every insurance agent shall, ---
  - i. Identify himself and the insurer of whom he is an insurance agent;
  - ii. Show the agency identity card to the prospect, and also disclose the agency appointment letter to the prospect on demand;
  - iii. Disseminate the requisite information in respect of insurance products offered for sale by his insurer and take into account the needs of the prospect while recommending a specific insurance plan;
  - iv. Where the Insurance agent represents more than one insurer offering same line of products, he should dispassionately advise the policyholder on the products of all Insurers whom he is representing and the product best suited to the specific needs of the prospect;
  - v. Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
  - vi. Indicate the premium to be charged by the insurer for the insurance product offered for sale;
  - vii. Explain to the prospect the nature of information required in the proposal form by the insurer, and also the importance of disclosure of material information in the purchase of an insurance contract;
  - viii. Bring to the notice of the insurer every fact about the prospect relevant to insurance underwriting, including any adverse habits or income inconsistency of the prospect, within the knowledge of the agent, in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the insurer wherever applicable, and any material fact that may adversely affect the underwriting decision of the insurer as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
  - ix. Obtain the requisite documents at the time of filing the proposal form with the insurer; and other documents subsequently asked for by the insurer for completion of the proposal;
  - x. Advise every prospect to effect nomination under the policy
  - xi. Inform promptly the prospect about the acceptance or rejection of the proposal by the insurer;

- xii. Render necessary assistance and advice to every policyholder introduced through him/her on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
  - xiii. Render necessary assistance to the policyholders or claimants or beneficiaries in complying with the requirements for settlement of claims by the insurer;
- 2) **No insurance agent shall, ----**
- a. Solicit or procure insurance business without being appointed to act as such by the insurer
  - b. Induce the prospect to omit any material information in the proposal form;
  - c. Induce the prospect to submit wrong information in the proposal form or documents submitted to the insurer for acceptance of the proposal;
  - d. Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/policyholder into a multilevel level marketing scheme.
  - e. Behave in a discourteous manner with the prospect;
  - f. Interfere with any proposal introduced by any other insurance agent;
  - g. Offer different rates, advantages, terms and conditions other than those offered by his insurer;
  - h. Demand or receive a share of proceeds from the beneficiary under an insurance contract;
  - i. Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
  - j. Apply for fresh agency appointment to act as an insurance agent, if his agency appointment was earlier cancelled by the designated official, and a period of five years has not elapsed from the date of such cancellation;
  - k. Become or remain a director of any insurer;
- 3) Every insurance agent shall, with a view to conserve the insurance business already procured through him, make every attempt to ensure remittance of the premiums by the policyholders within the stipulated time, by giving notice to the policyholder orally and in writing;
- 4) Any person who acts as an insurance agent in contravention of the provisions of the Insurance Act, 1938 and Regulations made there under shall be liable to a penalty which may extend to ten thousand rupees and any insurer or any person acting on behalf of an insurer, who appoints any person as an insurance agent not permitted to act as such or transact any insurance business in India through any such person shall be liable to penalty which may extend to one crore rupees.

- 5) The insurer shall be responsible for all acts and omissions of its agents including violation of code of conduct specified under these Regulations, and shall be liable to a penalty which may extend to one crore rupees.

#### **7. Suspension of Appointment of an Agent:**

- 1) The appointment of an agent may be cancelled or suspended after due notice and after giving him/her a reasonable opportunity of being heard if he/she:-
  - a. Violates the provisions of the Insurance Act, 1938 (4 of 1938), Insurance Regulatory and Development Authority Act, 1999 (41 of 1999) or rules or regulations, made there under as amended from time to time;
  - b. Attracts any of the disqualifications mentioned above.
  - c. Fails to comply with the code of conduct stipulated in Regulation 8 and directions issued by the Authority from time to time.
  - d. Violates terms of appointment.
  - e. Fails to furnish any information relating to his/her activities as an agent as required by the Insurer or the Authority;
  - f. Fails to comply with the directions issued by the Authority;
  - g. Furnishes wrong or false information; or conceals or fails to disclose material facts in the application submitted for appointment of Insurance Agent or during the period of its validity.
  - h. Does not submit periodical returns as required by the Insurer/Authority;
  - i. Does not co-operate with any inspection or enquiry conducted by the Authority;
  - j. Fails to resolve the complaints of the policyholders or fails to give a satisfactory reply to the Authority in this behalf;
  - k. Either directly or indirectly involves in embezzlement of premiums / cash collected from policyholders/prospects on behalf of insurer. However this proviso does not permit an agent to collect cash/premium without specific authorisation by the insurer.

#### **8. Procedure for Cancellation of Agency:**

On the issue of the final order for cancellation of agency of the insurance agent, he/she shall cease to act as an insurance agent from the date of the final order.

#### **9. Effect of suspension/cancellation of Agency appointment.—**

- 1) On and from the date of suspension or cancellation of the agency, the insurance Agent, shall cease to act as an insurance agent.
  - a. The insurer shall recover the appointment letter and Identity card from the agent whose appointment has been cancelled under these Regulations within 7 days of issuance of final order effecting cancellation of appointment.
  - b. The insurer shall black list the agent and enter the details of the agent whose appointment is suspended/cancelled into the black

listed agents' database maintained by the Authority and the centralised list of Agents database maintained by the Authority, in online mode, immediately after issuance of the order effecting suspension/ cancellation.

- c. In case a suspension is revoked in respect of any agent on conclusion of disciplinary action by way of issuance of a speaking order by Designated Official, the details of such agent shall be removed from list of black listed Agents as soon as the Speaking Order revoking his/her suspension is issued.
- d. The insurer shall also inform other insurers, Life or General or Health Insurer or mono-line insurer with whom he/she is acting as an agent, of the action taken against the Insurance Agent for their records and necessary action.

#### **10. Procedure to be followed in respect of resignation/surrender of appointment by an insurance agent:**

- 1) In case an insurance agent appointed by an insurer wishes to surrender his agency with his/her insurer, he/she shall surrender his appointment letter and identity card to the designated official of the insurer with whom he/she is currently holding agency.
- 2) The Insurer shall issue the cessation certificate as detailed in Form I-C within a period of 15 days from the date of resignation or surrender of appointment.
- 3) An Insurance Agent who has surrendered his appointment may seek fresh appointment with other insurer. In such a case, the agent has to furnish to the new insurer all the details of his/her previous agency and produce Cessation Certificate issued by the previous insurer issued in Form I-C, along with his agency application form.
- 4) The insurer will consider the agency application as outlined above after a period of NINETY DAYS from the date of the issue of the cessation certificate by the previous insurer.

#### **11. General conditions for appointment of Agents by the insurer:**

- 1) The Insurer shall frame a 'Board Approved Policy' covering Agency Matters and file the same with the Authority before 31st March every year. The guidelines for the 'Board Approved Policy' to be framed by the Insurer
- 2) No individual shall act as an insurance agent for more than one life insurer, one general insurer, one health insurer and one each of mono-line insurers
- 3) Any individual, who acts as an insurance agent in contravention of the provisions of this Act, shall be liable to a penalty which may extend to ten thousand rupees.
- 4) Any insurer or any representative of the insurer acting on behalf of the insurer, who appoints an individual as an insurance agent not permitted to act as such or transact any insurance business in India shall be liable to penalty which may extend to one crore rupees.

- 5) No insurer shall, on or after the commencement of the Insurance Laws (Amendment) Act, 2015 appoint any Principal Agent, Chief Agent, and Special Agent and transact any insurance business in India through them.
- 6) No person shall allow or offer to allow, either directly or indirectly or as an inducement, to any person to take out or renew or continue an insurance policy through multilevel marketing scheme.
- 7) The Authority may through an officer authorized in this behalf, make a complaint to the appropriate police authorities relating to the entity or persons involved in the Multi-Level Marketing schemes.
- 8) Every insurer and every Designated Official who is acting on behalf of an insurer in appointing insurance agents shall maintain a register showing the name and address of every insurance agent appointed by him and the date on which his appointment began and the date, if any, on which his appointment ceased.
- 9) The records as mentioned above shall be maintained by the insurer as long as the insurance agent is in service and for a period of five years from the cessation of the appointment.

## CHAPTER 5

### LEGAL PRINCIPLES OF AN INSURANCE CONTRACT

#### Chapter Introduction

In this chapter, we discuss the elements that govern the working of an insurance contract. The chapter also deals with the special features of an insurance contract.

#### Learning Outcomes

A. Insurance contracts - Legal aspects and special features



## A. Insurance contracts - Legal aspects and special features

### 1. Insurance contracts - Legal aspects

#### a) The insurance contract

Insurance involves a contractual agreement in which the insurer agrees to provide financial protection against certain specified risks for a price or consideration known as the premium. The contractual agreement takes the form of an insurance policy.

#### b) Legal aspects of an insurance contract

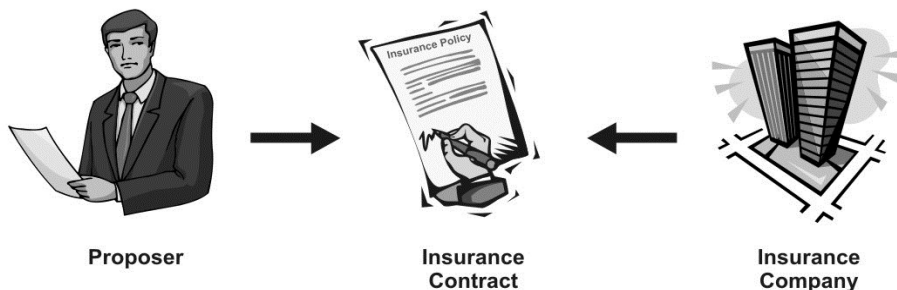
We will now look at some features of an insurance contract and then consider the legal principles that govern insurance contracts in general.

### Important

A contract is an agreement between parties, enforceable at law. The provisions of the Indian Contract Act, 1872 govern all contracts in India, including insurance contracts.

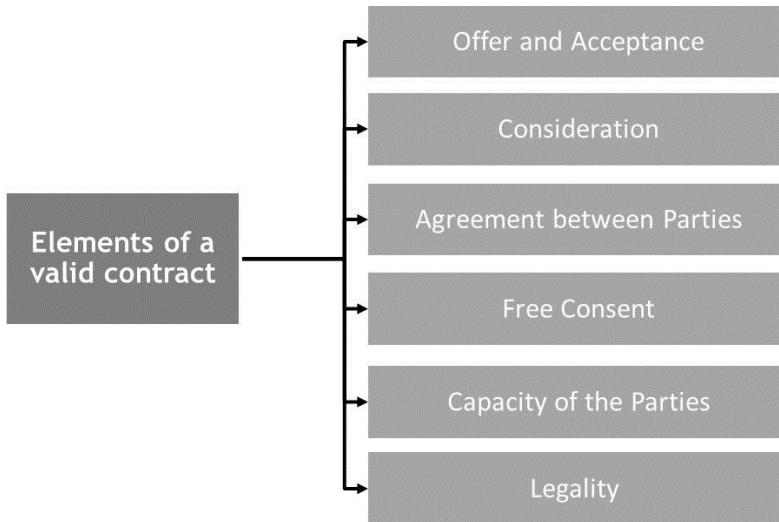
An insurance policy is a contract entered into between two parties, viz., the company, called the **insurer**, and the policy holder, called the **insured** and fulfils the requirements enshrined in the Indian Contract Act, 1872.

#### Diagram 1: Insurance contract



### c) Elements of a valid contract

Diagram 2: Elements of a valid contract



The elements of a valid contract are:

#### i. Offer and acceptance

When one person signifies to another his willingness to do or to abstain from doing anything with a view to obtaining the assent of the other to such act, he is said to make an offer or proposal. Usually, the offer is made by the proposer, and acceptance made by the insurer.

When a person to whom the offer is made signifies his assent thereto, this is deemed to be an acceptance. Hence, when a proposal is accepted, it becomes a promise.

The acceptance needs to be communicated to the proposer which results in the formation of a contract.

When a proposer accepts the terms of the insurance plan and signifies his assent by paying the deposit amount, which, on acceptance of the proposal, gets converted to the first premium, the proposal becomes a policy.

If any condition is put, it becomes a counter offer.

The policy bond becomes the evidence of the contract.

#### ii. Consideration

This means that the contract must contain some mutual benefit for the parties. The premium is the consideration from the insured, and the promise to indemnify, is the consideration from the insurers.

### iii. Agreement between the parties

Both the parties should agree to the same thing in the same sense. In other words, there should be “**consensus ad-idem**” between both parties. Both the insurance company and the policyholder must agree on the same thing in the same sense.

### iv. Free consent

There should be free consent while entering into a contract.

Consent is said to be free when it is not caused by

- ✓ Coercion
- ✓ Undue influence
- ✓ Fraud
- ✓ Misrepresentation
- ✓ Mistake

When consent to an agreement is caused by coercion, fraud or misrepresentation, the agreement is voidable.

### v. Capacity of the parties

Both the parties to the contract must be legally competent to enter into the contract. The policyholder must have attained the age of majority at the time of signing the proposal and should be of sound mind and not disqualified under law. For example, minors cannot enter into insurance contracts.

### vi. Legality

The object of the contract must be legal, for example, no insurance can be had for illegal acts. Every agreement of which the object or consideration is unlawful is void. The object of an insurance contract is a lawful object.

## Important

- i. **Coercion** - Involves pressure applied through criminal means.
- ii. **Undue influence** - When a person who is able to dominate the will of another, uses her position to obtain an undue advantage over the other.
- iii. **Fraud** - When a person induces another to act on a false belief that is caused by a representation he or she does not believe to be true. It can arise either from deliberate concealment of facts or through misrepresenting them.

iv. **Mistake** - Error in one's knowledge or belief or interpretation of a thing or event. This can lead to an error in understanding and agreement about the subject matter of contract.

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## 2. Insurance contracts - Special features

### a) Uberrima Fides or Utmost Good Faith

This is one of the fundamental principles of an insurance contract. Also called uberrima fides, it means that every party to the contract must disclose all material facts relating to the subject matter of insurance.

A distinction may be made between Good Faith and Utmost Good Faith. All commercial contracts in general require that good faith shall be observed in their transaction and there shall be no fraud or deceit when giving information. Apart from this legal duty to observe good faith, the seller is not bound to disclose any information about the subject matter of the contract to the buyer.

The rule observed here is that of "**Caveat Emptor**" which means **Buyer Beware**. The parties to the contract are expected to examine the subject matter of the contract and so long as one party does not mislead the other and the answers are given truthfully, there is no question of the other party avoiding the contract

**Utmost Good Faith:** Insurance contracts stand on a different footing. Firstly, the subject matter of the contract is intangible and cannot be easily known through direct observation or experience by the insurer. Again there are many facts, which by their very nature, may be known only to the proposer. The insurer has to often rely entirely on the latter for information.

Hence the proposer has a legal duty to disclose all material information about the subject matter of insurance to the insurers who do not have this information.

### Example

David made a proposal for an insurance policy. At the time of applying for the policy, David was suffering from and under treatment for Diabetes. But David did not disclose this fact to the insurance company. David was in his thirties, so the insurance company issued the policy without asking David to undergo a medical test. Few years down the line, David's health deteriorated and he had to be hospitalised. David could not recover and died in the next few days. A claim was raised on the insurance company.

To the surprise of David's nominee, the insurance company rejected the claim. In its investigation, the insurance company found out that David was already suffering from diabetes at the time of applying for the policy and this fact was deliberately hidden by David. Hence the insurance contract was declared null and void and the claim was rejected.

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Material information is that information which enables the insurers to decide:

- ✓ Whether they will accept the risk?
- ✓ If so, at what rate of premium and subject to what terms and conditions?

This legal duty of utmost good faith arises under common law. The duty applies not only to material facts which the proposer knows, but also extends to material facts which he ought to know.

### Example

Following are some examples of material information that the proposer should disclose while making a proposal:

- i. **Life Insurance:** own medical history, family history of hereditary illnesses, habits like smoking and drinking, absence from work, age, hobbies, financial information like income details of proposer, pre-existing life insurance policies, occupation etc.
- ii. **Fire Insurance:** construction and usage of building, age of the building, nature of goods in premises etc.
- iii. **Marine Insurance:** description of goods, method of packing etc.
- iv. **Motor Insurance:** description of vehicle, date of purchase, details of driver etc.
- v. **Health Insurance:**

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Insurance contracts are thus subject to a higher obligation. When it comes to insurance, good faith contracts become utmost good faith contracts.

### Definition

The concept of "Uberrima fides" is defined as involving "a positive duty to voluntarily disclose, accurately and fully, all facts material to the risk being proposed, whether requested or not".

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**If utmost good faith is not observed by either party, the contract may be avoided by the other.** This essentially means that no one should be allowed to take advantage of his own wrong especially while entering into a contract of insurance.

It is expected that the insured should not make any misrepresentation regarding any fact that is material for the insurance contract. The insured must disclose all relevant facts. If this obligation did not exist, a person taking insurance might suppress certain facts impacting the risk on the subject matter and receive an undue benefit.

The policyholder is expected to disclose the status of his health, family history, income, occupation etc. truthfully without concealing any material fact so as to

enable the underwriter to assess the risk properly. In case of non-disclosure or misrepresentation in the proposal form which may have impacted the underwriting decision of the underwriter, the insurer has a right to cancel the contract.

The law imposes an obligation to disclose all material facts.

### Example

An executive is suffering from hypertension and had a mild heart attack recently following which he decides to take a medical policy but does not reveal the same. The insurer is thus duped into accepting the proposal due to misrepresentation of facts by insured.

An individual has a congenital hole in the heart and reveals it in the proposal form. The same is accepted by the insurer and proposer is not informed that pre-existing diseases are not covered for at least 4 years. This is misleading of facts by the insurer.

### b) Material facts

### Definition

**Material fact** has been defined as a fact that would affect the judgment of an insurance underwriter in deciding whether to accept the risk and if so, the rate of premium and the terms and conditions.

Whether an undisclosed fact was material or not would depend on the circumstances of the individual case and could be decided ultimately only in a court of law. The insured **has to disclose** facts that affect the risk.

Let us take a look at some of the types of material facts in insurance that one needs to disclose:

- i. Facts indicating that the particular risk represents a greater exposure than normal.

### Example

Hazardous nature of cargo being carried at sea, past history of illness

- ii. Existence of past policies taken from all insurers and their present status
- iii. All questions in the proposal form or application for insurance are considered to be material, as these relate to various aspects of the subject matter of insurance and its exposure to risk. They need to be answered truthfully and be full in all respects.

The following are some scenarios wherein material facts need not be disclosed

## Information

### Material Facts that need not be disclosed

It is also held that unless there is a specific enquiry by underwriters, the proposer has no obligation to disclose the following facts:

**i. Measures implemented to reduce the risk.**

**Example:** The presence of a fire extinguisher

**ii. Facts which the insured does not know or is unaware of**

**Example:** An individual, who suffers from high blood pressure but was unaware about the same at the time of taking the policy, cannot be charged with non-disclosure of this fact.

**iii. Which could be discovered, by reasonable diligence?**

It is not necessary to disclose every minute material fact. The underwriters must be conscious enough to ask for the same if they require further information.

**iv. Matters of law**

Everybody is supposed to know the law of the land.

**Example:** Municipal laws about storing of explosives

**v. About which insurer appears to be indifferent (or has waived the need for further information)**

The insurer cannot later disclaim responsibility on grounds that the answers were incomplete.

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When is there a duty to disclose?

In the case of insurance contracts, the duty to disclose is present throughout the entire period of negotiation until the proposal is accepted and a policy is issued. Once the policy is accepted, there is no further need to disclose any material facts that may come up during the term of the policy.

## Example

Mr. Rajan has taken an insurance policy for a term of fifteen years. Six years after taking the policy, Mr. Rajan has some heart problems and has to undergo some surgery. Mr. Rajan does not need to disclose this fact to the insurer.

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However if the policy is in a lapsed condition because of failure to pay the premiums when due and the policy holder seeks to revive the policy contract

and bring it back in force, he may, at the time of such revival, have the duty to disclose all facts that are material and relevant, as though it is a new policy.

## **Breach of Utmost Good Faith**

We shall now consider situations which would involve a Breach of Utmost Good Faith. Such breach can arise either through Non-Disclosure or Misrepresentation.

**Non-Disclosure:** may arise when the insured is silent in general about material facts because the insurer has not raised any specific enquiry. It may also arise through evasive answers to queries raised by the insurer. Often disclosure may be inadvertent (meaning it may be made without one's knowledge or intention) or because the proposer thought that a fact was not material.

In such a case it is innocent. When a fact is intentionally suppressed it is treated as concealment. In the latter case there is intent to deceive.

**Misrepresentation:** Any statement made during negotiation of a contract of insurance is called representation. A representation may be a definite statement of fact or a statement of belief, intention or expectation. With regard to a fact it is expected that the statement must be substantially correct. When it comes to Representations that concern matters of belief or expectation, it is held that these must be made in good faith.

Misrepresentation is of two kinds:

- i. **Innocent Misrepresentation** relates to inaccurate statements, which are made without any fraudulent intention.
- ii. **Fraudulent Misrepresentation** on the other hand refers to false statements that are made with deliberate intent to deceive the insurer or are made recklessly without due regard for truth.

An insurance contract generally becomes void when there is a clear case of concealment with intent to deceive, or when there is fraudulent misrepresentation.

Recent amendments (March, 2015) to Insurance Act, 1938 have provided certain guidelines about the conditions under which a policy can be called into question for fraud. The new provisions are as follows

## **Fraud**

A policy of insurance may be called in question at any time within three years from the date of issuance of the policy or the date of commencement of risk or the date of revival, of the policy or the date of the rider to the policy, whichever is later, on the ground of fraud:

The insurer shall have to communicate in writing to the insured or the legal representatives or nominees or assignees of the insured the grounds and materials on which such decision is based.



The term “Fraud” has been defined and specified as follows:

The expression "fraud" means any of the following acts committed by the insured or by his agent, with the intent to deceive the insurer or to induce the insurer to issue a insurance policy:

- (a) the suggestion, as a fact of that which is not true and which the insured does not believe to be true;
- (b) the active concealment of a fact by the insured having knowledge or belief of the fact;
- (c) any other act fitted to deceive; and
- (d) any such act or omission as the law specially declares to be fraudulent.

Mere silence as to facts likely to affect the assessment of the risk by the insurer is not fraud, unless the circumstances of the case are such that regard being had to them, it is the duty of the insured or his agent, keeping silence to speak, or unless his silence is, in itself, equivalent to speak.

No insurer shall repudiate a insurance policy on the ground of fraud if the insured can prove that the mis-statement of or suppression of a material fact was true to the best of his knowledge and belief or that there was no deliberate intention to suppress the fact or that such mis-statement of or suppression of a material fact are within the knowledge of the insurer:

It is also provided that in case of fraud, the onus of disproving lies upon the beneficiaries, in case the policyholder is not alive.

A person who solicits and negotiates a contract of insurance shall be deemed for the purpose of the formation of the contract, to be the agent of the insurer.

### **c) Insurable interest**

The existence of ‘insurable interest’ is an essential ingredient of every insurance contract and is considered as the legal pre-requisite for insurance. Let us see how insurance differs from a gambling or wager agreement.

#### **i. Gambling and insurance**

Consider a game of cards, where one either loses or wins. The loss or gain happens only because the person enters the bet. The person who plays the game has no further interest or relationship with the game other than that he might win the game. Betting or, wagering is not legally enforceable in a court of law and thus any contract in pursuance of it will be held to be illegal. In case someone pledges his house if he happens to lose a game of cards, the other party cannot approach the court to ensure its fulfillment.

Now consider a house and the event of it burning down. The individual who insures his house has a legal relationship with the subject matter of insurance - the house. He owns it and is likely to suffer financially, if it is destroyed or damaged. This relationship of ownership exists independent of whether the fire happens or does not happen, and it is the relationship that leads to the loss. The event (fire or theft) will lead to a loss regardless of whether one takes insurance or not.

Unlike a card game, where one could win or lose, a fire can have only one consequence - loss to the owner of the house.

The owner takes insurance to ensure that the loss suffered is compensated for in some way.

The interest that the insured has in his house or his money is termed as insurable interest. The presence of insurable interest makes an insurance contract valid and enforceable under the law.

### Example

Mr. Chandrasekhar owns a house for which he has taken a mortgage loan of Rs. 15 lakhs from a bank. Ponder over the below questions:

- ✓ Does he have an insurable interest in the house?
- ✓ Does the bank have an insurable interest in the house?
- ✓ What about his neighbour?

Mr. Srinivasan has a family consisting of spouse, two kids and old parents. Ponder over the below questions:

- ✓ Does he have an insurable interest in their well-being?
- ✓ Does he stand to financially lose if any of them are hospitalised?
- ✓ What about his neighbour's kids? Would he have an insurable interest in them?

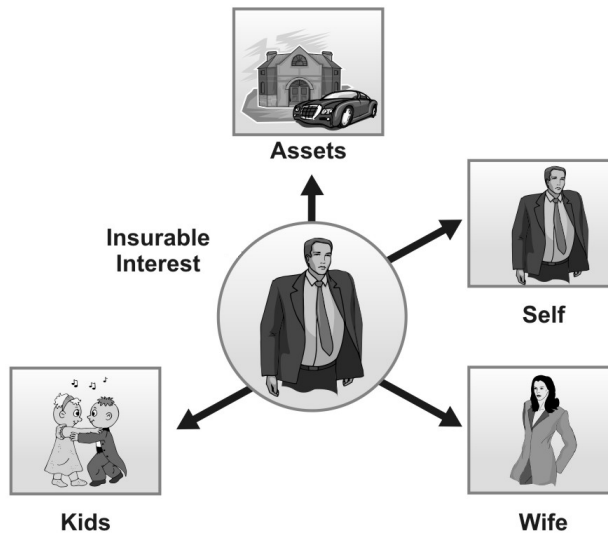
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It would be relevant here to make a distinction between the subject matter of insurance and the subject matter of an insurance contract.

**Subject matter of insurance** relates to property being insured against, which has an intrinsic value of its own.

**Subject matter of an insurance contract** on the other hand is the insured's financial interest in that property. It is only when the insured has such an interest in the property that he has the legal right to insure. The insurance policy in the strictest sense covers not the property per se, but the insured's financial interest in the property.

**Diagram 3: Insurable interest according to common law**



**ii. Time when insurable interest should be present**

In insurance, insurable interest should be present at the time of taking the policy. In general insurance, insurable interest should be present both at the time of taking the policy and at the time of claim with some exceptions like marine policies.

**d) Proximate Cause**

The last of the legal principles is the principle of proximate cause. Proximate cause is a key principle of insurance and is concerned with how the loss or damage actually occurred and whether it is indeed as a result of an insured peril. If the loss has been caused by the insured peril, the insurer is liable. If the immediate cause is an insured peril, the insurer is bound to make good the loss, otherwise not.

Under this rule, the insurer looks for the predominant cause which sets into motion the chain of events producing the loss. This may not necessarily be the last event that immediately preceded the loss i.e. it is not necessarily an event which is closest to, or immediately responsible for causing the loss.

Other causes may be classified as remote causes, which are separate from proximate causes. Remote causes may be present but are not effectual in causing an event.

**Definition**

Proximate cause is defined as the active and efficient cause that sets in motion a chain of events which brings about a result, without the intervention of any force started and working actively from a new and independent source.

How does the principle of proximate cause apply to insurance contracts? In general, since insurance provides for payment of a death benefit, regardless of the cause of death, the principle of proximate cause would not apply. However many insurance contracts also have an accident benefit rider wherein an additional sum assured is payable in the event of accidental death. In such a situation, it becomes necessary to ascertain the cause - whether the death occurred as a result of an accident. The principle of proximate cause would become applicable in such instances.

### **Contract of Adhesion**

Adhesion contracts are those that are drafted by the party having greater bargaining advantage, providing the other party with only the opportunity to adhere to i.e., to accept the contract or reject it. Here the insurance company has all the bargaining power regarding the terms and conditions of the contract.

To neutralise this, a free-look period has been introduced whereby a policyholder, after taking a policy, has the option of cancelling the it, in case of disagreement, within 15 days of receiving the policy document. The company has to be intimated in writing and premium is refunded less expenses and charges.

### **e) Indemnity**

The principle of indemnity is applicable to Non-life insurance policies. **It means that the policyholder, who suffers a loss, is compensated so as to put him or her in the same financial position as he or she was before the occurrence of the loss event.** The insurance contract (evidenced through insurance policy) guarantees that the insured would be indemnified or compensated up to the amount of loss and no more.

The philosophy is that one should not make a profit through insuring one's assets and recovering more than the loss. The insurer would assess the economic value of the loss suffered and compensate accordingly.

### **Example**

Ram has insured his house, worth Rs. 10 lakhs, for the full amount. He suffers loss on account of fire estimated at Rs. 70000. The insurance company would pay him an amount of Rs. 70000. The insured can claim no further amount.

Consider a situation now where the property has not been insured for its full value. One would then be entitled to indemnity for loss only in the same proportion as one's insurance.

Suppose the house, worth Rs. 10 lakhs has only been insured for a sum of Rs. 5 lakhs. If the loss on account of fire is Rs. 60000, one cannot claim this entire amount. It is deemed that the house owner has insured only to the tune of half

its value and he is thus entitled to claim just 50% [Rs. 30000] of the amount of loss. This is also known as underinsurance.

The measurement of indemnity to be paid would depend on the type of insurance one takes.

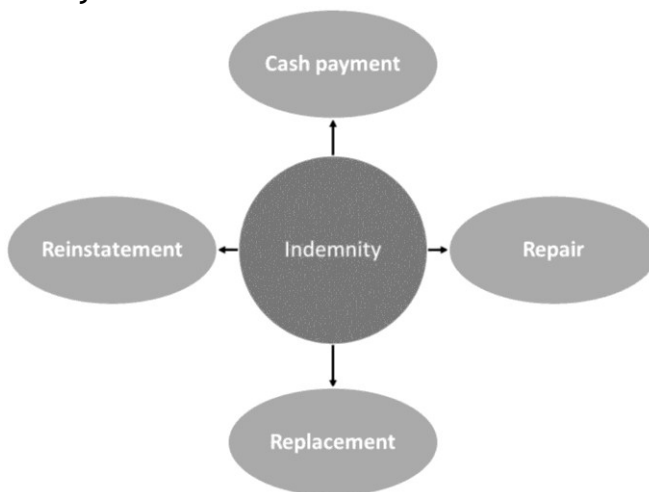
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In most types of non-life insurance policies, which deal with insurance of property and liability, the insured is compensated to the extent of actual amount of loss i.e. the amount of money needed to replace lost or damaged property at current market prices less depreciation.

Indemnity might take one or more of the following modes of settlement:

- ✓ Cash payment
- ✓ Repair of a damaged item
- ✓ Replacement of the lost or damaged item
- ✓ Restoration, (Reinstatement) for example, rebuilding a house destroyed by fire

**Diagram 1: Indemnity**



But, there is some subject matter whose value cannot be easily estimated or ascertained at the time of loss. For instance, it may be difficult to put a price in the case of family heirlooms or rare artefacts. Similarly in marine insurance policies it may be difficult to estimate the extent of loss suffered in a ship accident half way around the world.

In such instances, a principle known as the Agreed Value is adopted. The insurer and insured agree on the value of the property to be insured, at the beginning of the insurance contract. In the event of total loss, the insurer agrees to pay the agreed amount of the policy. This type of policy is known as “**Agreed Value Policy**”.

## f) Subrogation

Subrogation follows from the principle of indemnity.

Subrogation means the transfer of all rights and remedies, with respect to the subject matter of insurance, from the insured to the insurer.

It means that if the insured has suffered from loss of property caused due to negligence of a third party and has been paid indemnity by the insurer for that loss, the right to collect damages from the negligent party would lie with the insurer. Note that the amount of damage that can be collected is only to the extent of amount paid by the insurance company.

### Important

**Subrogation:** It is the process an insurance company uses to recover claim amounts paid to a policy holder from a negligent third party.

Subrogation can also be defined as surrender of rights by the insured to an insurance company that has paid a claim against the third party.

### Example

Mr. Kishore's household goods were being carried in Sylvain Transport service. They got damaged due to driver's negligence, to the extent of Rs 45000 and the insurer paid an amount of Rs 30000 to Mr. Kishore. The insurer stands subrogated to the extent of only Rs 30000 and can collect that amount from Sylvain Transports.

Suppose, the claim amount is for Rs 45,000/, insured is indemnified by the insurer for Rs 40,000, and the insurer is able to recover under subrogation Rs 45,000/ from Sylvain Transports, then the balance amount of Rs 5000 will have to be given to the insured.

This prevents the insured from collecting twice for the loss - once from the insurance company and then again from the third party. Subrogation arises only in case of contracts of indemnity.

### Example

Mr. Suresh dies in an air crash. His family is entitled to collect the full sum assured of Rs 50 lakhs from the insurer who have issued a Personal Accident Policy plus the compensation paid by the airline, say, Rs 15 lakhs.

### Test Yourself 1

Which among the following is an example of coercion?

- I. Ramesh signs a contract without having knowledge of the fine print
  - II. Ramesh threatens to kill Mahesh if he does not sign the contract
  - III. Ramesh uses his professional standing to get Mahesh to sign a contract
  - IV. Ramesh provides false information to get Mahesh to sign a contract
- 

### Test Yourself 2

Which among the following options cannot be insured by Ramesh?

- I. Ramesh's house
  - II. Ramesh's spouse
  - III. Ramesh's friend
  - IV. Ramesh's parents
-

## Summary

- Insurance involves a contractual agreement in which the insurer agrees to provide financial protection against specified risks for a price or consideration known as the premium.
- A contract is an agreement between parties, enforceable at law.
- The elements of a valid contract include:
  - i. Offer and acceptance
  - ii. Consideration,
  - iii. Consensus ad-idem,
  - iv. Free consent
  - v. Capacity of the parties and
  - vi. Legality of the object
- The special features of insurance contracts include:
  - i. Uberrima fides,
  - ii. Insurable interest,
  - iii. Proximate cause

## Key Terms

1. Offer and acceptance
2. Lawful consideration
3. Consensus ad idem
4. Uberrima fides
5. Material facts
6. Insurable interest
7. Proximate cause



## Answers to Test Yourself

### Answer 1

The correct option is II.

Ramesh threatening to kill Mahesh if he does not sign the contract is an example of coercion.

### Answer 2

The correct option is III.

Ramesh does not have insurable interest in his friend's life and hence cannot insure the same.

---

## Self-Examination Questions

### Question 1

Which element of a valid contract deals with premium?

- I. Offer and acceptance
- II. Consideration
- III. Free consent
- IV. Capacity of parties to contract

### Question 2

\_\_\_\_\_ relates to inaccurate statements, which are made without any fraudulent intention.

- I. Misrepresentation
- II. Contribution
- III. Offer
- IV. Representation

### Question 3

\_\_\_\_\_ involves pressure applied through criminal means.

- I. Fraud
- II. Undue influence
- III. Coercion
- IV. Mistake

### Question 4

Which among the following is true regarding life insurance contracts?

- I. They are verbal contracts not legally enforceable
- II. They are verbal which are legally enforceable
- III. They are contracts between two parties (insurer and insured) as per requirements of Indian Contract Act, 1872
- IV. They are similar to wager contracts

#### Question 5

Which of the below is not a valid consideration for a contract?

- I. Money
- II. Property
- III. Bribe
- IV. Jewellery

#### Question 6

Which of the below party is not eligible to enter into a life insurance contract?

- I. Business owner
- II. Minor
- III. House wife
- IV. Government employee

#### Question 7

Which of the below action showcases the principle of “Uberrima Fides”?

- I. Lying about known medical conditions on an insurance proposal form
- II. Not revealing known material facts on an insurance proposal form
- III. Disclosing known material facts on an insurance proposal form
- IV. Paying premium on time

#### Question 8

Which of the below is not correct with regards to insurable interest?

- I. Father taking out insurance policy on his son
- II. Spouses taking out insurance on one another
- III. Friends taking out insurance on one another
- IV. Employer taking out insurance on employees

#### Question 9

When is it essential for insurable interest to be present in case of life insurance?

- I. At the time of taking out insurance
- II. At the time of claim
- III. Insurable interest is not required in case of life insurance
- IV. Either at time of policy purchase or at the time of claim

## Question 10

Find out the proximate cause for death in the following scenario?

Ajay falls off a horse and breaks his back. He lies there in a pool of water and contracts pneumonia. He is admitted to the hospital and dies because of pneumonia.

- I. Pneumonia
- II. Broken back
- III. Falling off a horse
- IV. Surgery

---

### Answers to Self-Examination Questions

#### Answer 1

The correct option is II.

The element of a valid contract deals with premium is consideration.

#### Answer 2

The correct option is I.

Misrepresentation relates to inaccurate statements, which are made without any fraudulent intention.

#### Answer 3

The correct option is III.

Coercion involves pressure applied through criminal means.

#### Answer 4

The correct option is III.

Life insurance contracts are contracts between two parties (insurer and insured) as per requirements of Indian Contract Act, 1872.

#### Answer 5

The correct option is III.

Bribe is not a valid consideration for a contract.

**Answer 6**

The correct option is II.

Minors are not eligible to contract a life insurance contract.

**Answer 7**

The correct option is III.

Disclosing known material facts on an insurance proposal form is in tune with the principle of “Uberrima Fides”.

**Answer 8**

The correct option is III.

Friends cannot take out insurance on one another as there is no insurable interest present.

**Answer 9**

The correct option is I.

In case of life insurance insurable interest needs to be present at the time of taking out insurance.

**Answer 10**

The correct option is III.

Falling off the horse is the proximate cause for Ajay’s death.

---

# **SECTION 2**

# **LIFE SECTION**

# CHAPTER 6

## WHAT LIFE INSURANCE INVOLVES

### Chapter Introduction

Insurance involves four aspects

- ✓ An asset
- ✓ The risk insured against
- ✓ The principle of pooling
- ✓ The contract

Let us now examine the features of life insurance. This chapter will take a brief look at the various components of life insurance mentioned above.

### Learning Outcomes

A. Life insurance business - Components, human life value, mutuality

## A. Life insurance business - Components, human life value, mutuality

### 1. The Asset - Human Life Value(HLV)

We have already seen that an asset is a kind of property that yields value or a return. For most kinds of property the value is measured in precise monetary terms. Similarly the amount of loss of value can also be measured.

#### Example

When a car meets with an accident, the amount of damage can be estimated to be Rs. 50,000. The insurer will compensate the owner for this loss.

How do we estimate the amount of loss when a person dies?

Is he worth Rs. 50,000 or Rs. 5,00,000?

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The above question has to be answered by an agent whenever he or she meets a customer. Based on this the agent can determine how much insurance to recommend to the customer. It is in fact the first lesson a life insurance agent must learn.

Luckily we have a measure, developed almost seventy years ago by Prof. Hubener. The measure, known as **Human Life Value (HLV)** is used worldwide.

The HLV concept considers human life as a kind of property or asset that earns an income. It thus measures the value of human life based on an individual's expected net future earnings. Net earnings means income a person expects to earn each year in the future, less the amount he would spend on self. It thus indicates the economic loss a family would suffer if the wage earner were to die prematurely. These earnings are capitalised, using an appropriate interest rate to discount them.

There is a simple thumb rule or way to measure HLV. **This is to divide the annual income a family would like to have, even if the bread earner was no longer alive, with the rate of interest that can be earned.**

#### Example

Mr. Rajan earns Rs. 1,20,000 a year and spends Rs. 24,000 on himself.

The net earnings his family would lose, were he to die prematurely, would be Rs. 96,000 per year.

Suppose the rate of interest is 8% (expressed as 0.08).

$HLV = 96000 / 0.08 = Rs. 12,00,000$

---

HLV helps to determine how much insurance one should have for full protection. It also tells us the upper limit beyond which life insurance would be speculative.

In general, we can say that amount of insurance should be around 10 to 15 times one's annual income. In the above example, one should grow suspicious if Mr. Rajan was to ask insurance of Rs. 2 crores, while earning only Rs. 1.2 lakhs a year. The actual amount of insurance purchased would of course depend on factors like how much insurance one can afford and would like to buy.

## 2. The Risk

As we have seen above, life insurance provides protection against those risk events that can destroy or diminish the value of human life as an asset. There are three kinds of situations where such loss can occur. They are typical concerns which ordinary people face.

**Diagram 1:** Typical concerns faced by ordinary people



General insurance on the other hand typically deals with those risks that affect property - like fire, loss of cargo while at sea, theft and burglary and motor accidents. They also cover events that can result in loss of name and goodwill. These are covered by a class of insurance called liability insurance.

Finally there are risks that can affect the person. Termed as personal risks, these may also be covered by general insurance.

### Example

Accident insurance which protects against losses suffered due to an accident.

a) How exactly does life insurance differ from general insurance?

General Insurance	Life Insurance
<p><b>Indemnity:</b> General insurance policies, with the exception of Personal Accident Insurance, are usually contracts of indemnity</p>	<p>Life insurance policies are contracts of assurance.</p> <p>Indemnity means that after the occurrence of an event like fire, the</p>



	<p>insurer can assess the exact amount of loss that has occurred and pays compensation only to the amount of loss - no more, no less.</p> <p>This is not possible in life insurance. The amount of benefit to be paid in the event of death has to be fixed at the beginning itself, at the time of writing the contract. Life insurance policies are thus often known as <b>life assurance contracts</b>. An assured sum is paid to the nominees or beneficiaries of the insured when he dies.</p>
<p><b>Uncertainty:</b> In general insurance contracts, the risk event protected against is uncertain. No one can say with certainty whether a house would be gutted by fire or whether a car would meet an accident.</p>	<p>In the case of life insurance, there is no question whether the event death would occur or not. Death is certain once a person is born. <b>What is uncertain is the time of death.</b> Life insurance thus provides protection against the risk of premature death.</p>
<p><b>Increase in probability:</b> In general insurance, in case of perils like fire or earthquake, the probability of the happening of the event does not increase with time.</p>	<p>In case of life insurance the probability of death increases with age.</p>

### b) Nature of life insurance risk

Since mortality is related to age it means lower premiums are charged for those who are young and higher premiums for older people. One result was that individuals who were old but otherwise in good health, tended to withdraw while unhealthy members remained in the scheme. Insurance companies faced serious problems as a result. They sought to develop contracts whose premiums could be afforded and hence paid by individuals throughout their life. This led to the development of level premiums.

### 3. Level premiums

#### Important

The level premium is a premium fixed such that it does not increase with age but remains constant throughout the contract period.

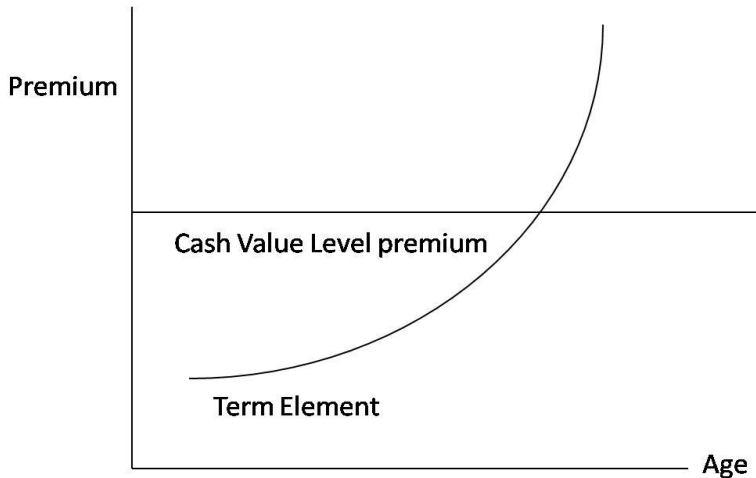
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This means that premiums collected in early years would be more than the amount needed to cover death claims of those dying at these ages, while

premiums collected in later years would be less than what is needed to meet claims of those dying at the higher ages. The level premium is an average of both. This means that the excess premiums of earlier ages compensate for the deficit of premiums in later ages.

The level premium feature is illustrated below.

**Diagram 2: Level Premium**



Level premiums also mean, life insurance contracts are typically long term insurance contracts that run for 10, 20 or many more years. On the other hand general insurance is typically short term and expires every year.

### Important

Premiums collected in early years of the contract are held in trust by the insurance company for the benefit of its policyholders. The amount so collected is called a “Reserve”. An insurance company keeps this reserve to meet the future obligations of the insurer. The excess amount also creates a fund known as the “Life Fund”. Life insurers invest this fund and earn an interest.

#### a) Components of level premium

The level premium has two components.

- i. The first is known as the **term or protection component**, consisting of that portion of premium actually needed to pay the cost of the risk.
- ii. The second is known as the **cash value element**. It is made up of accumulated excess payments of the policyholder. It constitutes the savings component.

This means that almost all life insurance policies contain a mix of protection and savings. The more the cash value element in the premium, the more it is considered as a savings oriented insurance policy.

#### 4. The Principle of Risk Pooling

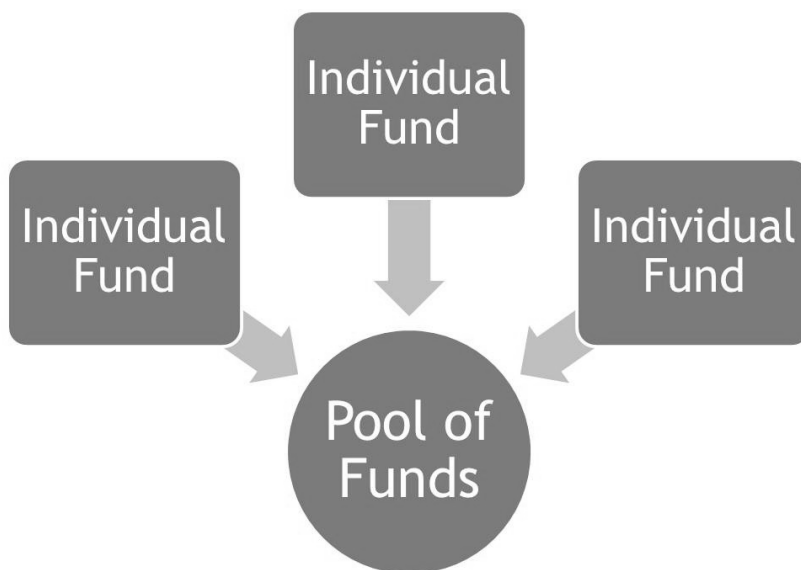
Life insurance companies have been classified as contractual financial institutions. This means that the benefits payable to policyholders have often taken the form of contractual guarantees. Life insurance and pensions have traditionally been purchased, above all things, for the sense of financial security they provide. This security arises as a result of the way the contracts are structured and certain safeguards are built to ensure that insurers are in a position to pay. The structure arises from the application of the mutuality or pooling principle.

**Mutuality** is one of the important ways to reduce risk in financial markets, the other being **diversification**. The two are fundamentally different.

Diversification	Mutuality
Under diversification the funds are spread out among various assets (placing the eggs in different baskets).	Under mutuality or pooling, the funds of various individuals are combined (placing all eggs in one basket).
Under diversification we have funds flowing from one source to many destinations	Under mutuality we have funds flow from many sources to one

Diagram 3: Mutuality

Mutuality (Funds flow from many sources to one)



Mutuality or the pooling principle plays two specific kinds of roles in life insurance.

- i. The first is its role in **providing protection against the economic loss arising as a result of one's untimely death**. This loss is shouldered and addressed through having a fund that pools the contributions of many who have entered into the life insurance contract.
- ii. The principle of risk pooling however goes beyond mortality risk. It can involve the **pooling and evening out of financial risk** as well. This is achieved by pooling the premiums, the funds and consequently the attendant risks of various kinds of contracts taken by individuals at different points of time. It is thus a case of pooling among different generations of policyholders. The outcome of this pooling is to try and ensure that in good as well as bad times the life insurer is able to pay a uniform rate of return (a uniform bonus) through smoothing out the returns across time.

## 5. The Life Insurance Contract

**Diagram 4:** Life insurance contract



The final aspect of life insurance is the contract. Its significance comes from the term sum assured. This amount is contractually guaranteed, making life insurance a **vehicle of financial security**. The element of guarantee also implies that life insurance is subject to stringent regulation and strict supervision.

Life insurers are required to maintain statutory reserves as a condition for writing the business. They may have stipulations governing investment of their funds, they have to ensure that their premiums are adequate and they may be subject to rules governing how they can spend policyholders' money.

**A key question, often debated is whether the benefits provided to policyholders are adequate, compared to other financial instruments. Life**

insurance contracts, we must remember, involve both risk cover and a savings element. This makes it a financial product like other products in the financial market. Life insurance in fact has been less a protection product and more a way of holding wealth.

It is necessary to make a distinction here between pure term insurance, which provides only a death benefit and savings plans which have a large cash value or savings component. While the former has a low premium, the latter can be quite large and form a significant part of an individual's savings. This also means that the cash value has a large opportunity cost. The term 'opportunity cost' refers to the cost that one has to bear in terms of opportunities one forgoes by not placing one's money elsewhere.

In fact one of the major challenges facing conventional life insurance savings contracts came as a result of an argument termed as "Buy Term and invest the difference elsewhere". Essentially it was argued that one would be better off buying only term insurance from an insurance company and investing the balance premiums in instruments that could yield a high return. It would be relevant to consider here the arguments that have been advanced for and against traditional cash value insurance contracts.

#### a) Advantages

- i. It has historically proved to be a **safe and secure investment**. Its cash values guarantee a minimum rate of return, which may increase with contract duration.
- ii. Regularity of premium payments calls for compulsory planning of one's savings and provides the **discipline** that **savers require**.
- iii. Insurer takes care of investment management and **frees the individual** of this responsibility
- iv. It **provides liquidity**. The insured can take a loan on or surrender the policy and thus convert it into cash.
- v. Both cash value type life insurance and annuities may enjoy some **income tax advantages**.
- vi. It may be **safe from creditors' claims**, generally in the event of the insured's bankruptcy or death.

#### b) Disadvantages

- i. As an instrument with relatively stable returns it is subjected to the corroding effect of inflation on all fixed income investments.
- ii. The high marketing and other initial costs of life insurance policies, reduces the amount of money accumulated in earlier years.

- iii. The yield, while guaranteed, may be less than that on other financial market instruments. Lower yield is the result of a trade-off, which also reduces the risk.

### Test Yourself 3

How does diversification reduce risks in financial markets?

- I. Collecting funds from multiple sources and investing them in one place
  - II. Investing funds across various asset classes
  - III. Maintaining time difference between investments
  - IV. Investing in safe assets
-

## Summary

- a) Asset is a kind of property that yields value or a return.
  - b) The HLV concept considers human life as a kind of property or asset that earns an income. It thus measures the value of human life based on an individual's expected net future earnings.
  - c) The level premium is a premium fixed such that it does not increase with age but remains constant throughout the contract period.
  - d) Mutuality is one of the important ways to reduce risk in financial markets, the other being diversification.
  - e) The element of guarantee in a life insurance contract implies that life insurance is subject to stringent regulation and strict supervision.
- 

## Key Terms

1. Asset
  2. Human Life Value
  3. Level premium
  4. Mutuality
  5. Diversification
-

## Answers to Test Yourself

### Answer 1

The correct answer is II.

Diversification aims to reduce risks in financial markets by spreading investments across various asset classes.

---

## Self-Examination Questions

### Question 1

Which of the below is not an element of the life insurance business?

- I. Asset
- II. Risk
- III. Principle of mutuality
- IV. Subsidy

### Question 2

Who devised the concept of HLV?

- I. Dr. Martin Luther King
- II. Warren Buffet
- III. Prof. Hubener
- IV. George Soros

### Question 3

Which of the below mentioned insurance plans has the least or no amount of savings element?

- I. Term insurance plan
- II. Endowment plan
- III. Whole life plan
- IV. Money back plan

### Question 4

Which among the following cannot be termed as an asset?

- I. Car
- II. Human Life
- III. Air
- IV. House



### Question 5

Which of the below cannot be categorised under risks?

- I. Dying too young
- II. Dying too early
- III. Natural wear and tear
- IV. Living with disability

### Question 6

- I. Life insurance policies are contracts of indemnity while general insurance policies are contracts of assurance
- II. Life insurance policies are contracts of assurance while general insurance policies are contracts of indemnity
- III. In case of general insurance the risk event protected against is certain
- IV. The certainty of risk event in case of general insurance increases with time

### Question 7

Which among the following methods is a traditional method that can help determine the insurance needed by an individual?

- I. Human Economic Value
- II. Life Term Proposition
- III. Human Life Value
- IV. Future Life Value

### Question 8

Which of the below is the most appropriate explanation for the fact that young people are charged lesser life insurance premium as compared to old people?

- I. Young people are mostly dependant
- II. Old people can afford to pay more
- III. Mortality is related to age
- IV. Mortality is inversely related to age

### Question 9

Which of the below is not an advantage of cash value insurance contracts?

- I. Safe and secure investment
- II. Inculcates saving discipline
- III. Lower yields
- IV. Income tax advantages

### Question 10

Which of the below is an advantage of cash value insurance contracts?

- I. Returns subject to corroding effect of inflation
- II. Low accumulation in earlier years
- III. Lower yields
- IV. Secure investment

---

<b>Answers to Self-Examination Questions</b>
--

**Answer 1**

The correct option is IV.

The elements of life insurance business include asset, risk, principle of mutuality and the life insurance contract.

Subsidy is not an element of life insurance business.

**Answer 2**

The correct option is III.

Prof. Hubener devised the concept of Human Life Value (HLV).

**Answer 3**

The correct option is I.

Term insurance does not have a savings element associated with it.

**Answer 4**

The correct option is III.

Air cannot be termed / categorised as an asset.

**Answer 5**

The correct option is III.

Natural wear and tear is a phenomenon and not a risk.

**Answer 6**

The correct option is II.

Life insurance policies are contracts of assurance while general insurance policies are contracts of indemnity.

**Answer 7**

The correct option is III.

Human Life Value is a method to calculate the amount of insurance needed by an individual.

**Answer 8**

The correct option is III.

Mortality is related to age and hence young people who are less likely to die are charged lower premiums as compared to old people.

**Answer 9**

The correct option is III.

Lower yield is one of the disadvantages of cash value insurance contracts.

**Answer 10**

The correct option is IV.

Secure investment is one of the advantages of cash value insurance contracts.

---

# CHAPTER 7

## FINANCIAL PLANNING

### Chapter Introduction

In previous chapters we discussed what life insurance involves and its role in providing financial protection. Security is but one of the concerns of individuals who seek to allocate their income and wealth to meet various needs of the present and the future. Life insurance must thus be understood in the wider context of “Personal Financial Planning”. The purpose of this chapter is to introduce the subject of financial planning.

### Learning Outcomes

- A. Financial planning and the individual life cycle
- B. Role of financial planning
- C. Financial planning - Types

## A. Financial planning and the individual life cycle

### 1. What is financial planning?

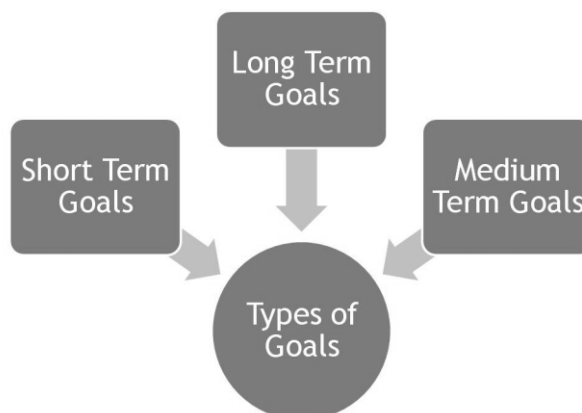
Most of us spend a major part of our lives working to make money. Isn't it time we began to consider that money can be put to work for us? Financial planning is a smart way to achieve this objective. Let us examine some definitions:

#### Definition

- i. Financial planning is a process of identifying one's life's goals, translating these identified goals into financial goals and managing one's finances in ways that will help one to achieve those goals.
  - ii. Financial planning is a process through which one can chart a roadmap to meet expected and unforeseen needs in one's life. It involves assessing one's net worth, estimating future financial needs, and working towards meeting those needs through proper management of finances.
  - iii. Financial planning is taking action to turn one's goals and desires into reality.
  - iv. Financial planning takes into account one's current and future needs, one's individual risk profile and one's income to chart out a roadmap to meet these anticipated needs.
- 

Financial planning plays a crucial role in building a life with less worry. Careful planning can help you set your priorities and work steadily to achieve your various goals.

#### Diagram 1: Types of Goals



- i. These goals may be **short term**: Buying an LCD TV set or a family vacation

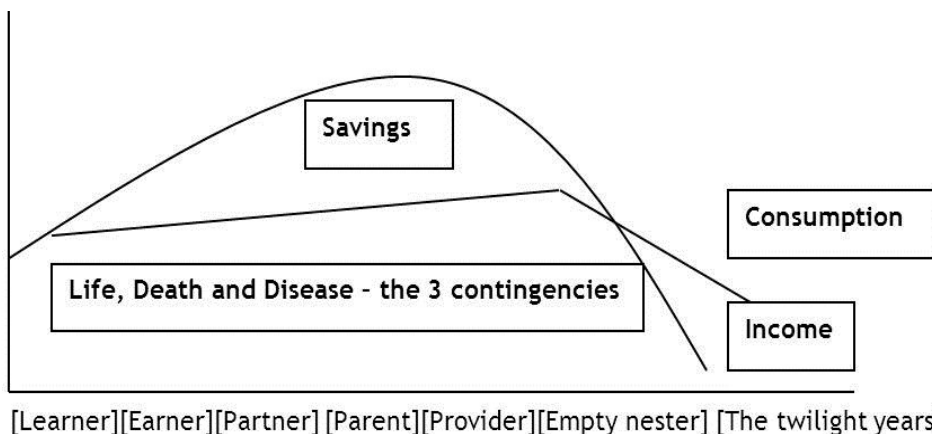
- ii. They could be **medium term**: Buying a house or a vacation abroad
- iii. The **long term** goals may include: Education or marriage of one's child or post retirement provision

## 2. Individual's life cycle

It was William Shakespeare who said that the world was a stage. From the day a person is born till the day of his / her death, he / she goes through various stages in life, during which he / she is expected to play a series of roles - as learner, earner, partner, parent, as provider, as empty nester and the final retirement years.

These stages are illustrated in the diagram given below.

**Diagram 2: The Economic Life Cycle**



### Life Stages and Priorities

- a) **Learner (till say age 20 -25)** : a stage when one is preparing to be a productive citizen through enhancing his or her knowledge and skills. Focus is on raising value of one's human capital. Funds are required for financing one's education , For instance, meeting the high cost of fees for an MBA in a prestigues management institution.
- b) **Earner (from 25 onwards)**: the stage when one has found employment and perhaps earns enough to meet his or her needs and has some surplus to spare. The individual at this stage may have family responsibilities and may also engage in savfings and investment towards asset creation with a view to meet the needs that may arise in the immediate future. For instance, a young man in a Multinational job takes a housing loan and invests in a house.
- c) **Partner (on getting marriage at say 28 - 30)**: this is the stage when one has got married and now has a family of one's own. This stage brings into immediate focus a host of concerns associated with building a

family and the liabilities that come in its wake - like having a house of one's own, perhaps a car, consumer durables, planning for children's future etc.

- d) **Parent (say 28 to 35):** these are the years when one has become the proud parent of one or more children. These are typical; years when one has to worry about their health and education - getting them into good schools etc.
- e) **Provider (say age 35 to 55):** this is the age when children have grown into teenagers, and includes their crucial high school years and college. One is highly concerned about the high cost of education that is needed today to make the child technically and professionally qualified to face the challenges of life. For instance, consider the amount that needs to be set up to finance a medical course that runs for five years. In many Indian homes, the girls also get married by the time they have turned into adults. Provision for marriage and settlement of the girls is one of the most critical areas of concern for Indian families. Indeed, marriage and education of children is the number one motive for savings among most Indian families today.
- f) **Empty Nester (age 55 to 65):** the term empty nester implies that the offspring have flown away leaving the nest [the household] empty. This is the period when children have married and sometimes have migrated to other places for work, leaving the parents. Hopefully by this stage, one has liquidated one's liabilities [like housing loan and other mortgages] and has built up a fund for retirement. This is also the period when degenerative ailments like BP and Diabetes begin to manifest and plague one's life. Health care protection becomes paramount as thus the need for financial independence and security of income.
- g) **Retirement - the twilight years (age 60 and beyond) :** this is the age when one has retired from active work and now draws largely on one's savings to meet the needs of life. Focus here is on addressing living needs till the end of one's life and that of one's spouse. The critical concerns are with health issues, uncertainty about income and loneliness. This is also the period when one would seek to enhance quality of life and enjoy many of the things that one had dreamt of but could never achieve - like pursuing a hobby or going on a vacation or a pilgrimage. The issue - whether one could age gracefully or in deprivation would depend a great deal on whether one has made adequate provision for these years.

As we can see above, the economic life cycle has three phases.

<b>Student Phase</b>	The first phase is the pre-job phase when one is typically a student. This is a preparatory stage for taking up responsibilities as a productive citizen. The priority is developing one's skillsets and enhancing one's human capital value.
<b>Working Phase</b>	The phase of work begins somewhere between the ages of 18 to 25 or even earlier, and may last for 35 to 40 years. During this period, the individual comes to earn more than he consumes and thus begins to save and invest funds.
<b>Retirement Phase</b>	In the process he accumulates wealth and builds assets which would provide funds for various needs in the future including an income in later years, when one has retired and stopped working.

### 3. Why does one need to save and purchase various financial assets?

The reason is that each stage in an individual's life, when he or she performs a particular role, brings with it a number of needs for which funds have to be provided.

#### Example

When a person gets married and starts a family of his own, he may need to have his own house. As children grow older, funds are needed for their higher education. As an individual goes well past middle age, the concern is for having provision to meet health costs and post retirement savings so that one does not need to depend on one's children and become a burden. Living with independence and dignity becomes important.

Savings may be considered as a composite of two decisions.

- i. **Postponement of consumption:** an allocation of resources between present and future consumption
- ii. **Parting with liquidity** (or ready purchasing power) in exchange for less liquid assets. For instance, purchase of a life insurance policy implies exchanging money for a contract which is less liquid.

Financial planning includes both kinds of decisions. One needs to plan in order to save for the future and also must invest wisely in assets which are appropriate for meeting the various needs that will arise in future.

To understand the needs and appropriate assets, it would be relevant to look more closely at the stages of one's life as are illustrated below



## Important

### Life Stages

<b>Childhood stage</b>	When one is a student or learner
<b>Young unmarried stage</b>	When one has begun to earn a livelihood but is single
<b>Young married stage</b>	When one has become a partner or spouse
<b>Married with young children stage</b>	When one has become a parent
<b>Married with older children stage</b>	When one has become a provider who has to take care of education and other needs of children who are growing older
<b>Post family/Pre-retirement stage</b>	When the children may have become independent and left the house, just as birds leaving an empty nest behind
<b>Retirement stage</b>	When one passes through the twilight years of one's life. One could live with dignity if one has saved and made sufficient provisions for the needs that arise at this stage or one may be destitute and dependent on another's charity if one has not made such provision

#### 4. Individual needs

If we look at the above life cycle, we would see that three types of needs can arise. These give rise to three types of financial products.

##### a) Enabling future transactions

The first set of needs arise from funds that are needed to meet a range of anticipated expenditures that are expected to arise at different stages of the life cycle. There are two types of such needs:

- i. **Specific transaction needs:** Linked to specific life events which require a commitment of resources. For instance making a provision for higher education / marriage of dependents; or purchase of a house or consumer durables
- ii. **General transaction needs:** Amounts set aside from current consumption without being earmarked for any specific purposes - these are popularly termed as 'future provisions'

##### b) Meeting contingencies

Contingencies are unforeseen life events that may call for a large commitment of funds which are not met from current income and hence needing to be pre-funded. Some of these events, like death and disability or unemployment, lead to a loss of income. Others, like a fire, may result in a loss of wealth. Such needs may be addressed through insurance, if the

probability of their occurrence is low but cost impact is high. Alternatively one may need to set aside a large amount of liquid assets as a reserve as provision for such contingencies.

### c) Wealth accumulation

All savings and investments indeed lead to creation of some wealth. When we speak of the accumulation motive it refers to an individual's desire to invest primarily with the motive of taking advantage and reap benefits from favourable market opportunities. In other words savings and investments are primarily driven by a desire to accumulate wealth.

This motive has also been termed as the speculative motive because an individual is willing to take some risks while investing, with a view to earn a higher return. Higher return is desired because it enables to multiply one's wealth or net worth more rapidly. Wealth is desired because it is linked with independence, enterprise, power and influence.

## 5. Financial products

Corresponding to the above sets of needs there are three types of products in the financial market:

<b>Transactional products</b>	Bank deposits and other savings instruments that enable one to have adequate purchasing power (liquidity) at the right time and quantum.
<b>Contingency products like insurance</b>	These provide protection against large losses that may be suffered in the event of sudden unforeseen events.
<b>Wealth accumulation products</b>	Shares and high yielding bonds or real estate are examples of such products. Here the investment is made with a view to committing money for making more money.

An individual would typically have a mix of all of the above needs and thus may need to have all three types of products. In a nutshell one may say there is:

- i. A need to save - For cash requirements
- ii. A need to insure - Against uncertainties
- iii. A need to invest - For wealth creation

## 6. Risk profile and investments

It would also be seen that as an individual moves through various stages in the life cycle, from young earner towards middle ages and then towards the final years of one's work life, the risk profile, or the approach towards taking risks also undergoes a change.

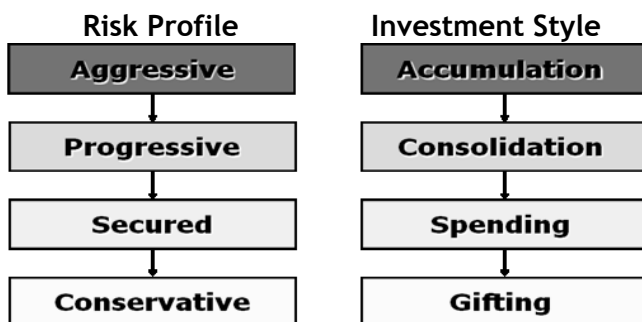
When one is young, one has a lot of years to look forward to and one may tend to be quite aggressive and willing to take risks in order to accumulate as much

wealth as possible. As the years pass however, one may become more prudent and careful about investing, the purpose now being to secure and consolidate one's investments.

Finally, as one nears retirement years, one may tend to be quite conservative. The focus is now to have a corpus from which one can spend in the post retirement years. One may also think about making bequests for one's children or gifting to charity etc.

One's investment style also changes to keep pace with the risk profile. This is indicated below

**Diagram 3: Risk Profile and Investment Style**



**Test Yourself 1**

Which among the following would you recommend in order to seek protection against unforeseen events?

- I. Insurance
  - II. Transactional products like bank FD's
  - III. Shares
  - IV. Debentures
-

## B. Role of financial planning

### 1. Financial planning

Financial planning is the process in which a client's current and future needs that may arise are carefully considered and evaluated and his individual risk profile and income are assessed, to chart out a road map for meeting various anticipated / unforeseen needs through recommending appropriate financial products.

Elements of financial planning include:

- ✓ Investing - allocating assets based on one's risk taking appetite,
- ✓ Risk management,
- ✓ Retirement planning,
- ✓ Tax and estate planning, and
- ✓ Financing one's needs

To put it in a nutshell financial planning involves 360 degrees planning.

**Diagram 4: Elements of Financial Planning**



## **2. Role of Financial planning**

Financial planning is not a new discipline. It was practiced in simple form by our fore fathers. There were limited investment options then. A few decades ago equity investment was considered by a large majority to be akin to gambling. Savings were largely channelled in bank deposits, postal savings schemes and other fixed income instruments. The challenges facing our society and our customers are far different today. Some of them are:

### **i. Disintegration of the joint family**

The joint family has given way to the nuclear family, consisting of father, mother and children. The typical head and earning member of the family has to bear the onus of responsibility for taking care of oneself and one's immediate family. This calls for a lot of proper planning and one could benefit from a certain amount of support from a professional financial planner.

### **ii. Multiple investment choices**

We have a large number of investment instruments available today for wealth creation, each of these having varying degrees of risk and return. To ensure accomplishment of financial goals, one has to choose wisely and make the right investment decisions based on one's risk taking appetite. Financial planning can help with one's asset allocation.

### **iii. Changing lifestyles**

Instant gratification seems to be the order of the day. Individuals want to have the latest mobile phones, cars, large homes, memberships of prestigious clubs, etc. To satisfy these desires they invariably end up with large borrowings. The result is that a large chunk of income goes towards paying off loans, reducing the scope to save. Financial planning is a means to bring awareness and self-discipline as well as to help plan one's expenditure so that one can cut down unnecessary expenses and succeed in both: maintaining present standard of living while upgrading it over time.

### **iv. Inflation**

Inflation is a rise in the general level of prices of goods and services in an economy over a period of time. This leads to a fall in the value of money. As a result the purchasing power of one's hard earned money gets eroded. Inflation could play havoc during one's retirement period, when regular income from one's gainful occupation has dried out and the only source of income is from past savings. Financial planning can help to ensure that one is equipped to deal with inflation, especially in later years.

## v. Other contingencies and needs

Financial planning is also the means to help individuals meet a number of other needs and challenges. For instance, there are unexpected expenses that crop up during medical emergencies or other contingencies that individuals may have to cope with. Similarly, individuals need to manage their tax liabilities prudently.

Individuals also need to ensure that their estate consisting of their wealth and properties, smoothly pass on to their loved ones after their death. There are other needs like the need to do charity or meet certain social and religious obligations during one's lifetime and even thereafter. Financial planning is the means to achieve all this,

### 3. When is the right time to start financial planning?

Is it meant only for the wealthy? Indeed, planning should ideally start the moment you earn your first salary. There is no trigger as such that says when one should begin to plan.

**There is however an important principle that should guide us - the longer the time period of our investments, the more they will multiply.**

Hence it is never too early to start. One's investments would then get the maximum benefit of time. Again, planning is not only for the wealthy individuals. It's for everyone. To achieve one's financial goals, one must follow a disciplined approach, beginning with setting financial goals and embarking on dedicated savings in investment vehicles that best suit one's risk taking appetite. An unplanned, impulsive approach to financial planning is one of the prime causes of financial distress that affects individuals.

### Test Yourself 2

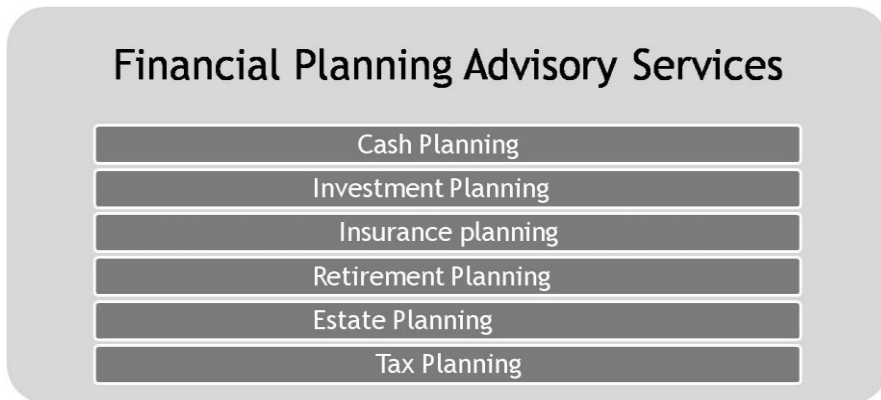
When is the best time to start financial planning?

- I. Post retirement
  - II. As soon as one gets his first salary
  - III. After marriage
  - IV. Only after one gets rich
-

## C. Financial planning - Types

Let us now look at the various types of financial planning exercises that an individual may need to do.

**Diagram 5: Financial Planning Advisory Services**



Consider the various advisory services that may be provided. There are six such areas we shall take up

- ✓ Cash planning
- ✓ Investment planning
- ✓ Insurance planning
- ✓ Retirement planning
- ✓ Estate planning
- ✓ Tax planning

### 1. Cash planning

Managing cash flows has two purposes.

- i. Firstly one needs to manage income and expenditures flow including establishing and maintaining a reserve of liquid assets to meet unanticipated or emergency needs.
- ii. Secondly one needs to systematically create and maintain a surplus of cash for capital investment.

The first step here is to **prepare a budget** and perform an analysis of current income and expenditure flows. For this, individuals must first prepare a set of reasonable goals and objectives for the future. This would help to determine whether current spending patterns would get them there.

The next step is to **analyse the expenses and income flows over last six months** to see what regular and lump sum costs have been incurred. Expenses may be categorised into different types and also divided into fixed and variable

expenses. While one may not have much control over the fixed expenses, the variable expenses being more discretionary, can often be reduced or postponed.

The third step is to **predict future monthly income and expenses over the whole year**. On the basis of analysis of past and anticipation for the future, one can design a plan for managing these cash flows.

Another part of the cash planning process is to design strategies for maximizing discretionary income.

### Example

One can restructure one's outstanding debts.

One can meet outstanding credit card debts through consolidating them and paying them off through a bank loan with lower interest.

One may reallocate one's investments to make them earn more income.

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## 2. Insurance planning

There are certain risks to which individuals are exposed that can keep them from attaining their personal financial goals. Insurance planning involves constructing a plan of action to provide adequate insurance against such risks.

The task here is to estimate how much insurance is needed and determining what type of policy is best suited.

- i. **Life insurance** may be decided by estimating the income and expense requirements of the dependents in the event of premature death of the bread winner.
- ii. **Health insurance** requirements may be assessed in terms of the hospitalisation expenses that are likely to be incurred in any family medical emergency.
- iii. Finally **insurance for one's assets** may be considered in terms of the type and quantum of cover required to protect one's home/vehicle / factory etc. from the risk of loss.

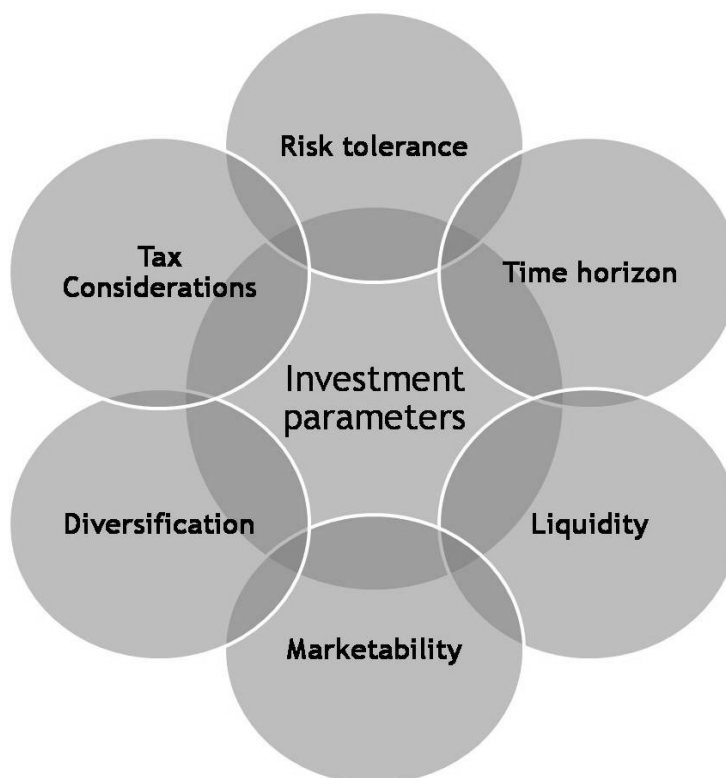
## 3. Investment planning

There is no one right way to invest. What is appropriate would vary from individual to individual. Investment planning is a process of determining the most suitable investment and asset allocation strategies based on an individual's risk taking appetite, financial goals and the time horizon to meet those goals.



## a) Investment parameters

Diagram 6: Investment Parameters



The first step here is to define certain investment parameters. These include:

- i. **Risk tolerance:** A measure of how much risk someone is willing to take in purchasing an investment.
- ii. **Time horizon:** It is the amount of time available to attain a financial objective. The time horizon affects the investment vehicles used to attain the goal. The longer the time horizon, the less concern is there about short term liability. One can then invest in longer term, less liquid assets that earn a higher return.
- iii. **Liquidity:** Individuals whose capacity to invest is limited or whose income and expenditure flows are uncertain or who are investing for meeting a particular personal or business expenditure may be concerned with liquidity or the ability to convert investment into cash without loss of value.
- iv. **Marketability:** The ease with which an asset can be bought or sold.
- v. **Diversification:** The extent to which one seeks to diversify or spread the investments to reduce the risks.

- vi. **Tax considerations:** Many investments confer certain income tax benefits and one may like to consider the post-tax returns of various investments.

## b) Selection of appropriate investment vehicles

The next step is selection of appropriate investment vehicles based on the above parameters. The actual selection would depend on the individual's expectations about return and risk.

In India there are a variety of products that may be considered for the purpose of investments. These include:

- ✓ Fixed deposits of banks / corporates,
- ✓ Small savings schemes of post office,
- ✓ Public issues of shares,
- ✓ Debentures or other securities,
- ✓ Mutual funds
- ✓ Unit linked policies that are issued by life insurance companies etc.

## 4. Retirement planning

It is the process of determining the amount of money that an individual needs to meet his needs post retirement and deciding on various retirement options for meeting these needs.

### Diagram 7: Phases of retirement



Retirement planning involves three phases

- a) **Accumulation:** Accumulation of funds is done through various kinds of strategies to set aside money for investment with this purpose.
- b) **Conservation:** Conservation refers to the efforts made to ensure that one's investments are put to hard work and that the principal gets maximised during the individual's working years.
- c) **Distribution:** Distribution refers to the optimal method of converting principal (which we may also call the corpus or a nest egg) into withdrawals / annuity payments for meeting income needs after retirement.

## 5. Estate planning

It is a plan for the devolution and transfer of one's estate after one's demise. There are various processes like nomination and assignment or preparation of a will. The basic idea is to ensure that one's property and assets are smoothly distributed and / or utilised according to one's wishes after one is no more.

## 6. Tax planning

Finally tax planning is done to determine how to gain maximum tax benefit from existing tax laws and for planning of income, expenses and investments taking full advantage of the tax breaks. It involves making strategies to reduce, time or shift either current or future income tax liabilities. One must note that the purpose here is to minimise and not evade taxes.

By repositioning one's investments and seeking out potential tax savings opportunities to take advantage of, it is possible to increase one's income and savings, which otherwise would have gone to the tax authorities.

Life insurance agents may be often required by their clients and prospective customers to advise them not only about meeting their insurance needs but also for support in meeting their other financial needs as well. A sound knowledge of financial planning and its various types as described above would be of great value to any insurance agent.

### Test Yourself 3

Which among the following is not an objective of tax planning?

- I. Maximum tax benefit
  - II. Reduced tax burden as a result of prudent investments
  - III. Tax evasion
  - IV. Full advantage of tax breaks
-

## Summary

- Financial planning is a process of:
    - ✓ Identifying one's life's goals,
    - ✓ Translating these identified goals into financial goals and
    - ✓ Managing one's finances in ways that will help one to achieve those goals
  - Based on the individual life cycle three types of financial products are needed. These help in:
    - ✓ Enabling future transactions,
    - ✓ Meeting contingencies and
    - ✓ Wealth accumulation
  - The need for financial planning is further increased by the changing societal dynamics like disintegration of the joint family, multiple investment choices that are available today and changing lifestyles etc.
  - The best time to start financial planning is right after one receives the first salary.
  - Financial planning advisory services include:
    - ✓ Cash planning,
    - ✓ Investment planning,
    - ✓ Insurance planning,
    - ✓ Retirement planning,
    - ✓ Estate planning and
    - ✓ Tax planning
- 

## Key Terms

1. Financial planning
  2. Life stages
  3. Risk profile
  4. Cash planning
  5. Investment planning
  6. Insurance planning
  7. Retirement planning
  8. Estate planning
  9. Tax planning
-

## Answers to Test Yourself

### Answer 1

The correct option is I.

Insurance provides protection against unforeseen events.

### Answer 2

The correct option is II.

As soon as one gets his first salary one should start financial planning.

### Answer 3

The correct option is III.

Tax evasion is not an objective of tax planning.

---

## Self-Examination Questions

### Question 1

An individual with an aggressive risk profile is likely to follow wealth \_\_\_\_\_ investment style.

- I. Consolidation
- II. Gifting
- III. Accumulation
- IV. Spending

### Question 2

Which among the following is a wealth accumulation product?

- I. Bank Loans
- II. Shares
- III. Term Insurance Policy
- IV. Savings Bank Account

### Question 3

Savings can be considered as a composite of two decisions. Choose them from the list below.

- I. Risk retention and reduced consumption
- II. Gifting and accumulation
- III. Spending and accumulation
- IV. Postponement of consumption and parting with liquidity

#### Question 4

During which stage of life will an individual appreciate past savings the most?

- I. Post retirement
- II. Earner
- III. Learner
- IV. Just married

#### Question 5

What is the relation between investment horizon and returns?

- I. Both are not related at all
- II. Greater the investment horizon the larger the returns
- III. Greater the investment horizon the smaller the returns
- IV. Greater the investment horizon more tax on the returns

#### Question 6

Which among the following can be categorised under transactional products?

- I. Bank deposits
- II. Life insurance
- III. Shares
- IV. Bonds

#### Question 7

Which among the following can be categorised under contingency products?

- I. Bank deposits
- II. Life insurance
- III. Shares
- IV. Bonds

#### Question 8

Which of the below can be categorised under wealth accumulation products?

- I. Bank deposits
- II. Life insurance
- III. General insurance
- IV. Shares

### Question 9

\_\_\_\_\_ is a rise in the general level of prices of goods and services in an economy over a period of time.

- I. Deflation
- II. Inflation
- III. Stagflation
- IV. Hyperinflation

### Question 10

Which of the below is not a strategy to maximise discretionary income?

- I. Debt restructuring
- II. Loan transfer
- III. Investment restructuring
- IV. Insurance purchase

---

## Answers to Self-Examination Questions

### Answer 1

The correct option is III.

Individual with an aggressive risk profile is likely to follow wealth accumulation investment style.

### Answer 2

The correct option is II.

Shares are a wealth accumulation product.

### Answer 3

The correct option is IV.

Savings is a combination of postponement of consumption and parting with liquidity.

### Answer 4

The correct option is I.

Post retirement an individual appreciate past savings the most.

**Answer 5**

The correct option is II.

Greater the investment horizon larger will be the returns.

**Answer 6**

The correct option is I.

Bank deposits can be categorised under transactional products.

**Answer 7**

The correct option is II.

Life insurance can be categorised under contingency product.

**Answer 8**

The correct option is IV.

Shares can be categorised under wealth accumulation products.

**Answer 9**

The correct option is II.

Inflation is a rise in the general level of prices of goods and services in an economy over a period of time.

**Answer 10**

The correct option is IV.

Insurance purchase cannot maximise discretionary income.

---



# CHAPTER 8

## LIFE INSURANCE PRODUCTS - I

### Chapter Introduction

The chapter introduces you to the world of life insurance products. It begins by talking about products in general and then proceeds to discussing the need for life insurance products and the role they play in achieving various life goals. Finally we look at some traditional life insurance products.

### Learning Outcomes

- A. Overview of life insurance products
- B. Traditional life insurance products

## A. Overview of life insurance products

### 1. What is a product?

To begin with let us understand what is meant by a product. In popular terms a product is considered same as a commodity- a good brought and sold in the marketplace. The term 'product' comes from the term 'reproduce' which means 'to bring forth' or 'to create'. In other words, a product is the output or result of certain labour or efforts.

However a good's usefulness or utility derives not from the good itself but from its features. This brings us to the marketing perspective. From a marketing standpoint, a **product is a bundle of attributes**. Firms differentiate their product offerings in the marketplace by packing together different types of attributes or different bundles of the same attributes.

The difference between a product (as used in a marketing sense) and a commodity is thus that a product can be differentiated. A commodity cannot. This means that the products sold by different companies, though they may belong to the same category, may be quite different from one another in terms of their features.

### Example

Colgate, Close up and Promise are all different brands of the same category of toothpastes. But the features of each of these brands are different from the other.

A product is not an end in itself but a means to satisfy other ends. In this sense products are problem solving tools. They serve as need or want satisfiers. How appropriate a product is for the purpose would depend on the features of the product.

Products may be:

- i. **Tangible:** refers to physical objects that can be directly perceived by touch (for instance a car or a television set)
- ii. **Intangible:** refers to products that can only be perceived indirectly.

**Life insurance is a product that is intangible.** A life insurance agent has the responsibility to enable the customer to understand the features of a particular life insurance product, what it can do and how it can serve the customer's unique needs.

### 2. Purpose of life insurance products and needs covered

Wherever there is risk it is a cause for anxiety. However, we humans have sought to master or at least understand risk, to anticipate and be prepared for

it. The instinct and desire to create security against risk has been a key reason for the creation of insurance.

We human beings are social beings who share our lives with others like us - our loved ones. We also possess an immensely valuable asset - **our human capital - which is the source of our productive earning capacity**. However, there is an uncertainty about life and human well-being. Events like death and disease can destroy our productive capabilities and thus cut down or erode the value of our human capital.

Life insurance products offer protection against the loss of economic value of an individual's productive abilities, which is available to his dependents or to the self. The very word 'insurance' in 'life insurance' signifies the need to protect both oneself and one's loved ones against financial loss upon death or permanent disability.

There are other functions, such as savings and investment, but death or dread disease coverage is the most common reason for taking out life insurance. In specific terms, the potential estate value or the wealth expected to be created by the insured individual during his/her remaining earning span of work life, is sought to be replaced or compensated to one's loved ones or to self, should the income generating ability of the insured person be damaged or destroyed during the period of the contract. This is done by creating an **immediate estate** in the name of the insured life, the moment the first premium is paid by him.

So, a life insurance policy, at its core, **provides peace of mind and protection to the near and dear ones of the individual** in case something unfortunate happens to him. The other role of life insurance has been as a vehicle for saving and wealth accumulation. In this sense, it offers safety and security of investment and also a certain rate of return.

Life insurance is more than an instrument for protecting against death and disease. It is also a financial product and may be seen as one among many constituents of a portfolio of financial assets rather than as a unique stand-alone product. In the emerging financial marketplace, customers have multiple choices, not only among alternative types of life insurance products but also with numerous substitutes to life insurance that have come up, like deposits, bonds, stocks and mutual funds.

In this context, one needs to understand what the value proposition of life insurance is. **Customer value** would depend on how life insurance is perceived as a solution to a set of customer needs.

- ✓ Does it offer the right solution? or "Is it effective?"
- ✓ What does it cost? or "is it efficient?"

Life insurance industry has seen enormous innovations in product offerings over the last two centuries. The journey had begun with death benefit products but over the period, multiple living benefits like endowment, disability benefits, dread disease cover and so on were added.

Similarly from a ‘participating in profit’ traditional product, the innovations created ‘market linked’ policies where the insured was invited to participate in choosing and managing his investment assets. Another dimension was added, where life insurance products evolved from being a fixed bundle (of defined benefits) to highly flexible unbundled products, wherein different benefits as well as cost components could be varied by the policy holder as per changing needs, affordability and life-stages.

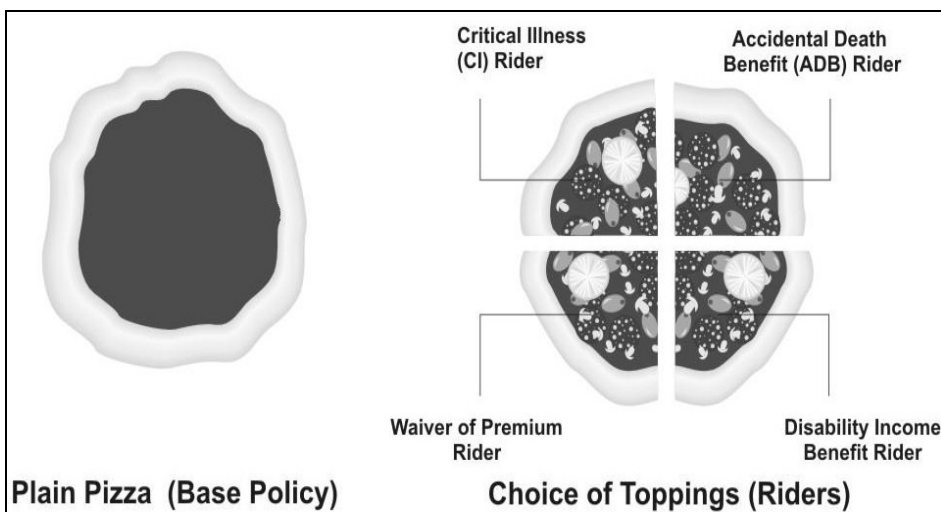
### 3. Riders in Life Insurance Products

We have seen above, how life insurance contracts offer various benefits which serve as solutions to a host of needs of their customers. Life insurance companies have also offered a number of riders through which the value of their offerings can get enhanced.

A rider is a provision typically added through an endorsement, which then becomes part of the contract. Riders are commonly used to provide some sort of supplementary benefit or to increase the amount of death benefit provided by a policy.

Riders can be compared to choice of different toppings in a pizza. A base policy is like a pizza base and choice of riders is like choice of different pizza toppings available to customise the pizza as per an individual’s requirement. Riders help to customise different requirements of a person into a single plan.

**Diagram 1: Choice of Riders**



Riders can be the way through which benefits like Disability cover, accident cover and Critical Illness cover can be provided as additional benefits in a standard life insurance contract. These riders may be availed of by the policyholder by opting for them and paying an additional premium for the purpose.

## Test Yourself 1

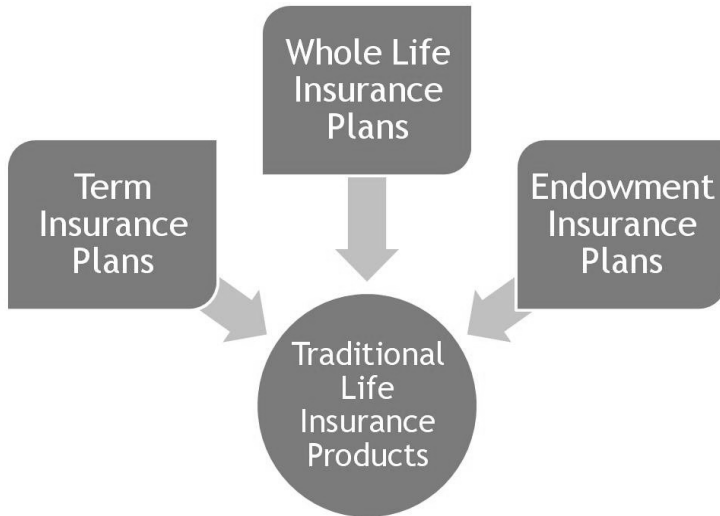
Which among the following is an intangible product?

- I. Car
  - II. House
  - III. Life insurance
  - IV. Soap
-

## B. Traditional life insurance products

In this chapter we shall now learn about some of the traditional types of life insurance products.

**Diagram 2: Traditional Life Insurance Products**



### 1. Term insurance plans

Term insurance is valid only during a certain time period that has been specified in the contract. The term can range from as short as it takes to complete an airplane trip to as long as forty years.

Protection may extend up to age 65 or 70. One-year term policies are quite similar to property and casualty insurance contracts. All premiums received under such a policy may be treated as earned towards the cost of mortality risk by the company. There is no savings or cash value element accruing to the insured.

#### a) Purpose

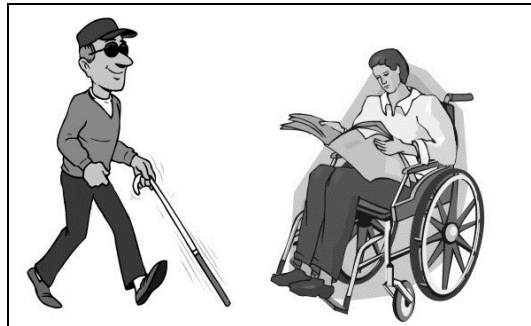
A term life insurance fulfills the main and basic idea behind life insurance, that is, if the life insured dies prematurely there will be a sum of money available to take care of his/her family. This lump sum money represents the insured's human life value for his loved ones: either chosen arbitrarily by self or calculated scientifically.

**A term insurance policy also comes handy as an income replacement plan.** Here in place of payment of a lump-sum amount to the dependents, on the happening of an unfortunate death during the term of the policy, a series of monthly, quarterly or similar periodical pay outs for a pre-defined duration may be provided to the dependent beneficiaries.

## b) Disability

Normally a term insurance policy covers only death. However, when it is purchased with a disability protection rider on the main policy and if someone were to suffer such a catastrophe during the period of term insurance, the insurance company will provide a payout to the beneficiaries/insured person. If the insured dies after the term ends, there are no benefits available as the deal is over as soon as the term expires.

### Diagram 3: Disability



## c) Term insurance as a rider

Protection under term life is usually provided as a stand-alone policy but it could also be provided through a rider in a policy.

### Example

A pension plan may contain provision for a death benefit to be payable in case one dies before the date when pension is to start.

## d) Renewability

The premiums are generally charged at a fixed annual rate for the whole duration of term insurance. Some plans have an option to renew at the end of the term duration; however, in these products the premium will be recalculated based on one's age and health at that stage and also the new term for which the policy is being renewed.

## e) Convertibility

Convertible term insurance policies allow a policyholder to change or convert a term insurance policy into a permanent plan like "Whole Life" without providing fresh evidence of insurability. This privilege helps those who wish to have permanent cash value insurance but are temporarily unable to afford its high premiums. When the term policy is converted into permanent insurance the new premium rate would be higher.

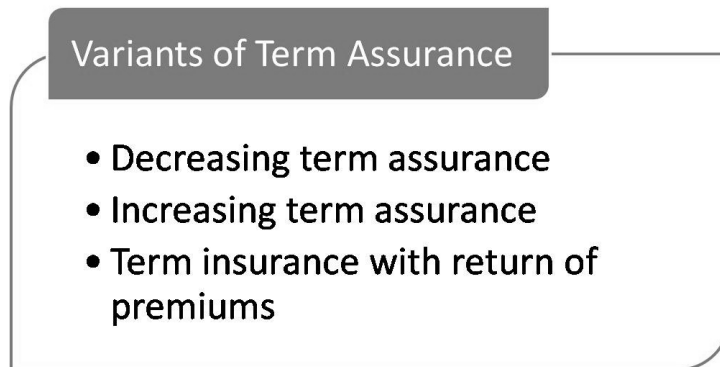
## f) USP

The unique selling proposition (USP) of term assurance is its low price, enabling one to buy relatively large amounts of life insurance on a limited budget. It thus makes a good plan for the main income earner, who wishes to protect his/her loved ones from financial insecurity in case of premature death, and who has a limited budget for making insurance premium payments.

## g) Variants

A number of variants of term assurance are possible.

### Diagram 4: Variants of Term Assurance



### i. Decreasing term assurance

These plans provide a death benefit that decreases in amount with term of coverage. A ten year decreasing term policy may thus offer a benefit of Rs. 1,00,000 for death in the first year, with the amount decreasing by Rs. 10,000 on each policy anniversary, to finally come to zero at the end of the tenth year. The premium payable each year however remains level.

Decreasing Term Assurance plans have been marketed as mortgage redemption and credit life insurance.

- ✓ **Mortgage redemption:** is a plan of decreasing term insurance designed to provide a death amount that corresponds to the decreasing amount owed on a mortgage loan. Typically in such loans, each equated monthly instalment (EMI) payment leads to a reduction of the outstanding principal amount. The insurance may be arranged such that the amount of death benefit at any given time equals the balance of principal owed. The term of the policy would correspond to the length of the mortgage. The renewal premiums are generally level throughout the term. Purchase of mortgage redemption is often a condition of the mortgage loan.



- ✓ **Credit life insurance** is a type of term insurance plan designed to pay the balance due on a loan, if the borrower dies before the loan is repaid. Like mortgage redemption it is usually decreasing term assurance. It is more popularly sold to lending institutions as group insurance to cover the lives of the borrowers of these institutions. It may be also available for automobile and other personal loans. The benefit under these policies is often paid directly to the lender or creditor if the insured borrower dies during the policy term.

## ii. Increasing term assurance

As the name suggests, the plan provides a death benefit, which increases along with the term of the policy. The sum may increase by a specified amount or by a percentage at stated intervals over the policy term. Alternatively the face amount may increase according to a rise in the cost of living index. Premium generally increases as the amount of coverage increases.

## iii. Term insurance with return of premiums

Yet another type of policy (quite popular in India) has been that of term assurance with return of premiums. The plan leaves the policyholder with the satisfaction that he / she has not lost anything in case he/she survives the term. Obviously the premium paid would be much higher than that applicable for an equivalent term assurance without return of premiums.

## h) Relevant scenarios

Term insurance has been perceived to hold much relevance in the following situations:

- i. Where the need for insurance protection is purely temporary, as in case of mortgage redemption or for protection of a speculative investment
- ii. As an additional supplement to a savings plan, for instance a young parent buying decreasing term assurance to provide additional protection for dependents in the growing years. Convertible term assurance may be suggested as an option where a permanent plan is non-affordable.
- iii. As part of a “buy term and invest the rest” philosophy, where the buyer seeks to buy only cheap term insurance protection from the insurance company and to invest the resultant difference of premiums in a more attractive investment option elsewhere. The policyholder must of course bear the risks involved in such investment.

## i) Considerations

Price is in sum the primary basis of competitive advantage in term assurance plans. This is particularly seen in case of yearly renewable term policies that are cheaper than their level premium counterparts.

The problem with such one-year term plans is that mortality costs rise with age. They are thus attractive only for those with a short period insurance planning horizon.

### Important

#### Limitations of term plans

At the same time one must be aware of the limitations of term assurance plans. The major problem arises when the purpose of taking insurance cover is more permanent and the need for life insurance protection extends beyond the policy period. The policy owner may be uninsurable after the term expires and hence unable to obtain a new policy at say age 65 or 70. Individuals would seek more permanent plans for the purpose of preserving their wealth against erosion from terminal illness, or to leave a bequest behind. Term assurance may not work in such situations.

## 2. Whole life insurance

While term assurance policies are examples of temporary assurance, where protection is available for a temporary period of time, whole life insurance is an example of a permanent life insurance policy. In other words **there is no fixed term of cover but the insurer offers to pay the agreed upon death benefit when the insured dies, no matter whenever the death might occur.** The premiums can be paid throughout one's life or for a specified period of time which is limited and is less than one's lifetime.

Whole life premiums are much higher than term premiums since a whole life policy is designed to remain in force until the death of the insured, and therefore it is designed to always pay the death benefit. After the insurance company takes the amount of money it needs from the premium, to meet the cost of term insurance, the **balance money is invested on behalf of the policyholder. This is called cash-value.** One can withdraw cash in the form of a policy loan should he require emergency funds, or he can redeem by surrendering the policy for its cash value.

In case of outstanding loans the amount of loan and interest gets deducted from the payout that is made to the designated beneficiaries upon death.

**A whole life policy is a good plan for one who is the main income earner of the family and wishes to protect the loved ones from any financial insecurity in case of premature death.** This person must be able to afford the higher premiums of a whole life insurance policy on a consistent and long-term basis,

and wants a life insurance policy which can pay a death benefit, regardless of when he/she dies, while at the same time wanting to be able to use the cash value of the whole life insurance policy for retirement needs, if required.

Whole life insurance plays an important role in household saving and creating wealth to be passed on to the next generation. An important motive which drives its purchase is that of bequest - the desire to leave behind a legacy to one's future generations. A higher ownership of life insurance policies among households with children and a high regard for the family, further confirms this motive.

### 3. Endowment assurance

An endowment assurance contract is actually a combination of two plans:

- ✓ A term assurance plan which pays the full sum assured in case of death of the insured during the term
- ✓ A pure endowment plan which pays this amount if the insured survives at the end of the term

**The product thus has both a death and a survival benefit component.** From an economic point of view, the contract is a combination of decreasing term insurance and an increasing investment element. Shorter the policy term, larger the investment element.

The combination of term and investment elements is also present in whole life and other cash value contracts. It is however much more pronounced in the case of endowment assurance contracts. This makes it an effective vehicle to accumulate a specific sum of money over a period of time.

Endowment is primarily a savings programme, which is protected by provision of insurance against the contingency of premature death. Its appeal to customers lies in the fact that it is an instrument that lends certainty to one's personal financial plans by linking insurance to one's savings programme. Endowment also offers a safe and compulsory method of savings accumulation. While prudent investment and asset liability management lends safety, the semi-compulsory nature of premiums provides the incentive to save.

People buy endowment plans as a sure method of providing against old age or for meeting specific purposes like having an education fund at the end of say 15 years or a fund for meeting marriage expenses of one's daughters. There can be no playing around with these objectives. They have to be met with certainty.

It has also served as an ideal way to pay for a mortgage (housing) loan. Not only is the loan protected against the uncertainty of repayment on account of death but the endowment proceeds could suffice to pay the principal.

The policy has also been promoted as a means for thrift savings. Endowment can serve as a worthwhile proposition when one is looking for an avenue to set

aside a surplus from income every month/quarter/year and commit it to the future.

**The plan is also made attractive because of the provision for deduction of premiums for tax purposes.**

Yet another proposition in the Indian context has been the facility to place the policy in a trust created under the **MWPA (Married Women's Property Act), 1874** the money can only be paid to the policy beneficiary, who is thus protected against all creditors' claims on the property of the insured.

Finally many endowment policies mature at ages 55-65, when the insured is planning for his/her retirement and such policies may be a useful supplement to other sources of retirement savings.

#### a) Variants

Endowment assurance has certain variants that are discussed below.

##### i. Money back plan

A popular variant of endowment plans in India has been the Money Back policy. **It is typically an endowment plan with the provision for return of a part of the sum assured in periodic installments during the term and balance of sum assured at the end of the term.**

#### Example

A Money Back policy for 20 years may provide for 20% of the sum assured to be paid as a survival benefit at the end of 5, 10 and 15 years and the balance 40% to be paid at the end of the full term of 20 years.

If the life assured dies at the end of say 18 years, the full sum assured and bonuses accrued are paid, regardless of the fact that the insurer has already paid a benefit of 60% of the face value.

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These plans have been very popular because of their liquidity (cash back) element, which renders them good vehicles for meeting short and medium term needs. Full death protection is meanwhile available when the individual dies at any point during the term of the policy.

##### ii. Par and non-par schemes

The term "Par" implies policies which are participating in the profits of the life insurer. "Non - Par" on the other hand represent policies which do not participate in the profits. Both kinds are present in traditional life insurance.

Under all traditional plans, the pooled life funds, which are made up of the proceeds of premium received from policyholders, are invested under tight

regulatory supervision, as per prescribed norms, and policyholders are either guaranteed a part of the growth or get a share of the surpluses that are generated by the insurer, under what are termed as “With Profit Plans”.

Non-participating products may be offered either under a linked platform or a non-linked platform. In this chapter, we are concerned with policies which are non-linked. Typically without profit plans are those where the benefits are fixed and guaranteed at the time of the contract and the policyholder would be eligible for these benefits and no more.

### **Example**

One may have an endowment policy of twenty years providing a guaranteed addition of 2% of sum assured for each year of term, so that the maturity benefit is sum assured plus a total addition of 40% of the sum assured.

IRDAI’s new guidelines on traditional non-par policies provide that for these policies, the benefits which are payable on the occurrence of a specific event are to be explicitly stated at the outset and not linked to any index of benchmark.

Similarly additional benefits, if any, which are accrued at regular intervals during the policy term, have to be explicitly stated at the outset and not linked to any index of benchmark. In other words this means that the return on the policies should be disclosed at the beginning of the policy itself. The policyholder could calculate the net return and compare with other avenues to assess the policy costs.

### **iii. Participating (Par) or with profit plans**

Unlike without profit or guaranteed plans, these plans have a provision for participation in profits. With profits policies have a higher premium than others. Profits are payable as bonuses or dividends. Bonuses are normally paid as reversionary bonuses. They are declared as a proportion of the sum assured (e.g. Rs. 70 per thousand sum assured) and are payable as additional benefits on a reversionary basis (at the end of the tenure of the policy, by death or maturity or surrender).

Apart from reversionary bonuses which, once attached, are guaranteed, the life insurer may also declare terminal bonuses. These are contingent upon the life insurer earning some windfall gains and are not guaranteed.

Terminal Bonuses were developed as a means to share with participating policy holders, the large windfall gains that were made through investment in capital markets in United Kingdom. They have also been adopted in India and many other developing markets.

### Dividend method of profit participation

There are certain other markets like the USA where profits are shared in the form of dividends. Two approaches have been followed for dividend crediting.

- i. The traditional approach was the “**Portfolio Method**”. Here the total investment return on the portfolio held by the company was determined and all policyholders were credited their share of the divisible surplus. No attempt was made to distinguish the rate of return earned on monies that had been invested with the company in previous years from that deposited recently. The portfolio method thus homogenised rates of return and made them stable over time. It applied the principle of pooling of risks over time and is quite analogous in this respect to the uniform reversionary bonus mechanism.
- ii. The second approach is the “**Current Money Method**”. Here the return depends on when the investment was made and the rate that was secured at the time of investment. It has also been called segmented or investment block method as different investment blocks gets different returns.

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Traditional with profits (participating) policies thus offer some linkage to the life office’s investment performance. The linkage however is not direct. What the policyholder gains by way of bonus depends on the periodic (usually annual) valuation of the fund’s assets and liabilities.

**The surplus declared in the valuation depends on the assumptions made and factors taken into consideration by the valuation actuary.** Even after the surplus is declared, its allocation among policyholders would depend on the decision of the company’s management. Because of all this, the bonuses added to policies only follow investment performance in a very cushioned and distant manner.

**The basic logic underlying the approach is the smoothing out of investment returns over time.** It is true that terminal bonuses and compound bonuses have enabled the policyholder to enjoy a larger slice of the benefits derived from equity investments. Nevertheless they still depend on the discretion of the life office who declares these bonuses.

Finally, bonuses under a valuation are generally only declared once a year. They obviously cannot reflect the daily fluctuations in the value of assets.

Traditional with profit plans thus represent a generation of products in which the life insurance company decides what is the structure of the product or plan, including the benefits (sum assured and bonuses) and premiums. Even when the life insurance company earns high returns in the investment market, it is not necessary that its bonuses or dividends be directly linked with these returns.

The great advantage to the policyholder or insured has been that the certainty of investment makes these plans quite appropriate vehicles for meeting those needs that may require definite and dedicated funds. They also help to reduce the overall portfolio risk of an individual's investment portfolio.

## Important

### IRDAI's new guidelines for traditional products

According to the guidelines, the product design of traditional plans would remain almost the same.

- a) New traditional products will have a higher death cover.
  - i. For **single premium policies** it will be 125% of the single premium for those below 45 years and 110% of single premium for those above 45 years.
  - ii. For **regular premium policies**, the cover will be 10 times the annualised premium paid for those below 45 and seven times for others.
- b) The **minimum death benefit** in case of traditional plan is at least the amount of sum assured and the additional benefits (if any).
- c) In addition to the sum assured, the **bonus / additional benefits** as specified in the policy and accrued till date of death shall become payable on death if not paid earlier.
- d) These plans would continue to come in **two variants**, participating and non-participating plans.
  - i. For **participating policies** the bonus is linked to the performance of the fund and is not declared or guaranteed before. But, the **bonus once announced becomes a guarantee**. It is usually paid in case of death of the policyholder or maturity benefit. This bonus is also called **reversionary bonus**.
  - ii. In case of **non-participating policies**, the return on the policy is disclosed in the beginning of the policy itself.

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## Test Yourself 2

The premium paid for whole life insurance is \_\_\_\_\_ than the premium paid for term assurance.

- I. Higher
  - II. Lower
  - III. Equal
  - IV. Substantially higher
-

## Summary

- Life insurance products offer protection against the loss of economic value of an individual's productive abilities, which is available to his dependents or to the self.
  - A life insurance policy, at its core, provides peace of mind and protection to the near and dear ones of the individual in case something unfortunate happens to him.
  - Term insurance provides valid cover only during a certain time period that has been specified in the contract.
  - The unique selling proposition (USP) of term assurance is its low price, enabling one to buy relatively large amounts of life insurance on a limited budget.
  - While term assurance policies are examples of temporary assurance, where protection is available for a temporary period of time, whole life insurance is an example of a permanent life insurance policy.
  - An endowment assurance contract is actually a combination of two plans - a term assurance plan which pays the full sum assured in case of death of the insured during the term and a pure endowment plan which pays this amount if the insured survives at the end of the term.
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## Key Terms

1. Term insurance
  2. Whole life insurance
  3. Endowment assurance
  4. Money back policy
  5. Par and non-par schemes
  6. Reversionary bonus
-



## Answers to Test Yourself

### Answer 1

The correct option is III.

Life insurance is an intangible product.

### Answer 2

The correct option is I.

The premium paid for whole life insurance is higher than the premium paid for term assurance.

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## Self-Examination Questions

### Question 1

\_\_\_\_\_ life insurance pays off a policyholder's mortgage in the event of the person's death.

- I. Term
- II. Mortgage
- III. Whole
- IV. Endowment

### Question 2

The \_\_\_\_\_ the premium paid by you towards your life insurance, the \_\_\_\_\_ will be the compensation paid to the beneficiary in the event of your death.

- I. Higher, Higher
- II. Lower, Higher
- III. Higher, Lower
- IV. Faster, Slower

### Question 3

Which of the below option is correct with regards to a term insurance plan?

- I. Term insurance plans come with life-long renewability option
- II. All term insurance plans come with a built-in disability rider
- III. Term insurance can be bought as a stand-alone policy as well as a rider with another policy
- IV. There is no provision in a term insurance plans to convert it into a whole life insurance plan

#### Question 4

In decreasing-term insurance, the premiums paid \_\_\_\_\_ over time.

- I. Increase
- II. Decrease
- III. Remain constant
- IV. Are returned

#### Question 5

Using the conversion option present in a term policy you can convert the same to \_\_\_\_\_.

- I. Whole life policy
- II. Mortgage policy
- III. Bank FD
- IV. Decreasing term policy

#### Question 6

What is the primary purpose of a life insurance product?

- I. Tax rebates
- II. Safe investment avenue
- III. Protection against the loss of economic value of an individual's productive abilities
- IV. Wealth accumulation

#### Question 7

Who among the following is best advised to purchase a term plan?

- I. An individual who needs money at the end of insurance term
- II. An individual who needs insurance and has a high budget
- III. An individual who needs insurance but has a low budget
- IV. An individual who needs an insurance product that gives high returns

#### Question 8

Which of the below statement is incorrect with regards to decreasing term assurance?

- I. Death benefit amount decreases with the term of coverage
- II. Premium amount decreases with the term of coverage
- III. Premium remains level throughout the term
- IV. Mortgage redemption plans are an example of decreasing term assurance plans

### Question 9

Which of the below statement is correct with regards to endowment assurance plan?

- I. It has a death benefit component only
- II. It has a survival benefit component only
- III. It has both a death benefit as well as a survival component
- IV. It is similar to a term plan

### Question 10

Which of the below is an example of an endowment assurance plan?

- I. Mortgage Redemption Plan
- II. Credit Life Insurance Plan
- III. Money Back Plan
- IV. Whole Life Plan

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## Answers to Self-Examination Questions

### Answer 1

The correct option is II.

Mortgage life insurance pays off a policyholder's mortgage in the event of the person's death.

### Answer 2

The correct option is I.

The higher the premium paid by you towards your life insurance, the higher will be the compensation paid to the beneficiary in the event of your death.

### Answer 3

The correct option is III.

Term insurance can be bought as a stand-alone policy as well as a rider with another policy

### Answer 4

The correct option is III.

In decreasing-term insurance, the premiums paid remain constant over time.

**Answer 5**

The correct option is I.

Using the conversion option present in a term policy you can convert the same to whole life policy.

**Answer 6**

The correct option is III.

Protection against the loss of economic value of an individual's productive abilities is the primary purpose behind a life insurance product.

**Answer 7**

The correct option is III.

Term plan is a good choice for an individual who needs insurance and has a low budget.

**Answer 8**

The correct option is II.

Premium remains level throughout the term for decreasing term assurance plans.

**Answer 9**

The correct option is III.

Endowment assurance plan has both a death benefit as well as a survival component.

**Answer 10**

The correct option is III.

Money Back Plan is an example of an endowment assurance plan.

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# CHAPTER 9

## LIFE INSURANCE PRODUCTS - II

### Chapter Introduction

The chapter introduces you to the world of non-traditional life insurance products. We start by examining the limitations of traditional life insurance products and then have a look at the appeal of non-traditional life insurance products. Finally we look at some of the different types of non-traditional life insurance products available in the market.

### Learning Outcomes

- A. Overview of non-traditional life insurance products
- B. Non-traditional life insurance products

## A. Overview of non-traditional life insurance products

### 1. Non-traditional life insurance products - Purpose and need

In the previous chapters we have considered some of the traditional life insurance products which have insurance as well as a savings element in them. These products have often been considered as being part of the financial market and compared with other instruments of capital accumulation.

One of the principal purposes of saving and investing, we must note, is to **achieve inter-temporal allocation of resources, which is both efficient and effective.**

- i. **Inter-temporal allocation** means allocation across time. The term **effective** here implies that sufficient funds are available to successfully satisfy various needs as they arise in different stages of the life cycle.
- ii. **Efficient allocation** on the other hand implies a faster rate of accumulation and more funds available in future. Higher the return for a given level of risk, the more efficient would the investment be.

A critical point of concern with respect to life insurance policies has been the issue of giving a competitive rate of return which is comparable to that of other assets in the financial market place. It would be useful to examine some of the features of the traditional cash value plans of life insurance that we discussed in the previous chapter. These have been called bundled plans because of the way their structure is bundled and presented as a single package of benefits and premium.

### 2. Limitations of traditional products

A critical examination would reveal the following areas of concern:

- a) **Cash value component:** Firstly, the savings or cash value component in such policies is not well defined. It depends on the amount of actuarial reserve that is set up. This in turn is determined by assumptions about mortality, interest rates, expenses and other parameters that are set by the life insurer. These assumptions can be quite arbitrary.
- b) **Rate of return:** Secondly it is not easy to ascertain what would be rate of return on these policies. This is because the value of the benefits under "With Profit policies" would be known for sure, only when the contract comes to an end. Again, the exact costs of the insurer are not disclosed. This lack of clarity about the rate of return makes it difficult to compare them with other alternative instruments of savings. Obviously one cannot know how efficient life insurance is as a savings instrument unless one can make such comparison.
- c) **Surrender value:** A third problem is that the cash and surrender values (at any point of time), under these contracts depend on certain values (like the amount of actuarial reserve and the pro-rata asset share of the

policy). These values may be determined quite arbitrarily. The method of arriving at surrender value is not visible.

- d) **Yield:** Finally there is the issue of the yield on these policies. Both because of prudential norms and tight supervision on investment and because bonuses do not immediately reflect the investment performance of the life insurer, the yields on these policies may not be as high as can be obtained from more risky investments.

### 3. The shifts

As the limitations of traditional life insurance plans became obvious, a number of shifts occurred in the product profiles of life insurers. These have been summarised below:

#### a) **Unbundling**

This trend involved separation of the protection and savings elements and consequently the development of products, which stressed on protection or savings, rather than a vague mix of both.

While in markets like the United States, these led to a rediscovery of term insurance and new products like universal assurance and variable assurance, the United Kingdom and other markets witnessed the rise of unit linked insurance.

#### b) **Investment linkage**

The second trend was the shift towards investment linked products, which linked benefits to policyholders with an index of investment performance. There was consequently a shift in the way life insurance was positioned. The new products like unit linked implied that life insurers had a new role to play. They were now efficient fund managers with the mandate of providing a high competitive rate of yield, rather than mere providers of financial security.

#### c) **Transparency**

Unbundling also ushered greater visibility in the rate of return and in the charges made by the companies for their services (like expenses etc.). All these were explicitly spelt out and could thus be compared

#### d) **Non-standard products**

The fourth major trend has been a shift from rigid to flexible product structures, which is also seen as a move towards non-standard products. When we speak of non-standard, it is with respect to the degree of choice which a customer can exercise with respect to designing the structure and benefits of the policy.

There are two areas where customers may actively participate in this regard

- ✓ While fixing and altering the structure of premiums and benefits
- ✓ While choosing how to invest the premium proceeds

#### 4. The appeal - Needs met

The major sources of appeal of the new genre of products that emerged worldwide are given below:

- a) **Direct linkage with the investment gains:** First of all, there was the prospect of direct linkage with the investment gains which life insurance companies could make through investment in a buoyant and promising capital market. One of the most important arguments in support of investment linked insurance policies has been that, even though in the short run, there may be some ups and downs in the equity markets the returns from these markets would, in the longer run, be much higher than that of other secured fixed income instruments. Life insurers who are able to efficiently manage their investment portfolios could generate superior returns for their customers and thus develop high value products.
- b) **Inflation beating returns:** The importance of yield also stems from the impact of inflation on savings. As we all know, inflation can erode the purchasing power of one's wealth so that, if a rupee today would be worth only 30 paise after fifteen years, a principal of Rs. 100 today would need to grow to at least Rs. 300 in fifteen years in order to be worth what it is today. This means that the rate of yield on a life insurance policy must be significantly higher than the rate of inflation. This is where investment linked insurance policies were especially able to score over traditional life insurance policies.
- c) **Flexibility:** A third reason for their appeal was their flexibility. Policyholders could now decide within limits, the amount of premium they wanted to pay and vary the amount of death benefits and cash values. In investment linked products, they also had the choice of investments and could also decide the mix of funds in which they wanted to have the proceeds of their premiums invested. This implied that policyholders could have a greater control over their investment in life insurance.
- d) **Surrender value:** Finally, the policies also allowed the policyholders to withdraw from the schemes after a specified initial period of years (say three to five), after deduction of a nominal surrender charge. The amount available on such surrender or encashment before the full term of the policy was much higher than the surrender values available under erstwhile traditional policies.

These policies became very popular and even began to replace traditional products in many countries, including India because they were meeting a critical motive of many investors - **the wealth accumulation motive which generated a demand for efficient investment vehicles.** In the United States



for example, products like “Universal Life” provided the means to pass on the benefits of high current interest rates returns which life insurers earned in money and capital markets very quickly to policyholders.

Flexibility of premiums and face amount meanwhile enabled the policyholder to adjust the premiums to suit his or her particular situations. The convenience of early withdrawal without undue loss also meant that the policyholder no longer needed to lock his or her money for long periods of time.

### Test Yourself 1

Which among the following is a non-traditional life insurance product?

- I. Term assurance
  - II. Universal life insurance
  - III. Endowment insurance
  - IV. Whole life insurance
-

## B. Non-traditional life insurance products

### 1. Some non-traditional products

In the remaining paragraphs of this chapter we shall discuss some of the non-traditional products which have emerged in the Indian market and elsewhere.

#### a) Universal life

Universal life insurance is a policy that was introduced in the United States in 1979 and quickly grew to become very popular by the first half of the eighties.

*As per the IRDAI Circular of November 2010, “All Universal Life products shall be known as Variable Insurance Products (VIP)”.*

## Information

### About Universal Life

Universal life insurance is a form of permanent life insurance characterised by its **flexible premiums, flexible face amount and death benefit amounts, and the unbundling of its pricing factors**. While traditional cash value policies require a specific gross or office premium to be paid periodically in order to keep the contract in force, universal life policies allow the policyholder within limits, to decide the amount of premiums he or she wants to pay for the coverage. Larger the size of the premium, greater the coverage provided and greater the policy's cash value.

The major innovation of universal life insurance was the introduction of completely flexible premiums after the first policy year. One had only to ensure that premiums as a whole were enough to cover the costs of maintaining the policy. What this implied is that the policy could be deemed to be in force, so long as its cash value was sufficient to pay the mortality charges and expenses.

Premium flexibility allowed the policyholder to make additional premiums above the target amount. It also allowed one to skip premium payments or make payments that were lower than the target amount.

Flexibility of structures also enabled the policyholder to make partial withdrawals from the cash value that was available, without the obligation to repay this amount or pay any interest on it. The cash value was simply reduced to that extent.

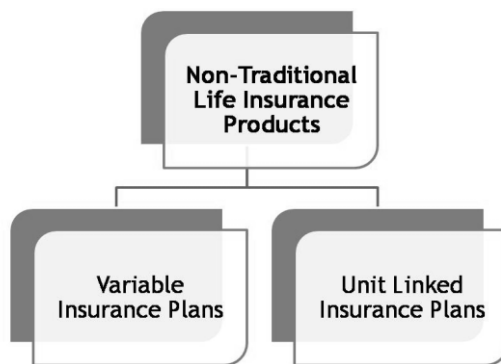
Flexibility also meant that the death benefits could be adjusted and the face amounts could be varied.

However this kind of policy could be mis-sold. Indeed, in markets like the US, prospective customers were enticed by the proviso that ‘one needed to make only a few initial premium payments and then the policy would take care of itself’. What they did not disclose was that cash values could maintain and keep the policy in force only if investment returns were adequate for the purpose.

The decline of investment returns during latter half of the eighties led to erosion of cash values. Policyholders who failed to continue premium payments were shocked to find that their policies had lapsed and they no longer had any life insurance protection.

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**Diagram 1: Non-traditional life insurance products**



In India, as per the IRDAI norms, there are thus only two kinds of non-traditional savings life insurance products that are permitted:

- ✓ Variable insurance plans
- ✓ Unit linked insurance plans

**i. Variable life insurance**

To begin with it would be useful to know about variable life insurance as introduced in the United States and other markets.

This policy was first introduced in the United States in 1977. Variable life insurance is a kind of “Whole Life” policy where the death benefit and cash value of the policy fluctuates according to the investment performance of a special investment account into which premiums are credited. The policy thus provides no guarantees with respect to either the interest rate or minimum cash value. **Theoretically the cash value can go down to zero, in which case the policy would terminate.**

The difference with traditional cash value policies is obvious. A traditional cash value policy has a face amount that remains level throughout the policy term. The cash value grows with premiums and interest earnings at a specified rate. Assets backing the policy reserves form part of a **general investment account** in which the insurer maintains the funds of its guaranteed products. These assets are placed in a portfolio of secured investments. The insurer can thus expect to earn a sturdy rate of return on the assets in this account.

In contrast, assets representing the policy reserves of a variable life insurance policy are placed in a **separate fund** that do not form part of its general investment account. In the US this was termed as a separate account while in Canada it was termed as a segregated account. Most variable policies permitted policyholders to select from among several separate accounts and to change their selection at least once a year.

In sum, here is a policy in which the cash values are funded by separate accounts of the life insurance company, and death benefits and cash values vary to reflect investment experience. The policy also provides a minimum death benefit guarantee for which the mortality and expense risks are borne by the insurance company. The premiums are fixed as under traditional whole life. The principal difference with traditional whole life policies is thus in the investment factor.

Variable life policies have become the preferred option for those who wanted to keep their assets invested in an assortment of funds of their choice and also wanted to directly benefit from favourable investment performance of their portfolio. A prime condition for their purchase is that the purchaser must be able and willing to bear the investment risk on the policy. This implies that variable life policies should be typically bought by people who are knowledgeable and quite comfortable with equity / debt investments and market volatility. Obviously, its popularity would depend on investment market conditions - thriving in market booms and declining when stock and bond prices plummet. This volatility has to be kept in mind while marketing variable life.

## **ii. Unit linked insurance**

Unit linked plans, also known as ULIP's emerged as one of the most popular and significant products, displacing traditional plans in many markets. These plans were introduced in UK, in a situation of substantial investments that life insurance companies made in ordinary equity shares and the large capital gains and profits they made as a result. A need was felt for having both greater investment in equities and also passing the benefits to policyholders in a more efficient and equitable manner.

Conventional with profit (participating) policies offer some linkage to the life office's investment performance. The linkage however is not direct. The policyholder's bonus depends on periodic (usually annual) valuation of assets and liabilities and resultant surplus declared, which in turn depends on assumptions and factors considered by the valuation actuary.

Critical to the valuation process is the allowance for guarantees provided under the contract. As a result the bonus does not directly reflect the value of the underlying assets of the insurer. Even after the surplus is declared, the life insurer may still not allocate it to bonus but may decide to build free assets which can be used for growth and expansion.

Because of all this, bonus additions to policies follow investment performance in a very cushioned and distant manner.

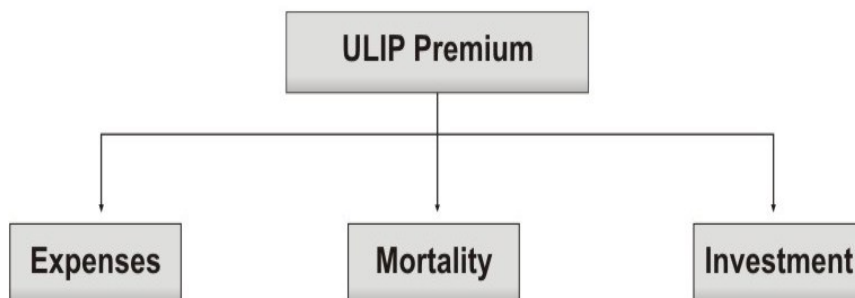
The basic logic that governs conventional policies is to smooth investment returns over time. While terminal bonuses and compound bonuses have enabled policyholders to enjoy a larger slice of benefits of equity and other high yield investments, they are still dependent on the discretion of the life office who declares these bonuses. Again, bonuses are generally only declared once a year since the valuation is done only on annual basis. Returns would thus not reflect the daily fluctuations in the value of assets.

Unit linked policies help to overcome both the above limitations. **The benefits under these contracts are wholly or partially determined by the value of units credited to the policyholder's account at the date when payment is due.**

Unit linked policies thus provide the means for directly and immediately cashing on the benefits of a life insurer's investment performance. The units are usually those of a specified authorised unit trust or a segregated (internal) fund managed by the company. Units may be purchased by payment of a single premium or via regular premium payments.

In the United Kingdom and other markets these policies were developed and positioned as investment vehicles with an attached insurance component. Their structure differs significantly from that of conventional cash value contracts. The latter, as we have said, are bundled. They are opaque with regard to their term, expenses and savings components. Unit linked contracts, in contrast, are unbundled. Their structure is transparent with the charges to pay for the insurance and expenses component being clearly specified.

**Diagram 2: Premium break-up**



Once these charges are deducted from the premium, the balance of the account and income from it is invested in units. The value of these units is fixed with reference to some pre-determined index of performance.

**The key point is that this value is defined by a rule or formula, which is outlined in advance. Typically the value of the units is given by the net**

asset value (NAV), which reflects the market value of assets in which the fund is invested. Two independent persons could arrive at the same benefits payable by following the formula.

Policyholder benefits thus do not depend on the assumptions and discretion of the life insurance company.

An endearing feature of unit linked policies is its facility of choosing between different kinds of funds, which the unit holder can exercise. Each fund has a different portfolio mix of assets. The investor thus gets to choose between a broad option of debt, balanced and equity funds. A debt fund implies investment of most of one's premiums in debt securities like gilts and bonds. An equity fund would imply that units are predominantly in equity form. Even within these broad categories there may be other types of options.

Equity Fund	Debt Fund	Balanced Fund	Money Market Fund
This fund invests major portion of the money in equity and equity related instruments.	This fund invests major portion of the money in Government Bonds, Corporate Bonds, Fixed Deposits etc.	This fund invests in a mix of equity and debt instruments.	This fund invests money mainly in instruments such as Treasury Bills, Certificates of Deposit, Commercial Paper etc.

One may choose between a growth fund, predominantly invested in growth stocks, or a balanced fund, which balances need for income with capital gain. One may also choose sectoral funds, which invest only in certain sectors and industries. Each option that is selected must reflect one's risk profile and investment need. There is also provision to switch from one kind of fund to another if performance of one or more funds is not perceived to be up to the mark.

All these choices also carry a qualification. The life insurer, while being expected to manage an efficient portfolio, does not give any guarantee about unit values. It is thus relieved here of the greater part of the investment risk. The latter is borne by the unit holder. The life insurer may however bear the mortality and expense risk.

Again, unlike conventional plans, unit linked policies work on a minimum premium basis and not on sum assured. The insured decides on the amount of premium he or she wishes to contribute at regular intervals. **Insurance cover is a multiple of the premiums paid.** The insured has a choice between higher and lower cover. The premium may consist of two

components - the term component may be placed in a guaranteed fund (termed as the sterling fund in UK) that would yield a minimum amount of cover on death. The balance of premium is used to purchase units that are invested in the capital market, particularly the stock market, by the insurer. In case of death the death benefit would be the higher of the sum assured or the fund value standing to one's account. The fund value is simply the unit price multiplied by the number of units in the individual's account.

## Test Yourself 2

Which of the below statement is incorrect?

- I. Variable life insurance is a temporary life insurance policy
  - II. Variable life insurance is a permanent life insurance policy
  - III. The policy has a cash value account
  - IV. The policy provides a minimum death benefit guarantee
-

## Summary

- A critical point of concern with respect to life insurance policies has been the issue of giving a competitive rate of return which is comparable to that of other assets in the financial marketplace.
- Some of the trends that led to the upswing in non-traditional life products include unbundling, investment linkage and transparency.
- Universal life insurance is a form of permanent life insurance characterised by its flexible premiums, flexible face amount and death benefit amounts, and the unbundling of its pricing factors.
- Variable life insurance is a kind of “Whole Life” policy where death benefit and cash value of the policy fluctuates according to the investment performance of a special investment account into which premiums are credited.
- Unit linked plans, also known as ULIP’s emerged as one of the most popular and significant products, supplanting traditional plans in many markets.
- Unit linked policies provide the means for directly and immediately cashing on the benefits of a life insurer’s investment performance.

## Key Terms

1. Universal life insurance
2. Variable life insurance
3. Unit linked insurance
4. Net asset value

## Answers to Test Yourself

### Answer 1

The correct option is II.

Universal life insurance is a non-traditional life insurance product.

### Answer 2

The correct option is I.

The statement “Variable life insurance is a temporary life insurance policy” is incorrect.

The correct statement is “Variable life insurance is a permanent life insurance policy”.



## Self-Examination Questions

### Question 1

What does inter-temporal allocation of resources refer to?

- I. Postponing allocation of resources until the time is right
- II. Allocation of resources over time
- III. Temporary allocation of resources
- IV. Diversification of resource allocation

### Question 2

Which among the following is a limitation of traditional life insurance products?

- I. Yields on these policies is high
- II. Clear and visible method of arriving at surrender value
- III. Well defined cash and savings value component
- IV. Rate of return is not easy to ascertain

### Question 3

Where was the Universal Life Policy introduced first?

- I. USA
- II. Great Britain
- III. Germany
- IV. France

### Question 4

Who among the following is most likely to buy variable life insurance?

- I. People seeking fixed return
- II. People who are risk averse and do not dabble in equity
- III. Knowledgeable people comfortable with equity
- IV. Young people in general

### Question 5

Which of the below statement is true regarding ULIP's?

- I. Value of the units is determined by a formula fixed in advance
- II. Investment risk is borne by the insurer
- III. ULIP's are opaque with regards to their term, expenses and savings components
- IV. ULIP's are bundled products

### Question 6

All of the following are characteristics of variable life insurance EXCEPT:

- I. Flexible premium payments
- II. Cash value is not guaranteed
- III. Policy owner selects where savings reserve is invested
- IV. Minimum Death benefit is guaranteed

### Question 7

Which of the below is correct with regards to universal life insurance?

Statement I: It allows policy owner to vary payments

Statement II: Policy owner can earn market based rate of return on cash value

- I. I is true
- II. II is true
- III. I and II are true
- IV. I and II are false

### Question 8

All of the following is true regarding ULIP's EXCEPT:

- I. Unit holder can choose between different kind of funds
- II. Life insurer provides guarantee for unit values
- III. Units may be purchased by payment of a single premium or via regular premium payments.
- IV. ULIP policy structure is transparent with regards to the insurance expenses component

### Question 9

As per IRDAI norms, an insurance company can provide which of the below non-traditional savings life insurance products are permitted in India?

Choice I: Unit Linked Insurance Plans

Choice II: Variable Insurance Plans

- I. I only
- II. II only
- III. I and II both
- IV. Neither I nor II

### Question 10

What does unbundling of life insurance products refers to?

- I. Correlation of life insurance products with bonds
- II. Correlation of life insurance products with equities
- III. Amalgamation of protection and savings element

#### IV. Separation of the protection and savings element

---

### Answers to Self-Examination Questions

#### Answer 1

The correct option is II.

Inter-temporal allocation of resources refers to allocation of resources over time.

#### Answer 2

The correct option is IV.

Rate of return is not easy to ascertain in traditional life insurance products.

#### Answer 3

The correct option is I.

Universal Life Policy was first introduced in the USA.

#### Answer 4

The correct option is III.

Knowledgeable people comfortable with equity are most likely to buy variable life insurance.

#### Answer 5

The correct option is III.

ULIP's are transparent with regards to their term, expenses and savings components.

#### Answer 6

The correct option is I.

Premium payments are fixed and not flexible with variable life insurance.

#### Answer 7

The correct option is III.

Both statements are true. Premium payment flexibility is a characteristic of universal life insurance. This form of life insurance also permits the policy owner to earn a rate of return tied to some market-based index.

**Answer 8**

The correct option is II.

Life insurer does not provide guarantee for unit values in case of ULIP's.

**Answer 9**

The correct option is III.

As per IRDAI norms non-traditional savings life insurance products permitted in India include unit linked insurance plans and variable insurance plans.

**Answer 10**

The correct option is IV.

Separation of the protection and savings element refers to the unbundling of life insurance products.

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# CHAPTER 10

## APPLICATIONS OF LIFE INSURANCE

### Chapter Introduction

Life insurance does not merely seek to protect individuals from premature death. It has other applications as well. It can be applied to the creation of trusts with resultant insurance benefits; it can be applied for creating a policy covering key personnel of industries and also for redeeming mortgages. We shall briefly describe these various applications of life insurance.

### Learning Outcomes

A. Applications of life insurance

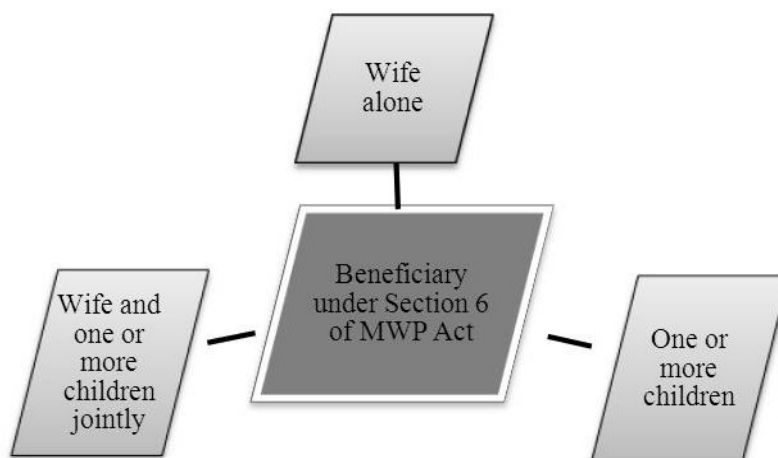
## A. Applications of life insurance

### 1. Married Women's Property Act

The concept of Trusts in a life policy is necessitated by the applicability of estate duty on transfer/inheritance of benefits under a life insurance policy, including annuities. While with the abolition of estate duty in India, the concept of Trusts may no longer be preferred, it is beneficial to understand the subject in detail.

Section 6 of the Married Women's Property Act, 1874 provides for security of benefits under a life insurance policy to the wife and children. Section 6 of the Married Women's Property Act, 1874 also provides for creation of a Trust.

**Diagram 1: Beneficiaries under MWP Act**



It lays down that a policy of insurance effected by any married man on his own life, and expressed on the face of it to be for the benefit of his wife, or of his wife and children, or any of them, shall ensure and be deemed to be a trust for the benefit of his wife, or of his wife and children, or any of them, according to the interest so expressed, and shall not, so long any object of the trust remains, be subject to the control of the husband, or to his creditors, or form part of his estate.

#### a) Features of a policy under the MWP Act

- i. Each policy will remain a separate Trust. Either the wife or child (over 18 years of age) can be a trustee.
- ii. The policy shall be beyond the control of court attachments, creditors and even the life assured.
- iii. The claim money shall be paid to the trustees.

- iv. The policy cannot be surrendered and neither nomination nor assignment is allowed.
- v. If the policyholder does not appoint a special trustee to receive and administer the benefits under the policy, the sum secured under the policy becomes payable to the official trustee of the State in which the office at which the insurance was effected is situated.

## **b) Benefits**

The Trust is set-up under an irrevocable, non-amendable Trust Deed and can hold one or more insurance policies. It is important to appoint a trustee for administration of the Trust property, being the benefits under the life policy. By creating a Trust to hold the insurance policies, the policyholder gives up his rights under the policy and upon the death of the life insured. The trustee invests the insurance proceeds and administers the Trust for one or more beneficiaries.

While it is a practice to create the Trust for the benefit of the spouse and children, the beneficiaries can be any other legal person. Creating a Trust ensures that the policy proceeds are invested wisely during the minority of the beneficiary and also secures the benefits against future creditors.

## **2. Key man Insurance**

Keyman insurance is an important form of business insurance.

### **Definition**

Keyman Insurance can be described as an insurance policy taken out by a business to compensate that business for financial losses that would arise from the death or extended incapacity of an important member of the business.

To put it simply, key man insurance is a life insurance that is used for business protection purposes. The policy's term does not extend beyond the period of the key person's usefulness to the business. Key man insurance policies are usually owned by the business and the aim is to compensate the business for losses incurred with the loss of a key income generator and facilitate business continuity. Keyman insurance does not indemnify the actual losses incurred but compensates with a fixed monetary sum as specified on the insurance policy.

Many businesses have a key person who is responsible for the majority of profits, or has a unique and hard to replace skill set such as intellectual property that is vital to the organisation. An employer may take out a key person insurance policy on the life or health of any employee whose knowledge, work, or overall contribution is considered uniquely valuable to the company.

The employer does this to offset the costs (such as hiring temporary help or recruiting a successor) and losses (such as a decreased ability to transact

business until successors are trained) which the employer is likely to suffer in the event of the loss of a key person.

Keyman is a term insurance policy where the sum assured is linked to the profitability of the company rather than the key person's own income. The premium is paid by the company. This is tax efficient as the entire premium is treated as business expense. In case the key person dies, the benefit is paid to the company. Unlike individual insurance policies, the death benefit in key man insurance is taxed as income. Other types of plans are not allowed under key man insurance

The insurer will look at the business' audited financial statements and filed IT returns in assessing the sum assured. Generally, the company must be profitable to be eligible for keyman insurance. In a few cases, insurers make exceptions for loss making but well-funded start-up companies.

**a) Who can be a keyman?**

A key person can be anyone directly associated with the business whose loss can cause financial strain to the business. For example, the person could be a director of the company, a partner, a key sales person, key project manager, or someone with specific skills or knowledge which is especially valuable to the company.

**b) Insurable losses**

The following losses are those for which key person insurance can provide compensation:

- i. Losses related to the extended period when a key person is unable to work, to provide temporary personnel and, if necessary to finance the recruitment and training of a replacement
- ii. Insurance to protect profits. For example, offsetting lost income from lost sales, losses resulting from the delay or cancellation of any business project that the key person was involved in, loss of opportunity to expand, loss of specialised skills or knowledge

**3. Mortgage Redemption Insurance (MRI)**

Suppose you are taking a loan to buy a property. You may be required to pay for mortgage redemption insurance by the bank as part of the loan arrangement.

**a) What is MRI?**

It is an insurance policy that provides financial protection for home loan borrowers. It is basically a decreasing term life insurance policy taken by a mortgagor to repay the balance on a mortgage loan if he/she dies before its full repayment. It can be called a loan protector policy. This plan is suitable



for elderly people whose dependents may need assistance in clearing their debts in case of the unexpected demise of the policyholder.

**b) Features**

The policy bears on surrender value or maturity benefits. The insurance cover under this policy decreases each year unlike a term insurance policy where insurance cover is constant during the policy period.

**Test Yourself 1**

What is the objective behind Mortgage Redemption Insurance?

- I. Facilitate cheaper mortgage rates
  - II. Provide financial protection for home loan borrowers
  - III. Protect value of the mortgaged property
  - IV. Evade eviction in case of default
-

## Summary

- Section 6 of the Married Women's Property Act, 1874 provides for security of benefits under a life insurance policy to the wife and children.
  - The policy effected under MWP Act shall be beyond the control of court attachments, creditors and even the life assured.
  - Keyman insurance is an important form of business insurance. It can be described as an insurance policy taken out by a business to compensate for financial losses that would arise from the death or extended incapacity of an important member of the business.
  - Mortgage redemption insurance is basically a decreasing term life insurance policy taken by a mortgagor to repay the balance on a mortgage loan if he/she dies before its full repayment.
- 

## Key Terms

1. Married Women's Property Act
  2. Keyman insurance
  3. Mortgage Redemption Insurance
- 

## Answers to Test Yourself

### Answer 1

The correct option is II.

MRI provides financial protection for home loan borrowers.

---

## Self-Examination Questions

### Question 1

The sum assured under keyman insurance policy is generally linked to which of the following?

- I. Keyman income
- II. Business profitability
- III. Business history
- IV. Inflation index

## Question 2

Mortgage redemption insurance (MRI) can be categorised under \_\_\_\_\_.

- I. Increasing term life assurance
- II. Decreasing term life assurance
- III. Variable life assurance
- IV. Universal life assurance

## Question 3

Which of the below losses are covered under keyman insurance?

- I. Property theft
- II. Losses related to the extended period when a key person is unable to work
- III. General liability
- IV. Losses caused due to errors and omission

## Question 4

A policy is effected under the MWP Act. If the policyholder does not appoint a special trustee to receive and administer the benefits under the policy, the sum secured under the policy becomes payable to the \_\_\_\_\_.

- I. Next of kin
- II. Official Trustee of the State
- III. Insurer
- IV. Insured

## Question 5

Mahesh ran a business on borrowed capital. After his sudden demise, all the creditors are doing their best to go after Mahesh's assets. Which of the below assets is beyond the reach of the creditors?

- I. Property under Mahesh's name
- II. Mahesh's bank accounts
- III. Term life insurance policy purchased under Section 6 of MWP Act
- IV. Mutual funds owned by Mahesh

## Question 6

Which of the below option is true with regards to MWP Act cases?

Statement I: Maturity claims cheques are paid to policyholders

Statement II: Maturity claims cheques are paid to trustees

- I. I is true
- II. II is true
- III. Both I and II are true
- IV. Neither I nor II is true

### Question 7

Which of the below option is true with regards to MWP act cases?

Statement I: Death claims are settled in favour of nominees

Statement II: Death claims are settled in favour of trustees

- I. I is true
- II. II is true
- III. Both I and II are true
- IV. Neither I nor II is true

### Question 8

Ajay pays insurance premium for his employees. Which of the below insurance premium will not be treated deductible as compensation paid to employee?

Choice I: Health insurance with benefits payable to employee

Choice II: Keyman life insurance with benefits payable to Ajay

- I. I only
- II. II only
- III. Both I and II
- IV. Neither I nor II

### Question 9

The practice of charging interest to borrowers who pledge their property as collateral but leaving them in possession of the property is called \_\_\_\_\_.

- I. Security
- II. Mortgage
- III. Usury
- IV. Hypothecation

### Question 10

Which of the below policy can provide protection to home loan borrowers?

- I. Life Insurance
- II. Disability Insurance
- III. Mortgage Redemption Insurance
- IV. General Insurance

## Answers to Self-Examination Questions

### Answer 1

The correct option is II.

Sum assured under keyman insurance policy is generally linked to business profitability.

### Answer 2

The correct option is II.

Mortgage redemption insurance (MRI) can be categorised under decreasing term life assurance.

### Answer 3

The correct option is II.

Losses related to the extended period when a key person is unable to work are covered under keyman insurance.

### Answer 4

The correct option is II.

If the policyholder does not appoint a special trustee to receive and administer the benefits under the policy, the sum secured under the policy becomes payable to the Official Trustee of the State.

### Answer 5

The correct option is III.

Term life insurance policy purchased under Section 6 of MWP Act is beyond the reach of court attachments and creditors.

### Answer 6

The correct option is II.

Maturity claims cheques are paid to trustees.

### Answer 7

The correct option is II.

Death claims are settled in favour of trustees.

### Answer 8

The correct option is II.

Keyman life insurance with benefits payable to Ajay will not be treated deductible as compensation paid to employee.

**Answer 9**

The correct option is II.

The practice of charging interest to borrowers who pledge their property as collateral but leaving them in possession of the property is called mortgage.

**Answer 10**

The correct option is III.

Mortgage Redemption Insurance can provide protection to home loan borrowers.

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# CHAPTER 11

## PRICING AND VALUATION IN LIFE INSURANCE

### Chapter Introduction

The objective of this chapter is to introduce to the learner the basic elements that are involved in the pricing and benefits of life insurance contracts. We shall first discuss the elements that constitute the premium and then discuss the concept of surplus and bonus.

### Learning Outcomes

- A. Insurance pricing - basic elements
- B. Surplus and bonus

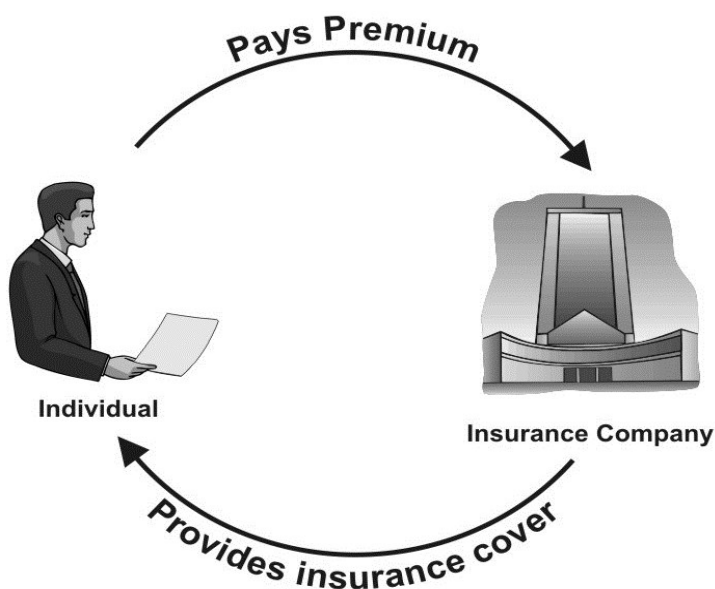
## A. Insurance pricing - Basic elements

### 1. Premium

In ordinary language, the term premium denotes the price that is paid by an insured for purchasing an insurance policy. It is normally expressed as a rate of premium per thousand rupees of sum assured.

These premium rates are available in the form of tables of rates that are available with insurance companies.

Diagram 1: Premium



The rates that are printed in these tables are known as “Office Premiums”. They are typically level annual premiums which implies that the same premium needs to be paid every year during the term of the policy. They are in most cases the same throughout the term and are expressed as an annual rate.

### Example

If the premium for a twenty year endowment policy for a given age is Rs. 4,800, it means that Rs. 4,800 has to be paid each year for twenty years.

However it is possible to have some policies in which the premiums are payable only in the first few years. Companies also have single premium



contracts in which only one premium is payable at the beginning of the contract. These policies are usually investment oriented.

## 2. Rebates

Life insurance companies may also offer certain types of rebates on the premium that is payable. Two such rebates are:

- ✓ For sum assured
- ✓ For mode of premium

### a) Rebate for sum assured

The rebate for sum assured is offered to those who buy policies with higher amounts of sum assured. It is offered as a way of passing on to the customer, the gains that the insurer may make when servicing higher value policies. The reason for this is simple. Whether an insurer services a policy for Rs.50,000 or Rs.5,00,000, the amount of effort required for both, and consequently, the cost of processing these policies remain the same. But higher sum assured policies yield more premium and so more profits.

### b) Rebate for mode of premium

Similarly a rebate may be offered for the mode of premium. Life insurance companies may allow premiums to be paid on annual, half yearly, quarterly or monthly basis. More frequent the mode, more the cost of service. Yearly and half yearly modes involve collection and accounting only once a year while quarterly and monthly modes would mean the process is more frequent. Half-yearly or yearly premiums thus enable a saving in administrative costs as compared to quarterly or monthly modes. Moreover, in the yearly mode, the insurer can utilise this amount during the entire year and earn interest on it. Insurers would hence encourage payment via yearly and half yearly modes by allowing a rebate on these. They may also charge a little extra for monthly mode of payments, to cover additional administrative expenses involved.

## 3. Extra charges

The tabular premium is charged for a group of insured individuals who are not subject to any significant factors that would pose an extra risk. Such individual lives are known as **standard lives** and the rates charged are known as ordinary rates.

If a person proposing for insurance suffers from certain health problems like heart ailments or diabetes, it can pose a hazard to his life. Such a life is considered to be sub-standard, in relation to other standard lives. The insurer may decide to impose an extra premium by way of a health extra. Similarly an occupational extra may be imposed on those engaged in a hazardous occupation, like a circus acrobat. These extras would result in the premium being more than the tabular premium.

Again, an insurer may offer certain extra benefits under a policy, which are available on payment of an extra premium.

### **Example**

A life insurer may offer a double accident benefit or DAB (where double the sum assured is payable as a claim if death is a result of accident). For this it may charge an extra premium of one rupee per thousand sum assured.

Similarly a benefit known as Permanent Disability Benefit (PDB) may be availed by paying an extra per thousand sum assured.

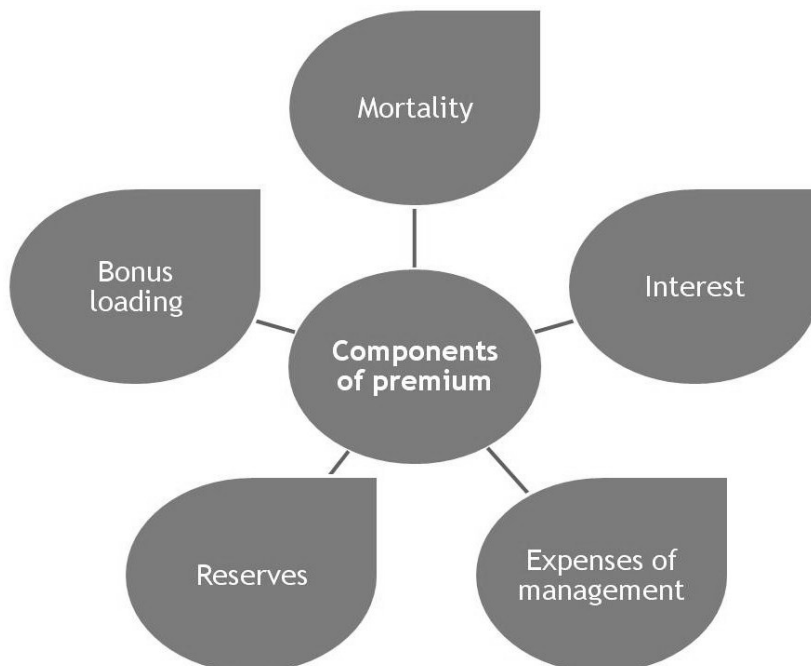
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#### **4. Determining the premium**

Let us now examine how life insurers arrive at the rates that are presented in the premium tables. This task is performed by an actuary. The process of setting the premium in case of traditional life insurance policies like term insurance, whole life and endowment considers following elements:

- ✓ Mortality
- ✓ Interest
- ✓ Expenses of management
- ✓ Reserves
- ✓ Bonus loading

## Diagram 2: Components of Premium



The first two elements give us the Net premium. By adding [also called ‘loading’] the other elements to the net premium we get the gross or office premium

### a) Mortality and Interest

Mortality is the first element in premiums. It is the chance or likelihood that a person of a certain age would die during a given period, of typically one year. To find out the expected Mortality of a person, we use a “Mortality Table”, which gives us an estimate of the rate of mortality for different ages.

#### **Example**

If the mortality rate for age 35 is 0.0035 it implies that out of every 1000 people who are alive as on age 35, 3.5 (or 35 out of 10,000) are expected to die between age 35 and 36.

The table may be used to calculate mortality cost for different ages. For example the rate of 0.0035 for age 35 implies a cost of insurance of  $0.0035 \times 1000$  (sum assured) = Rs. 3.50 per thousand sum assured.

The above cost may be also called the “Risk Premium”. For higher ages the risk premium would be higher.

---

Consider a person aged 35. If he wants to take life insurance cover for a term of twenty years [age 35 to 55], the insurance company must have sufficient money available to meet the cost of claims that can arise if he dies at any time during this period. This cost can be found out by summing up the individual risk premiums for different ages from age 35 to 55.

The total cost of these claims, as summed up above, would give us the future liabilities under a policy. In other words it tells us how much money is needed by an insurer to pay claims that may arise in future.

Since Life insurers collect premiums at the beginning of a given term, these premiums earn interest. While estimating the amount money that would be needed at hand to pay claims that may arise in future [future liabilities], it is necessary to take this factor of interest into account.

Interest is simply the discount rate we assume for arriving at the present value of future claim payments that have to be made.

### **Example**

If we need to have Rs. 5 per thousand to meet the cost of insurance after five years and if we assume a rate of interest of 6%, the present value of Rs. 5 payable after five years would be  $5 \times 1 / (1.06)^5 = 3.74$ .

If instead of 6% we were to assume 10%, the present value would be only 3.10. In other words the higher the rate of interest assumed, the lower the present value.

---

From our study of mortality and interest there are two major conclusions we can derive

- ✓ Higher the mortality rate in the mortality table, higher the premiums would be
- ✓ Higher the interest rate assumed, lower the premium

Actuaries, who are responsible for arriving at these estimates, tend to be prudent and a little conservative. The mortality rates they assume would be typically higher than what they expect to be the actual

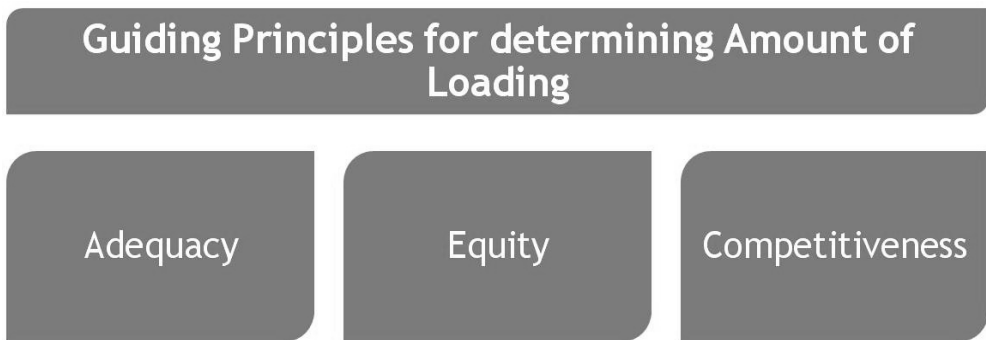
experience. They would also assume a lower interest rate than what they expect to earn from their investments.

### **Net premium**

The estimates of mortality and interest give the “Net Premium” which is the estimate of present value of future claim costs.

### **Gross premium**

#### **Diagram 3: Guiding Principles for determining Amount of Loading**



Gross premium is the net premium plus an amount called loading. There are three considerations or guiding principles that needs to be borne in mind when determining the amount of loading:

#### **i. Adequacy**

The total loading from all policies must be sufficient to cover the company’s total operating expenses. It should also provide a margin of safety and finally it should contribute to the profits or surplus of the company.

#### **ii. Equity**

Expenses and safety margins etc. should be equitably apportioned [divided and shared] among various kinds of policies, depending on type of plan, age and term etc. The idea is that each class of policy should pay for its own costs, so that to the extent possible, one class of policy does not subsidise [pay for] another.

### iii. Competitiveness

The resulting gross premiums should enable the company to improve its competitive position. If the loading is too high, it would make the policies very costly and people would not buy.

#### b) Expenses and reserves

Life insurers have to incur various types of operating expenses including:

- ✓ Agents training and recruitment,
- ✓ Commissions of agents,
- ✓ Staff salaries,
- ✓ Office accommodation,
- ✓ Office stationery,
- ✓ Electricity charges,
- ✓ Other miscellaneous etc.

All these have to be paid from premiums that are collected by insurers. These expenses are loaded to the net premium.

A life insurer incurs two types of expenses:

- i. The first, known as “**New Business Expenses**”, are incurred at the beginning stage of the contract
- ii. The second type of expenses, known as “**Renewal Expenses**,” is incurred during subsequent years.

Initial or new business expenses can be substantial. Life insurers are also required by law to hold certain margins as reserves to ensure they can meet their obligations even in those situations when their actual experience is worse than assumed. The initial expenses along with the margins required to be maintained as reserves are typically higher than the initial premiums received by the life insurer.

The company thus faces a strain, known as new business strain. The initial outflow is only recovered from subsequent annual premiums. An implication is that life insurers cannot afford to have large number of their policies cancelled or lapsing in initial years, before the expenses are recouped. Another implication of new business strain is that life insurance companies begin to make profits only after a gestation period of some years.

Expenses are also determined in different ways, depending on the type of expense.

- i. For instance, commissions and incentives for agency managers / development officers are typically decided as a percentage of the premiums earned.
- ii. On the other hand, expenses like medical examiners' fees and policy stamps vary depending on the amount of sum assured or face value of the policy and are considered in relation to the sum assured.
- iii. A third category of expenses is overheads like salaries and rents which generally vary with the amount of activities. These in turn depend on the number of policies being serviced. More the number of policies, higher the overhead expenses.

All the above types of expenses are All the above types of expenses are suitably loaded to the net premium.

### **Lapses and contingencies**

Apart from expenses, the life insurer also constantly faces the risk that actual experience may be different from the assumptions made at the stage of designing the contract.

One source of risk is that of lapses and withdrawals. A lapse means that the policyholder discontinues payment of premiums. In case of withdrawals, the policyholder surrenders the policy and receives an amount from the policy's acquired cash value.

Lapses can pose a serious problem. They usually happen within the first three years with highest incidence being typically in the very first year of the contract. Life insurers incorporate a loading in anticipation of leakages that may arise as a result.

Life insurers must also be prepared for the eventuality that the assumptions on basis of which they set their premiums differs from actual experience. Towards this purpose they include a loading margin in the premium, which could help to absorb any adverse loss that may arise between expected and actual experience.

### c) With Profit policies and Bonus loading

During the early years of the life insurance industry, the major uncertainty faced was about the rate of mortality. Life insurers solved the problem by charging excessive premiums in advance. This would ensure that they remained solvent even in adverse situations. When, in the light of sufficient experience, it was found that the premiums were higher than what was needed, life insurers would return the excess or some of it to policyholders by way of bonus additions. This was the origin of the traditional with profit policies we find today

Participation in profits also ushered an element called “**Bonus Loading**” into premiums. The idea was to provide a margin for profits as a loading in the premium, such that it served as an added cushion against unforeseen contingencies and also paid for the policy’s share of surplus distributed (as bonus).

In sum we can say that:

**Gross premium = Net premium + Loading for expenses + Loading for contingencies + Bonus loading**

#### Test Yourself 1

What does a policy lapse mean?

- I. Policyholder completes premium payment for a policy
  - II. Policyholder discontinues premium payment for a policy
  - III. Policy attains maturity
  - IV. Policy is withdrawn from the market
-



## B. Surplus and bonus

### 1. Determination of surplus and bonus

Every life insurance company is expected to undertake a periodic valuation of its assets and liabilities. Such a valuation has two purposes:

- i. To assess the financial state of the life insurer, in other words to determine if it is solvent or insolvent
- ii. To determine the surplus available for distribution among policyholders / share holders

#### Definition

Surplus is the excess of value of assets over value of liabilities. If it is negative, it is known as a strain.

---

Let us now see how the concept of surplus in life insurance is different from that of profit of a firm.

Firms in general look at profits in two ways. Firstly, profit is the **excess of income over outgo** for a given accounting period, as it appears in the profit and loss account. Profit also forms part of the balance sheet of a firm - it may be defined as the **excess of assets over liabilities**.

In both instances, profits are determined at the end of the accounting period.

#### Example

The profits of XYZ firm as on 31<sup>st</sup> March 2013, is given as its income less expenses or its assets less liabilities as on that date.

In both instances, the profit is clearly defined and is known.

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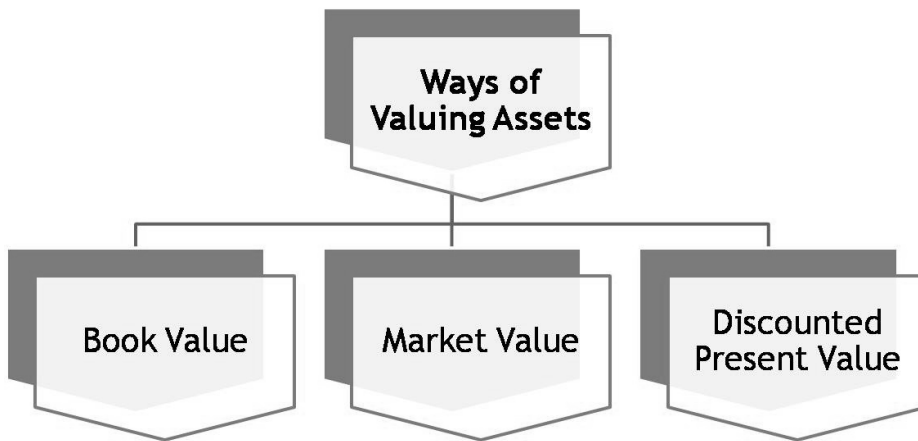
Can we apply a similar argument and specify the liabilities and assets in case of a life insurance valuation?

For life insurers, as for other firms, the surplus is determined as the excess of assets over liabilities.

**Surplus = Assets - Liabilities**

Let us understand what the liabilities are. For a given block of life insurance policies, the life insurer has to make provision for meeting future claims, expenses and other expected pay-outs that may arise. The insurer also expects to receive premiums for these policies. Liabilities are thus determined as the present value of all payments that have to be made less the present value of premiums expected to be received on these policies. The present value is arrived at by applying a suitable rate of discount [the interest rate]

**Diagram 4: Ways of Valuing Assets**



Let us now look at how assets are valued. This can be done in one of three ways

**i. At Book Value**

This is the value at which the life insurer has purchased or acquired its assets

**ii. At Market Value**

The worth of the life insurer's assets in the market place

**iii. Discounted Present Value**

Estimating the future income stream from various assets and discounting them to the present

The problem is that one cannot place an exact value on liabilities because one cannot precisely predict what will happen in the future. The value of liabilities depends on assumptions about factors like mortality, interest, expenses and persistency which are made while

estimating the present value of future liabilities. It is for this reason that in life insurance we use the term surplus instead of profits.

Surplus is thus a function of how assets and liabilities are valued.

- i. When a life insurer is very conservative in its valuation, it would result in liabilities being overvalued than otherwise while assets are undervalued. As a result the surplus that is declared would be reduced. This means lesser bonuses would be available for distribution among current policyholders. But it would also contribute to financial soundness of the insurer, since the actual amount of surplus is higher than the declared surplus and so higher provisions can be retained for the future. This would benefit future policyholders.
- ii. On the other hand, if assets and liabilities are valued liberally, it has the opposite result. Current policyholders would be benefited at the expense of future ones.

The life insurance company has to strike the right balance between current and future policyholders.

## **2. Allocating the surplus**

Surplus arises as a result of the life insurer's actual experience being better than what it had assumed. Under with profit contracts, the life insurer is obliged to pass on the benefits of such a favourable gap (between the actual and expected results) to policyholders who have agreed to participate in the profits and have purchased these with profit policies.

At the same time, surplus is also a source for increasing the company's basic capital (its equity or net worth). It contributes to the life insurer's financial soundness.

Let us now see how the surplus that is determined would be allocated

### **a) Solvency requirements**

Firstly, life insurers have to maintain a solvency margin which may be defined as the portion of surplus assets over liabilities that are specifically set aside to serve as a cushion to meet any unforeseen deviations between expected and actual experience.

## b) Free assets

Another purpose for having surplus that is unallocated (for distribution) is to increase the level of free assets. Free assets are unencumbered. In other words they are not required for meeting any specific liabilities. The life insurer is thus free to use them for various purposes like business expansion.

Once the divisible surplus is declared, the next issue is to determine their distribution among the life insurer's policyholders (after leaving a portion for distribution among shareholders if any).

In India, the popular method for the purpose has been the "Bonus Mechanism" where surplus is distributed in the form of a bonus. This system is popular in the United Kingdom, India and many other countries.

## 3. Bonus

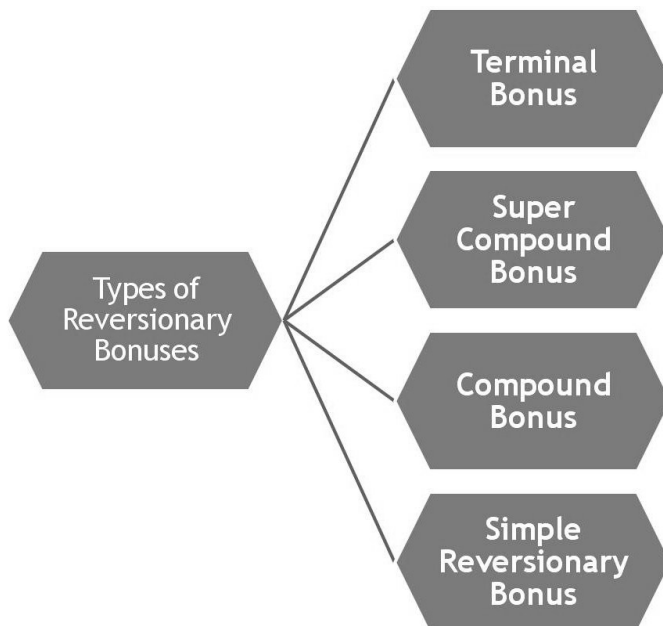
Bonus is paid as an addition to the basic benefit payable under a contract. Typically it may appear as an addition to basic sum assured or basic pension per annum. It is expressed, for example, as Rs. 60 per thousand sum assured (or 60% of SA).

The most common form of bonus is the **reversionary bonus**. The company is expected to declare such bonus additions each year, throughout the lifetime of the contract. Once declared, they get attached and cannot be taken away. They form part of the liabilities of the company. They are called 'Reversionary' bonuses because the policyholder only receives them when the contract becomes a claim by death or maturity.

Bonuses may also be payable on surrender. In such cases it is often stipulated that the contract should have run for a certain term (say 5 years) to become eligible.

## Types of reversionary bonuses

Diagram 5: Types of Reversionary Bonuses



### i. Simple Reversionary Bonus

This is a bonus expressed as a percentage of the basic cash benefit under the contract. In India for example, it is declared as amount per thousand sum assured.

### ii. Compound Bonus

Here the company expresses a bonus as a percentage of basic benefit and already attached bonuses. It is thus a bonus on a bonus. A way to express it may be as @ 8% of basic sum assured plus attached bonus.

One may also have Super Compound bonus, where the bonus is arrived at as a percentage of basic benefit and applying another percentage for attached bonus. For instance it may be expressed as @8% of basic sum assured and @10% of attached bonus.

### iii. Terminal Bonus

As the name suggests, this bonus attaches to the contract only on its contractual termination (by death or maturity). The bonus is declared only for claims of the ensuing year without any commitment about subsequent years (as in case of reversionary bonuses). Thus the

terminal bonus declared for 2013 would only apply to claims that have arisen during 2013-14 and not for subsequent years.

Finally, terminal bonuses depend on the time duration of the contract, and increases as the duration increases. Thus the terminal bonus for a contract that has run for 25 years would be higher than one which has run for 15 years.

#### **4. The Contribution Method**

Another method of distribution of surplus which has been adopted in North America is the “Contribution” method. Under this method, consideration is given to three sources of surplus - excess interest, mortality savings and savings arising with respect to expense and other loadings.

The surplus is thus given by the difference between what was expected to happen and what actually happened over the year with respect to mortality, interest and expenses

The dividends that are declared may be used in one of the following four ways

- i. It may be paid in the form of dividends in cash
- ii. In the form of adjustment to, and reduction in future premiums
- iii. A third method is to allow purchase of non-forfeitable paid up additions to the policy
- iv. Finally dividends may be allowed to accumulate, with interest, to the credit of the policy. It may be either withdrawn at the option of policyholder or only at the end of the contract

#### **5. Unit Linked Policies**

Traditional “With Profit” policies, as discussed above, contain a linkage between the bonuses they pay and the investment performance of the life insurer. The linkage however is not direct. The policyholder’s bonus is determined by the surplus that is declared during the periodic valuation of the insurer’s assets and liabilities. As a result, the bonus structure does not directly reflect the value of the underlying assets of the insurer.

Again, bonuses are generally only declared once a year. They obviously cannot reflect the daily fluctuations in the value of assets. Unit linked

policies have been designed precisely to overcome some of the limitations spelt out above.

They involve a different approach to the design of products and follow a different set of principles.

#### **a) Unitising**

The distinctive feature of these policies is that their benefits are wholly or partially determined by the value of units credited to the policyholder's account at the date when the claim payment is due to be made. A unit is created through the division of an investment fund into a number of equal parts.

#### **b) Transparent structure**

The charges for insurance protection and expenses component of a unit linked product are clearly specified. Once these charges are deducted from the premium the balance of the account and income from it is invested in units. The value of these units is fixed with reference to a pre-determined index of performance.

It is defined by a rule or formula, which is outlined in advance. Two independent persons, by following this formula, would arrive at the same estimate of benefits. Policy holder benefits, in other words, do not depend on the assumptions and discretions of the life insurance company

#### **c) Pricing**

In traditional plans like endowment, the insured decides the amount of sum assured to be purchased. This sum assured is guaranteed and the premium is set such that, under given assumptions of mortality, interest and expenses, it would be adequate to pay this amount. If the actual experience is better than the assumptions made while setting the premiums, the benefit is passed on in the form of a bonus.

Under unit linked policies, the insured decides what amount of premium he / she can contribute at regular intervals. The premium may vary, subject to a minimum that may need to be paid. The insurance cover is a multiple of the premiums paid - for example it may be ten times the annual premium.

The premium is divided into three parts

- i. Firstly there is a policy allocation charge (PAC) which is comprised of agents' commission, policy setup costs, administrative costs and statutory levies.
- ii. The second component is the mortality charge which is the cost of providing risk cover.
- iii. The balance of premiums after meeting the above two, are allocated for the purchase of units.

The PAC as a proportion of the premiums is high in the initial years, both under traditional and ULIP plans. Under the former, these charges are apportioned and spread out throughout the policy term. In the case of ULIPs however they are deducted from the initial premiums itself. This implies that in the initial stages, the charges would significantly reduce the amount allocated for investment. This is why the value of the benefits, vis-à-vis the premiums paid, would be very low. It would in fact be less than the premiums paid in the early years of the contract.

#### **d) The bearing of investment risk**

Finally, since the value of the units depends on the value of the life insurer's investments, there is a risk that these unit values may be lower than expected and result in the returns being low and even negative. The life insurer, while being expected to manage these investments in an efficient and prudent manner, does not give any guarantee about the unit values. The investment risk, in other words, is borne by the policyholder/unit holder. The life insurer may however bear the mortality and expense risk.

### **Test Yourself 1**

Who bears the investment risk in case of ULIPs?

- I. Insurer
- II. Insured
- III. State
- IV. IRDA



## Summary

- In ordinary language, the term premium denotes the price that is paid by an insured for purchasing an insurance policy.
  - The process of setting the premium for life insurance policies involves consideration of mortality, interests, expense management and reserves.
  - Gross premium is the net premium plus an amount called loading.
  - A lapse means that the policyholder discontinues payment of premiums. In case of withdrawals, the policyholder surrenders the policy and receives an amount from the policy's acquired cash value.
  - Surplus arises as a result of the life insurer's actual experience being better than what it had assumed.
  - Surplus allocation could be towards maintaining solvency requirements, increasing free assets etc.
  - The most common form of bonus is the reversionary bonus.
- 

## Key Terms

1. Premium
  2. Rebate
  3. Bonus
  4. Surplus
  5. Reserve
  6. Loading
  7. Reversionary bonus
- 

## Answers to Test Yourself

### Answer 1

The correct option is II.

Policyholder discontinuing premium payment for a policy is termed as policy lapse.

## Answer 2

The correct option is II.

Insured bears the investment risk in case of ULIP.

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## Self-Examination Questions

### Question 1

What does the term “premium” denote in relation to an insurance policy?

- I. Profit earned by the insurer
- II. Price paid by an insured for purchasing the policy
- III. Margins of an insurer on a policy
- IV. Expenses incurred by an insurer on a policy

### Question 2

Which of the below is not a factor in determining life insurance premium?

- I. Mortality
- II. Rebate
- III. Reserves
- IV. Management expenses

### Question 3

What is a policy withdrawal?

- I. Discontinuation of premium payment by policyholder
- II. Surrender of policy in return for acquired surrender value
- III. Policy upgrade
- IV. Policy downgrade

### Question 4

Which of the below is one of the ways of defining surplus?

- I. Excessive liabilities
- II. Excessive turnover
- III. Excess value of liabilities over assets
- IV. Excess value of assets over liabilities

### Question 5

Which of the below is not a component of ULIP premiums?

- I. Policy allocation charge
- II. Investment risk premium
- III. Mortality charge
- IV. Social security charge

### Question 6

Life insurance companies may offer rebate to the buyer on the premium that is payable on the basis of \_\_\_\_\_.

- I. Sum assured chosen by the buyer
- II. Type of policy chosen by the buyer
- III. Term of the plan chosen by the buyer
- IV. Mode of payment (cash, cheque, card) chosen by the buyer

### Question 7

Interest rates are one of the important components used while determining the premium. Which of the below statement is correct with regards to interest rates?

- I. Lower the interest rate assumed, lower the premium
- II. Higher the interest rate assumed, higher the premium
- III. Higher the interest rate assumed, lower the premium
- IV. The interest rates don't affect premiums

### Question 8

Which of the below statement is correct?

- I. Business strain is the difficulty faced by the companies in securing new business
- II. Business strain arises at the end of the policy term.
- III. Business strain arises because of excess premium
- IV. Business strain arises because of excess expenses at the new business stage .

### Question 9

With regards to valuation of assets by insurance companies, \_\_\_\_\_ is the value at which the life insurer has purchased or acquired its assets.

- I. Discounted future value
- II. Discounted present value
- III. Market value
- IV. Book value

**Question 10**

In case of \_\_\_\_\_, a company expresses the bonus as a percentage of basic benefit and already attached bonuses.

- I. Reversionary bonus
  - II. Compound bonus
  - III. Terminal bonus
  - IV. Persistency bonus
- 

**Answers to Self-Examination Questions**

**Answer 1**

The correct option is II.

Price paid by an insured for purchasing the policy is termed as premium.

**Answer 2**

The correct option is II.

Rebate is not a factor in determining life insurance premium.

**Answer 3**

The correct option is II.

Surrender of policy in return for acquired surrender value is termed as policy withdrawal.

**Answer 4**

The correct option is IV.

Excess value of assets over liabilities is one way of defining surplus.

**Answer 5**

The correct option is IV.

ULIP premium comprises of policy allocation charge, investment risk premium and mortality charge.

**Answer 6**

The correct option is I.

Life insurance companies may offer rebate to the buyer on the premium that is payable on the basis of sum assured chosen by the buyer.

**Answer 7**

The correct option is III.

Higher the interest rate assumed, lower the premium

**Answer 8**

The correct option is IV

Business strain arises because of excess expenses at new business stage.

**Answer 9**

The correct option is IV.

With regards to valuation of assets by insurance companies, book value is the value at which the life insurer has purchased or acquired its assets.

**Answer 10**

The correct option is II.

In case of compound bonus, a company expresses the bonus as a percentage of basic benefit and already attached bonuses.

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# CHAPTER 12

## DOCUMENTATION - PROPOSAL STAGE

### Chapter Introduction

In the life insurance industry we deal with a large number of forms and documents. These are required for the purpose of bringing clarity in the relationship between the insured and the insurer. In this chapter, we shall deal with the various documents that are involved at the proposal stage and their significance. The documents we shall consider include

- i. Prospectus
- ii. Proposal form
- iii. Agent's report
- iv. Medical examiner's report
- v. Moral hazard report
- vi. Age proof
- vii. Know Your Customer (KYC) documents

### Learning Outcomes

- A. Life insurance - Proposal stage documentation

## **A. Life insurance - Proposal stage documentation**

### **1. Prospectus**

#### **Definition**

A prospectus is a formal legal document used by insurance companies that provides details about the product.

---

A prospectus should contain all facts that are necessary for a prospective policyholder to make an informed decision regarding purchase of a policy.

The prospectus used by a life insurance company should state the following, under each of its plans of insurance:

- i. The terms and conditions
- ii. Scope of benefits - guaranteed and non-guaranteed
- iii. The entitlements
- iv. The exceptions
- v. Whether the plan is participative or non-participative

The prospectus is like an introductory document which helps the prospective policyholder to get familiar with the company's products.

### **2. Proposal form**

The insurance policy is a legal contract between insurer and the policyholder. As is required for any contract, it has a proposal and its acceptance. The application document used for making the proposal is commonly known as the 'proposal form'. All the facts stated in the proposal form become binding on both the parties and failure to appreciate its contents can lead to adverse consequences in the event of claim settlement.

#### **Definition**

The proposal form has been defined under IRDAI (Protection of Policyholders' Interests) Regulations, 2002 as:

"It means a form to be filled in by the proposer for insurance for furnishing all material information required by the insurer in respect of a risk, in order to enable the insurer to decide whether to accept or decline, to undertake the risk, and in the event of acceptance of the risk, to determine the rates, terms and conditions of a cover to be granted."

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**“Material”** for the purpose of these regulations shall mean and include all important, essential and relevant information in the context of underwriting the risk to be covered by the insurer.

While the IRDAI defined the proposal form, the design and content of the form was left open to the discretion of the insurance company.

### **3. Agent’s report**

The agent is the primary underwriter. All material facts and particulars about the policyholder, relevant to risk assessment, need to be revealed by the agent in his / her report. Matters of health, habits, occupation, income and family details need to be mentioned in the report.

### **4. Medical examiner’s report**

In many cases, the life to be insured has to be medically examined by a doctor who is empaneled by the insurance company. Details pertaining to physical features like height, weight, blood pressure, cardiac status etc. are recorded and mentioned by the doctor in his report called the medical examiner’s report.

We must note that many proposals are underwritten and accepted for insurance without calling for a medical examination. They are known as non-medical cases. The medical examiner’s report is required typically when the proposal cannot be considered under non-medical underwriting because the sum proposed or the age of the proposed life is high or there are certain characteristics which are revealed in the proposal, which call for examination and report by a medical examiner.

The underwriter of the insurance company thereby gets an account of the current health position of the life to be insured.

### **5. Moral hazard report**

Life insurance is a contract between an individual and an insurance company that pays a stated amount of money if the covered person passes away during the term of the policy. When you purchase life insurance, you must go through several underwriting procedures including filling out an application and submitting to a physical exam. One factor impacting the risk, which underwriters look out for, is termed as moral hazard.

#### **Definition**

Moral hazard is the likelihood that a client's behaviour might change as a result of purchasing a life insurance policy and such a change would increase the chance of a loss.

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## Example

John Doe recently purchased a life insurance policy. He then decided to go on a skiing expedition at a site which was touted to be one of the most dangerous skiing places on earth. In the past he had refused to undertake such expeditions.

Life insurance companies seek to guard against the possibility of individuals seeking to make a profit from the purchase of life insurance through actions like ending one's own life or the life of another. Life insurance underwriters would thus look for any factors which might suggest such hazard.

For this purpose, the company may require that a moral hazard report has to be submitted by an official of the insurance company. Before completion of the report the reporting official should satisfy himself regarding the identity of the proposer. He should meet him preferably at his residence before completing the report. The reporting official should make independent enquiries about the life to be assureds' health and habits, occupation, income, social background and financial position etc.

### 6. Age Proof

We have already seen that the risk of mortality in life insurance increases with age. Hence age is a factor that insurance companies use to determine the risk profile of the life to be insured. Accordingly a premium is charged for each age group. Verification of correct age by examination of an appropriate document of evidence of age thus assumes significance in life insurance.

Valid age proofs may be standard or non-standard.

#### a) Standard age proofs

Some documents considered as standard age proofs are:

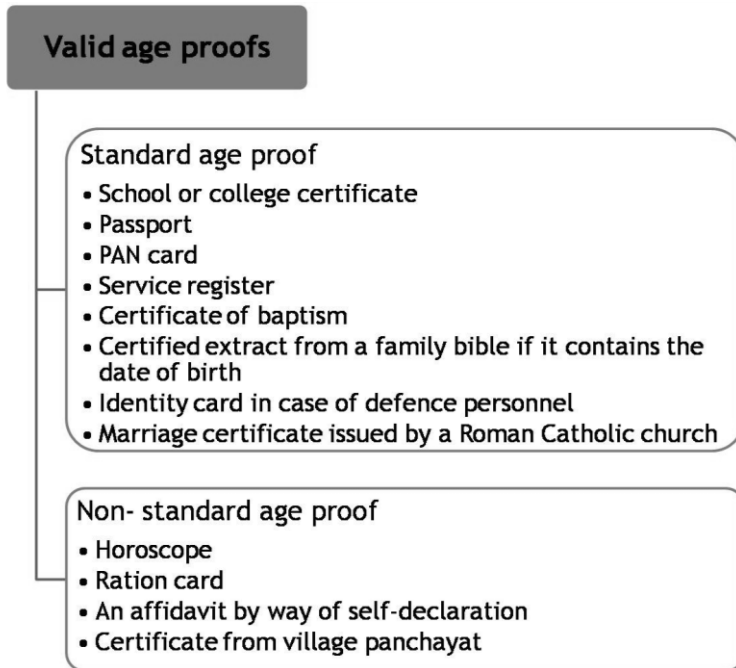
- i. School or college certificate
- ii. Birth certificate extracted from municipal records
- iii. Passport
- iv. PAN card
- v. Service register
- vi. Certificate of baptism
- vii. Certified extract from a family bible if it contains the date of birth
- viii. Identity card in case of defence personnel
- ix. Marriage certificate issued by a Roman Catholic church

#### b) Non-standard age proofs

When standard age proofs like the above are not available, the life insurer may allow submission of a non-standard age proof. Some documents considered as non-standard age proofs are:

- i. Horoscope
- ii. Ration card
- iii. An affidavit by way of self-declaration
- iv. Certificate from village panchayat

**Diagram 1: Valid age proof**



## 7. Anti-Money Laundering (AML)

### Definition

Money laundering is the process of bringing illegal money into an economy by hiding its illegal origin so that it appears to be legally acquired. The Government of India launched the PMLA, 2002 to rein in money-laundering activities.

The Prevention of Money Laundering Act (PMLA), 2002 came into effect from 2005 to control money laundering activities and to provide for confiscation of property derived from money-laundering. It mentions money laundering as an offense which is punishable by rigorous imprisonment from three to seven years and fine up to Rs. 5 lakhs.

Each insurer is required to have an AML policy and accordingly file a copy with IRDAI. The AML program should include:

- i. Internal policies, procedures and controls

- ii. Appointment of a principal compliance officer
- iii. Recruitment and training of agents on AML measures
- iv. Internal audit/control

## **8. Know Your Customer (KYC)**

Know your customer is the process used by a business to verify the identity of their clients. Banks and insurers are increasingly demanding their customers provide detailed information to prevent identity theft, financial fraud and money laundering.

The objective of KYC guidelines is to prevent financial institutions from being used by criminal elements for money laundering activities.

Insurers, hence, need to determine the true identity of their customers. Agents should ensure that proposers submit the proposal form along with the following as part of the KYC procedure:

- i. Photographs
- ii. Age proof
- iii. Proof of address - driving license, passport, telephone bill, electricity bill, bank passbook etc.
- iv. Proof of identity - driving license, passport, voter ID card, PAN card, etc.
- v. Income proof documents in case of high-value transactions

## **9. Free-look period**

Suppose a person has purchased a new life insurance policy and received the policy document and, on examining the same, finds that the terms and conditions are not what he/she wanted.

What can he/she do?

IRDAI has built into its regulations a consumer-friendly provision that takes care of this problem. It has provided for what is termed as a “free look period” or as “cooling period.”

During this period, if the policyholder has bought a policy and disagrees to any terms and conditions of the policy, he/she can return it and get a refund subject to the following conditions:

- i. He/she can exercise this option within 15 days of receiving the policy document

- ii. He/she has to communicate to the company in writing
- iii. The premium refund will be adjusted for proportionate risk premium for the period on cover, expenses incurred by the insurer on medical examination and stamp duty charges

This free look period is available to life insurance policy holders as a privilege. They can exercise this choice during a period of fifteen days from the date of receipt of the policy document by the policyholder.

### Test Yourself 1

During the \_\_\_\_\_ period, if the policyholder has bought a policy and does not want it, he / she can return it and get a refund.

- I. Free evaluation
  - II. Free look
  - III. Cancellation
  - IV. Free trial
-

## Summary

- Prospectus is a formal legal document used by insurance companies that provides details about the product.
- The application document used for making the proposal is commonly known as the 'proposal form'.
- Matters of health, habits and occupation, income and family details need to be mentioned by the agent in the agent's report.
- Details pertaining to physical features like height, weight, blood pressure, cardiac status etc. are recorded and mentioned by the doctor in his/ her report called the medical examiner's report.
- Moral hazard is the likelihood that a client's behaviour might change as a result of purchasing a life insurance policy and such a change would increase the chance of a loss.
- Some documents considered as standard age proofs include school or college certificate, birth certificate extracted from municipal records etc.
- Each insurer is required to have an AML policy and accordingly file a copy with IRDAI. The AML program should include internal policies, procedures and controls and appointment of a principal compliance officer.
- Insurers need to determine the true identity of their customers. KYC documents like address proof, PAN card and photographs etc. need to be collected as a part of the KYC procedure.

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## Key Terms

1. Prospectus
  2. Proposal form
  3. Moral hazard
  4. Standard and non-standard age proofs
  5. Anti-money laundering
  6. Know Your Customer (KYC)
  7. Free-look period
-

## Answers to Test Yourself

### Answer 1

The correct option is II.

During the free look period, if the policyholder has bought a policy and does not want it, he / she can return it and get a refund.

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## Self-Examination Questions

### Question 1

Which of the below is an example of standard age proof?

- I. Ration card
- II. Horoscope
- III. Passport
- IV. Village Panchayat certificate

### Question 2

Which of the below can be attributed to moral hazard?

- I. Increased risky behaviour following the purchase of insurance
- II. Increased risky behaviour prior to the purchase of insurance
- III. Decreased risky behaviour following the purchase of insurance
- IV. Engaging in criminal acts post being insured

### Question 3

Which of the below features will be checked in a medical examiner's report?

- I. Emotional behaviour of the proposer
- II. Height, weight and blood pressure
- III. Social status
- IV. Truthfulness

### Question 4

A \_\_\_\_\_ is a formal legal document used by insurance companies that provides details about the product.

- I. Proposal form
- II. Proposal quote
- III. Information docket
- IV. Prospectus

### Question 5

The application document used for making the proposal is commonly known as the \_\_\_\_\_.

- I. Application form
- II. Proposal form
- III. Registration form
- IV. Subscription form

### Question 6

From the below given age proof documents, identify the one which is classified as non-standard by insurance companies.

- I. School certificate
- II. Identity card in case of defence personnel
- III. Ration card
- IV. Certificate of baptism

### Question 7

Money laundering is the process of bringing \_\_\_\_\_ money into an economy by hiding its \_\_\_\_\_ origin so that it appears to be legally acquired.

- I. Illegal, illegal
- II. Legal, legal
- III. Illegal, legal
- IV. Legal, illegal

### Question 8

In case the policyholder is not satisfied with the policy, he / she can return the policy within the free-look period i.e. within \_\_\_\_\_ of receiving the policy document.

- I. 60 days
- II. 45 days
- III. 30 days
- IV. 15 days

### Question 9

Which of the below statement is correct with regards to a policy returned by a policyholder during the free look period?

- I. The insurance company will refund 100% of the premium
- II. The insurance company will refund 50% of the premium

- III. The insurance company will refund the premium after adjusting for proportionate risk premium for the period on cover, medical examination expenses and stamp duty charges
- IV. The insurance company will forfeit the entire premium

### Question 10

Which of the below is not a valid address proof?

- I. PAN Card
- II. Voter ID Card
- III. Bank passbook
- IV. Driving licence

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## Answers to Self-Examination Questions

### Answer 1

The correct option is III.

Passport is an example of a standard age proof.

### Answer 2

The correct option is I.

Increased risky behaviour following the purchase of insurance can be attributed to moral hazard.

### Answer 3

The correct option is II.

Height, weight and blood pressure are among the few items that will be checked in a medical examiner's report.

### Answer 4

The correct option is IV.

A prospectus is a formal legal document used by insurance companies that provides details about the product.

### Answer 5

The correct option is II.

The application document used for making the proposal is commonly known as the proposal form.



**Answer 6**

The correct option is III.

Ration card is classified as a non-standard age proof.

**Answer 7**

The correct option is I.

Money laundering is the process of bringing illegal money into an economy by hiding its illegal origin so that it appears to be legally acquired.

**Answer 8**

The correct option is IV.

In case the policyholder is not satisfied with the policy, he / she can return the policy within the free-look period i.e. within 15 days of receiving the policy document.

**Answer 9**

The correct option is III.

With regards to a policy returned by a policyholder during the free look period, the insurance company will refund the premium after adjusting for proportionate risk premium for the period on cover, medical examination expenses and stamp duty charges.

**Answer 10**

The correct option is II.

PAN Card is not a valid address proof

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# CHAPTER 13

## DOCUMENTATION - POLICY CONDITION - I

### Chapter Introduction

In this chapter we discuss the various documents involved when a proposal becomes a life insurance policy.

### Learning Outcomes

#### A. Policy stage documentation

## A. Policy stage documentation

### 1. First Premium Receipt

An insurance contract commences when the life insurance company issues a first premium receipt (FPR). **The FPR is the evidence that the policy contract has begun.**

The first premium receipt contains the following information:

- i. Name and address of the life assured
- ii. Policy number
- iii. Premium amount paid
- iv. Method and frequency of premium payment
- v. Next due date of premium payment
- vi. Date of commencement of the risk
- vii. Date of final maturity of the policy
- viii. Date of payment of the last premium
- ix. Sum assured

After the issue of the FPR, the insurance company will issue subsequent premium receipts when it receives further premiums from the proposer. These receipts are known as renewal premium receipts (RPR). The RPRs act as proof of payment in the event of any disputes related to premium payment.

### 2. Policy Document

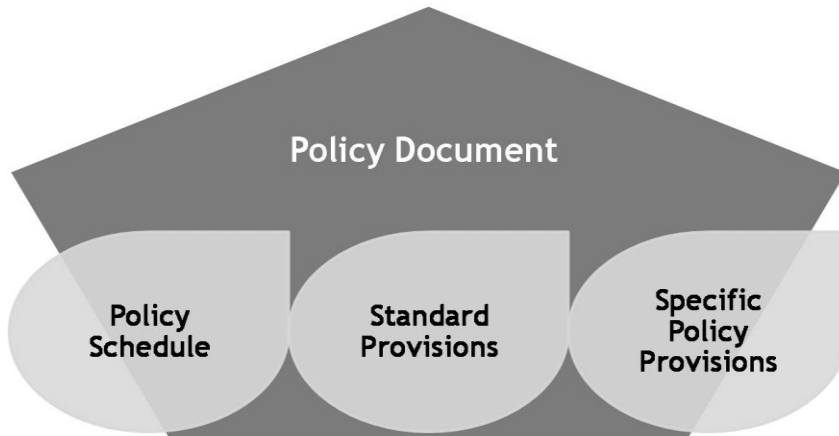
The policy document is the most important document associated with insurance. **It is evidence of the contract between the assured and the insurance company.** It is not the contract itself. If the policy document is lost by the policy holder, it does not affect the insurance contract. The insurance company will issue a duplicate policy without making any changes to the contract. The policy document has to be signed by a competent authority and should be stamped according to the Indian Stamp Act.

The standard policy document typically has three parts:

#### a) Policy Schedule

The policy schedule forms the first part. It is usually found on the face page of the policy. The schedules of life insurance contracts would be generally similar. They would normally contain the following information:

**Diagram 1: Policy document components**



- i. Name of the insurance company
- ii. Some specific details for the particular policy like:
  - ✓ Policy owner's name and address
  - ✓ Date of birth and age last birthday
  - ✓ Plan and term of policy contract
  - ✓ Sum assured
  - ✓ Amount of premium
  - ✓ Premium paying term
  - ✓ Date of commencement, date of maturity and due date of last premium
  - ✓ Whether policy is with or without profits
  - ✓ Name of nominee
  - ✓ Mode of premium payment - yearly; half yearly; quarterly; monthly; via deduction from salary
  - ✓ The policy number - which is the unique identity number of the policy contract
- iii. The insurer's promise to pay. This forms the heart of the insurance contract
- iv. The signature of the authorised signatory and policy stamp
- v. The address of the local Insurance Ombudsman.

**b) Standard Provisions**

The second component of the policy document is made up of standard policy provisions, which are normally present in all life insurance contracts, unless specifically excluded. Some of these provisions may not be applicable in the case of certain kinds of contracts, like term, single premium or non-participating (in profits) policies. These standard provisions define the rights and privileges and other conditions, which are applicable under the contract.

### c) Specific Policy Provisions

The third part of the policy document consists of specific policy provisions that are specific to the individual policy contract. These may be printed on the face of the document or inserted separately in the form of an attachment.

While standard policy provisions, like days of grace or non-forfeiture in case of lapse, are often statutorily provided under the contract, specific provisions generally are linked to the particular contract between the insurer and insured.

#### Example

A clause precluding death due to pregnancy for a lady who is expecting at the time of writing the contract

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The detailed provisions are mentioned in chapter 11.

The Insurance Act, 2015 mandates that every insurer must maintain a record with respect to every policy issued by the insurer. Such a record would have the following

- *the name and address of the policy-holder, the date when the policy was effected and a record of any transfer, assignment or nomination of which the insurer has notice*
- *a record of claims, every claim made together with the date of the claim, the name and address of the claimant and the date on which the claim was discharged, or; in the case of a claim which is rejected, the date of rejection and the grounds thereof;*

*This record may be maintained in such form including electronic mode, specified in Regulations made under this Act.*

An important provision in the Ordinance is that which stipulates issue of policies in electronic [dematerialised or Demat] form. The ordinance provides that *“Every insurer shall, in respect of all business transacted by him, endeavour to issue policies above a specified threshold in terms of sum assured and premium in electronic form, in the manner and form to be specified by the regulations made under this Act.”*

#### Test Yourself 1

What does a first premium receipt (FPR) signify? Choose the most appropriate option.

- I. Free look period has ended

- II. It is evidence that the policy contract has begun
- III. Policy cannot be cancelled now
- IV. Policy has acquired a certain cash value

### Summary

- An insurance contract commences when the life insurance company issues a first premium receipt (FPR). The FPR is the evidence that the policy contract has begun.
- The policy document is the most important document associated with insurance. It is the evidence of the contract between the assured and the insurance company.
- The standard policy document typically has three parts which are the policy schedule, standard provisions and the policy's specific provisions.

### Key Terms

1. First Premium Receipt (FPR)
2. Policy document
3. Policy schedule
4. Standard provisions
5. Special Provisions

### Answers to Test Yourself

#### Answer 1

The correct option is II.

FPR is evidence that policy contract has begun.

### Self-Examination Questions

#### Question 1

Which of the following documents is an evidence of the contract between insurer and insured?

- I. Proposal form
- II. Policy document
- III. Prospectus
- IV. Claim form

#### Question 2

If complex language is used to word a certain policy document and it has given rise to an ambiguity, how will it generally be construed?

- I. In favour of insured
- II. In favour of insurer
- III. The policy will be declared as void and the insurer will be asked to return the premium with interest to the insured
- IV. The policy will be declared as void and the insurer will be asked to return the premium to the insured without any interest

### Question 3

Select the option that best describes a policy document.

- I. It is evidence of the insurance contract
- II. It is evidence of the interest expressed by the insured in buying an insurance policy from the company
- III. It is evidence of the policy (procedures) followed by an insurance company when dealing with channel partners like banks, brokers and other entities
- IV. It is an acknowledgement slip issued by the insurance company on payment of the first premium

### Question 4

Which of the below statement is correct?

- I. The proposal form acceptance is the evidence that the policy contract has begun
- II. The acceptance of premium is evidence that the policy has begun
- III. The First Premium Receipt is the evidence that the policy contract has begun
- IV. The premium quote is evidence that the policy contract has begun

### Question 5

For the subsequent premiums received by the insurance company after the first premium, the company will issue \_\_\_\_\_.

- I. Revival premium receipt
- II. Restoration premium receipt
- III. Reinstatement premium receipt
- IV. Renewal premium receipt

### Question 6

What will happen if the insured person loses the original life insurance policy document?

- I. The insurance company will issue a duplicate policy without making any changes to the contract
- II. The insurance contract will come to an end
- III. The insurance company will issue a duplicate policy with renewed terms and conditions based on the current health declarations of the life insured

IV. The insurance company will issue a duplicate policy without making any changes to the contract, but only after a Court order.

### Question 7

Which of the below statement is correct?

- I. The policy document has to be signed by a competent authority but need not be compulsorily stamped according to the Indian Stamp Act.
- II. The policy document has to be signed by a competent authority and should be stamped according to the Indian Stamp Act.
- III. The policy document need not be signed by a competent authority but should be stamped according to the Indian Stamp Act.
- IV. The policy document neither needs to be signed by a competent authority nor it needs to be compulsorily stamped according to the Indian Stamp Act.

### Question 8

Which of the below forms the first part of a standard insurance policy document?

- I. Policy schedule
- II. Standard provisions
- III. Specific policy provisions
- IV. Claim procedure

### Question 9

In a standard insurance policy document, the standard provisions section will have information on which of the below?

- I. Date of commencement, date of maturity and due date of last premium
- II. Name of nominee
- III. The rights and privileges and other conditions, which are applicable under the contract
- IV. The signature of the authorised signatory and policy stamp

### Question 10

“A clause precluding death due to pregnancy for a lady who is expecting at the time of writing the contract” will be included in which section of a standard policy document?

- I. Policy schedule
- II. General provisions
- III. Standard provisions
- IV. Specific policy provisions



## Answers to Self-Examination Questions

### Answer 1

The correct option is II.

Policy document is an evidence of the contract between insurer and insured.

### Answer 2

The correct option is I.

If there is complex language used to word a certain policy document and it has given rise to an ambiguity, it generally will be construed in favour of the insured.

### Answer 3

The correct option is I.

Policy document is an evidence of the insurance contract.

### Answer 4

The correct option is III.

The First Premium Receipt is the evidence that the policy contract has begun.

### Answer 5

The correct option is IV.

For the subsequent premiums received by the insurance company after the first premium, the company will issue renewal premium receipt.

### Answer 6

The correct option is I.

If the insured person loses the original life insurance policy document, the insurance company will issue a duplicate policy without making any changes to the contract.

### Answer 7

The correct option is II.

The policy document has to be signed by a competent authority and should be stamped according to the Indian Stamp Act.

**Answer 8**

The correct option is I.

Policy schedule forms the first part of a standard insurance policy document.

**Answer 9**

The correct option is III.

The standard provisions section of an insurance policy document will have information on the rights and privileges and other conditions, which are applicable under the contract.

**Answer 10**

The correct option is IV.

“A clause precluding death due to pregnancy for a lady who is expecting at the time of writing the contract” will be included in specific policy provisions section of a standard policy document.

# CHAPTER 14

## DOCUMENTATION - POLICY CONDITION - II

### Chapter Introduction

In this chapter we discuss the provisions incorporated in a policy document. The provisions discussed in the chapter include some important provisions related to grace period, policy lapse and non-forfeiture etc.

### Learning Outcomes

#### A. Policy conditions and privileges

## B. Policy conditions and privileges

### 1. Grace period

Every life insurance contract undertakes to pay the death benefit on the condition that the premiums have been paid up to date and the policy is in force. The “Grace Period” clause grants the policyholder an additional period of time to pay the premium after it has become due.

#### Important

The standard length of the grace period is one month or 31 days. The days of grace may be computed from the next day after the due date fixed for payment of the premium. The provision enables a policy that would otherwise have lapsed for non-payment of premium, to continue in force during the grace period.

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The premium however remains due and if the policyholder dies during this period, the insurer may deduct the premium from the death benefit. If premiums remain unpaid even after the grace period is over, the policy would then be considered lapsed and the company is not under obligation to pay the death benefit. The only amount payable would be whatever is applicable under the non-forfeiture provisions. In a sense the insured may thus be said to have received free insurance during the grace period.

### 2. Lapse and Reinstatement / Revival

We have already seen that a policy may be said to be in lapse condition if premium has not been paid even during the days of grace. The good news is that practically all the permanent life insurance contracts permit reinstatement (revival) of a lapsed policy.

#### Definition

Reinstatement is the process by which a life insurance company puts back into force a policy that has either been terminated because of non-payment of premiums or has been continued under one of the non-forfeiture provisions.

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A revival of the policy cannot however be an unconditional right of the insured. It can be accomplished only under certain conditions:

- i. **No increase in risk for insurer:** Revival of a policy cannot result in an increase in risk for the insurance company

- ii. **Creation of reserve:** The policyholder must pay such amount of premiums with interest, as would lead to creation of the same reserve it would have accumulated if the policy had not lapsed.
- iii. **Revival application within specific time period:** The policy owner must complete the revival application within the time frame stated in the provision for such reinstatement. In India revival must be effected within a specific time period, say five years, from the date of lapse.
- iv. **Satisfactory evidence of continued insurability:** The insured must present to the insurance company satisfactory evidence of continued insurability of the insured. Not only must her health be satisfactory but other factors such as financial income and morals must not have deteriorated substantially.
- v. **Payment of overdue premiums with interest:** The policy owner is required to make payment of all overdue premiums with interest from due date of each premium.
- vi. **Payment of outstanding loan:** The insured must also pay any outstanding policy loan or reinstate any indebtedness that may have existed.

Perhaps the most significant of the above conditions is that which requires evidence of insurability at revival. The type of evidence called for would depend on the circumstances of each individual policy. If the policy has been in a lapsed state for a very short period of time, the insurer may reinstate the policy without any evidence of insurability or may only require a simple statement from the insured certifying that he is in good health.

The company may however require a medical examination or other evidence of insurability under certain circumstances:

- i. One is where the grace period has expired since long and the policy is in a lapsed condition for say, nearly a year.
- ii. Another situation is where the insurer has reason to suspect that a health or other problem may be present. Fresh medical examination may also be required if the sum assured or face amount of the policy is large.

Since a revival may require the policyholder to pay a sizeable sum of money (past arrears of premium and interest) for the purpose, each policyholder must decide whether it would be more advantageous to revive the original policy or purchase a new policy. **Revival is often more advantageous because buying a new policy would call for a higher premium rate based on the age the insured has attained on date of revival.**

## a) Policy revival measures

Let us now look at some of the ways through which policy revival can be accomplished. In general one can revive a lapsed policy if the revival is within a certain period (say 5 years) from the date of first unpaid premium.

### i. Ordinary revival

The simplest form of revival is one that involves payment of arrears of premium with interest. This has been termed as ordinary revival and is affected when the policy has acquired surrender value. The insurer would also call for a declaration of good health or some other evidence of insurability like a medical examination.

### ii. Special revival

What do we do when the policy has run for less than three years and has not acquired minimum surrender value (i.e. the accumulated reserves or cash value is insignificant) but the period of lapse is large?, say the policy is coming up for revival after a period of one year or more since the date of first unpaid premium.

One way to revive it is through a scheme known as special revival (which is for instance prevalent in LIC of India). Here it is as though a new policy has been written, whose date of commencement is within two years of the original date of commencement of the lapsed policy. The maturity date shall not exceed the original stipulated period as applicable to certain lives at the time of taking the policy.

### Example

If the original policy was taken at age 40 and the new date of commencement is at age 42, the term of the policy may now be reduced from twenty to eighteen for those policies that require that the term should end at age 60. Difference between old and new premium with interest thereon has to be paid.

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### iii. Loan cum revival

Yet a third approach to revival also available with LIC and other companies is that of loan cum revival. This is not a revival alone but involves two transactions:

- ✓ the simultaneous granting of a loan and
- ✓ revival of the policy

Arrears of premium and interest are calculated as under ordinary revival. The loan that one is eligible to get under the policy as on date of revival is

also determined. This loan may be utilised as consideration amount for revival purposes. If there is any balance amount subsisting after loan adjustment towards arrears of premium and interest, it is payable to the policyholder. Obviously, the facility of loan cum revival would be allowed only for policies that have acquired surrender value as on date of revival.

#### iv. Instalment revival

Finally we have instalment revival which is allowed when the policyholder is not in a position to pay arrears of premium in a lump sum and neither can the policy be revived under special revival scheme. The arrears of premium in such case would be calculated in the usual manner as under an ordinary revival scheme.

Depending on the mode of payment (quarterly or half yearly) the life assured may be required to pay one half yearly or two quarterly premiums. The balance of arrears to be paid would then be spread so as to be paid with future premiums on premium due dates, during a period of two years or more, including the current policy anniversary year and two full policy anniversaries thereafter. A condition may be imposed that there should be no outstanding loan under the policy at the time of revival.

### Important

Revival of lapsed policies is an important service function that life insurers seek to actively encourage since policies in lapsed state may do little good to either insurer or policyholder.

### 3. Non-forfeiture provisions

One of the important provisions under the Indian Insurance Act (Section 113) was that which allowed for accrual of certain benefits to policyholders even when they are unable to keep their policies in full force by payment of further premiums. The logic, which applies here, is that the policyholder has a claim to the cash value accumulated under the policy.

The law in India thus provided that if premiums have been paid for at least three consecutive years there shall be a guaranteed surrender value. Recently this provision is amended saying it (GSV) will be specified by Regulations. If the policy has not been surrendered it shall subsist as a policy with a reduced paid up value. The policy provisions usually provide for a more liberal surrender value than that required by law.

#### a) Surrender values

Life insurers normally have a chart that lists the surrender values at various times and also the method that will be used for calculating the surrender values. The formula takes into account the type and plan of insurance, age

of the policy and the length of the policy premium-paying period. The actual amount of cash one gets in hand on surrender may be different from the surrender value amount prescribed in the policy.

This is because paid up additions, bonuses or dividend accumulations, advance premium payments or gaps in premiums, policy loans etc. may result in additions or subtractions from the cash surrender value accrued. What the policyholder ultimately receives is a net surrender value. Surrender Value is a percentage of paid-up value.

Surrender Value arrived as a percentage of premiums paid is called Guaranteed Surrender Value.

### b) Policy loans

Life insurance policies that accumulate a cash value also have a provision to grant the policyholder the right to borrow money from the insurer by using the cash value of the policy as a security for the loan. The policy loan is usually limited to a percentage of the policy's surrender value (say 90%). Note that the policyholder borrows from his own account. He or she would have been eligible to get the amount if the policy had been surrendered.

In that case however the insurance would also have been terminated. By instead taking a loan on the policy, a policyholder is able to keep the cake and eat it too. A loan provides access to liquid funds while keeping the insurance alive. A loan is what you would recommend to a client in need of urgent funds but you would like to keep him or her as your client.

A policy loan is different from an ordinary commercial loan in two respects:

Policy loan	Commercial loan
<p><b>No legal obligation to repay the loan:</b> The policy owner is not legally obligated to repay the loan. She can repay all or part of the loan at any time she chooses. If the loan has not been repaid, the insurer deducts the amount of outstanding (unpaid) loan and interest from the policy benefit that is payable.</p>	<p>A commercial loan creates a debtor - creditor relationship in which the borrower is legally obligated to repay the lender.</p>
<p><b>No credit check is required:</b> Since the insurer does not really lend its own funds to the policyholder, it is not necessary to perform a credit check on the debtor when the latter applies for the loan. The insurer needs to only ensure that the loan does not exceed the eligible amount (90% of SV as suggested above).</p>	<p>The creditor does a thorough credit check on the debtor</p>

The insurer of course, reserves the right to decide on terms and conditions of such loans from time to time as a matter of policy. Since the loan is granted on the policy being kept as security, the policy has to be assigned in favour of the insurer. Where the policyholder has nominated someone to



receive the money in the event of death of the insured, this nomination shall not be cancelled by the subsequent assignment of the policy.

The nominee's right will be affected to the extent of the insurer's interest in the policy.

### Example

Arjun bought a life insurance policy wherein the total death claim payable under the policy was Rs. 2.5 lakhs. Arjun's total outstanding loan and interest under the policy amounts to Rs. 1.5 lakhs

Hence in the event of Arjun's death, the nominee will be eligible to get the balance of Rs. 1 lakh

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Insurers usually charge interest on policy loans, which are payable semi-annually or annually. If the interest charges are not paid they become part of the policy loan and are included in the loan outstanding.

So long as the premiums are paid in time and the policy is in force, the accumulated cash value will generally be more than sufficient to pay for the loan and interest charges. But if the policy is in a lapsed condition and no new premiums are forthcoming a situation can arise where the amount of outstanding loan plus unpaid interest (the total debt) becomes greater than the amount of policy's cash value.

The insurer obviously cannot allow such a situation. Well before such an eventuality, insurers generally take what is termed as foreclosure action. Notice is to be given to the policyholder before the insurance company resorts to foreclosure. The policy is terminated and subsisting cash value is adjusted to loan and interest that is outstanding. Any excess amount may be paid to the policyholder.

## 4. Special policy provisions and endorsements

### a) Nomination

- i. **Nomination** is where the life assured proposes the name of the person(s) to whom the sum assured should be paid by the insurance company after their death.
- ii. The life assured can **nominate one or more than one person** as nominees.
- iii. Nominees are entitled for **valid discharge** and have to **hold the money as a trustee** on behalf of those entitled to it.
- iv. Nomination can be done either **at the time the policy is bought or later**.
- v. Under Section 39 of the Insurance Act 1938, the holder of a policy on their own life may nominate the person or persons to whom the

money secured by the policy shall be paid in the event of their death.

Nomination can be changed by making another endorsement in the policy.

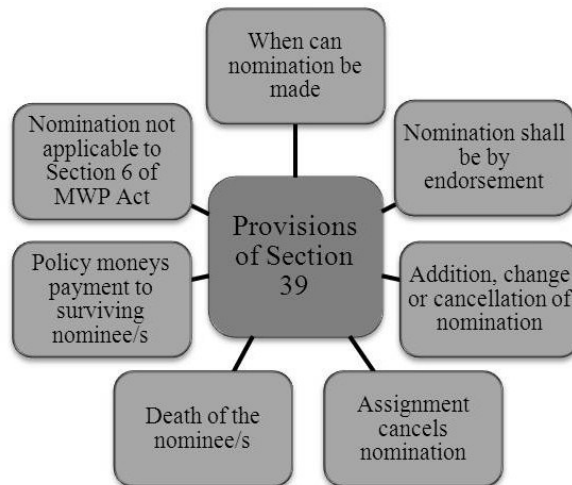
### Important

Nomination only gives the nominee the right to receive the policy monies in the event of the death of the life assured. **A nominee does not have any right to the whole (or part) of the claim.**

Where the nominee is a minor, the policy holder needs to appoint an appointee. The appointee needs to sign the policy document to show his or her consent to acting as an appointee. The appointees lose their status when the nominee reaches majority age. The life assured can change the appointee at any time. If no appointee is given, and the nominee is a minor, then on the death of the life assured, the death claim is paid to the legal heirs of the policyholder.

Where more than one nominee is appointed, the death claim will be payable to them jointly, or to the survivor or survivors. **No specific share for each nominee can be made.** Nominations made after the commencement of the policy have to be intimated to the insurers to be effective.

**Diagram 1: Provisions related to nomination**



As per recent amendment in the Insurance Act, an insurer can accept any change or cancellation of a nomination and may charge a fee from the policy holder, as specified by the regulations for affecting such changes.

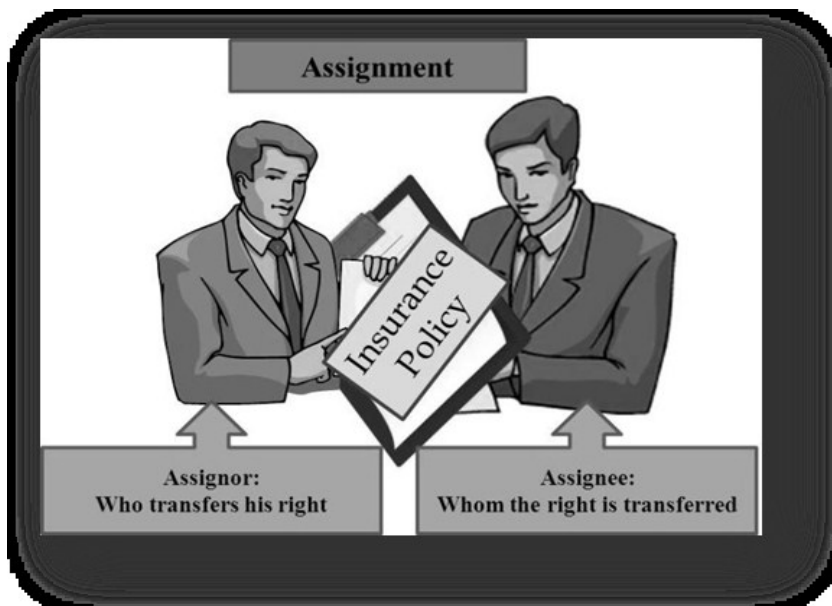
## b) Assignment

The term assignment ordinarily refers to transfer of property by writing as distinguished from transfer by delivery. The ownership of property consists of various rights in respect of such property, which are vested in one or more persons.

On assignment, nomination is cancelled, except when assignment is made to insurance company for a policy loan.

The assignment of a life insurance policy implies the act of transferring the rights right, title and interest in the policy (as property) from one person to another. The person who transfers the rights is called **assignor** and the person to whom property is transferred is called **assignee**.

**Diagram 2: Assignment**

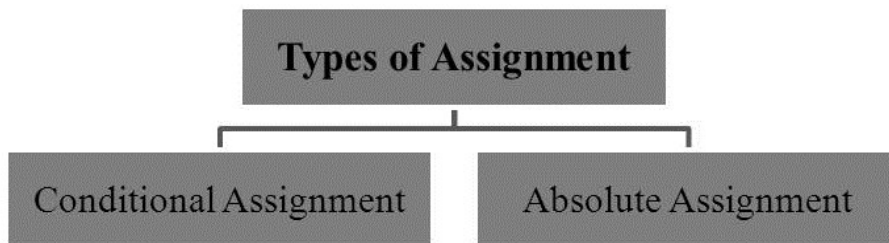


In India assignment is governed by Section 38 of Insurance Act. On execution of the assignment the assignee gets all rights title and interest in respect of property assigned and becomes the owner of the policy, subject to the provision that the assignee cannot have a better title than the assignor.

This last provision is very important. It means simply that the assignee would not be eligible to get a claim that for some reason is rejected to the assured. Assignment requires that the parties be competent to contract and is not subject to legal disqualifications.

There are two types of assignments.

**Diagram 3: Types of Assignment**



Conditional Assignment	Absolute Assignment
Conditional assignment provides that the policy shall revert back to the life assured on his or her surviving the date of maturity or on death of the assignee.	Absolute assignment provides that all rights, title and interest which the assignor has in the policy are transferred to the assignee without reversion to the former or his/her estate in any event. The policy thus vests absolutely with the assignee. The latter can deal with the policy in whatever manner he or she likes without the consent of the assignor.

Absolute assignment is more commonly seen in many commercial situations where the policy is typically mortgaged against a debt assumed by the policyholder, like a housing loan.

### Conditions for valid assignment

Let us now look at the conditions that are necessary for a valid assignment.

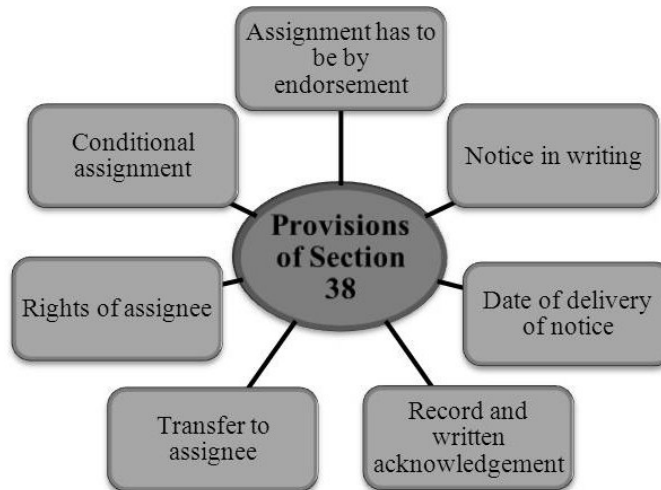
- i. First of all the person executing it (the assignor) must have **absolute right and title or assignable interest** to the policy being assigned.
- ii. Secondly it is necessary that the assignment be **supported by valuable consideration**, which may include love and affection.
- iii. Thirdly it is imperative that the assignment is **not opposed to any law in force**. For example the assignment of a policy to a foreign national residing in another country may contravene exchange control regulations.
- iv. Assignee can do another assignment, but cannot do nomination because assignee is not the life assured.

The assignment has to be in writing and must be signed and attested by at least one witness. The fact of transfer of title has to be specifically set forth in the form of an endorsement on the policy. It is also necessary that the policyholder must give notice of the assignment to the insurer. **Unless such notice in writing is received by the insurer, the assignee would not have any right of title to the policy.**

On receipt of the policy document for endorsement and notice the life insurance may affect and register the assignment. It must be noted that while registering the assignment the company does not take any responsibility or express any opinion about its validity or legal effect. The date of the assignment as recorded in the books of the life insurance company would be the date on which the assignment and notice thereof has been received by its concerned office. If the notice and the assignment were to be received on separate dates, the date of the one received later will be deemed as the date of registration.

An assignee may reassign interest in the policy to the policyholder /life assured during the currency of the policy. On such reassignment the latter may be advised to execute a fresh nomination or assignment for expeditious settlement of the claim. Again, **in the case of conditional assignment the title to the policy would revert to the life assured in the event of death of the assignee.** On the other hand if the assignment were absolute, the title would pass to the estate of the deceased assignee.

**Diagram 4: Provisions related to assignment of insurance policies**



As per recent amendment in the Insurance Act, a life insurance policy can be assigned wholly or partially. In case of a partial assignment, liability of an insurer shall be limited to the amount secured by partial assignment. The policy holder can not further assign the residual amount under the policy.

An insurer may accept or refuse the assignment and communicate the reasons for refusal within 30 days from the date of notice of assignment by the policy holder. Any person aggrieved by the decision of the insurer may appeal to the Authority.

The rights of an assignee existing prior to the current amendment shall not be affected by the current provision under section 38.

### Nomination Vs. Assignment

<b>Basis of Difference</b>	<b>Nomination</b>	<b>Assignment</b>
<b>What is Nomination or Assignment?</b>	Nomination is the process of appointment of a person to receive the death claim	Assignment is the process of transferring the title of the insurance policy to another person or institution.
<b>When can the nomination or assignment be done?</b>	Nomination can be done either at the time of proposal or after the commencement of the policy.	Assignment can be done only after commencement of the policy.
<b>Who can make the nomination or assignment?</b>	Nomination can be made only by the life-assured on the policy of his own life.	Assignment can be done by owner of the policy either by the life assured if he is the policyholder or the assignee
<b>Where is it applicable?</b>	It is applicable only where the Insurance Act, 1938 is applicable.	It is applicable all over the world, according to the law of the respective country relating to transfer of property.
<b>Does the policyholder retain control over the policy?</b>	The policyholder retains title and control over the policy and the nominee has no right to sue under the policy	The policyholder loses the right, title and interest under the policy until a re-assignment is executed and the assignee has a right to sue under the policy.
<b>Is a witness required?</b>	Witness is not required.	Witness is mandatory.
<b>Do they get any rights?</b>	Nominee has no rights over the policy.	Assignee gets full rights over the policy, and can even sue under the policy.

<b>Can it be revoked?</b>	Nomination can be revoked or cancelled at any time during the policy term.	The assignment once done cannot be cancelled, but can be re-assigned.
<b>In case of minor:</b>	In case the nominee is a minor, appointee has to be appointed.	In case the assignee is a minor, a guardian has to be appointed.
<b>What happens in case of the nominee's or assignee's death?</b>	In case of nominee's death, the rights of the policy revert to the policyholder or to his legal heirs.	In case of conditional assignee's death, the rights on the policy revert back to the life assured, based on the terms of assignment. In case of the absolute assignee's death, his legal heirs are entitled to the policy.
<b>What happens in case of death of the nominee or assignee after the death of the life-assured and before the payment of the death claim</b>	In case the nominee dies before the settlement of death claim, the death claim will be payable to the legal heirs of the life assured.	In case the assignee dies before the settlement, the policy money is payable to the legal heirs of the assignee and not the life-assured who is the assignor.
<b>Can creditors attach the policy?</b>	Creditors can attach the insurance policy which has a nomination in it.	Creditors cannot attach the policy unless the assignment is shown to have been made to defraud the creditors.

### c) Duplicate Policy

A life insurance policy document is only an evidence of a promise. Loss or destruction of the policy document and does not in any way absolve the company of its liability under the contract. Life insurance companies generally have standard procedures to be followed in case of loss of the policy document.

Normally the office would examine the case to see if there is any reason to doubt the alleged loss. Satisfactory proof may require to be produced that the policy has been lost and not been dealt with in any manner. Generally the claim may be settled on the claimant furnishing an indemnity bond with or without surety.

If payment is shortly due and the amount to be paid is high, the office may also insist that an advertisement be placed in a national paper with wide circulation, reporting the loss. A duplicate policy may be issued on being sure that there is no objection from anyone else.

#### **d) Alteration**

Policyholders may seek to effect alterations in policy terms and conditions. There is provision to make such changes subject to consent of both the insurer and assured. 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.



## Test Yourself 1

Under what circumstances would the policyholder need to appoint an appointee?

- I. Insured is minor
  - II. Nominee is a minor
  - III. Policyholder is not of sound mind
  - IV. Policyholder is not married
-

## Summary

- The grace period clause grants the policyholder an additional period of time to pay the premium after it has become due.
- Reinstatement is the process by which a life insurance company puts back into force a policy that has either been terminated because of non-payment of premiums or has been continued under one of the non-forfeiture provisions.
- A policy loan is different from an ordinary commercial loan in two respects, firstly the policy owner is not legally obligated to repay the loan and the insurer need not perform a credit check on the insured.
- Nomination is where the life assured proposes the name of the person(s) to which the sum assured should be paid by the insurance company after their death.
- The assignment of a life insurance policy implies the act of transferring the rights right, title and interest in the policy (as property) from one person to another. The person who transfers the rights is called assignor and the person to whom property is transferred is called assignee.
- Alteration is subject to consent of both the insurer and assured. Normally alterations may not be permitted during the first year of the policy, except for some simple ones.

## Key Terms

1. Grace period
2. Policy lapse
3. Policy revival
4. Surrender value
5. Nomination
6. Assignment

## Answers to Test Yourself

### Answer 1

The correct option is II.

Where the nominee is a minor, the policyholder needs to appoint an appointee.

## Self-Examination Questions

### Question 1

Which of the below statement is false with regards to nomination?

- I. Policy nomination is not cancelled if the policy is assigned to the insurer in return for a loan
- II. Nomination can be done at the time of policy purchase or subsequently
- III. Nomination can be changed by making an endorsement in the policy
- IV. A nominee has full rights on the whole of the claim

### Question 2

In order for the policy to acquire a guaranteed surrender value, for how long must the premiums be paid as per law?

- I. Premiums must be paid for at least 2 consecutive years
- II. Premiums must be paid for at least 3 consecutive years
- III. Premiums must be paid for at least 4 consecutive years
- IV. Premiums must be paid for at least 5 consecutive years

### Question 3

When is a policy deemed to be lapsed?

- I. If the premiums are not paid on due date
- II. If the premiums are not paid before the due date
- III. If the premium has not been paid even during days of grace
- IV. If the policy is surrendered

### Question 4

Which of the below statement is correct with regards to grace period of an insurance policy?

- I. The standard length of the grace period is one month.
- II. The standard length of the grace period is 30 days.
- III. The standard length of the grace period is one month or 30 days.
- IV. The standard length of the grace period is one month or 31 days.

### Question 5

What will happen if the policyholder does not pay the premium by the due date and dies during the grace period?

- I. The insurer will consider the policy void due to non-payment of premium by the due date and hence reject the claim
- II. The insurer will pay the claim and waive off the last unpaid premium
- III. The insurer will pay the claim after deducting the unpaid premium
- IV. The insurer will pay the claim after deducting the unpaid premium along with interest which will be taken as 2% above the bank savings interest rate

### Question 6

During the revival of a lapsed policy, which of the below aspect is considered most significant by the insurance company? Choose the most appropriate option.

- I. Evidence of insurability at revival
- II. Revival of the policy leading to increase in risk for the insurance company
- III. Payment of unpaid premiums with interest
- IV. Insured submitting the revival application within a specified time frame

### Question 7

For an insurance policy nomination is allowed under \_\_\_\_\_ of the Insurance Act, 1938.

- I. Section 10
- II. Section 38
- III. Section 39
- IV. Section 45

### Question 8

Which of the below statement is incorrect with regards to a policy against which a loan has been taken from the insurance company?

- I. The policy will have to be assigned in favour of the insurance company
- II. The nomination of such policy will get cancelled due to assignment of the policy in favour of the insurance company
- III. The nominee's right will be affected to the extent of the insurer's interest in the policy
- IV. The policy loan is usually limited to a percentage of the policy's surrender value

### Question 9

Which of the below statement is incorrect with regards to assignment of an insurance policy?

- I. In case of Absolute Assignment, in the event of death of the assignee, the title of the policy would pass to the estate of the deceased assignee.
- II. The assignment of a life insurance policy implies the act of transferring the rights right, title and interest in the policy (as property) from one person to another.
- III. It is necessary that the policyholder must give notice of assignment to the insurer.
- IV. In case of Absolute Assignment, the policy vests absolutely with the assignee till maturity, except in case of death of the insured during the policy tenure, wherein the policy reverts back to the beneficiaries of the insured.

### Question 10

Which of the below alteration will be permitted by an insurance company?

- I. Splitting up of the policy into two or more policies
- II. Extension of the premium paying term
- III. Change of the policy from with profit policy to without profit policy
- IV. Increase in the sum assured

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## Answers to Self-Examination Questions

### Answer 1

The correct option is IV.

A nominee does not have any right to whole (or part) of the claim.

### Answer 2

The correct option is II.

In order for the policy to acquire a guaranteed surrender value, premiums must be paid for at least 3 consecutive years.

### Answer 3

The correct option is III.

If the premium has not been paid even during days of grace, the policy is deemed to be lapsed.

#### **Answer 4**

The correct option is IV.

The standard length of the grace period is one month or 31 days.

#### **Answer 5**

The correct option is II.

If the policyholder does not pay the premium by the due date and dies during the grace period, the insurer will pay the claim after deducting the unpaid premium.

#### **Answer 6**

The correct option is I.

During the revival of a lapsed policy, evidence of insurability at revival is considered as the most significant aspect by the insurance company.

#### **Answer 7**

The correct option is III.

For an insurance policy nomination is allowed under Section 39 of the Insurance Act, 1938.

#### **Answer 8**

The correct option is II.

Option II is incorrect.

With regards to a policy against which a loan has been taken from the insurance company, the nomination will NOT get cancelled due to assignment of the policy in favour of the insurance company.

#### **Answer 9**

The correct option is IV.

Option IV is incorrect.

In case of Absolute Assignment, the policy vests absolutely with the assignee till maturity. In the event of death of the insured during the policy tenure, the policy will NOT revert back to the beneficiaries of the insured. The assignee will be entitled to policy benefits.

## Answer 10

The correct option is I.

An alteration that involves splitting up of the policy into two or more policies is permitted.

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# CHAPTER 15

## UNDERWRITING

### Chapter Introduction

A life insurance agent's work does not stop once a proposal is secured from a prospective customer. The proposal must also be accepted by the insurance company and result in a policy.

Every life insurance proposal indeed has to pass through a gateway where the life insurer decides whether to accept the proposal and if so, on what terms. In this chapter we shall know more about the process of underwriting and the elements involved in the process.

### Learning Outcomes

- A. Underwriting - Basic concepts
- B. Non-medical underwriting
- C. Medical underwriting



## A. Underwriting - Basic concepts

### 1. Underwriting purpose

We begin with examining the purpose of underwriting. There are two purposes

- i. To prevent anti-selection or selection against the insurer
- ii. To classify risks and ensure equity among risks

### Definition

The term **selection of risks** refers to the process of evaluating each proposal for life insurance in terms of the degree of risk it represents and then deciding whether or not to grant insurance and on what terms.

**Anti-selection** is the tendency of people, who suspect or know that their chance of experiencing a loss is high, to seek out insurance eagerly and to gain in the process.

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### Example

If life insurers were to be not selective about whom they offered insurance, there is a chance that people with serious ailments like heart problems or cancer, who did not expect to live long, would seek to buy insurance.

In other words, if an insurer did not exercise selection it would be selected against and suffer losses in the process.

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### 2. Equity among risks

Let us now consider equity among risks. The term “Equity” means that applicants who are exposed to similar degrees of risk must be placed in the same premium class. We have already seen how life insurers use a mortality table to determine the premiums to be charged. The table represents the mortality experience of standard lives or average risks. They include the vast majority of individuals who propose to take life insurance.

#### a) Risk classification

To usher equity, the underwriter engages in a process known as **risk classification** i.e. individual lives are categorised and assigned to different risk classes depending on the degree of risks they pose. There are four such risk classes.

Diagram 1: Risk classification



**i. Standard lives**

These consist of those whose anticipated mortality corresponds to the standard lives represented by the mortality table.

**ii. Preferred risks**

These are the ones whose anticipated mortality is significantly lower than standard lives and hence could be charged a lower premium.

**iii. Substandard lives**

These are the ones whose anticipated mortality is higher than the average or standard lives, but are still considered to be insurable. They may be accepted for insurance with higher (or extra) premiums or subjected to certain restrictions.

**iv. Declined lives**

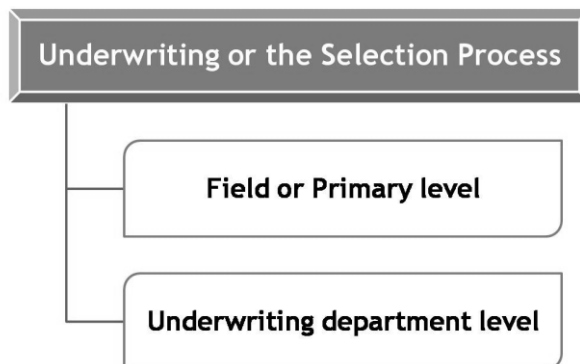
These are the ones whose impairments and anticipated extra mortality are so great that they could not be provided insurance coverage at an affordable cost. Sometimes an individual's proposal may also be temporarily declined if he or she has been exposed to a recent medical event, like an operation.

**3. Selection process**

Underwriting or the selection process may be said to take place at two levels:

- ✓ At field level
- ✓ At underwriting department level

**Diagram 2: Underwriting or the selection process**



**a) Field or Primary level**

Field level underwriting may also be known as **primary underwriting**. It includes information gathering by an agent or company representative to decide whether an applicant is suitable for granting insurance coverage. The agent plays a critical role as primary underwriter. He is in the best position to know the life to be insured.

Many insurance companies may require that agents complete a statement or a confidential report, asking for specific information, opinion and recommendations to be provided by the agent with respect to the proposed life.

A similar kind of report, which has been called as **Moral Hazard report**, may also be sought from an official of the life insurance company. These reports typically cover the occupation, income and financial standing and reputation of the proposed life.

**Fraud monitoring and role of agent as primary underwriter**

Much of the decision with regard to selection of a risk depends on the facts that have been disclosed by the proposer in the proposal form. It may be difficult for an underwriter who is sitting in the underwriting department to know whether these facts are untrue and have been fraudulently misrepresented with deliberate intent to deceive.

The agent plays a significant role here. He or she is in the best position to ascertain that the facts that have been represented are true, since the agent has direct and personal contact with the proposed life and can thus monitor if any wilful non - disclosure or misrepresentation has been made with an intent to mislead.

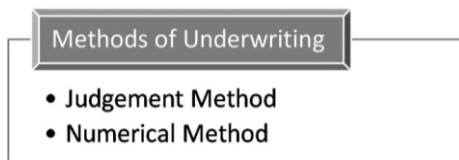
**b) Underwriting department level**

The second level of underwriting is at the department or office level. It involves specialists and persons who are proficient in such work and who

consider all the relevant data on the case to decide whether to accept a proposal for life insurance and on what terms.

#### 4. Methods of underwriting

Diagram 3: Methods of Underwriting



Underwriters may use two types of methods for the purpose:

<b>Judgment Method</b>	<b>Numerical Method</b>
Under this method subjective judgment is used, especially when deciding on a case that is complex.	Under this method underwriters assign positive rating points for all negative or adverse factors (negative points for any positive or favourable factors).
<b>Example:</b> Deciding whether to give insurance to someone who has acute diabetes and on what terms	
In such situations, the department may get the expert opinion of a medical doctor who is also called a medical referee.	The total number of points so assigned will decide how much Extra Mortality Rating (also called EMR) it has been given. Higher the EMR, more substandard the life is. If the EMR is very high, insurance may even be declined.

#### Underwriting decisions

Diagram 4: Underwriting decisions



Let us now consider the various kinds of decisions that underwriters may take with regard to a life proposed for underwriting

- a) **Acceptance at ordinary rates (OR)** is the most common decision. This rating indicates that the risk is accepted at the same rate of premium as would apply to an ordinary or standard life.
- b) **Acceptance with an extra:** This is the most common way of dealing with the large majority of sub-standard risks. It involves charging an extra over the tabular rate of premium.
- c) **Acceptance with a lien on the sum assured:** A lien is a kind of hold which the life insurance company can exercise (in part or whole) on the amount of benefit it has to pay in the event of a claim.  
**Example:** It may be imposed in case the life proposed for insurance has suffered and recovered from certain disease like TB. Lien implies that if the life assured dies from a specified cause (for example relapse of the TB) within a given period, only a decreased amount of death benefit may be payable.
- d) **Acceptance with a restrictive clause:** For certain kinds of hazards a restrictive clause may be applied which limits death benefit in the event of death under certain circumstances.  
**Example** is a pregnancy clause imposed on pregnant ladies that limits insurance payable in the event of pregnancy related deaths occurring within say three months of delivery.
- e) **Decline or postpone:** Finally, a life insurance underwriter may decide to decline or reject a proposal for insurance. This would happen when there are certain health /other features which are so adverse that they considerably magnify the incidence of the risk.  
**Example:** An individual who suffers from cancer and has little chance of remission, would be a candidate for rejection,

Similarly in some cases it may be prudent to postpone acceptance of the risk until such time as the situation has improved and become more favourable.

### Example

A lady who has just had a hysterectomy operation may be asked to wait for a few months before insurance on her life is allowed, to allow any post operation complications that may have arisen to disappear.

---

## Test Yourself 1

Which of the following cases is likely to be declined or postponed by a life insurer?

- I. Healthy 18 year old
- II. An obese person
- III. A person suffering from AIDS
- IV. Housewife with no income of her own

## B. Non-medical underwriting

### 1. Non-medical underwriting

A large number of life insurance proposals may typically get selected for insurance without conducting a medical examination to check the insurability of a life to be insured. Such cases are termed as **non-medical proposals**.

The case for non-medical underwriting lies in the finding that medical examinations bring out adverse features only in a small proportion (say one tenth) of the cases. The rest can be found out from the answers given in the proposal or the proposed life's leave records and other documents.

Conducting a medical examination by a qualified doctor would require that fees be paid to the doctor. The cost that can be saved by not conducting such examination is found to be much more than the loss that the life insurer may suffer on account of extra death claims arising as a result of bypassing a medical test. Life insurers have hence adopted the practice of granting insurance without insisting on a medical examination.

### 2. Conditions for non-medical underwriting

However non-medical underwriting calls for certain conditions to be followed.

- i. Firstly **only certain categories** of females, like working women, may be eligible.
- ii. **Upper limits on sum insured** may be imposed. For example, any case having a sum assured beyond five lakhs may need to be subjected to a medical examination.
- iii. **Age at entry limits** may be imposed - for example, anyone above 40 or 45 years of age has to compulsorily get a medical examination done.
- iv. Restriction being imposed with regard to **certain plans of insurance** - term insurance for example may not be allowed under non-medical category.
- v. **Maximum term of insurance** may be limited to twenty years /up to age 60.
- vi. **Class of lives:** Non-medical insurance may also be allowed to certain specific categories of individuals, for instance, non-medical special is provided to employees of reputed firms - having one year service. These companies have proper leave records and may also have periodic medical examinations so that the employee's medical status can be easily verified.

### 3. Rating factors in underwriting

Rating factors refer to various aspects related to financial situation, life style, habits, family history, personal history of health and other personal circumstances in the prospective insured's life that may pose a hazard and increase the risk. Underwriting involves identifying these hazards and their likely impact and classifying the risk accordingly.

Let us understand how the characteristics of an individual life have an impact on the risk. Broadly these may be divided into two - those which contribute to moral hazard and those which contribute to physical [medical] hazards. Life insurance companies often divide their underwriting into categories accordingly. Factors like income, occupation, lifestyle and habits, which contribute to moral hazard, are assessed as part of **financial underwriting**, while medical aspects of health are appraised as part of **medical underwriting**.

#### a) Female insurance

Women generally have greater longevity than men. However they may face some problems with respect to moral hazard. This is because many women in Indian society are still vulnerable to male domination and social exploitation. Evils like dowry deaths are prevalent even today. Another factor which can affect longevity of women can arise from problems connected with pregnancy.

Insurability of women is governed by need for insurance and capacity to pay premiums. Insurance companies may thus decide to grant full insurance only to those who have earned income of their own and may impose limits on other categories of women. Similarly some conditions may be levied on pregnant women.

#### b) Minors

Minors have no contracting power of their own. Hence a proposal on the life of a minor has to be submitted by another person who is related to the minor in the capacity of a parent or legal guardian. It would also be necessary to ascertain the need for insurance, since minors usually have no earned income of their own.

Three conditions would generally be sought when considering insurance for minors:

##### i. Whether they have a properly developed physique

Poor growth of physique can arise as a result of malnutrition or other health problems posing grave risks.

##### ii. Proper family history and personal history

If there are adverse indicators here, it may pose risks.



### iii. Whether the family is adequately insured

Insurance of minors is generally pursued by families having a culture of insurance. One would thus need to be alert when receiving a proposal on a child's life where the parents have not been insured. The underwriter would need to ascertain why such insurance has not been taken. Amount of insurance is also linked to that of parents.

### c) Large sums assured

An underwriter needs to be wary when the amount of insurance is very large relative to annual income of the proposed insured. Generally sum assured may be assumed to be around ten to twelve times one's annual income. If the ratio is much higher than this, it raises the possibility of selection against the insurer.

#### Example

If an individual has an annual income of Rs. 5 lakhs and proposes for a life insurance cover of Rs. 3 crores, it raises a cause for concern.

Typically concerns can arise in such instances because of the possibility that such a large amount of insurance is being proposed in anticipation of suicide or as a result of expected deterioration in health. A third reason for such large sums could be excessive mis-selling by the sales person.

Large sums assured would also imply proportionately large premiums and raise the question whether the payment of such premiums would be continued. In general it would be thus prudent to limit the amount of insurance so that the premium payable is a maximum of say one third of an individual's annual income.

### d) Age

As we have seen elsewhere in this course, the mortality risk is closely related to age. The underwriter needs to be careful when considering insurance for people who are of advanced ages.

#### Example

If the insurance is being proposed for the first time after age 50, there is a need to suspect moral hazard and enquire about why such insurance was not taken earlier.

We must also note that chances of occurrence of degenerative diseases like diseases of the heart and kidney failure increase with age and become high at older ages.

Life insurers may also seek for some special reports when proposals are submitted for high sums assured / advanced ages or a combination of both.

## Example

Examples of such reports are the ECG; the EEG; X-Ray of the chest and Blood Sugar test. These tests may reveal deeper insights about the health of the proposed life than the answers given in the proposal or an ordinary medical examination can provide.

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An important part of the underwriting process is admission of age, after verifying the proof of age. There are two types of age proofs

- ✓ Standard
- ✓ Non-standard

**Standard age proofs** are normally issued by a public authority. Instances are

- ✓ the birth certificate which is issued by a municipality or other government body;
- ✓ the school leaving certificate;
- ✓ the passport; and
- ✓ the employers' certificate

Where such proofs are not available, the proposer may be asked to bring a **non-standard age proof**. Examples of the latter are the horoscope; a self-declaration

When a standard age proof is not available, non-standard age proof should not be accepted readily. Often, life insurers would impose certain restrictions with respect to plan of insurance, term of assurance; maximum maturity age and maximum sum assured.

### e) Moral hazard

Moral hazard may be said to exist when certain circumstances or characteristics of an individual's financial situation, lifestyle and habits, reputation and mental health indicate that he or she may intentionally engage in actions that increase the risk. There may be a number of factors which may suggest such moral hazard.

## Example

When a proposal is submitted at a branch located far away from the place of residence of the proposed insured

A medical examination is done elsewhere even when a qualified medical examiner is available near one's place of residence.

A third case is when a proposal is made on the life of another without having clear insurable interest, or when the nominee is not the near dependent of the life proposed.

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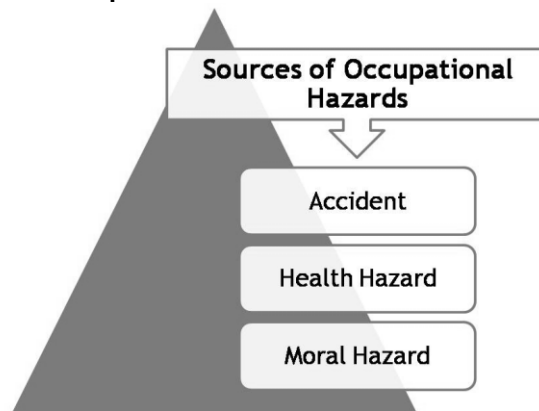
In each such case an enquiry may be made. Finally, when the agent is related to the life assured a moral hazard report may be called from a branch official like the agency manager / development officer.

#### f) Occupation

Occupational hazards can emanate from any of three sources:

- ✓ Accident
- ✓ Health hazard
- ✓ Moral hazard

Diagram 5: Sources of Occupational Hazards



- i. **Accidental hazards** arise because certain kinds of jobs expose one to the risk of accident. There is any number of jobs in this category - like circus artistes, scaffolding workers, demolition experts and film stunt artistes.
- ii. **Health hazards** arise when the nature of the job is such as to give rise to possibility of medical impairment. There are various kinds of health hazards.
  - ✓ Some jobs like that of **rickshaw pullers** involve tremendous physical strain and impact the respiratory system.
  - ✓ The second situation is where one may be exposed to **toxic substances** like mining dust or carcinogenic substances (that cause cancer) like chemicals and nuclear radiation.
  - ✓ A third kind of hazard is posed by **high pressure environments** like underground tunnels or deep sea, which can cause acute decompression sickness.
  - ✓ Finally, **overexposure** to certain job situations (like sitting cramped and glued to a computer in a KPO or working in a high noise setting) can impair functioning of certain body parts in the longer run.

- iii. **Moral hazard** can arise when a job involves proximity or can cause predisposition towards criminal elements or to drugs and alcohol. An example is that of a dancer in a nightclub or an enforcer in a liquor bar or the 'bodyguard' of a businessman with suspected criminal links. Again the job profiles of certain individuals like superstar entertainers may lead them to heady intoxicating lifestyles, which sometimes come to tragic ends.

Wherever the occupation falls in one of the categories of jobs listed hazardous, the applicant for insurance would normally be required to complete an occupational questionnaire which would ask for specific details of the job, duties involved and risks exposed to. A rating may also be imposed for occupation in the form of a flat extra (for example Rupees two per thousand sums assured.) Such extra may be reduced or removed when the insured's occupation changes.

### **g) Lifestyle and habits**

Lifestyle and habits are terms, which cover a wide range of individual characteristics. Generally the agents' confidential reports and moral hazard reports are expected to mention if any of these characteristics are present in the individual's lifestyles, which suggest exposure to risk. In particular three features are important:

- i. **Smoking and tobacco use:** It has now been well recognised that use of tobacco is not only a risk in itself but also contributes to increasing other medical risks. Companies charge differential rates today for smokers and non-smokers with the former having to pay much higher premiums. Other forms of tobacco usage like gutkha and paan masala may also attract adverse mortality ratings.
- ii. **Alcohol:** Drinking alcohol in modest quantities and occasionally is not a hazard. It is even an accepted part of social life in many countries. However when it is regularly consumed in excess for a long time it can have a significant impact on mortality risk. Long term heavy drinking can impair liver functioning and affect the digestive system. It can also lead to mental disorders.

Alcoholism is also linked with accidents, violence and family abuse, depression and suicides. Where the proposal form indicates use of alcohol, the underwriter may call for further details and decide on the case depending on the extent of usage and any complications that are indicated to have been caused as a result.

- iii. **Substance abuse:** Substance abuse refers to the use of various kinds of substances like drugs or narcotics, sedatives and other similar stimulants. Some of these are even illegal and their use indicates criminal disposition and moral hazard. Where substance abuse is suspected, the underwriter may need to call for a number of tests to check the abuse. Insurance is often declined in such cases.

## Test Yourself 2

Which of the following is an example of moral hazard?

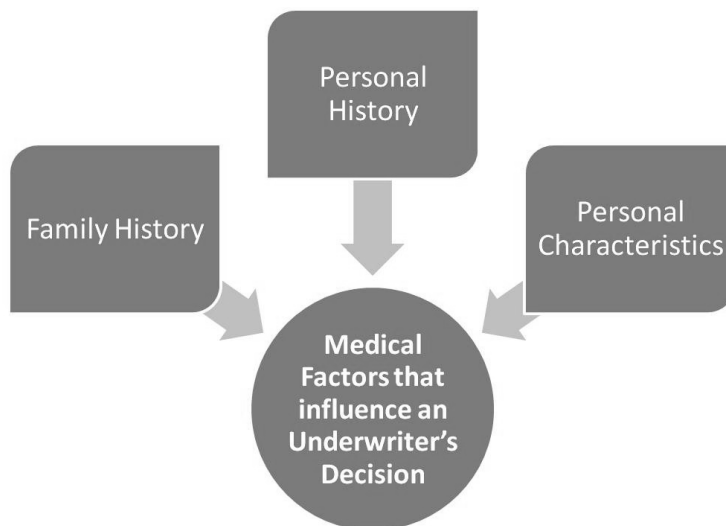
- I. Stunt artist dies while performing a stunt
  - II. A person drinking copious amounts of alcohol because he is insured
  - III. Insured defaulting on premium payments
  - IV. Proposer lying on policy document
-

## C. Medical underwriting

### 1. Medical underwriting

Let us now consider some of the medical factors that would influence an underwriter's decision. These are generally assessed through medical underwriting. They may often call for a medical examiner's report. Let us look at some of the factors that are checked.

**Diagram 6: Medical Factors that influence an Underwriter's Decision**



#### a) Family history

The impact of family history on mortality risk has been studied from three angles.

- i. **Heredity:** Certain diseases can be transmitted from one generation to another, say from parents to children.
- ii. **Average longevity of the family:** When the parents have died early on account of certain diseases like heart trouble or cancer, it may be a pointer that the offspring may also not live long.
- iii. **Family environment:** Thirdly, the environment in which the family lives can cause exposure to infection and other risks.

Life insurers have thus to be careful when entertaining cases of individuals with adverse family history. They may call for other reports and may impose an extra mortality rating in such cases.

#### b) Personal history

Personal history refers to past impairments of various systems of the human body which the life to be insured has suffered from. The proposal form for life insurance typically contains a set of questions which enquire whether the life to be insured has been under treatment for any of these.

Such problems may also be indicated by the medical examiner's reports or any special reports called for. The major kinds of ailments that are killer diseases include

- i. **Cardiovascular diseases** which affect the heart and blood system - like heart attack, stroke and haemorrhage
- ii. Diseases of the **respiratory system** like Tuberculosis
- iii. **Excessive production and reproduction of cells** which leads to malignant tumours, also known as cancer
- iv. **Ailments of the renal system**, which includes the kidney and other urinary parts, which can lead to kidney failure and death
- v. **Impairments of the endocrine system**, the most well-known of which is Diabetes. It arises from the body's inability to generate sufficient insulin to metabolise the sugar (or glucose) in the blood stream.
- vi. Diseases of the **digestive system** like gastric ulcers and cirrhosis of the liver
- vii. Diseases of the **nervous system**

c) **Personal characteristics**

These can also be significant indicators of the tendency to disease.

i. **Build**

For instance a person's build consists of his height, weight, chest and girth of the abdomen. For given age and height, there is a standard weight that has been defined and if the weight is too high or low in relation to this standard weight, we can say that the person is overweight or underweight.

Similarly, it is expected that the chest should be expanded at least by four centimetres in a normal person and that the abdominal girth should not be more than one's expanded chest.

ii. **Blood pressure**

Another indicator is a person's blood pressure. There are two measures of this

- ✓ Systolic
- ✓ Diastolic

A thumb rule for arriving at normal blood pressure readings given age is

**For Systolic:** It is  $115 + \frac{2}{5}$  of age.

**For Diastolic:** It is  $75 + \frac{1}{5}$  of age

Thus if age is 40 years, the normal blood pressure should be Systolic 131: and Diastolic 83.

When the actual readings are much higher than the above values, we say that the person has high blood pressure or hypertension. When it is too low, it is termed as hypotension. The former can have serious consequences.

The pressure of blood flowing in the system can also be indicated by the pulse rate. Pulse rates can vary from 50 to 90 beats per minute with an average of 72.

### **iii. Urine - Specific gravity**

Finally, a reading of the specific gravity of one's urine can indicate the balance among various salts in the urinary system. It can indicate any malfunctioning of the system.

## **Test Yourself 3**

Why is heredity history of importance in medical underwriting?

- I. Rich parents have healthy kids
  - II. Certain diseases can be passed on from parents to children
  - III. Poor parents have malnourished kids
  - IV. Family environment is a critical factor
-



## Summary

- To usher equity, the underwriter engages in risk classification where individual lives are categorised and assigned to different risk classes depending on the degree of risks they pose.
- Underwriting or the selection process may be said to take place at two levels:
  - ✓ At field level and
  - ✓ At underwriting department level
- Judgment method or numerical method of underwriting is widely used for underwriting insurance proposals.
- Underwriting decisions made by underwriters include acceptance of standard risk at standard rates or charging extra for sub-standard risks. Sometimes there is acceptance with lien on sum assured or acceptance is based on restrictive clauses. Where the risk is large the proposal is declined or postponed.
- A large number of life insurance proposals may typically get selected for insurance without conducting a medical examination to check the insurability of an insurant. Such cases are termed as non-medical proposals.
- Some of the rating factors for non-medical underwriting include
  - ✓ Age
  - ✓ Large sum assured
  - ✓ Moral hazard etc.
- Some of the factors considered in medical underwriting include
  - ✓ Family history,
  - ✓ Heredity and personal history etc.

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## Key Terms

1. Underwriting
  2. Standard life
  3. Non-medical underwriting
  4. Rating factor
  5. Medical underwriting
  6. Anti-selection
-

## Answers to Test Yourself

### Answer 1

The correct option is III.

A person suffering from AIDS is most likely to be declined life insurance cover.

### Answer 2

The correct option is II.

A person drinking copious amounts of alcohol because he is inured is an example of moral hazard.

### Answer 3

The correct option is II.

Certain diseases can be passed on from parents to children and hence heredity history needs to be considered in medical underwriting.

---

## Self-Examination Questions

### Question 1

Which of the following denotes the underwriter's role in an insurance company?

- I. Process claims
- II. Decide acceptability of risks
- III. Product design architect
- IV. Customer relations manager

### Question 2

Which of the following is not an underwriting decision?

- I. Risk acceptance at standard rates
- II. Declinature of risk
- III. Postponement of risk
- IV. Claim rejection

### Question 3

Which of the following is not a standard age proof?

- I. Passport
- II. School leaving certificate
- III. Horoscope
- IV. Birth certificate

### Question 4

Which of the following condition will affect a person's insurability negatively?

- I. Daily jogs
- II. Banned substance abuse
- III. Lazy nature
- IV. Procrastination

### Question 5

Under what method of underwriting does an underwriter assign positive rating points for all negative or adverse factors (negative points for any positive or favourable factors)?

- I. Judgment
- II. Arbitrary
- III. Numerical rating
- IV. Single step

### Question 6

Under risk classification, \_\_\_\_\_ consist of those whose anticipated mortality corresponds to the standard lives represented by the mortality table.

- I. Standard lives
- II. Preferred risks
- III. Sub-standard lives
- IV. Declined lives

### Question 7

Amruta is pregnant. She has applied for a term insurance cover. Which of the below option will be the best option to choose for an underwriter to offer insurance to Amruta? Choose the most likely option.

- I. Acceptance at ordinary rates
- II. Acceptance with extra premium
- III. Decline the proposal
- IV. Acceptance with a restrictive clause

### Question 8

Which of the below insurance proposal is not likely to qualify under non-medical underwriting?

- I. Savita, aged 26 years, working in an IT company as a software engineer
- II. Mahesh, aged 50 years, working in a coal mine
- III. Satish, aged 28 years, working in a bank and has applied for an insurance cover of Rs. 1 crore
- IV. Pravin, aged 30 years, working in a departmental store and has applied for an endowment insurance plan for a tenure of 10 years

### Question 9

Sheena is suffering from acute diabetes. She has applied for an insurance plan. In this case the underwriter is most likely to use \_\_\_\_\_ for underwriting. Choose the most appropriate option.

- I. Judgment method
- II. Numerical method
- III. Any of the above method since an illness like diabetes does not play a major role in the underwriting process
- IV. Neither of the above method as diabetes cases are rejected outright

### Question 10

Santosh has applied for a term insurance policy. His anticipated mortality is significantly lower than standard lives and hence could be charged a lower premium. Under risk classification, Santosh will be classified under \_\_\_\_\_.

- I. Standard lives
- II. Preferred risks
- III. Substandard lives
- IV. Declined lives

---

## Answers to Self-Examination Questions

### Answer 1

The correct option is II.

Underwriter decides acceptability of risks.

### Answer 2

The correct option is IV.

Claim rejection is not an underwriting decision.

### Answer 3

The correct option is III.

Horoscope is not a standard age proof.

### Answer 4

The correct option is II.

Banned substance abuse will affect a person's insurability negatively.

### Answer 5

The correct option is III.

Numerical rating method of underwriting assigns positive rating points for all negative or adverse factors (negative points for any positive or favourable factors).

**Answer 6**

The correct option is I.

Under risk classification, standard lives consist of those whose anticipated mortality corresponds to the standard lives represented by the mortality table.

**Answer 7**

The correct option is IV.

In Amruta's case, considering her pregnancy, the best option that the underwriter can choose is to offer insurance to Amruta with a restrictive clause. This restrictive clause can be limiting insurance payment in the event of pregnancy related death occurring within say three months of delivery.

**Answer 8**

The correct option is II.

Mahesh's insurance proposal is not likely to qualify under non-medical underwriting because his age is higher (50 years) and his occupation is more risky as compared to other occupations in software, banking industry etc.

**Answer 9**

The correct option is I.

When deciding on a complex case like that of Sheena who is suffering from acute diabetes, the underwriter will use the judgment method of underwriting.

**Answer 10**

The correct option is II.

Under risk classification, Santosh will be classified under preferred risks.

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# CHAPTER 16

## PAYMENTS UNDER A LIFE INSURANCE POLICY

### Chapter Introduction

This chapter explains the concept of claim and how claims are ascertained. The chapter then explains the types of claims. In the end you will learn about the forms to be submitted for a death claim and the safeguards (indisputability clause and Protection of Policyholders Interests Regulations) in place to protect beneficiary from claim rejection by the insurer, provided no material information has been suppressed by the insured.

### Learning Outcomes

A. Types of claims and claims procedure

## A. Types of claims and claims procedure

### 1. Concept of claims

The real test of an insurance company and an insurance policy comes when a policy results into a claim. The true value of life insurance is judged by the way a claim is settled and benefits are paid.

#### Definition

A claim is a demand that the insurer should make good the promise specified in the contract.

A claim under a life insurance contract is triggered by the happening of one or more of the events covered under the insurance contract. While in some claims, the contract continues, in others, the contract is terminated.

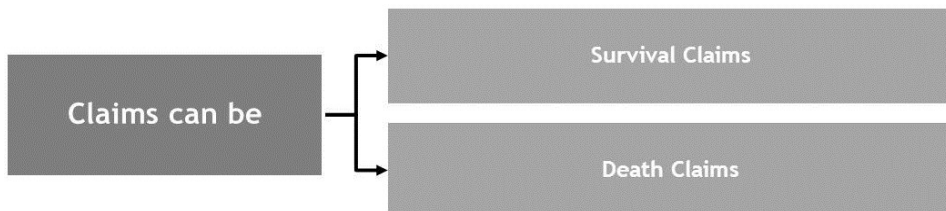
#### Diagram 1: Risk event and claim



Claims can be of two types:

- i. survival claims payable even when the life assured is alive and
- ii. death claim

#### Diagram 2: Types of claims



While a **death claim** arises only upon the death of the life assured, **survival claims** can be caused by one or more events.

#### Example

Examples of events triggering survival claims are:

- i. Maturity of the policy;
  - ii. An instalment payable upon reaching the milestone under a money-back policy;
  - iii. Critical illnesses covered under the policy as a rider benefit;
  - iv. Surrender of the policy either by the policyholder or assignee;
- 

## 2. Ascertaining whether a claim event has occurred

- i. For payment of a **survival claim**, the insurer has to ascertain that the event has occurred as per the conditions stipulated in the policy.
- ii. **Maturity claims and money-back instalment claims** are easily established as they are based on dates which are determined at the beginning of the contract itself.

For instance, the date of maturity and the dates when the instalments of survival benefits may be paid under a money back policy are clearly laid out at the time of preparing the contract.

- iii. Surrender value payments are different from other claim payments. Unlike other claims, here the event is triggered by the decision of the policy holder or assignee to cancel the contract and withdraw what is due to him or her under the contract. Surrender payments would typically involve a penalty for premature withdrawal and hence would be less than what would have been due if the full claim were to be paid.
- iv. **Critical illness** claims are ascertained based on the medical and other records provided by the policyholder in support of his claim.

The complexity arises in case of a policy that has a critical illness claim rider and such policy has been assigned. The purpose of a critical illness benefit is to enable a policy holder to defray his expenses in the event of such an illness. If this policy were to be assigned, all benefits would be payable to the assignee. Although this is legally correct, it may not meet the intended purpose. In order to avoid such a situation, it is important to educate policyholders about the extent of benefits that they may assign, by way of a **conditional assignment**.

A **maturity or death claim** or a surrender leads to termination of the insurance cover under the contract and no further insurance cover is available. This is irrespective of whether the claim is actually paid or not. Non-payment of a claim does not assure the continuity of insurance cover under the contract.

## 3. Types of claims

The following payments may occur during the policy term:



### a) Survival Benefit Payments

Periodical payments are made by the insurer to the insured at specified times during the term of the policy. The policy bond is returned to the policyholder bearing an endorsement of payments made after each survival benefit instalment.

### b) Surrender of Policy

The policyholder opts for a premature closure of his policy. This is a voluntary termination of the policy contract. A policy can be surrendered only if it has acquired paid-up value. The amount payable to the insured is the **surrender value** which is usually a percentage of the premiums paid. There is also a minimum guaranteed surrender value (GSV), but the actual surrender value paid to the insured is more than the GSV.

### c) Rider Benefit

A payment under a rider is made by an insurance company on the occurrence of a specified event according to the terms and conditions.

Under a **critical illness rider**, in the event of diagnosis of a critical illness, a specified amount is paid as per terms. The illness should have been covered in the list of critical illnesses specified by the insurance company.

Under **hospital care rider**, the insurer pays the treatment costs in the event of hospitalisation of the insured, subject to terms and conditions.

The policy contract continues even after the rider payments are made.

The following claim payments are made at the end of the policy term specified in the insurance contract.

### d) Maturity Claim

In such claims, the insurer promises to pay the insured a specified amount at the end of the term, if the insured survives the plan's entire term. This is known as a **maturity claim**.

- i. **Participating Plan:** The amount payable under a maturity claim, if participating, is the sum assured plus accumulated bonuses less dues such as outstanding premium and policy loans and interests thereon.
- ii. **Return of Premium (ROP) Plan:** In some cases premiums paid over the term period are returned when the policy matures.

iii. **Unit Linked Insurance Plan (ULIP):** In case of ULIPs, the insurer pays the fund value as the maturity claim.

iv. **Money-back Plan:** In case of money-back policy, the insurer pays the maturity claim minus the survival benefits received during the term of the policy.

The insurance contract terminates after the claim is paid.

### e) **Death Claim**

If the insured expires during the term of his / her policy, accidentally or otherwise, the insurer pays the sum assured plus accumulated bonuses, if participating, less dues like outstanding policy loan and premia plus interest there on respectively. This is the **death claim**, which is paid to the nominee or assignee or legal whatever the situation may be. A death claim marks the end of the contract as a result of death.

A death claim may be:

- ✓ Early (less than three years policy duration) or
- ✓ Non-early (more than three years)

The nominee or assignee or legal heir has to intimate the insurer of the cause, date and place of death.

### i. **Forms to be submitted for death claim**



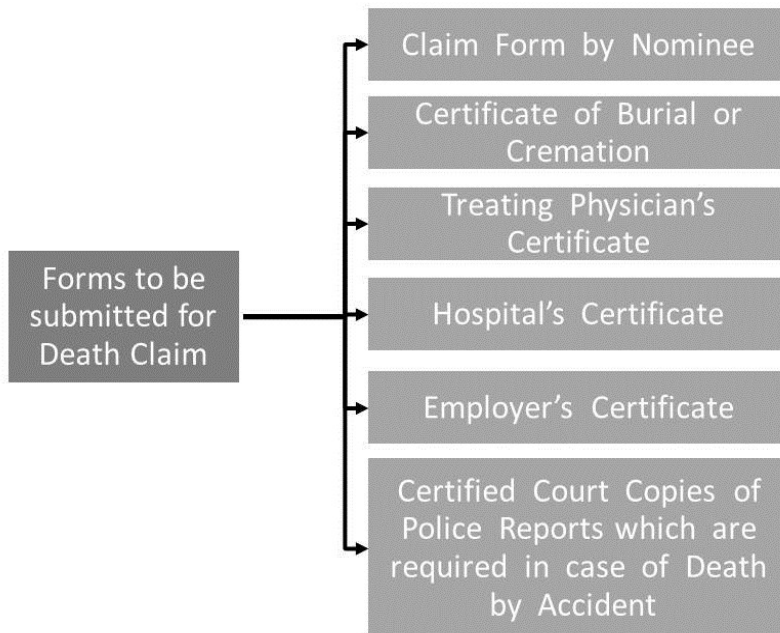
**Claim Document**

The following forms are to be submitted by the beneficiary with the insurer to facilitate processing of the claim:

- ✓ Claim form by nominee
- ✓ Certificate of burial or cremation
- ✓ Treating physician's certificate

- ✓ Hospital's certificate
- ✓ Employer's certificate
- ✓ Certified court copies of police reports like First Information Report (FIR), Inquest Report, Post-Mortem Report, Final Report which are required in case of death by accident.
- ✓ Death certificate issued by municipal authorities etc as proof of death

**Diagram 3: Forms to be submitted for Death Claim**



**ii. Repudiation of death claim**

The death claim may be paid or repudiated. While processing the claim, if it is detected by the insurer that the proposer had made any incorrect statements or had suppressed material facts relevant to the policy, the contract becomes void. All benefits under the policy are forfeited.

**iii. Section 45: Indisputability Clause**

However this penalty is subject to **Section 45** of the Insurance Act, 1938.

**Important**

**Section 45 states:**

No policy of life insurance shall be called in question on any ground

whatsoever after the expiry of three years from the date of the policy, i.e from the date of issuance of the policy or the date of commencement of risk or the date of revival of the policy or the date of the rider to the policy, whichever is later.

#### iv. Presumption of Death

Sometimes a person is reported missing without any information about his whereabouts. The Indian Evidence Act provides for presumption of death in such cases, if he has not been heard of for seven years. If the nominee or heirs claim that the life insured is missing and must be presumed to be dead, insurers insist on a decree from a competent court. It is necessary that premiums should be paid till the court decrees presumption of death. Insurers may, as a matter of concession, waive the premiums during the seven year period.

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#### 4. Claim Procedure for Life Insurance Policy

The IRDAI (Protection of Policyholders Interests) Regulations, 2002 provides as follows:

##### **Regulation 8: Claims procedure in respect of a life insurance policy**

- i. A life insurance policy shall state the **primary documents** which are normally required to be submitted by a claimant in support of a claim.
- ii. A life insurance company, upon receiving a claim, shall **process the claim without delay**. Any queries or requirement of additional documents, to the extent possible, shall be raised all at once and not in a piece-meal manner, **within a period of 15 days of the receipt of the claim**.
- iii. A claim under a life policy shall be paid or be disputed giving all the relevant reasons, **within 30 days** from the date of receipt of all relevant papers and clarifications required. However, where the circumstances of a claim warrant an investigation in the opinion of the insurance company, it shall initiate and complete such investigation at the earliest. Where in the opinion of the insurance company the circumstances of a claim warrant an investigation, it shall initiate and complete such investigation at the earliest, in any case not later than 6 months from the time of lodging the claim.
- iv. Subject to the provisions of Section 47 of the Act, where a claim is ready for payment but the payment cannot be made due to any reasons of a proper identification of the payee, the life insurer shall hold the amount for the benefit of the payee and such an amount shall earn interest at

the rate applicable to a savings bank account with a scheduled bank (effective from 30 days following the submission of all papers and information).

- v. Where there is a delay on the part of the insurer in processing a claim for a reason other than the one covered by sub-regulation (iv), the life insurance company shall pay **interest on the claim amount at a rate which is 2% above the bank rate** prevalent at the beginning of the financial year in which the claim is reviewed by it.

## 5. Role of an agent

An agent shall render all possible service to the nominee/legal heir or the beneficiary in filling up of claim forms accurately and assisting in submission of these at the insurer's office.

Apart from discharging obligations, goodwill is generated from such a situation whereby there exists ample opportunity for the agent to procure business or referrals in future from the family of the deceased.

### Test Yourself 1

Which of the below statement best describes the concept of claim? Choose the most appropriate option.

- I. A claim is a request that the insurer should make good the promise specified in the contract
  - II. A claim is a demand that the insurer should make good the promise specified in the contract
  - III. A claim is a demand that the insured should make good the commitment specified in the agreement
  - IV. A claim is a request that the insured should make good the promise specified in the agreement
-

## Summary

- A claim is a demand that the insurer should make good the promise specified in the contract.
- A claim can be survival claim or death claim. While a death claim arises only upon the death of the life assured, survival claims can be caused by one or more events
- For payment of a survival claim, the insurer has to ascertain that the event has occurred as per the conditions stipulated in the policy.
- The following payments may occur during the policy term:
  - ✓ Survival Benefit Payments
  - ✓ Surrender of Policy
  - ✓ Rider Benefit
  - ✓ Maturity Claim
  - ✓ Death Claim
- Section 45 (Indisputability Clause) of the Insurance Act offers protection against rejection of claim by the insurer on flimsy grounds provided and sets a time limit of 3 years for the Insurer for calling a policy into question.
- Under the IRDAI (Protection of Policyholders Interests) Regulations, 2002, the IRDAI has laid down regulations to safeguard / protect the insured or beneficiary in case of claims.

## Answers to Test Yourself

### Answer 1

The correct option is II.

A claim is a demand that the insurer should make good the promise specified in the contract.

---

## Self-Examination Questions

### Question 1

Given below is a list of policies. Identify under which type of policy, the claim payment is made in the form of periodic payments?

- I. Money-back policy
- II. Unit linked insurance policy
- III. Return of premium policy
- IV. Term insurance policy

### Question 2

Mahesh has bought a life insurance policy with a critical illness rider. He has made absolute assignment of the policy in favour of Karan. Mahesh suffers a heart attack and there is a claim of Rs. 50,000 under the critical illness rider. To whom will the payment be made in this case?

- I. Mahesh
- II. Karan
- III. The payment will be shared equally by Mahesh and Karan
- IV. Neither of the two because Mahesh has suffered the heart attack but the policy is assigned in favour of Karan.

### Question 3

Praveen died in a car accident. The beneficiary submits documents for death claim. Which of the below document is an additional document required to be submitted in case of accidental death as compared to natural death.

- I. Certificate of burial or cremation
- II. Treating physician's certificate
- III. Employer's certificate
- IV. Inquest Report

#### Question 4

Which of the below death claim will be treated as an early death claim?

- I. If the insured dies within three years of policy duration
- II. If the insured dies within five years of policy duration
- III. If the insured dies within seven years of policy duration
- IV. If the insured dies within ten years of policy duration

#### Question 5

Given below are some events that will trigger survival claims. Identify which of the below statement is incorrect?

- I. Claim paid on maturity of a term insurance policy
- II. An instalment payable upon reaching the milestone under a money-back policy
- III. Claim paid for critical illnesses covered under the policy as a rider benefit
- IV. Surrender value paid on surrender of an endowment policy by the policyholder

#### Question 6

A payment made under a money-back policy upon reaching a milestone will be classified under which type of claim?

- I. Death claim
- II. Maturity claim
- III. Periodical survival claim
- IV. Surrender claim

#### Question 7

Shankar bought a 10 year Unit Linked Insurance Plan. If he dies before the maturity of the policy which of the below will be paid?

- I. Lower of sum assured or fund value
- II. Higher of sum assured or fund value
- III. Premiums paid will be returned with 2% higher interest rate as compared to a bank's savings deposit
- IV. Surrender value

#### Question 8

Based on classification of claims (early or non-early), pick the odd one out?

- I. Ramya dies after 6 months of buying a term insurance plan
- II. Manoj dies after one and half years of buying a term insurance plan
- III. David dies after two and half years of buying a term insurance plan
- IV. Pravin dies after five and half years of buying a term insurance plan



### Question 9

Given below is a list of documents to be submitted for a normal death claim by all beneficiaries in the event of death of life insured. Pick the odd one out which is additionally required to be submitted only in case of death by accident.

- I. Inquest report
- II. Claim form
- III. Certificate of burial or cremation
- IV. Hospital's certificate

### Question 10

As per IRDAI (Protection of Policyholders Interests) Regulations, 2002, a claim under a life policy shall be paid or be disputed, within 30 days from the date of receipt of all relevant papers and clarifications required.

- I. 7 days
- II. 15 days
- III. 30 days
- IV. 45 days

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## Answers to Self-Examination Questions

### Answer 1

The correct option is I

In case of a money-back policy the claim payment is made in the form of periodic payments.

### Answer 2

The correct option is II

In this case the entire payment of Rs. 50,000 will be made to Karan as the policy has been assigned in favour of Karan on an absolute basis.

### Answer 3

The correct option is IV

Documents like claim form by nominee, Certificate of burial or cremation, Treating physician's certificate, Hospital's certificate, Employer's certificate etc. are required to be submitted in case of natural death as well as accidental death.

First Information Report (FIR), Inquest Report, Post-Mortem Report, Final Report etc. are additional documents required to be submitted in case of accidental death as compared to natural death.

**Answer 4**

The correct option is I

If the insured dies within three years of policy duration, the death claim will be treated as early death claim.

**Answer 5**

The correct option is I

Option I is incorrect. There is no claim paid on maturity of a term insurance policy.

**Answer 6**

The correct option is III

A payment made under a money-back policy upon reaching a milestone will be classified under periodic survival claim.

**Answer 7**

The correct option is II

If Shankar dies before the maturity of the ULIP policy, higher of sum assured or fund value will be paid.

**Answer 8**

The correct option is IV

Option IV is the odd one out because it will be treated as a non-early claim. Option I, II and III will be treated as early claims.

**Answer 9**

The correct option is I

Inquest report is additionally required to be submitted in case of death by accident. The other documents like claim form, certificate of burial or cremation, hospital's certificate are required to be submitted by all beneficiaries in the event of death of life insured

**Answer 10**

The correct option is III

As per IRDAI (Protection of Policyholders Interests) Regulations, 2002, a claim under a life policy shall be paid or be disputed, within 30 days from the date of receipt of all relevant papers and clarifications required.

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# **SECTION 3**

# **HEALTH SECTION**

# CHAPTER 17

## INTRODUCTION TO HEALTH INSURANCE

### Chapter Introduction

This chapter will tell you about how insurance evolved over time. It will also explain what healthcare is, levels of healthcare and types of healthcare. You will also learn about the healthcare system in India and factors affecting it. Finally, it will explain how health insurance evolved in India and also the various players in the health insurance market in India.

### Learning Outcomes

- A. What is Healthcare
- B. Levels of Healthcare
- C. Types of Healthcare
- D. Factors affecting health systems in India
- E. Evolution of Health Insurance in India
- F. Health Insurance Market

After studying this chapter, you should be able to:

1. Understand how insurance evolved.
2. Explain the concept of healthcare and the types and levels of healthcare.
3. Appreciate the factors affecting healthcare in India and the progress made since independence.
4. Discuss the evolution of health insurance in India.
5. Know the health insurance market in India.

## A. What is Healthcare

You have heard of the saying “Health is Wealth”. Have you ever tried to know what Health actually means? The word ‘Health’ was derived from the word ‘hoelth’, which means ‘soundness of the body’.

In olden days, health was considered to be a ‘Divine Gift’ and illness was believed to have been caused due to the sins committed by the concerned person. It was Hippocrates (460 to 370 BC) who came up with the reasons behind illness. According to him, illness is caused due to various factors relating to environment, sanitation, personal hygiene and diets.

The Indian system of Ayurveda which existed many centuries before Hippocrates, considered health as a delicate balance of four fluids: blood, yellow bile, black bile and phlegm and an imbalance of these fluids causes ill health. Susruta, the Father of Indian medicine is even credited with complex surgeries unknown to the West in those times.

Over a period of time, modern medicine has evolved into a complex science and the goal of modern medicine is no longer mere treatment of sickness but includes prevention of disease and promotion of quality of life. A widely accepted definition of health is the one given by World Health Organisation in 1948; it states that “Health is a state of complete physical, mental and social wellbeing and not merely the absence of disease”. It is to be noted that Indian system of medicine like Ayurveda incorporated such a complete view of health from times immemorial.

### Definition

World Health Organisation (WHO): Health is a state of complete physical, mental and social wellbeing and not merely the absence of disease.

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### Determinants of health

It is generally believed that the following factors determine the health of any individual:

#### a) Lifestyle factors

Lifestyle factors are those which are mostly in the control of the individual concerned e.g. exercising and eating within limits, avoiding worry and the like leading to good health; and bad lifestyles and habits such as smoking, drug abuse, unprotected sex and sedentary life style (with no exercise) etc. leading to diseases such as cancer, aids, hypertension and diabetes, to name a few.

Though the Government plays a critical role in controlling / influencing such behaviour (e.g. punishing people with non-bailable imprisonment who abuse drugs, imposing high taxes on tobacco products etc.), the personal

responsibility of an individual plays a deciding role in controlling diseases due to life style factors.

### **b) Environmental factors**

Safe drinking water, sanitation and nutrition are crucial to health, lack of which leads to serious health issues as seen all over the world, especially in developing countries. Communicable diseases like Influenza and Chickenpox etc. are spread due to bad hygiene, diseases like Malaria and Dengue are spread due to bad environmental sanitation, while certain diseases are also caused due to environmental factors e.g. people working in certain manufacturing industries are prone to diseases related to occupational hazards such as Asbestos in workers in asbestos manufacture and also diseases of the lungs in coal miners.

### **c) Genetic factors**

Diseases may be passed on from parents to children through genes. Such genetic factors result in differing health trends amongst the population spread across the globe based on race, geographical location and even communities.

It is quite obvious that a country's social and economic progress depends on the health of its people. A healthy population not only provides productive workforce for economic activity but also frees precious resources which is all the more crucial for a developing country like India. At an individual level, ill health can cause loss of livelihood, inability to perform daily essential activities and push people to poverty and even commit suicide.

Thus the world over, governments take measures to provide for health and wellbeing of their people and ensuring access and affordability of healthcare for all citizens. Thus 'spend' on healthcare usually forms a significant part of every country's GDP.

This poses a question as to whether different types of healthcare are required for different situations.

## B. Levels of healthcare

Healthcare is nothing but a set of services provided by various agencies and providers including the government, to promote, maintain, monitor or restore health of people. Health care to be effective must be:

- Appropriate to the needs of the people
- Comprehensive
- Adequate
- Easily available
- Affordable

Health status of a person varies from person to person. It is neither feasible nor necessary to make the infrastructure available at same level for all types of health problems. The health care facilities should be based upon the probability of the incidence of disease for the population. For example, a person may get fever, cold, cough, skin allergies etc. many times a year, but the probability of him/her suffering from Hepatitis B is less as compared to cold and cough.

Similarly, the probability of the same person suffering from a critical illness such as heart disease or Cancer is less as compared to Hepatitis B. Hence, the need to set up the healthcare facilities in any area whether a village or a district or a state will be based upon the various health care factors called indicators of that area such as:

- ✓ Size of population
- ✓ Death rate
- ✓ Sickness rate
- ✓ Disability rate
- ✓ Social and mental health of the people
- ✓ General nutritional status of the people
- ✓ Environmental factors such as if it is a mining area or an industrial area
- ✓ The possible health care provider system e.g. heart doctors may not be readily available in a village but may be in a district town
- ✓ How much of the health care system is likely to be used
- ✓ Socio-economic factors such as affordability

Based on the above factors, the government decides upon setting up of centres for primary, secondary and tertiary health care and takes other measures to make appropriate healthcare affordable and accessible to the population.

## C. Types of Healthcare

Healthcare is broadly categorized as follows:

### 1. Primary healthcare

Primary health care refers to the services offered by the doctors, nurses and other small clinics which are contacted first by the patient for any sickness, that is to say that primary healthcare provider is the first point of contact for all patients within a health system.

In developed countries, more attention is paid to primary health care so as to deal with health issues before the same become widespread, complicated and chronic or severe. Primary health care establishments also focus on preventive health care, vaccinations, awareness, medical counselling etc. and refer the patient to the next level of specialists when required.

For example, if a person visits a doctor for fever and the first diagnosis is indicative of Dengue fever, the primary health care provider will prescribe some medicines but also direct the patient to get admitted in a hospital for specialized treatment. For most of the primary care cases, the doctor acts like a 'Family Doctor' where all the members of the family visit the doctor for any minor sickness.

This method also helps the medical practitioner in prescribing for symptoms based on genetic factors and give medical advice appropriately. For example, the doctor will advise a patient with parental diabetic history to be watchful of the lifestyle from young age to avoid diabetes to the extent possible.

At a country level, Primary Health care centres are set up both by Government and private players. Government primary health care centres are established depending upon the population size and are present right up to the village level in some form or the other.

### 2. Secondary healthcare

Secondary health care refers to the healthcare services provided by medical specialists and other health professionals who generally do not have first contact with patient. It includes acute care requiring treatment for a short period for a serious illness, often (but not necessarily) as an in-patient, including Intensive Care services, ambulance facilities, pathology, diagnostic and other relevant medical services.

Most of the times, the patients are referred to the secondary care by primary health care providers / primary physician. In some instances, the secondary care providers also run an 'In-house' Primary healthcare facility in order to provide integrated services.



Mostly, the secondary health care providers are present at the Taluk / Block level depending upon the population size.

### **3. Tertiary healthcare**

Tertiary Health care is specialized consultative healthcare, usually for inpatients and on referral from primary/secondary care providers. The tertiary care providers are present mostly in the state capitals and a few at the district headquarters.

Examples of Tertiary Health care providers are those who have advanced medical facilities and medical professionals, beyond the scope of secondary health care providers e.g. Oncology (cancer treatment), Organ Transplant facilities, High risk pregnancy specialists etc.

It is to be noted that as the level of care increases, the expenses associated with the care also increase. While people may find it relatively easy to pay for the primary care, it becomes difficult for them to spend when it comes to secondary care and much more difficult when it comes to tertiary care. The infrastructure for different levels of care also varies from country to country, rural-urban areas, while socio-economic factors also influence the same.

## **D. Factors affecting the health systems in India**

The Indian health system has had and continues to face many problems and challenges. These, in turn, affect the nature and extent of the healthcare system and the requirement at the individual level and healthcare organization at the structural level. These are discussed below:

### **1. Demographic or Population related trends**

- a) India is second largest populated country in the world.
- b) This exposes us to the problems associated with population growth.
- c) The level of poverty has also had its effect on the people's ability to pay for medical care.

### **2. Social trends**

- a) Increase in urbanization or people moving from rural to urban areas has posed challenges in providing healthcare.
- b) Health issues in rural areas also remain, mainly due to lack of availability and accessibility to medical facilities as well as affordability.
- c) The move to a more sedentary lifestyle with reduced need to exercise oneself has led to newer types of diseases like diabetes and high blood pressure.

### **3. Life expectancy**

- a) Life expectancy refers to the expected number of years that a child born today will survive.
- b) Life expectancy has increased from 30 years at the time of independence to over 60 years today but does not address the issues related to quality of that longer lifespan.
- c) This leads to a new concept of 'healthy life expectancy'.
- d) This also requires the creation of infrastructure for 'Geriatric' (old age related) diseases.

## **E. Evolution of Health Insurance in India**

While the government had been busy with its policy decisions on healthcare, it also put in place health insurance schemes. Insurance companies came with their health insurance policies only later. Here is how health insurance developed in India:

### **a) Employees' State Insurance Scheme**

Health Insurance in India formally began with the beginning of the Employees' State Insurance Scheme, introduced vide the ESI Act, 1948, shortly after the country's independence in 1947. This scheme was introduced for blue-collar workers employed in the formal private sector and provides comprehensive health services through a network of its own dispensaries and hospitals.

ESIC (Employees State Insurance Corporation) is the implementing agency which runs its own hospitals and dispensaries and also contracts public/private providers wherever its own facilities are inadequate.

All workers earning wages up to Rs. 15,000 are covered under the contributory scheme wherein employee and employer contribute 1.75% and 4.75% of pay roll respectively; state governments contribute 12.5% of the medical expenses.

The benefits covered include:

- a) Free comprehensive healthcare at ESIS facilities
- b) Maternity benefit
- c) Disability benefit
- d) Cash compensation for loss of wages due to sickness and survivorship and
- e) Funeral expenses in case of death of worker

It is also supplemented by services purchased from authorized medical attendants and private hospitals. The ESIS covers over 65.5 million beneficiaries as of March 2012.

### **b) Central Government Health Scheme**

The ESIS was soon followed by the Central Government Health Scheme (CGHS), which was introduced in 1954 for the central government employees including pensioners and their family members working in civilian jobs. It aims to provide comprehensive medical care to employees and their families

and is partly funded by the employees and largely by the employer (central government).

The services are provided through CGHS's own dispensaries, polyclinics and empanelled private hospitals.

It covers all systems of medicine, emergency services in allopathic system, free drugs, pathology and radiology, domiciliary visits to seriously ill patients, specialist consultations etc.

The contribution from employees is quite nominal though progressively linked to salary scale - Rs.15 per month to Rs.150 per month.

In 2010, CGHS had a membership base of over 800,000 families representing over 3 million beneficiaries.

### c) Commercial health insurance

Commercial health insurance was offered by some of the non-life insurers before as well as after nationalisation of insurance industry. But, as it was mostly loss making for the insurers, in the beginning, it was largely available for corporate clients only and that too for a limited extent.

In 1986, the first standardised health insurance product for individuals and their families was launched in the Indian market by all the four nationalized non-life insurance companies (these were then the subsidiaries of the General Insurance Corporation of India). This product, **Mediclaim** was introduced to provide coverage for the hospitalisation expenses up to a certain annual limit of indemnity with certain exclusions such as maternity, pre-existing diseases etc. It underwent several rounds of revisions as the market evolved, the last being in 2012.

However, even after undergoing several revisions, the hospitalization indemnity-based annual contract continues to be the most popular form of private health insurance in India today, led by the current versions of Mediclaim. So popular is this product that private health insurance products are often termed by many people as 'Mediclaim covers' considering it as a product category rather than a specific product offered by the insurers.

With private players coming into the insurance sector in 2001, health insurance has grown tremendously but there is a large untapped market even today. Considerable variations in covers, exclusions and newer add-on covers have been introduced which will be discussed in later chapters.

Today, more than 300 health insurance products are available in the Indian market.

## F. Health Insurance Market

The health insurance market today consists of a number of players some providing the health care facilities called providers, others the insurance services and also various intermediaries. Some form the basic infrastructure while others provide support facilities. Some are in the government sector while others are in the private sector. These are briefly described below:

### A. INFRASTRUCTURE:

#### 1. Public health sector

The Public health system operates at the national level, state level, district level and to a limited extent at the village level where, to implement the national health policies in villages, community volunteers have been involved to serve as links between the village community and government infrastructure. These include:

- a) The **Anganwadi workers** (1 for every 1,000 population) who are enrolled under the nutrition supplementation programme and the Integrated Child Development Service scheme (ICDS) of Ministry of Human Resource Development.
- b) The **Trained Birth Attendants (TBA)** and the **Village Health guides** (an earlier scheme of health departments in states).
- c) **ASHA (Accredited Social Health Activist)** volunteers, selected by the community under the NRHM (National Rural Health Mission) programme, who are new, village-level, voluntary health workers trained to serve as health sector's links in the rural areas.

**Sub-centres** have been established for every 5,000 population (3,000 in hilly, tribal and backward areas) and are manned by a female health worker, also called the Auxiliary Nurse Mid-wife (ANM) and a male health worker.

**Primary Health Centres** which are referral units for about six sub-centres have been established for every 30,000 population (20,000 in hilly, tribal and backward areas). All PHCs provide outpatient services, and the majority also have four to six in-patient beds. Their staff comprises of one medical officer and 14 para-medical workers (which includes a male and a female health assistant, a nurse-midwife, a laboratory technician, a pharmacist and other supporting staff).

**Community Health Centres** are the first referral units for four PHCs and also provides specialist care. According to the norms each CHC (for every 1 lakh population) should have at least 30 beds, one operation theatre, X-ray machine, labour room and laboratory facilities and should be staffed by at least four specialists i.e. a surgeon, a physician, a gynaecologist and a paediatrician supported by 21 para-medical and other staff.

**Rural hospitals** have also been set up and these includes the sub-district hospitals called as the sub-divisional / Taluk hospitals / specialty hospitals (estimated to be about 2000 in the country);

**Speciality and teaching hospitals** are fewer and these include the medical colleges (about 300 in number presently) and other tertiary referral centres. These are mostly in district towns and urban areas but some of them provide very specialized and advanced medical services.

**Other agencies** belonging to the government, such as hospitals and dispensaries of railways, defence and similar large departments (Ports/ Mines etc.) also play a role in providing health services. However, their services are often restricted to the employees of the concerned organizations and their dependents.

## 2. Private sector providers

India has a very large private health sector providing all three types of healthcare services - primary, secondary as well as tertiary. These range from voluntary, not-for-profit organisations and individuals to for-profit corporate, trusts, solo practitioners, stand-alone specialist services, diagnostic laboratories, pharmacy shops, and also the unqualified providers (quacks). In India nearly 77% of the allopathic (MBBS and above) doctors are practicing in the private sector. Private health expenditure accounts for more than 75% of all health spending in India. The private sector accounts for 82% of all outpatient visits and 52% of hospitalization at the all India level<sup>2</sup>.

India also has the largest number of qualified practitioners in other systems of Medicine (Ayurveda/ Siddha/ Unani/ Homeopathy) which is over 7 lakh practitioners. These are located in the public as well as the private sector.

Apart from the for-profit private providers of health care, the NGOs and the voluntary sector have also been engaged in providing health care services to the community.

It is estimated that more than 7,000 voluntary agencies are involved in health-related activities. A large number of secondary and tertiary hospitals are also registered as non-profit societies or trusts, and contribute significantly to provision of inpatient services to insured persons.

## 3. Pharmaceutical industry

Coming to provider of medicines and health related products, India has a large pharmaceutical industry, which has grown from a Rs 10 crore industry in 1950 to a Rs 55,000 crore business today (including exports). It employs about 5 million people, with manufacturing taking place in over 6000 units.

The central level price regulator for the industry is the **National Pharmaceuticals Pricing Authority (NPPA)**, while the pharma sector is under

the Ministry of Chemicals. Only a small number of drugs (76 out of the 500 or so bulk drugs) are under price control, while the remaining drugs and manufacture are under the free-pricing regime, carefully watched by the price regulator. The Drug Controllers of the States manage the field force which oversees quality and pricing of drugs and formulations in their respective areas.

## **B. INSURANCE PROVIDERS:**

**Insurance Companies** especially in the general insurance sector provide the bulk of the health insurance services. These have been listed earlier. What is most encouraging is the presence of stand-alone health insurance companies - five as on date - with likelihood of a few more coming in to increase the health insurance provider network.

## **C. INTERMEDIARIES:**

A number of people and organizations providing services as part of the insurance industry also form part of the health insurance market. All such intermediaries are governed by IRDA. These include:

1. **Insurance Brokers** who may be individuals or corporates and work independently of insurance companies. They represent the people who want insurance and connect them to insurance companies obtaining best possible insurance covers at best possible premium rates. They also assist the insuring people during times of loss and making insurance claims. Brokers may place insurance business with any insurance company handling such business. They are remunerated by insurance companies by way of insurance commission.
2. **Insurance Agents** are usually individuals but some can be corporate agents too. Unlike brokers, agents cannot place insurance with any insurance company but only with the company for which they have been granted an agency. As per current regulations, an agent can act only on behalf of one general insurance company and one life insurance company one health insurer and one of each of the mono line insurers. at the most. They too are remunerated by insurance companies by way of insurance commission.
3. **Third Party Administrators** are a new type of service providers who came into business since 2001. They are not authorized to sell insurance but provide administrative services to insurance companies. Once a health insurance policy is sold, the details of the insured persons are shared with a appointed TPA who then prepares the data base and issues health cards to the insured persons. Such health cards enable the insured person to avail cashless medical facilities (treatment without having to pay cash immediately) at hospitals and clinics. Even if the insured person does not use cashless facility, he can pay the bills and seek reimbursement from the appointed TPA. TPAs are funded by the insurance companies for their respective claims and are remunerated by them by way of fees which are a percentage of the premium.

4. **Insurance Web Aggregators** are one of the newest types of service providers to be governed by IRDAI regulations. Through their web site and/or telemarketing, they can solicit insurance business through distance marketing without coming face to face with the prospect and generate leads of interested prospects to insurers with whom they have an agreement. They also display products of such insurance companies for comparison. They may also seek IRDAI authorization to perform telemarketing and outsourcing functions for the insurers such as premium collection through online portal, sending premium reminders and also various types of policy related services. They are remunerated by insurance companies based on the leads converted to business, display of insurance products as well as the outsourcing services performed by them.
5. **Insurance Marketing Firms** are the latest types of intermediaries to be governed by IRDAI. They can perform the following activities by employing individuals licensed to market, distribute and service such products:

**Insurance Selling Activities:** To sell by engaging Insurance Sales Persons (ISP) insurance products of two Life, two General and two Health Insurance companies at any point of time, under intimation to the Authority. In respect of general insurance, the IMF is allowed to solicit or procure only retail lines of insurance products as given in the file & use guidelines namely motor, health, personal accident, householders, shopkeepers and such other insurance products approved by the Authority from time to time. Any change in the engagement with the insurance companies can be done only with the prior approval of the Authority and with suitable arrangements for servicing existing policyholders.

**Insurance Servicing Activities:** These servicing activities shall be only for those insurance companies with whom they have an agreement for soliciting or procuring insurance products and are enumerated below:

- a. undertaking back office activities of insurers as allowed in the Guidelines on Outsourcing Activities by Insurance Companies issued by the Authority;
- b. becoming approved person of Insurance Repositories;
- c. undertaking survey and loss assessment work by employing on their rolls licensed surveyor & loss assessors;
- d. any other insurance related activity permitted by the Authority from time to time.

**Financial Products Distribution:** To distribute by engaging Financial Service Executives (FSE) who are individuals licensed to market, distribute and service such other financial products namely:

- a. mutual funds of mutual fund companies regulated by SEBI;
- b. pension products regulated by PFRDA;
- c. other financial products distributed by SEBI licensed Investment Advisors;
- d. banking/ financial products of banks/ NBFC regulated by RBI;
- e. non-insurance products offered by Department of Posts, Government of India;



- f. any other financial product or activity permitted by the Authority from time to time.

#### **D. OTHERS IMPORTANT ORGANIZATIONS**

There are a few more entities which form part of the health insurance market and these include:

1. **Insurance Regulatory and Development Authority of India (IRDAI)** which is the Insurance regulator formed by an Act of Parliament which regulates all business and players in the insurance market. It came into being in 2000 and is entrusted with the task of not only regulating but also developing insurance business.
2. **General Insurance and Life Insurance Councils**, who also make recommendations to IRDAI for governing their respective life or general insurance business.
3. **Insurance Information Bureau of India** was promoted in year 2009 by IRDA and is a registered society with a governing council of 20 members mostly from the insurance sector. It collects analyses and creates various sector-level reports for the insurance sector to enable data-based and scientific decision making including pricing and framing of business strategies. It also provides key inputs to the Regulator and the Government to assist them in policymaking. The Bureau has generated many reports, both periodic and one-time, for the benefit of the industry.

IIB handles the Central Index Server which acts as a nodal point between different Insurance Repositories and helps in de-duplication of demat accounts at the stage of creation of a new account. The Central Index Server also acts as an exchange for transmission/routing of information pertaining to transactions on each policy between an insurer and the insurance repository.

IIB has already launched its hospital unique ID master programme by enlisting the hospitals in 'the preferred provider network' serving the health insurance sector.

The latest initiative of IIB would be maintaining a health insurance grid connecting TPAs, insurers and hospitals. The aim of the initiative is to help the health insurance sector to come out with a system of insurance claims management with transparency in treatment costs and efficient pricing of health insurance products.

4. **Educational institutions** such as Insurance Institute of India and National Insurance Academy which provide a wide variety of insurance and management related training and a host of private training institutes which provide training to would-be agents

5. **Medical Practitioners** also assist insurance companies and TPAs in assessing health insurance risks of prospective clients during acceptance of risks and also advise insurance companies in case of difficult claims.
6. **Legal entities** such as the Insurance Ombudsman, Consumer courts as well as civil courts also play a role in the health insurance market when it comes to redressal of consumer grievances.

## Summary

- a) Insurance in some form or other existed many centuries ago but its modern form is only a few centuries old. Insurance in India has passed through many stages with government regulation.
- b) Health of its citizens being very important, governments play a major role in creating a suitable healthcare system.
- c) Level of healthcare provided depends on many factors relating to a country's population.
- d) The three type of healthcare are primary, secondary and tertiary depending on the level of medical attention required. Cost of healthcare rises with each level with tertiary care being the costliest.
- e) India has its own peculiar challenges such as population growth and urbanization which require proper healthcare.
- f) The government was also the first to come up with schemes for health insurance followed later by commercial insurance by private insurance companies.
- g) The health insurance market is made up of many players some providing the infrastructure, with others providing insurance services, intermediaries such as brokers, agents and third party administrators servicing health insurance business and also other regulatory, educational as well as legal entities playing their role.

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## Key terms

- a) Healthcare
- b) Commercial insurance
- c) Nationalization
- d) Primary, Secondary and Tertiary Healthcare
- e) Mediclaim
- f) Broker
- g) Agent
- h) Third Party Administrator
- i) IRDAI
- j) Ombudsman

# CHAPTER 18

## INSURANCE DOCUMENTATION

### Chapter Introduction

In the insurance industry, we deal with a large number of forms, documents etc. This chapter takes us through the various documents and their importance in an insurance contract. It also gives an insight to the exact nature of each form, how to fill it and the reasons for calling specific information.

### Learning Outcomes

- A. Proposal forms
- B. Acceptance of the proposal (underwriting)
- C. Prospectus
- D. Premium receipt
- E. Policy Document
- F. Conditions and Warranties
- G. Endorsements
- H. Interpretation of policies
- I. Renewal notice
- J. Anti-Money Laundering and 'Know Your Customer Guidelines

After studying this chapter, you should be able to:

- a) Explain the contents of proposal form.
- b) Describe the importance of Prospectus
- c) Explain the premium receipt and Sec 64VB of Insurance Act, 1938
- d) Explain terms and wordings in insurance policy document.
- e) Discuss policy conditions, warranties and endorsement.
- f) Appreciate why endorsements are issued.
- g) Understand how policy wordings are seen in courts of law.
- h) Appreciate why renewal notices are issued.
- i) Know what Money Laundering is and what an agent needs to do regarding Know Your Customer guidelines.

## A. Proposal forms

As stated earlier, insurance is a contract which is reduced in writing to a policy. Insurance documentation is not limited to issuance of policies. As there are many intermediaries like brokers and agents who operate between them, it is possible that an insured and his insurer may never meet.

The insurance company comes to know the customer and his/her insurance needs only from the documents that are submitted by the customer. Such documents also help the insurer to understand the risk better. Thus, documentation is required for the purpose of bringing understanding and clarity between insured and insurer. There are certain documents that are customarily used in the insurance business.

The insurance agent, being the person closest to the customer, has to face the customer and clarify all doubts about the documents involved and help him/her in filling them up. Agents should understand the purpose of each document involved and the importance and relevance of information contained in the documents used in insurance.

### 1. Proposal forms

The first stage of documentation is basically the proposal form through which the insured informs:

- ✓ who he/she is
- ✓ what kind of insurance he/she needs
- ✓ details of what he/she wants to insure and
- ✓ for what period of time

Details would mean the monetary value of the subject matter of insurance and all **material facts** connected with the proposed insurance.

#### a) Risk assessment by insurer

- i. **Proposal form is to be filled in by the proposer** for furnishing all material information required by the insurer in respect of a risk, in order to enable the insurer to decide:
  - ✓ whether to accept or refuse to grant the insurance and
  - ✓ in the event of acceptance of the risk, to determine the rates, terms and conditions of the cover to be granted

Proposal form contains information which are useful for the insurance company to accept the risk offered for insurance. The principle of utmost good faith and the duty of disclosure of material information begin with the proposal form for insurance.

The duty of disclosure of material information arises prior to the inception of the policy, and continues throughout the period of insurance and even after the conclusion of the contract.

### Example

In the case of Personal Accident policy, If the insured has declared in the proposal form that he does not engage in motor sports or horse riding, he has to ensure that he does not engage himself in such pursuits throughout the policy period. This is a material fact for the insurer who will be accepting the proposal based on these facts and pricing the risk accordingly.

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Proposal forms are printed by insurers usually with the insurance company's name, logo, address and the class / type of insurance / product that it is used for. It is customary for insurance companies to add a printed note in the proposal form, though there is no standard format or practice in this regard.

### Examples

Some examples of such notes are:

'Non-disclosure of facts material to the assessment of the risk, providing misleading information, fraud or non-co-operation by the insured will nullify the cover under the policy issued',

'The company will not be on risk until the proposal has been accepted by the Company and full premium paid'.

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**Declaration in the proposal form:** Insurance companies usually add a declaration at the end of the proposal form to be signed by the proposer. This ensures that the insured takes the pain to fill up the form accurately and has understood the facts given therein, so that at the time of a claim there is no scope for disagreements on account of misrepresentation of facts.

This also serves to stress the main principle of utmost good faith and disclosure of all material facts on the part of the insured.

The declaration converts the common law principle of utmost good faith to a contractual duty of utmost good faith.

## Standard form of declaration

The IRDAI has specified the format of the standard declaration in the health insurance proposal as under:

1. I/We hereby declare, on my behalf and on behalf of all persons proposed to be insured, that the above statements, answers and/or particulars given by me are true and complete in all respects to the best of my knowledge and that I/We am/are authorized to propose on behalf of these other persons.
2. I understand that the information provided by me will form the basis of the insurance policy, is subject to the Board approved underwriting policy of the insurance company and that the policy will come into force only after full receipt of the premium chargeable.
3. I/We further declare that I/we will notify in writing any change occurring in the occupation or general health of the life to be insured/proposer after the proposal has been submitted but before communication of the risk acceptance by the company.
4. I/We declare and consent to the company seeking medical information from any doctor or from a hospital who at any time has attended on the life to be insured/proposer or from any past or present employer concerning anything which affects the physical or mental health of the life to be assured/proposer and seeking information from any insurance company to which an application for insurance on the life to be assured/proposer has been made for the purpose of underwriting the proposal and/or claim settlement.
5. I/We authorize the company to share information pertaining to my proposal including the medical records for the sole purpose of proposal underwriting and/or claims settlement and with any Governmental and/or Regulatory authority.

### **b) Nature of questions in a proposal form**

The number and nature of questions in a proposal form vary according to the class of insurance concerned.

In **personal lines** like health, personal accident and travel insurance, proposal forms are designed to get information about the proposer's health, way of life and habits, pre-existing health conditions, medical history, hereditary traits, past insurance experience etc.

## Elements of a proposal

### i. Proposer's name in full

The proposer should be able to identify herself unambiguously. It is important for the insurer to know with whom the contract has been entered, so that the benefits under the policy would be received only by the insured. Establishing identity is important even in cases where someone else may have acquired an interest in the risk insured (like legal heirs in case of death) and have to make a claim.

### ii. Proposer's address and contact details

The reasons stated above are applicable for collecting the proposer's address and contact details as well.

### iii. Proposer's profession, occupation or business

In some cases like health and personal accident insurance, the proposer's profession, occupation or business are of importance as they could have a material bearing on the risk.

#### Example

A delivery man of a fast-food restaurant, who has to frequently travel on motor bikes at a high speed to deliver food to his customers, may be more exposed to accidents than the accountant of the same restaurant.

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### iv. Details and identity of the subject matter of insurance

The proposer is required to clearly state the subject matter that is proposed for insurance.

#### Example

The proposer is required to state if it is:

- i. An overseas travel (by whom, when, to which country, for what purpose) or
  - ii. A person's health (with person's name, address and identification) etc. depending on the case
- 

v. **Sum insured** indicates limit of liability of the insurer under the policy and has to be indicated in all proposal forms.



## Example

In case of health insurance, it could be the cost of hospital treatment, while for personal accident insurance this could be a fixed amount for loss of life, loss of a limb, or loss of sight due to an accident.

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### vi. Previous and present insurance

The proposer is required to inform the details about his previous insurances to the insurer. This is to understand his insurance history. In some markets there are systems by which insurers confidentially share data about the insured.

The proposer is also required to state whether any insurer had declined his proposal, imposed special conditions, required an increased premium at renewal or refused to renew or cancelled the policy.

Details of current insurance with any other insurer including the names of the insurers are also required to be disclosed. Especially in property insurance, there is a chance that insured may take policies from different insurers and when a loss happens, claim from more than one insurer. This information is required to ensure that the principle of contribution is applied so that the insured is indemnified and does not gain/profit due to multiple insurance policies for the same risk.

Further, in personal accident insurance an insurer would like to restrict the amount of coverage (sum insured) depending on the sum insured under other PA policies taken by the same insured.

### vii. Loss experience

The proposer is asked to declare full details of all losses suffered by him / her, whether or not they were insured. This will give the insurer information about the subject matter of insurance and how the insured has managed the risk in the past. Underwriters can understand the risk better from such answers and decide on conducting medical examination or collecting further details.

### viii. Declaration by insured

As the purpose of the proposal form is to provide all material information to the insurers, the form **includes a declaration by the insured that the answers are true and accurate and he agrees that the form shall be the basis of the insurance contract.** Any wrong answer will give the right to insurers to avoid the contract. Other sections common to all proposal forms relate to **signature, date and in some cases, the agent's recommendation.**

- ix. Where a proposal form is not used, the insurer shall record the information obtained orally or in writing, and confirm it within a period of 15 days thereof with, the proposer and incorporate the information in its policy. Where the insurer later claims that the proposer did not disclose any material information or provided misleading or false information on any matter material to the grant of a cover, the burden of proving it falls on the insurer.

**It means the insurance company has a duty to record all the information received even orally, which the agent has to keep in mind by way of follow up.**

### **Important**

Given below are some of the details of proposal form for a health insurance policy:

1. The proposal form incorporates a prospectus which gives details of the cover, such as coverage, exclusions, provisions etc. The prospectus forms part of the proposal form and the proposer has to sign it as having noted its contents.
2. The proposal form collects information relating to the name, address, occupation, date of birth, sex, and relationship of each insured person with the proposer, average monthly income and income tax PAN No., name and address of the Medical Practitioner, his qualifications and registration number. Bank details of the insured are also now a days collected to make payment of claim money directly through bank transfer.
3. In addition, there are questions relating to the medical condition of the insured person. These detailed questions in the form are based on past claims experience and are to achieve proper underwriting of the risk.
4. The insured person is required to state full details if he has suffered from any of the specified diseases in the form.
5. Further, the details of any other illness or disease suffered or accident sustained are called for as follows:
  - a. Nature of illness / injury and treatment
  - b. Date of first treatment
  - c. Name and address of attending Doctor
  - d. Whether fully recovered
6. The insured person has to state any additional facts which should be disclosed to insurers and if he has any knowledge of any positive existence or presence of any illness or injury which may require medical attention.
7. The form also includes questions relating to past insurance and claims history and additional present insurance with any other insurer.

8. The special features of the declaration to be signed by the proposer must be noted.
9. The insured person agrees and authorises the insurer to seek medical information from any hospital / medical practitioner who has at any time attended or may attend concerning any illness which affects his physical or mental health.
10. The insured person confirms that he has read the prospectus forming part of the form and is willing to accept the terms and conditions.
11. The declaration includes the usual warranty regarding the truth of the statements and the proposal form as the basis of the contract.

### **Medical Questionnaire**

In case of adverse medical history in the proposal form, the insured person has to complete a detailed questionnaire relating to diseases such as Diabetes, Hypertension, Chest pain or Coronary Insufficiency or Myocardial Infarction.

These have to be supported by a form completed by a consulting physician. This form is scrutinised by company's panel doctor, based on whose opinion, acceptance, exclusion, etc. are decided.

IRDAI has stipulated that a copy of the proposal form and the annexures thereof, have to be attached to the policy document and the same should be sent to the insured for his records.

## **2. Role of intermediary**

The intermediary has a responsibility towards both parties i.e. insured and insurer

An agent or a broker, who acts as the intermediary between the insurance company and the insured has the responsibility to ensure all material information about the risk is provided by the insured to insurer.

IRDAI regulation provides that intermediary has responsibility towards the client.

### **Important**

#### **Duty of an intermediary towards prospect (client)**

IRDAI regulation states that "An insurer or its agent or other intermediary shall provide all material information in respect of a proposed cover to the prospect to enable the prospect to decide on the best cover that would be in his or her interest

Where the prospect depends upon the advice of the insurer or his agent or an insurance intermediary, such a person must advise the prospect in a fair manner.

Where, for any reason, the proposal and other connected papers are not filled by the customer, a certificate may be incorporated at the end of proposal form from the customer that the contents of the form and documents have been fully explained to him and that he has fully understood the importance of the proposed contract.”

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## **B. Acceptance of the proposal (underwriting)**

We have seen that a completed proposal form broadly gives the following information:

- ✓ Details of the insured
- ✓ Details of the subject matter
- ✓ Type of cover required
- ✓ Details of the physical features both positive and negative
- ✓ Previous history of insurance and loss

In the case of a health insurance proposal, the insurer may also refer the prospective customer e.g. above 45 years of age to a doctor and/or for medical check-up. Based on the information available in the proposal and, where medical check-up has been advised, based on the medical report and the recommendation of the doctor, the insurer takes the decision. Sometimes, where the medical history is not satisfactory, an additional questionnaire to get more information is also required to be obtained from the prospective client. The insurer then decides about the rate to be applied to the risk factor and calculates the premium based on various factors, which is then conveyed to the insured.

Proposals are processed by the insurer with speed and efficiency and all decisions thereof are communicated by it in writing within a reasonable period.

### **Note on Underwriting and processing of proposals**

As per IRDAI guidelines, the insurer has to process the proposal within 15 days' time. The agent is expected to keep track of these timelines, follow up internally and communicate with the prospect / insured as and when required by way of customer service. This entire process of scrutinizing the proposal and deciding about acceptance is known as underwriting.

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### **Test Yourself 2**

As per guidelines, an insurance company has to process an insurance proposal within \_\_\_\_\_.

- I. 7 days
  - II. 15 days
  - III. 30 days
  - IV. 45 days
-

## C. Prospectus

A Prospectus is a document issued by the insurer or on its behalf to the prospective buyers of insurance. It is usually in the form of a brochure or leaflet and serves the purpose of introducing a product to such prospective buyers. Issue of prospectus is governed by the Insurance Act, 1938 as well as by Protection of Policyholders' Interest Regulations 2002 and the Health Insurance Regulations 2013 of the IRDAI.

The prospectus of any insurance product should clearly state the scope of benefits, the extent of insurance cover and explain in a clear manner the warranties, exceptions and conditions of the insurance cover.

The allowable riders (also called Add-on covers) on the product should also be clearly stated with regard to their scope of benefits. Also, the premium related to all the riders put together should not exceed 30% of the premium of the main product.

Other important information which a Prospectus should also disclose includes:

1. Any differences in covers and premium for different age groups or for different entry ages
2. Renewal terms of the policy
3. Terms of cancellation of policy under certain circumstances
4. The details of any discounts or loading applicable under different circumstances
5. The possibility of any revision or modification of the terms of the policy including the premium
6. Any incentives to reward policyholders for early entry, continued renewals, favourable claims experience etc. with the same insurer
7. A declaration that all its Health insurance policies are portable which means that these policies can be renewed with any other insurer who offers similar cover with the same benefits he would have enjoyed had he continued with the existing insurer.

**Insurers of Health policies usually publish Prospectuses about their Health insurance products. The proposal form in such cases would contain a declaration that the customer has read the Prospectus and agrees to it.**

## D. Premium receipt

When the premium is paid by the customer to the insurer towards premium, the insurer is bound to issue a receipt. A receipt is also to be issued in case any premium is paid in advance.

### Definition

**Premium** is the consideration or amount paid by the insured to the insurer for insuring the subject matter of insurance, under a contract of insurance.

#### 1. Payment of Premium in Advance (Section 64 VB of Insurance Act, 1938)

As per Insurance Act, **premium is to be paid in advance, before the start of the insurance cover.** This is an important provision, which ensures that only when the premium is received by the insurance company, a valid insurance contract can be completed and the risk can be assumed by the insurance company. This section is a special feature of non-life insurance industry in India.

### Important

- a) Section 64 VB of the Insurance Act-1938 provides that no insurer shall assume any risk unless and until the premium is received in advance or is guaranteed to be paid or a deposit is made in advance in the prescribed manner
- b) Where an insurance agent collects a premium on a policy of insurance on behalf of an insurer, he shall deposit with or dispatch by post to the insurer the premium so collected in full without deduction of his commission within twenty-four hours of the collection excluding bank and postal holidays.
- c) It is also provided that the risk may be assumed only from the date on which the premium has been paid in cash or by cheque.
- d) Where the premium is tendered by postal or money order or cheque sent by post, the risk may be assumed on the date on which the money order is booked or the cheque is posted as the case may be.
- e) Any refund of premium which may become due to an insured on account of the cancellation of policy or alteration in its terms and conditions or otherwise, shall be paid by the insurer directly to the insured by a crossed or order cheque or by postal / money order and a proper receipt shall be obtained by the insurer from the insured. It is the practice now a days to credit the amount directly to the Insured's bank account. Such refund shall in no case be credited to the account of the agent.

There are exceptions to the above pre-condition payment of premium, provided in the Insurance Rules 58 and 59. One is for payment in instalments in case of

policies which run for more than 12 months such as life insurance policies. Others include payment through a bank guarantee in specified cases where the exact premium cannot be ascertained in advance or by debit to a Cash Deposit account maintained by the client with the insurer.

## 2. Method of payment of premium

### Important

The premium to be paid by any person proposing to take an insurance policy or by the policyholder to an insurer may be made in any one or more of the following methods:

- a) Cash
- b) Any recognised banking negotiable instrument such as cheques, demand drafts, pay order, banker's cheques drawn on any schedule bank in India;
- c) Postal money order;
- d) Credit or debit cards;
- e) Bank guarantee or cash deposit;
- f) Internet;
- g) E-transfer
- h) Direct credits via standing instruction of proposer or the policyholder or the life insured through bank transfers;
- i) Any other method or payment as may be approved by the Authority from time to time;

As per IRDAI Regulations, in case the proposer / policyholder opts for premium payment through net banking or credit / debit card, the payment must be made only through net banking account or credit / debit card issued in the name of such proposer / policyholder.

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### Test Yourself 3

In case the premium payment is made by cheque, then which of the below statement will hold true?

- I. The risk may be assumed on the date on which the cheque is posted
  - II. The risk may be assumed on the date on which the cheque is deposited by the insurance company
  - III. The risk may be assumed on the date on which the cheque is received by the insurance company
  - IV. The risk may be assumed on the date on which the cheque is issued by the proposer
-

## E. Policy Document

### Policy Document

The policy is a formal document which provides an evidence of the contract of insurance. This document has to be stamped in accordance with the provisions of the Indian Stamp Act, 1899.

IRDAI Regulations for protecting policy holder's interest specified what

A health insurance policy should contain:

- a) The name(s) and address(es) of the insured and any other person having insurable interest in the subject matter
- b) Full description of the persons or interest insured
- c) The sum insured under the policy person and/or peril wise
- d) Period of insurance
- e) Perils covered and exclusions
- f) Any excess / deductible applicable
- g) Premium payable and where the premium is provisional subject to adjustment, the basis of adjustment of premium
- h) Policy terms, conditions and warranties
- i) Action to be taken by the insured upon occurrence of a contingency likely to give rise to a claim under the policy
- j) The obligations of the insured in relation to the subject-matter of insurance upon occurrence of an event giving rise to a claim and the rights of the insurer in the circumstances
- k) Any special conditions
- l) Provision for cancellation of the policy on grounds of misrepresentation, fraud, non-disclosure of material facts or non-cooperation of the insured
- m) The address of the insurer to which all communications in respect of the policy should be sent
- n) The details of the riders, if any
- o) Details of grievance redressal mechanism and address of ombudsman

Every insurer has to inform and keep (the insured) informed periodically on the requirements to be fulfilled by the insured regarding lodging of a claim arising in terms of the policy and the procedures to be followed by him to enable the insurer to settle a claim early.

## Test Yourself 4

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No question here

## **F. Conditions and Warranties**

Here, it is important to explain two important terms used in policy wordings. These are called Conditions and Warranties.

### **1. Conditions**

A condition is a provision in an insurance contract which forms the basis of the agreement.

EXAMPLES:

- a. One of the standard conditions in most insurance policies states:  
If the claim be in any respect fraudulent, or if any false declaration be made or used in support thereof or if any fraudulent means or devices are used by the Insured or any one acting on his behalf to obtain any benefit under the policy or if the loss or damage be occasioned by the wilful act, or with the connivance of the Insured, all benefits under this policy shall be forfeited.
- b. The Claim Intimation condition in a Health policy may state:  
Claim must be filed within certain days from date of discharge from the Hospital. However, waiver of this Condition may be considered in extreme cases of hardship where it is proved to the satisfaction of the Company that under the circumstances in which the insured was placed it was not possible for him or any other person to give such notice or file claim within the prescribed time-limit.

A breach of condition makes the policy voidable at the option of the insurer.

### **2. Warranties**

Warranties are used in an insurance contract to limit the liability of the insurer under certain circumstances. Insurers also include warranties in a policy to reduce the hazard. With a warranty, the insured, undertakes certain obligations that need to be complied within a certain period of time and also during the policy period and the liability of the insurer depends on the insured's compliance with these obligations. Warranties play an essential role in managing and improving the risk.

A warranty is a condition expressly stated in the policy which has to be literally complied with for validity of the contract. Warranty is not a separate document. It is part of the policy document. It is a condition precedent to (which operates prior to other terms of) the contract. It must be observed and complied with strictly and literally, whether it is material to the risk or not.

If a warranty is not fulfilled, the policy becomes voidable at the option of the insurers even when it is clearly established that the breach has not caused or contributed to a particular loss. However, in practice, if the breach of warranty

is of a purely technical nature and does not, in any way, contribute to or aggravate the loss, insurers at their discretion may process the claims according to norms and guidelines as per company policy. In such case, losses can be treated as compromise claims and settled usual for a high percentage of the claim but not for 100 percent.

**A personal accident policy may have the following warranty:**

It is warranted that not more than five Insured Persons should travel together in the same air conveyance at one time. The warranty may go on to say how the claims would be dealt if there is a breach of this warranty.

**Test Yourself 5**

Which of the below statement is correct with regards to a warranty?

- I. A warranty is a condition which is implied without being stated in the policy
  - II. A warranty is a condition expressly stated in the policy
  - III. A warranty is a condition expressly stated in the policy and communicated to the insured separately and not as part of the policy document
  - IV. If a warranty is breached, the claim can still be paid if it is not material to the risk
-

## G. Endorsements

It is the practice of insurers to issue policies in a standard form; covering certain perils and excluding certain others.

### Definition

If certain terms and conditions of the policy need to be changed at the time of issuance, it is done by setting out the amendments / changes through a document called endorsement.

It is attached to the policy and forms part of it. The policy and the endorsement together make up the contract. Endorsements may also be issued during the currency of the policy to record changes / amendments.

Whenever material information changes, the insured has to advise the insurance company who will take note of this and incorporate the same as part of the insurance contract through the endorsement.

Endorsements normally required under a policy relate to:

- a) Variations /changes in sum insured
- b) Change of insurable interest by way of taking of a loan and mortgaging the policy to a bank.
- c) Extension of insurance to cover additional perils / extension of policy period
- d) Change in risk, e.g. change of destinations in the case of an overseas travel policy
- e) Transfer of property to another location
- f) Cancellation of insurance
- g) Change in name or address etc.

### Specimen Endorsements

For the purpose of illustration, specimen wordings of some endorsements are reproduced below:

#### Cancellation of policy

At the request of the insured the insurance by this Policy is hereby declared to be cancelled as from <date>. The insurance having been in force for a period over nine months, no refund is due to the Insured.

### Extension of cover to additional member in the Policy

At the request of the insured, it is hereby agreed to include Miss. Ratna Mistry, daughter of the insured and aged 5 years with a sum insured of Rs. 3 lakhs in the policy with effect from <date>.

In consideration, thereof an additional premium of Rs..... is hereby charged to the insured.

### **Test Yourself 6**

If certain terms and conditions of the policy need to be modified at the time of issuance, it is done by setting out the amendments through \_\_\_\_\_.

- I. Warranty
  - II. Endorsement
  - III. Alteration
  - IV. Modifications are not possible
-

## H. Interpretation of policies

Contracts of insurance are expressed in writing and the insurance policy wordings are drafted by insurers. These policies have to be interpreted according to certain well-defined rules of construction or interpretation which have been established by various courts. **The most important rule of construction is that the intention of the parties must prevail and this intention is to be looked for in the policy itself.** If the policy is issued in an ambiguous manner, it will be interpreted by the courts in favour of the insured and against the insurer on the general principle that the policy was drafted by the insurer.

**Policy wordings** are understood and interpreted as per the following rules:

- a) An express or written condition overrides an implied condition except where there is inconsistency in doing so.
- b) In the event of a contradiction in terms between the standard printed policy form and the typed or handwritten parts, the typed or handwritten part is deemed to express the intention of the parties in the particular contract, and their meaning will overrule those of the original printed words.
- c) If an endorsement contradicts other parts of the contract the meaning of the endorsement will prevail as it is the later document.
- d) Clauses in italics over-ride the ordinary printed wording where they are inconsistent.
- e) Clauses printed or typed in the margin of the policy are to be given more importance than the wording within the body of the policy.
- f) Clauses attached or pasted to the policy override both marginal clauses and the clauses in the body of the policy.
- g) Printed wording is over-ridden by typewritten wording or wording impressed by an inked rubber stamp.
- h) Handwriting takes precedence over typed or stamped wording.
- i) Finally, the ordinary rules of grammar and punctuation are applied if there is any ambiguity or lack of clarity.

## Important

### 1. Construction of policies

An insurance policy is proof of a commercial contract and the general rules of construction and interpretation adopted by courts apply to insurance contracts as in the case of other contracts.

The principal rule of construction is that the intention of the parties of the contract is most important. That intention must be gathered from the policy document itself and the proposal form, clauses, endorsements, warranties etc. attached to it and forming a part of the contract.

### 2. Meaning of wordings

The words used are to be construed in their ordinary and popular sense. **The meaning to be used for words is the meaning that the ordinary man in the street would construe.**

On the other hand, **words which have a common business or trade meaning will be construed with that meaning unless the context of the sentence indicates otherwise.** Where words are defined by laws, the meaning of that definition will be used as per laws.

Many words used in insurance policies have been the subject of previous legal decisions which will be ordinarily applied. Again, the decisions of a higher court will be binding on a lower court decision. Technical terms must always be given their technical meaning, unless there is an indication to the contrary.

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## I. Renewal Notice

**Most of the non-life insurance policies are issued on annual basis.**

There is no legal obligation on the part of insurers to advise the insured that his policy is due to expire on a particular date. However, as a matter of courtesy and healthy business practice, insurers issue a renewal notice in advance of the date of expiry, inviting renewal of the policy. The notice shows all the relevant particulars of the policy such as sum insured, the annual premium, etc. It is also the practice to include a note advising the insured that he should intimate any material alterations in the risk.

The insured's attention is also to be invited to the statutory provision that no risk can be assumed unless the premium is paid in advance.

### Test Yourself 7

Which of the below statement is correct with regards to renewal notice?

- I. As per regulations there is a legal obligation on insurers to send a renewal notice to insured, 30 days before the expiry of the policy
  - II. As per regulations there is a legal obligation on insurers to send a renewal notice to insured, 15 days before the expiry of the policy
  - III. As per regulations there is a legal obligation on insurers to send a renewal notice to insured, 7 days before the expiry of the policy
  - IV. As per regulations there is no legal obligation on insurers to send a renewal notice to insured before the expiry of the policy
-

## J. Anti-Money Laundering and Know Your Customer Guidelines

Criminals obtain funds through their illegal activities but seek to pass it on as legal money by a process called money laundering.

Money Laundering is the process by which criminals transfer funds to conceal the true origin and ownership of the proceeds of criminal activities. By this process, money can lose its criminal identity and appear valid.

Criminals attempt to use financial services, including banks and insurance, to launder their money. They make transactions by using false identities, for example, by purchasing some form of insurance and then managing to withdraw that money and then disappearing once their purpose is served.

Steps to prevent such attempts at money laundering have been receiving efforts at government levels world-wide, including India.

The legislation of Prevention of Money Laundering Act was enacted by the government in 2002. The Anti-Money Laundering guidelines issued by IRDAI soon after have indicated suitable measures to determine the true identity of customers requesting for insurance services, reporting of suspicious transactions and proper record keeping of cases involving or suspected of involving money laundering.

According to the Know Your Customer guidelines, every customer needs to be properly identified by collection of the following documents:

1. Address verification
2. Recent photograph
3. Financial status
4. Purpose of insurance contract

The agent is therefore required to collect documents at the time of bringing in business to establish the identity of customers:

1. In case of Individuals - Collect full name, address, contact numbers of insured with ID and address proof, PAN number and full bank details for NEFT purposes
2. In case of corporates - collect Certificate of Incorporation, Memorandum and Articles of Association, Power of Attorney to transact the business, copy of PAN card
3. In case of Partnership firms - Collect Registration certificate (if registered), Partnership deed, Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf, Proof of identity of such person
4. In case of Trusts and foundations - similar to that of partnership

It is important to note here that such information also helps in cross-selling of products and is a helpful marketing tool.

## Summary

- a) The first stage of documentation is the proposal form through which the insured informs about herself and what insurance she needs
- b) The duty of disclosure of material information arises prior to the inception of the policy, and continues throughout the policy period
- c) Insurance companies usually add a declaration at the end of the Proposal form to be signed by the proposer.
- d) Elements of a proposal form usually include:
  - i. Proposer's name in full
  - ii. Proposer's address and contact details
  - iii. Bank details in case of health policies
  - iv. Proposer's profession, occupation or business
  - v. Details and identity of the subject matter of insurance
  - vi. Sum insured
  - vii. Previous and present insurance
  - viii. Loss experience
  - ix. Declaration by the insured
- e) An agent, who acts as the intermediary, has the responsibility to ensure all material information about the risk is provided by the insured to insurer.
- f) The process of scrutinising the proposal and deciding about acceptance is known as underwriting.
- g) In health policies, a Prospectus is also provided to the insured and he has to declare in the proposal that he has read and understood it
- h) Premium is the consideration or amount paid by the insured to the insurer for insuring the subject matter of insurance, under a contract of insurance.
- i) Payment of premium can be made by cash, any recognised banking negotiable instrument, postal money order, credit or debit card, internet, e-transfer, direct credit or any other method approved by authority from time to time.
- j) A certificate of insurance provides proof of insurance in cases where it may be required
- k) The policy is a formal document which provides an evidence of the contract of insurance.
- l) A warranty is a condition expressly stated in the policy which has to be literally complied with for validity of the contract.

- m) If certain terms and conditions of the policy need to be modified at the time of issuance, it is done by setting out the amendments / changes through a document called endorsement.
  - n) The most important rule of construction is that the intention of the parties must prevail and this intention is to be looked for in the policy itself.
  - o) Money Laundering means converting money obtained through criminal means to legal money and laws to fight this have been introduced worldwide and in India
  - p) An agent has a responsibility to follow the Know Your Customer guidelines and obtain documents as required by these guidelines.
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### **Key Terms**

- a) Policy form
  - b) Advance payment of premium
  - c) Certificate of Insurance
  - d) Renewal notice
  - e) Warranty
  - f) Condition
  - g) Endorsement
  - h) Money Laundering
  - i) Know Your Customer
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# CHAPTER 19

## HEALTH INSURANCE PRODUCTS

### Chapter Introduction

This chapter will give you an overall insight into the various health insurance products offered by insurance companies in India. From just one product - Mediclaim to hundreds of products of different kinds, the customer has a wide range to choose appropriate cover. The chapter explains the features of various health products that can cover individuals, family and group.

### Learning Outcomes

- A. Classification of health insurance products
- B. IRDA guidelines on Standardization in health insurance
- C. Hospitalization indemnity product
- D. Top-up covers or high deductible insurance plans
- E. Senior citizen policy
- F. Fixed benefit covers - Hospital cash, critical illness
- G. Long term care product
- H. Combi-products
- I. Package policies
- J. Micro insurance and health insurance for poorer sections
- K. Rashtriya Swasthya Bima Yojana
- L. Pradhan Mantri Suraksha Bima Yojana
- M. Pradhan Mantri Jan Dhan Yojana
- N. Personal accident and disability cover
- O. Overseas travel insurance
- P. Group health cover
- Q. Special products
- R. Key terms in health policies

After studying this chapter, you should be able to:

- a) Explain the various classes of health insurance
- b) Describe the IRDAI guidelines on standardization in health insurance
- c) Discuss the various types of health products available in the Indian market today
- d) Explain Personal Accident insurance
- e) Discuss overseas travel insurance
- f) Understand key terms and clauses in health policies

## A. Classification of health insurance products

### 1. Introduction to health insurance products

The Health Insurance Regulations of IRDA define health cover as follows

#### Definition

“Health insurance business” or “health cover” means the effecting of insurance contracts which provide for sickness benefits or medical, surgical or hospital expense benefits, including assured benefits and long-term care, travel insurance and personal accident cover.

Health insurance products available in the Indian market are mostly in the nature of **hospitalization products**. These products cover the expenses incurred by an individual during hospitalization. Again, these types of expenses are very high and mostly beyond the reach of the common man due to increasing cost of healthcare, surgical procedures, new and more expensive technology coming in the market and cost of newer generation of medicines. In fact, it is becoming very difficult for an individual even if he is financially sound to bear such high expenses without any health insurance.

Therefore, health insurance is important mainly for two reasons:

- ✓ **Providing financial assistance to pay for medical facilities** in case of any illness.
- ✓ **Preserving the savings of an individual** which may otherwise be wiped out due to illness.

The first retail health insurance product covering hospitalization costs - Mediclaim - was introduced by the 4 public sector insurers in 1986. These companies also introduced a couple of other covers like Bhavishya Arogya Policy covering proposers at a young age for their post-retirement medical costs, the Overseas Mediclaim policy offering travel insurance and Jana Arogya Bima policy for the poorer people.

Later insurance sector was opened up to the private sector players, which led to many more companies entering including the health insurance market. With that came greater spread of this business, a number of variations in these covers and also a few new covers too.

Today, the health insurance segment has developed to a large extent, with hundreds of products offered by almost all general Insurance companies stand along health insurers and life insurers. However, the basic benefit structure of the Mediclaim policy i.e. cover against hospitalization expenses still remains the most popular form of insurance.

As per Insurance Regulatory and Development Authority (Health Insurance) Regulations, 2013

1. Life Insurance Companies may offer long term health products but the premium for such products shall remain unchanged for at least a period of every block of three years, thereafter the premium may be reviewed and modified as necessary.
2. Non-Life and Standalone Health insurance companies may offer individual health products with a minimum tenure of one year and a maximum tenure of three years, provided that the premium shall remain unchanged for the tenure.

## **2. Features of health policies**

Health insurance basically deals with sickness and therefore expenses incurred due to sickness. Sometimes, the disease contracted by a person could be chronic or long lasting, lifelong or critical in terms of impact on day to day living activities. Expenses could also be incurred due to accidental injuries or due to disablement arising out of accident.

Various customers with different life styles, paying capacity and health status would have different requirements which need to be considered while designing suitable products to be offered to each customer segment. Customers also desire comprehensive cover while buying health insurance which would cover all their needs. At the same time, to achieve greater acceptability and bigger volume, health insurance products need to be kept affordable, they should also be easy to understand for the customer and also for the sales team to market them.

These are some of the desirable features of health insurance products which the insurance companies try to achieve in different forms for the customer.

## **3. Broad classification of health insurance products**

Whatever be the product design, health insurance products can be broadly classified into 3 categories:

### **a) Indemnity covers**

These products constitute the bulk of the health insurance market and pay for actual medical expenses incurred due to hospitalization.

### **b) Fixed benefit covers**

Also called as 'hospital cash', these products pay for a fixed sum per day for the period of hospitalization. Some products also have a fixed graded surgery benefit incorporated in the product.

### c) **Critical illness covers**

This is a fixed benefit plan for payout on occurrence of a pre-defined critical illness like heart attack, stroke, cancer etc.

The world over health and disability insurance go together but in India, **personal accident cover** has traditionally been sold independent of health insurance.

Also health insurance usually does not include expenses incurred whilst outside India. For this purpose, another product - **overseas health insurance or travel insurance** - needs to be purchased. Only in recent times, a few high end health insurance products of private insurers include overseas insurance cover as part of regular health insurance cover, subject to certain terms and conditions.

### 4. **Classification based on customer segment**

Products are also designed keeping in mind the target customer segment. The benefit structure, pricing, underwriting and marketing for each segment is quite distinct. Products classified based on customer segments are:

- a) **Individual cover** offered to retail customers and their family members
- b) **Group cover** offered to corporate clients, covering employees and groups, covering their members
- c) **Mass policies** for government schemes like RSBY covering very poor sections of the population.



## **B. IRDA Guidelines on Standardization in health insurance**

With so many insurers providing numerous varied products and with different definitions of various terms and exclusions, confusion arose in the market. It became difficult for the customer to compare products and for third party administrators to pay claims against products of individual companies. Moreover, in critical illness policies, there was no clear understanding as to what was a critical illness and what was not. Maintaining electronic data for the health insurance industry was also becoming difficult.

To remove the confusion among insurers, service providers, TPAs and hospitals and the grievances of the insuring public, various organizations like IRDA, service providers, hospitals, Health Advisory Committee of the Federation of Chambers of Commerce and Industry got together to provide some kind of standardization in health insurance. Based on a common understanding, IRDA issued Guidelines on standardization in health insurance in 2013.

The guidelines now provide for standardization of:

1. definitions of commonly used insurance terms
2. definitions of critical illnesses
3. list of excluded items of expenses in hospitalization indemnity policies
4. claim forms and pre-authorization forms
5. billing formats
6. discharge summary of hospitals
7. standard contracts between TPAs, insurers and hospitals
8. standard File and Use format for getting IRDAI for new policies

This has been a big step to improve the quality of service of the health providers and the insurance industry and will also help in collection of meaningful health and health insurance data.

## C. Hospitalization indemnity product

An indemnity based health insurance policy is the most common and highest sold health insurance product in India. The **Mediclaim policy** introduced in the eighties by the PSU insurers was the earliest standard health product and was the only product available in the market for a long time. Though this product, with a few changes, is marketed by different insurers under different brand names, Mediclaim continues to be the largest selling health insurance in the country.

Hospitalization indemnity products protect individuals from the expenditure they may need to incur in the event of hospitalisation. In most of the cases, they also cover a specific number of days before and after hospitalisation, but exclude any expenses not involving hospitalisation.

Such a cover is provided on an **'indemnity' basis**, that is, by making good part or all of the expenses incurred or amount spent during hospitalisation. This may be contrasted with the insurance coverage on **'benefit' basis**, where the amount that will be paid on the occurrence of a certain event (like hospitalisation, diagnosis of critical illness or each day of admission) is as stated in the insurance policy and is not related to the actual expenditure incurred.

### Example

Raghu has a small family consisting of his wife and a 14 year old son. He has taken a Mediclaim policy, covering each member of his family, from a health insurance company, for an individual cover of Rs. 1 lakh each. Each of them could get recovery of medical expenses up to Rs. 1 lakh in case of hospitalisation.

Raghu was hospitalised due to heart attack and required surgery. The medical bill raised was Rs. 1.25 lakhs. The insurance company paid Rs 1 lakh according to the plan coverage and Raghu had to pay the remaining amount of Rs. 25,000 from his own pocket.

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The main features of the indemnity based Mediclaim policy are detailed below, **though variations in limits of cover, additional exclusions or benefits or some add-ons may apply to products marketed by each insurer.** The student is advised that the following is only a broad idea about the product and he should acquaint himself with the product of the particular insurer he wishes to know more about. He also **needs to educate himself about some of the medical terms that may be used.**

#### 1. Inpatient hospitalization expenses

An indemnity policy pays the insured the cost of hospitalization expenses incurred on account of illness / accident.

All expenses may not be payable and most products define the expenses covered which normally include:

- i. Room, boarding and nursing expenses as provided by the hospital / nursing home. This includes nursing care, RMO charges, IV fluids / blood transfusion / injection administration charges and similar expenses
- ii. Intensive Care Unit (ICU) expenses
- iii. Surgeon, anesthetist, medical practitioner, consultants, specialists fees
- iv. Anesthetic, blood, oxygen, operation theatre charges, surgical appliances,
- v. Medicines and drugs,
- vi. Dialysis, chemotherapy, radiotherapy
- vii. Cost of prosthetic devices implanted during surgical procedure like pacemaker, orthopedic implants, infra cardiac valve replacements, vascular stents
- viii. Relevant laboratory / diagnostic tests and other medical expenses related to the treatment
- ix. Hospitalization expenses (excluding cost of organ) incurred on donor in respect of organ transplant to the insured

A regular hospitalization indemnity policy covers expenses only if the duration of stay in hospital is for 24 hours or more. However with advancements in medical technologies, treatment procedures for many surgeries do not require hospitalization. Now as daycare procedures, they can be conducted at specialized daycare centers or hospitals as the case may be. Treatments such as eye surgeries, chemotherapy; dialysis etc. can be classified under daycare surgeries and the list is ever growing. These are also covered under the policy.

Coverage of outpatient expenses is still very limited in India, with very few such products offering OPD covers. However there are some plans that cover treatment as outpatient and also related health care expenses associated with doctor visits, regular medical tests, dental and pharmacy costs.

## **2. Pre and post hospitalization expenses**

### **i. Pre hospitalization expenses**

Hospitalization could be either emergency hospitalization or planned. If a patient goes in for a planned surgery, there would be expenses incurred by him prior to the hospitalization.

## Definition

IRDA Health Insurance Standardization guidelines define Pre-hospital expenses as:

Medical expenses incurred immediately before the insured person is hospitalized, provided that:

- a) Such Medical Expenses are incurred for the same condition for which the Insured Person's Hospitalization was required, and
  - b) The In-patient Hospitalization claim for such Hospitalization is admissible by the Insurance Company.
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Pre hospitalization expenses could be in the form of tests, medicines, doctors' fees etc. Such expenses relevant and pertaining to the hospitalization are covered under the health policies.

### ii. Post hospitalization expenses

After stay in the hospital, in most cases there would be expenses related to recovery and follow-up.

## Definition

Medical Expenses incurred immediately after the Insured Person is discharged from hospital, provided that:

- a) Such Medical Expenses are incurred for the same condition for which the Insured Person's Hospitalization was required, and
- b) The In-patient Hospitalization claim for such Hospitalization is admissible by the Insurance Company.

Post hospitalization expenses would be relevant medical expenses incurred during period up to the defined number of days after hospitalization and will be considered as part of claim.

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Post hospitalization expenses could be in the form of medicines, drugs, review by doctors etc. after discharge from hospital. Such expenses have to be related to the treatment taken in hospital and are covered under the health policies.

Though the duration of cover for pre and post hospitalization expenses would vary from insurer to insurer and is defined in the policy, the most common cover is for **thirty days pre and sixty days post hospitalization**.

Pre and post-hospitalization expenses form part of the overall sum insured for which cover is granted under the policy.

## a) DOMICILIARY HOSPITALIZATION

Although this benefit is not commonly used by policyholders, an individual health policy also has a provision to take care of expenses incurred for medical treatment taken at home without being admitted to a hospital. However, the condition is that though the illness requires attention at a hospital, the condition of the patient is such that he cannot be moved to a hospital or there is lack of accommodation in hospitals.

This cover usually carries an **excess clause of three to five days** meaning that treatment costs for the first three to five days have to be borne by the insured. The cover also excludes domiciliary treatments for certain chronic or common ailments such as Asthma, Bronchitis, Chronic Nephritis and Nephritic Syndrome, Diarrhoea and all type of Dysenteries including Gastroenteritis, Diabetes Mellitus Epilepsy, Hypertension, Influenza, Cough and Cold, fevers.

## b) COMMON EXCLUSIONS

Some of the usual exclusions under hospitalization indemnity policies are given below. These are based on the suggested exclusions detailed in the Guidelines on Standardization in Health Insurance issued by IRDAI particularly Annexure IV. The student is advised to acquaint himself with the guidelines available on the IRDAI website.

It must be noted that if any of the exclusions are waived or any additional exclusions are imposed as per File and Use approved terms, these must be stated separately in the Customer Information Sheet and the policy.

### 1. Pre-existing diseases

This is almost always excluded under individual health plans since otherwise it would mean covering a certainty and poses a high risk to the insurer. One of the important disclosures required at the time of taking a health policy is regarding previous history of ailments / injuries of each insured person covered. This will enable the insurer to decide on accepting the proposal for insurance.

### Definition

The IRDA guidelines on standardisation define Pre-existing as “Any condition, ailment or injury or related condition(s) for which you had signs or symptoms, and/or were diagnosed, and/or received medical advice/treatment within 48 months prior to the first policy issued by the insurer.”

The exclusion is: Any pre-existing condition(s) as defined in the policy, until 48 months of continuous coverage of such insured person have elapsed, since inception of his / her first policy with the company.

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2. Weight control programs/ supplies/ services
3. Cost of spectacles/ contact lenses/ hearing aids etc.
4. Dental treatment expenses that do not require hospitalisation
5. Hormone replacement
6. Home visit charges
7. Infertility/ subfertility/ assisted conception procedure
8. Obesity (including morbid obesity) treatment
9. Psychiatric & psychosomatic disorders
10. Corrective surgery for refractive error
11. Treatment of sexually transmitted diseases
12. Donor screening charges
13. Admission/registration charges
14. Hospitalisation for evaluation/ diagnostic purpose
15. Expenses for investigation/ treatment irrelevant to the disease for which admitted or diagnosed
16. Any expenses when the patient is diagnosed with retro virus and/or suffering from HIV/ AIDS etc. is detected directly or indirectly
  
17. Stem cell implantation/ surgery and storage
  
18. War and nuclear related causes
  
19. All non-medical items such as registration charges, admission fees, telephone, television charges, toiletries, etc.
  
20. A waiting period of 30 days from inception of policy is normally applicable in most policies for making any claim. This however will not be applied for hospitalization due to an accident.

### Example

Mira had taken a health insurance policy for coverage of expenses in the event of hospitalisation. The policy had a clause for initial waiting period of 30 days.

Unfortunately, 20 days after she took the policy, Mira contracted malaria and was hospitalised for 5 days. She had to pay heavy hospital bills.

When she asked for reimbursement from the insurance company, they denied payment of the claim because the event of hospitalization occurred within the waiting period of 30 days from taking the policy.

- i. **Waiting periods:** This is applicable for diseases for which typically treatment can be delayed and planned. Depending on the product,

waiting periods of one / two / four years apply for diseases such as Cataract, Benign Prostatic Hypertrophy, Hysterectomy for Menorrhagia or Fibromyoma, Hernia, Hydrocele, Congenital internal disease, Fistula in anus, piles, Sinusitis and related disorders, Gall Bladder Stone removal, Gout and Rheumatism, Calculus Diseases, gout and rheumatism, age related osteoarthritis, osteoporosis.

### **c) COVERAGE OPTIONS AVAILABLE**

#### **i. Individual coverage**

An individual insured can cover himself along with family members such as spouse, dependent children, dependent parents, dependent parents in law, dependent siblings etc. Some insurers do not have a restriction on the dependents who can be covered. It is possible to cover each of such dependent insureds under a single policy with a separate sum insured chosen for each insured person. In such covers, each person insured under the policy can claim upto the maximum amount of his sum insured during the currency of the policy. Premium will be charged for each individual insured according to his age and sum insured chosen and any other rating factor.

#### **ii. Family floater**

In the variant known as a family floater policy, the family consisting of spouse, dependent children and dependent parents are offered a single sum insured which floats over the entire family.

### **Example**

If a floater policy of Rs. 5 lacs is taken for a family of four, it means that during the policy period, it will pay for claims related to more than one family member or multiple claims of a single member of the family. All these together cannot exceed the total coverage of Rs. 5 lacs. Premium will normally be charged based on the age of the oldest member of the family proposed for insurance.

The covers and exclusions under both these policies would be the same. Family floater policies are getting popular in the market as the entire family gets coverage for an overall sum insured which can be chosen at a higher level at a reasonable premium.

### **d) SPECIAL FEATURES**

A number of changes to existing coverages and new value added features have been added to the basic indemnity cover offered under the earlier Mediclaim product. We shall discuss some of these changes. It is to be noted that not all products carry all the below mentioned features, and they may vary from insurer to insurer and product to product.

### **i. Sub limits and Disease specific capping**

Some of the products have disease specific capping e.g. cataract. A few also have sub limits on room rent linked to sum insured e.g. per day room rent restricted to 1% of sum insured and ICU charges to 2% of sum insured. As expenses under other heads such as ICU charges, OT charges and even surgeon's fees are linked to the type of room opted for, room rent capping helps in restricting expenses under other heads also and hence the overall hospitalization expenses.

### **ii. Co-payment (popularly called Co-pay)**

A co-payment is a cost-sharing requirement under a health insurance policy that provides that the policyholder/insured will bear a specified percentage of the admissible claim amount. A co-payment does not reduce the Sum Insured.

This ensures that the insured exercises caution in selecting his options and thus reduces his overall hospitalization expenses voluntarily.

### **iii. Deductible**

Deductible is a cost-sharing requirement under a health insurance policy that provides that the insurer will not be liable for a specified rupee amount in case of indemnity policies and for a specified number of days/hours in case of hospital cash policies which will apply before any benefits are payable by the insurer. A deductible does not reduce the Sum Insured.

Insurers are to define whether the deductible is applicable per year, per life or per event and the specific deductible to be applied.

### **iv. New exclusions have been introduced and later standardized by IRDAI:**

- ✓ Genetic disorders and stem cell implantation / surgery.
- ✓ External and or durable Medical / Non-medical equipment of any kind used for diagnosis and or treatment including CPAP, CAPD, Infusion pump etc., ambulatory devices i.e. walker, crutches, belts, collars, caps, splints, slings, braces, stockings etc. of any kind, diabetic foot wear, glucometer / thermometer and similar related items etc. and also any medical equipment which is subsequently used at home etc.
- ✓ Any kind of Service charges, Surcharges, Admission fees / Registration charges etc. levied by the hospital
- ✓ Doctor's home visit charges, Attendant / Nursing charges during pre and post hospitalization period



#### **v. Zone wise premium**

Normally, the premium would depend on the age of the insured person and the sum insured selected. Premium differential has been introduced in certain zones with higher claims cost e.g. Delhi and Mumbai form part of highest premium zone for certain products by some insurers.

#### **vi. Coverage of pre-existing diseases**

In view of regulatory requirement, pre-existing diseases which were excluded earlier are specifically mentioned with a waiting period of four years. Few high end products by some insurance companies have reduced the period to 2 and 3 years.

#### **vii. Renewability**

Lifelong renewability was introduced by few insurers. Now, this has been made compulsory by IRDAI for all policies.

#### **viii. Coverage for Day care procedure**

Advancement of medical science has seen inclusion of large number of procedures under day care category. Earlier only seven procedures were specifically mentioned under daycare - Cataract, D and C, Dialysis, Chemotherapy, Radiotherapy, Lithotripsy and Tonsillectomy. Now, more than 150 procedures are covered and the list keeps growing.

#### **ix. Cost of pre policy check up**

Cost of medical examination was earlier borne by prospective clients. Now insurer reimburses the cost, provided the proposal is accepted for underwriting, the reimbursement varying from 50% to 100%. Now this has also been mandated by IRDAI that insurer would bear at least 50% of health checkup expenses.

#### **x. Duration of pre and post hospital cover**

Duration of pre and post hospital coverage is extended to 60 days and 90 days by most insurers especially in their high end product. Few insurers have also capped these expenses linked to certain percentage of claim amount, subject to a maximum limit.

#### **xi. Add on covers**

Various new additional covers called Add-on covers have been introduced by some of the insurers. Some of them are:

- ✓ **Maternity cover:** Maternity was not offered earlier under retail policies but is now offered by most insurers, with varying waiting periods.

- ✓ **Critical illness cover:** Available as an option under the high end version products for certain ailments which are life threatening and entail expensive treatment.
- ✓ **Reinstatement of sum insured:** After payment of claim, the sum insured (which gets reduced on payment of a claim) can be restored to the original limit by paying extra premium.
- ✓ **Coverage for AYUSH - Ayurvedic - Yoga - Unani - Siddha - Homeopath:** Few policies cover expenses towards AYUSH treatment up to a certain percentage of the hospitalization expenses.

## xii. Value added covers

Few indemnity products include value added covers as listed below. The benefits are payable up to the limit of sum insured specified against each cover in the schedule of the policy, not exceeding the overall sum insured.

- ✓ **Outpatient cover:** As we know health insurance products in India mostly cover only in-patient hospitalization expenses. Few companies now offer limited cover for out-patient expenses under some of the high-end plans.
- ✓ **Hospital cash:** This provides for fixed lump sum payment for each day of hospitalization for a specified period. Normally the period is granted for 7 days excluding the policies deductible of 2/3 days. Thus, the benefit would trigger only if hospitalization period is beyond the deductible period. This is in addition to the hospitalization claim but within the overall sum insured of the policy or may be with a separate sub-limit.
- ✓ **Recovery benefit:** Lump sum benefit is paid if the total period of stay in hospital due to sickness and/or accident is not less than 10 days.
- ✓ **Donor's expenses:** The policy provides for reimbursement of expenses towards donor in case of major organ transplant as per the terms and condition defined in the policy.
- ✓ **Reimbursement of ambulance:** Expenses incurred towards ambulance by Insured/insured person are reimbursed up to a certain limit specified in the schedule of the policy.
- ✓ **Expenses for accompanying person:** This is intended to cover the expenses incurred by accompanying person towards food, transportation whilst attending to insured patient during the period of hospitalization. Lump sum payment or reimbursement payment as per the policy terms is paid, up to the limit specified in the schedule of the policy.
- ✓ **Family definition:** Definition of family has undergone changes in few health products. Earlier, primary insured, spouse, dependent children

were granted cover. Now there are policies where parents and in-laws can also be granted cover under the same policy.

#### D. Top-up covers or high deductible insurance plans

A top-up cover is also known as a high deductible policy. Most people in the international markets buy top-up covers in addition to high co-pay policies or uncovered diseases or treatment. However in India, the key reason for introduction of top-up cover initially seems to be lack of high sum insured products, though the same is no longer the case. The maximum amount of cover under a health policy remained at Rs 5,00,000 for a very long time. Anyone wanting a higher cover was forced to buy two policies paying double the premium. This led to the development of the Top-Up policies by insurers, which offers cover for high sums insured over and above a specified amount (called threshold).

This policy works along with a basic health cover having a low sum insured and comes at a comparatively reasonable premium. For example, Individuals covered by their employers can also opt for a top-up cover for additional protection (keeping the sum insured of the first policy as the threshold). This can be for self and family, which comes in handy in the unfortunate event of high cost treatment.

To be eligible to receive a claim under the top-up policy, the medical costs must be greater than the deductible (or threshold) level chosen under the plan and the reimbursement under the high deductible plan would be the amount of expense incurred i.e. greater than the deductible

#### Example

An individual is covered for a sum insured of Rs. 3 lacs by his employer. He could opt for a top-up policy of Rs. 10 lacs in excess of Rs. three lacs.

If the cost of a single hospitalization is Rs. 5 lacs, the basic policy would cover up to Rs. three lacs only. With the top-up cover, the balance sum of Rs. two lacs would be paid out by the top-up policy.

Top-up policies come cheap and the cost of a single Rs. 10 lacs policy would be far higher than the top-up policy of Rs. 10 lacs in excess of Rs. three lacs.

These covers are available on individual basis and family basis. Individual sum insured for each family member covered or a single sum insured floating over the family are offered in the market today.

In case the top-up plan requires the deductible amount to be crossed at every single event of hospitalization, the plan is known as a **Catastrophe based** high deductible plan. This means that to be payable, in the example given above, each and every claim must cross Rs. 3 lacs

However top-up plans that allow the deductible to be crossed post a series of hospitalizations during the policy period are known as **Aggregate based** high deductible plans or **Super top-up** cover as known in the Indian market. This means that, in the example given above, each and every claim is added and when this crosses Rs. 3 lacs, the Top-up cover would start paying claims.

Most of the standard terms, conditions and exclusions of a hospital indemnity policy apply to these products. In some markets, where basic health cover is provided by the Government, insurers mostly deal only with granting the Top-Up covers.

## E. Senior citizen policy

These plans are designed to offer cover to elderly people who often were denied coverage after certain age (e.g. people over 60 years of age). The structure of the coverage and exclusions are much like a hospitalization policy.

Special attention is paid to diseases of the elderly in setting coverage and waiting period. Entry age is mostly after 60 years and renewable lifelong. Sum insured range from Rs. 50,000 to Rs. 5,00,000. There is variation of waiting period applicable to certain ailments. Example: Cataract may have 1 year waiting for one insurer and 2 year waiting period for some other insurer.

Also certain ailments may not have waiting period for a particular insurer where as another may have. Example: Sinusitis does not fall in waiting period clause of some insurers but few others include it in their waiting period clause.

Pre-existing disease has either a waiting period or capping in some policies. Pre-post hospital expenses are either paid as a percentage of hospital claims or a sub limit whichever is higher. In some policies they follow the typical indemnity plans such as expenses falling within specified period of 30/60 days or 60/90 days.

IRDAI has mandated special provisions for insured persons who are Senior Citizens:

1. The premium charged for health insurance products offered to senior citizens shall be fair, justified, transparent and duly disclosed upfront.
2. The insured shall be informed in writing of any underwriting loading charged over and above the premium and the specific consent of the policyholder for such loadings shall be obtained before issuance of a policy.
3. All health insurers and TPAs shall establish a separate channel to address the health insurance related claims and grievances of senior citizens.

## F. Fixed benefit covers - Hospital cash, critical illness

The greatest risk to an insurer in a health insurance policy is unnecessary and unreasonable use of the policy benefits. Knowing that the patient is covered under a health policy, doctors, surgeons and hospitals tend to over treat him. They prolong the length of stay in the hospital, carry out unnecessary diagnostic and laboratory tests and thus inflate the cost of treatment beyond the necessary amount. Another major impact on insurer's costs is the constant rise in medical costs, usually higher than the increase in premium rates.

The answer to this is the Fixed Benefit cover. While providing adequate protection to the insured persons, the fixed benefits cover also help the insurer to effectively price his policy for a reasonable duration. In this product, commonly occurring treatments are listed under each system such as ENT, Ophthalmology, Obstetrics and Gynaecology, etc. and the maximum pay out for each of these is spelt out in the policy.

The insured also gets a fixed sum as claim amount irrespective of the amount spent by him for the named treatment. The package charges payable for each of these treatments is generally based on a study of the reasonable cost that would be needed for treating the condition.

The package charges would include all components of the cost such as:

- a) Room rent,
- b) Professional fees,
- c) Diagnostics,
- d) Drugs,
- e) Pre and post hospitalization expenses etc.

The package charges could even include diet, transport, ambulance charges etc. depending on the product.

These policies are simple to administer as only proof of hospitalization and coverage of ailment under the policy are sufficient to process the claim.

Some products package a daily cash benefit along with the fixed benefit cover. The list of treatments covered could vary from around 75 to about 200 depending on the definitions of the treatments in the product.

A provision is made to pay a fixed sum for surgeries / treatment which do not find a place in the list named in the policy. Multiple claims for different treatments are possible during the policy period. However the claims are finally limited by the sum insured chosen under the policy.

Some of the fixed benefit insurance plans are:

- ✓ Hospital daily cash insurance plans
- ✓ Critical illness insurance plans

## 1. HOSPITAL DAILY CASH POLICY

### a) Per day amount limit

Hospital cash coverage provides a fixed sum to the insured person for each day of hospitalization. Per day cash coverage could vary from (for example) Rs. 1,500 per day to Rs. 5,000 or even more per day. An upper limit is provided on the daily cash payout per illness as well as for the duration of the policy, which is usually an annual policy.

### b) Number of payment days

In some of the variants of this policy, the number of days of daily cash allowed is linked to the disease for which treatment is being taken. A detailed list of treatments and duration of stay for each is stipulated which limits the daily cash benefit allowed for each type of procedure/ illness.

### c) Standalone cover or add-on cover

The hospital daily cash policy is available as a standalone policy as offered by some insurers while, in other cases, it is an add-on cover to a regular indemnity policy. These policies help the insured to cover incidental expenses as the payout is a fixed sum and not related to the actual cost of treatment. This also allows the payout under the policy to be provided in addition to any cover received under an indemnity based health insurance plan.

### d) Supplementary cover

These policies could supplement a regular hospital expenses policy as it is cost effective and provides compensation for incidental expenses and also expenses not payable under the indemnity policy such as exclusions, co-pay etc.

### e) Other advantages of the cover

From the insurer's point of view, this plan has several advantages as it is easy to explain to a customer and hence can be sold more easily. It beats medical inflation as a fixed sum per day is paid for the duration of hospitalization whatever may be the actual expense. Also, acceptance of such insurance covers and claims settlements are really simplified.

## 2. CRITICAL ILLNESS POLICY

This product is also known as the **dreaded disease cover** or a **trauma care cover**.

With advancement in medical science, people are surviving some of the major diseases like cancer, strokes and heart attack etc. which in earlier times would have resulted in death. Again, life expectancy has increased considerably after surviving such major illnesses. However surviving a major illness entails huge expense for treatment as well as for living expenses post treatment. Thus onset of critical illness threatens financial security of a person

- a) Critical illness policy is a benefit policy with a provision to pay a lump sum amount on diagnosis of certain named critical illness.
- b) It is sold:
  - ✓ As a standalone policy or
  - ✓ As an add-on cover to a few health policies or
  - ✓ As an add-on cover in some life insurance policies

In India, critical illness benefits are most commonly sold by life insurers as riders to life policies and two forms of cover are offered by them - accelerated CI benefit plan and standalone CI benefit plan. Precise definition of the covered illnesses and good underwriting are extremely important when this benefit is sold. To avoid confusion, the definitions of 20 most common critical illnesses have been standardized under IRDA Health Insurance Standardization guidelines. (Please refer to the Annexure at the end).

However, the chance for adverse selection (whereby mostly those people most likely to be affected take this insurance) at issuance stage is quite high and it is important to determine health status of the proposers. Due to lack of sufficient data, currently pricing of critical illness plans is being supported through reinsurers' data.

- c) Critical illnesses are major illnesses that could not only lead to very high hospitalization costs, but could also cause disability, loss of limbs, loss of earning etc. and may require prolonged care post hospitalization.
- d) A critical illness policy is often recommended to be taken in addition to a hospital indemnity policy, so that the compensation under the policy could help in overcoming the financial burden of a family whose member is affected by such illness.
- e) The critical illnesses covered vary across insurers and products, but the common ones include:
  - ✓ Cancers of specified severity
  - ✓ Acute myocardial infarction
  - ✓ Coronary artery surgery
  - ✓ Heart valve replacement
  - ✓ Coma of specified severity
  - ✓ Renal failure
  - ✓ Stroke resulting in permanent symptoms
  - ✓ Major organ / bone marrow transplant
  - ✓ Multiple sclerosis



- ✓ Motor Neuron disease
- ✓ Permanent paralysis of limbs
- ✓ Permanent disability due to major accidents

The list of critical illnesses is not static and keeps evolving. In a few international markets insurers classify conditions into 'core' and 'additional', even covering conditions like Alzheimer's disease. Sometimes 'terminal illness' is also included for coverage though premium would obviously be very high.

- f) While most critical illness policies provide for a lump sum payment on diagnosis of illness, there are a few policies which provide hospitalization expenses cover only in the form of reimbursement of expenses. Few products offer combination of both covers i.e. indemnity for in patient hospitalization expenses and lump sum payment upon diagnosis of major diseases named in the policy.
- g) Critical illness policies are usually available for persons in the age group of 21 years to 65 years.
- h) The sum insured offered under these policies is quite high as the primary reason of such a policy would be to provide for the financial burden of long term care associated with such diseases.
- i) Under these policies generally 100% of the sum insured is paid on diagnosis of a critical illness. In some cases compensation could vary from 25% to 100% of sum insured depending on the policy terms and conditions and severity of illness.
- j) A standard condition seen in all critical illness policies is the waiting period of 90 days from inception of policy for any benefit to become payable under the policy and the survival clause of 30 days after diagnosis of the illness. The survival clause has been included as this benefit must not be confused with a "death benefit" but more interpreted as a "survival (living) benefit" i.e. the benefit provided to overcome the hardships that may follow a critical illness.
- k) Rigorous medical examinations are to be undergone for persons especially over 45 years of age who wish to take the critical illness policy. Standard exclusions are quite similar to those found in health insurance products, failure to seek or follow medical advice, or delaying medical treatment in order to dodge the waiting period is also specifically excluded.
- l) The insurer may compensate the insured only once for any one or more of the covered diseases of the policy or offer multiple payouts but up to a certain limited number. The policy terminates, once compensation is paid under the policy in respect of any of the insured person.

- m) The critical illness policy is also offered to groups especially corporates who take policies for their employees.

## G. Long term care insurance

Today, with increasing life expectancy, the population of aged people in the world is going up. With an ageing population, the world over, long term care insurance is also gaining importance. Elderly people require long term care and also those people suffering from any kind of disability. Long term care means all forms of continuing personal or nursing care for people who are unable to look after themselves without a degree of support and whose health is not going to get better in future.

There are two types of plans for long term care:

- a) Pre-funded plans which are purchased by healthy insured to take care of their future medical expenses and
- b) Immediate need plans which are purchased by a lump sum premium when the insured is requiring long term care.

The severity of disability (and expected survival period) decides the quantum of benefit. Long term care products are yet to be developed in Indian market.

### **Bhavishya Arogya policy**

The first pre-funded insurance plan was the Bhavishya Arogya policy marketed by the four public sector general insurance companies. Introduced in the year 1990, the policy is basically meant to take care of the healthcare needs of an insured person after his retirement, while he pays premium during his productive life. It is similar to taking a life insurance policy except that it covers future medical expenses rather than death.

#### **a) Deferred Mediclaim**

The policy is a sort of deferred or future Mediclaim policy and provides cover similar to the Mediclaim policy. The proposer can join the scheme any time between the age of 25 and 55 years.

#### **b) Retirement age**

He can choose a retirement age between 55 and 60 years with a condition that there should be a clear gap of 4 years between the date of joining and the retirement age chosen. The policy retirement age means the age selected by the insured at the time of signing the proposal and specified in the schedule for the purpose of start of benefit under the policy. This age cannot be advanced.

**c) Pre-retirement period**

The pre-retirement period means the period starting from the date of acceptance of the proposal and ending with the policy retirement age specified in the schedule. During this period the insured shall be paying installment/single premium amount as applicable. The insured has the option of paying either one lump-sum premium or in installments.

**d) Withdrawal**

In case, the insured dies or wishes to withdraw from the scheme either before the retirement age or after retirement age chosen, then appropriate refund of premium would be allowed subject to no claim having occurred under the policy. There is a provision of grace period of 7 days for payment of premium in the event of satisfactory reason for delay in renewal.

**e) Assignment**

The scheme provides for assignment.

**f) Exclusions**

The policy does not have exclusion of pre-existing diseases, 30 days waiting period and first year exclusion for specified diseases as in Mediclaim. Since it is a future Mediclaim policy, this is quite logical.

**g) Group insurance variant**

Policy can also be availed of on group basis in which case, facility of group discount is available.

## H. Combi-products

Sometimes, products pertaining to life insurance are combined with health insurance products. This is a good way of promoting more products in a packaged way through two insurers coming together and entering into an understanding.

**Health plus Life Combi Products** therefore mean products which offer the combination of a life insurance cover of a life insurance company and a health insurance cover offered by non-life and/or standalone health insurance company.

The products are jointly designed by the two insurers and marketed through the distribution channels of both insurers. Obviously, this would entail a tie-up between two companies and as per current guidelines, such tie-up is permitted only between one life insurer and one non-life insurer at any time. A Memorandum of Understanding between such companies must be in place for the way marketing, policy servicing and sharing of common expenses will be carried out and also policy servicing parameters and transmission of premium. Approval of IRDAI for the tie-up may be sought by any one of the insurers. The agreement should be of a long term nature and withdrawal from the tie-up will not be permitted except under exceptional circumstances and to the satisfaction of the IRDAI.

One of the insurance companies may be mutually agreed to act as a lead insurer to play a critical role in facilitating the policy service as a contact point for rendering various services as required for combi products. The lead insurer may play a major role in facilitating underwriting and policy service. However, the claims and commission payouts are handled by the respective insurers depending on which section of the policy is affected.

'Combi Product' filing shall follow the File and Use guidelines issued from time to time and individually cleared. The premium components of both risks are to be separately identifiable and disclosed to the policyholders at both pre-sale stage and post-sale stage and in all documents like policy document, sales literature etc.

The product may be offered both as individual insurance policy and on group insurance basis. However in respect of health insurance floater policies, the pure term life insurance coverage is allowed on the life of one of the earning members of the family who is also the proposer on health insurance policy subject to insurable interest and other applicable underwriting norms of respective insurers.

Free Look option is available to the insured and is to be applied to the 'Combi Product' as a whole. However, the Health portion of the 'Combi Product' shall entitle its renewability at the option of policyholder from the respective Non-Life/standalone health Insurance Company.

Marketing of Combi Products can be done through Direct marketing channels, Brokers and Composite Individual and Corporate Agents common to both insurers but not through Bank referral arrangements. However, they cannot be intermediaries who are not authorized to market either of the products of either of the insurers.

Specific disclosures have to be made in the proposal and sales literature especially features like there are two insurers involved, that each risk is distinct from the other, who will settle claims, matters relating to renewability of both or only one of the covers at the option of the insured, servicing facilities etc.

The IT system to service this business must be robust and seamless as it means a lot of integration of data between the two insurers and data generation to IRDAI as required.

## I. Package policies

Package or umbrella covers give, under a single document, a combination of covers.

For instance in other classes of business, there are covers such as Householder's Policy, Shopkeeper's Policy, Office Package Policy etc. that, under one policy, seek to cover various physical assets including buildings, contents etc. Such policies may also include certain personal lines or liability covers.

Examples of package policy in health insurance include combining Critical illness cover benefits with indemnity policies and even life insurance policies and hospital daily cash benefits with indemnity policies.

In the case of travel insurance, the policy offered is also a package policy covering not only health insurance but also accidental death / disability benefits along with Medical expenses due to illness / accident, Loss of or delay in arrival of checked in baggage, Loss of passport and documents, Third party liability for property / personal damages, Cancellation of trips and even Hijack cover.

## J. Micro insurance and health insurance for poorer sections

Micro-insurance products are specifically designed to aim for the protection of low income people from rural and informal sectors. The low income people form a sizable part of our population and usually don't have any health security cover. Therefore, this low value product, with an affordable premium and benefit package, is initiated to help these people to cope with and recover from common risks. Micro insurance is governed by the IRDA Micro Insurance Regulations, 2005.

These products come with a small premium and typically, the sum insured is below Rs.30,000, as required vide the IRDA micro-insurance regulations, 2005. Such covers are mostly taken on a group basis by various community organizations or non-governmental organizations (NGOs) for their members. The IRDA's rural and social sector obligations also require that insurers should sell a defined proportion of their policies as micro-insurance products, to enable wider reach of insurance.

Two policies particularly created by PSUs to cater to the poorer sections of society are described below:

### 1. Jan Arogya Bima Policy

Following are the features of Jan Arogya Bima Policy:

- a. This policy is designed to provide cheap medical insurance to poorer sections of the society.
- b. The coverage is along the lines of the individual Mediclaim policy. Cumulative bonus and medical check-up benefits are not included.
- c. The policy is available to individuals and family members.
- d. The age limit is five to 70 years.
- e. Children between the age of three months and five years can be covered provided one or both parents are covered concurrently.
- f. The sum insured per insured person is restricted to Rs.5,000 and the premium payable as per the following table.

Table 2.1

Age of the person insured	Up to 46 years	46-55	56-65	66-70
Head of the family	70	100	120	140
Spouse	70	100	120	140
Dependent child up to 25 years	50	50	50	50
For family of 2+1 dependent child	190	250	290	330
For family of 2+2 dependent	240	300	340	380

children				
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- Premium qualifies for tax benefit under Section 80D of the Income Tax Act.
- Service tax is not applicable to the policy.

## 2. Universal Health Insurance Scheme (UHS)

This policy is available to groups of 100 or more families. In recent times even individual UHS Policies were made available to the public.

### Benefits

Following is the list of benefits of universal health insurance scheme:

- **Medical reimbursement**

The policy provides reimbursement of hospitalization expenses up to Rs.30,000 to an individual / family subject to the following sub limits.

**Table 2.2**

Particulars	Limit
Room, boarding expenses	Up to Rs.150/- per day
If admitted in ICU	Up to Rs.300/- per day
Surgeon, Anaesthetist, Consultant, Specialists fees, Nursing expenses	Up to Rs.4,500/- per illness/ injury
Anaesthesia, Blood, Oxygen, OT charges, Medicines, Diagnostic material and X-Ray, Dialysis, Radiotherapy, Chemotherapy, Cost of pacemaker, Artificial limb, etc.	Up to Rs.4,500/- per illness/ injury
Total expenses incurred for any one illness	Up to Rs. 15,000/-

- **Personal accident cover**

Coverage for death of the earning head of the family (as named in the schedule) due to accident: Rs.25,000/-.

- **Disability cover**

If the earning head of the family is hospitalised due to an accident / illness compensation of Rs. 50/- per day will be paid per day of hospitalisation up to a maximum of 15 days after a waiting period of three days.

- **Premium**

**Table 2.3**

Entity	Premium
For an individual	Rs.365/- per annum
For a family up to five (including the first three children)	Rs.548/- per annum



For a family up to seven (including the first three children and dependent parents)	Rs.730/- per annum
Premium subsidy for BPL families	For families below the poverty line the Government will provide a premium subsidy.

## K. Rashtriya Swasthya Bima Yojana

The government has also launched various health schemes, some of them applicable to particular states. To extend the reach of health benefits to the masses, it has implemented the Rashtriya Swasthya Bima Yojana in association with insurance companies. RSBY has been launched by the Ministry of Labour and Employment, Government of India, to provide health insurance coverage for the below poverty line (BPL) families.

Following are the features of Rashtriya Swasthya Bima Yojana:

- a. Total sum insured of Rs. 30,000 per BPL family on a family floater basis.
- b. Pre-existing diseases to be covered.
- c. Coverage of health services related to hospitalization and services of surgical nature which can be provided on a day-care basis.
- d. Cashless coverage of all eligible health services.
- e. Provision of smart card.
- f. Provision of pre and post hospitalization expenses.
- g. Transport allowance of Rs.100/- per visit.
- h. The Central and State Government pays the premium to the insurer.
- i. Insurers are selected by the State Government on the basis of a competitive bidding.
- j. Choice to the beneficiary between public and private hospitals.
- k. Premium to be borne by the Central and State governments in the proportion of 3:1. Central Government to contribute a maximum amount of Rs. 565/- per family.
- l. Contribution by the State Governments: 25 percent of the annual premium and any additional premium beyond Rs 750.
- m. Beneficiary to pay Rs. 30/- per annum as registration fee/ renewal fee.
- n. Administrative cost to be borne by the State Government.
- o. Cost of smart card additional amount of Rs. 60/- per beneficiary would be available for this purpose.
- p. The scheme shall commence operation from the first of the month after the next month from the date of issue of smart card. Thus, if the initial smart

cards are issued anytime during the month of February in a particular district, the scheme will commence from 1st of April.

- q. The scheme will last for one year till 31st March of next year. This would be the terminal date of the scheme in that particular district. Thus, cards issued during the intervening period will also have the terminal date as 31st March of the following year.

Claim settlement to be done through TPA's mentioned in the schedule or by the insurance company. The settlement is to be made cashless as far as possible through listed hospitals.

Any one illness will be deemed to mean continuous period of illness and it includes relapse within 60 days from the date of last consultation with the hospital.

## L. Pradhan Mantri Suraksha Bima Yojana

The recently announced PMSBY covering personal accident death and disability cover insurance has attracted lot of interest and the scheme details are as under:

**Scope of coverage:** All savings bank account holders in the age 18 to 70 years in participating banks are entitled to join. Participating banks must tie up with any approved non-life insurer who will offer a Master Policy to such bank for the cover. Any person would be eligible to join the scheme through one savings bank account only and if he enrolls in more than one bank, he gets no extra benefit and the extra premium paid will stand forfeited. Aadhar would be the primary KYC for the bank account.

**Enrollment Modality / Period:** The cover shall be for the one year period from 1st June to 31st May for which option to join / pay by auto-debit from the designated savings bank account on the prescribed forms will be required to be given by 31st May of every year, extendable up to 31st August 2015 in the initial year. Initially on launch, the period for joining may be extended by Govt. of India for another three months, i.e. up to 30th of November, 2015.

Joining subsequently on payment of full annual premium may be possible on specified terms. Applicants may give an indefinite / longer option for enrolment / auto-debit, subject to continuation of the scheme with terms as may be revised on the basis of past experience. Individuals who exit the scheme at any point may re-join the scheme in future years through the above modality. New entrants into the eligible category from year to year or currently eligible individuals who did not join earlier shall be able to join in future years while the scheme is continuing.

Benefits under the insurance are as follows:

Table of Benefits	Sum Insured
Death	Rs. 2 Lakh
Total and irrecoverable loss of both eyes or loss of use of both hands or feet or loss of sight of one eye and loss of use of hand or foot	Rs. 2 Lakh
Total and irrecoverable loss of sight of one eye or loss of use of one hand or foot	Rs. 1 Lakh

Joining and Nomination facility is available by sms, email or personal visit.

**Premium:** Rs.12/- per annum per member. The premium will be deducted from the account holder's savings bank account through 'auto debit' facility in one instalment on or before 1st June of each annual coverage period. However, in cases where auto debit takes place after 1st June, the cover

shall commence from the first day of the month following the auto debit. Participating banks will deduct the premium amount in the same month when the auto debit option is given, preferably in May of every year, and remit the amount due to the Insurance Company in that month itself.

The premium would be reviewed based on annual claims experience but efforts would be made to ensure that there is no upward revision of premium in the first three years.

**Termination of cover:** The accident cover for the member shall terminate:

1. On member attaining the age of 70 years (age nearest birth day) or
2. Closure of account with the Bank or insufficiency of balance to keep the insurance in force or
3. In case a member is covered through more than one account, insurance cover will be restricted to one only and the other cover will terminate while the premium shall be forfeited.

If the insurance cover is ceased due to any technical reasons such as insufficient balance on due date or due to any administrative issues, the same can be reinstated on receipt of full annual premium, subject to conditions that may be laid down. During this period, the risk cover will be suspended and reinstatement of risk cover will be at the sole discretion of Insurance Company.

## M. Pradhan Mantri Jan Dhan Yojana

This financial inclusion campaign for Indian citizens in Banking Savings & Deposit Accounts, Remittance, Credit, Insurance and Pension in an affordable manner was launched by the Prime Minister of India, Narendra Modi on 28 August 2014 as announced on his first Independence Day speech on 15 August 2014. This scheme has set a world record in bank account opening during any one week. Aimed at including maximum number of people in the banking mainstream

An account can be opened in any bank branch or Business Correspondent (Bank Mitra) outlet. PMJDY accounts are being opened with Zero balance. However, if the account-holder wishes to get cheque book, he/she will have to fulfill minimum balance criteria.

### **Special Benefits under PMJDY Scheme**

1. Interest on deposit.
2. Accidental insurance cover of Rs.1.00 lac
3. No minimum balance required.
4. Life insurance cover of Rs.30,000/-
5. Easy Transfer of money across India
6. Beneficiaries of Government Schemes will get Direct Benefit Transfer in these accounts.
7. After satisfactory operation of the account for 6 months, an overdraft facility will be permitted
8. Access to Pension, insurance products.
9. Accidental Insurance Cover
10. RuPay Debit Card which must be used at least once in 45 days.
11. Overdraft facility upto Rs.5000/- is available in only one account per household, preferably lady of the household.

As on 13<sup>th</sup> May 2015, a record 15.59 Crore accounts have been opened with a balance in account of Rs. 16,918.91 Crores. Of these, 8.50 Crore accounts have been opened with zero balance.

## N. Personal Accident and disability cover

A **Personal Accident (PA) Cover** provides compensation due to death and disability in the event of unforeseen accident. Often these policies provide some form of medical cover along with the accident benefit.

In a PA policy, while the death benefit is payment of 100% of the sum insured, in the event of disability, compensation varies from a fixed percentage of the sum insured in the case of permanent disability to weekly compensation for temporary disablement.

Weekly compensation means payment of a fixed sum per week of disablement subject to a maximum limit in terms of number of weeks for which the compensation would be payable.

### 1. Types of disability covered

Types of disability which are normally covered under the policy are:

- i. **Permanent total disability (PTD):** means becoming totally disabled for lifetime viz. paralysis of all four limbs, comatose condition, loss of both eyes/ both hands/ both limbs or one hand and one eye or one eye and one leg or one hand and one leg,
- ii. **Permanent partial disability (PPD):** means becoming partially disabled for lifetime viz. loss of fingers, toes, phalanges etc.
- iii. **Temporary total disability (TTD):** means becoming totally disabled for a temporary period of time. This section of cover is intended to cover the loss of income during the disability period.

The client has choice to select only death cover or death plus permanent disablement or Or Death plus permanent disablement and also temporary total disablement.

### 2. Sum insured

Sums insured for PA policies are usually decided on the basis of gross monthly income. Typically, it is 60 times of the gross monthly income. However, some insurers also offer on fixed plan basis without considering the income level. In such policies sum insured for each section of cover varies as per the plan opted.

### 3. Benefit plan

Being a benefit plan, PA policies do not attract contribution. Thus, if a person has more than one policy with different insurers, in the event of accidental death, PTD or PPD, claims would be paid under all the policies.

#### 4. Scope of cover

These policies are often extended to cover medical expenses, which reimburses the hospitalization and other medical costs incurred following the accident. Today we have health policies which are issued to cover medical/hospitalization expenses incurred consequent to an accident. Such policies do not cover diseases and their treatment and instead cover only accident related medical costs.

#### 5. Value added benefits

Along with personal accident, many insurers also offer value added benefits like hospital cash on account of hospitalization due to accident, cost of transportation of mortal remains, education benefit for a fixed sum and ambulance charges on the basis of actual or fixed limit whichever is lower.

#### 6. Exclusions

Common exclusions under personal accident cover are:

- i. Any existing disability prior to the inception of policy
- ii. Death or disability due to mental disorders or any sickness
- iii. Directly or indirectly caused by venereal disease, sexually transmitted diseases, AIDS or insanity.
- iv. Death or disability caused by radiation, infection, poisoning except where these arise from an accident.
- v. Any injury arising or resulting from the Insured or any of his family members committing any breach of law with criminal intent.
- vi. Death or disability or Injury due to accidental injury arising out of or directly or indirectly connected with or traceable to war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, mutiny, military or usurped power, seizure, capture, arrests, restraints and detainments.
- vii. In the event the insured person is a victim of culpable homicide, i.e. murder. However, in most policies, in case of murder where the insured is not himself involved in criminal activity, it is treated as an accident and covered under the policy.
- viii. Death/Disablement/Hospitalization resulting, directly or indirectly, caused by, contributed to or aggravated or prolonged by child birth or from pregnancy or in consequence thereof.



- ix. While the Insured/Insured Person is participating or training for any sport as a professional, serving in any branch of the Military or Armed Forces of any country, whether in peace or war.
- x. Intentional self-injury, suicide or attempted suicide (whether sane or insane)
- xi. abuse of intoxicants or drugs and alcohol
- xii. whilst engaging in aviation or ballooning, whilst mounting into, dismounting from or travelling in any aircraft or balloon other than as a passenger (fare paying or otherwise) in any duly licensed standard type of aircraft anywhere in the world

Certain policies also exclude loss arising out of driving any vehicle without a valid driving license.

PA policies are offered to individuals, family and also to groups.

### Family Package Cover

Family package cover may be granted on the following pattern:

- **Earning member (Persons Insured) and Spouse, if earning:** Independent capital sum insured for each, as desired, within usual limitations as in individual.
- **Spouse (if not earning member):** usually 50 percent of the capital sum insured of the earning member. This may be limited to a specified upper limit e.g. Rs.1,00,000 or Rs. 3,00,000.
- **Children (between the age of 5 years and 25 years):** usually 25 percent of the capital sum insured of the earning parent subject to a specified upper limit e.g. Rs. 50,000 per child.

### Group Personal Accident Policies

Group Personal Accident Policies are usually annual policies only renewal being allowed on anniversary. However, non-life and standalone health insurers may offer group personal accident products with term less than one year also to provide coverage to any specific events.

Following are different types of group policies:

- **Employer and Employee relationship**

These policies are granted to firms, association etc. to cover:

- Named employees

- Unnamed employees
- **Non Employer-Employee relationship**

These policies are granted to associations, societies, clubs, etc. to cover:

- Named members
- Members not identified by name

(Note: Employees may be covered separately)

### **Broken bone policy and compensation for loss of daily activities**

This is a specialised PA policy. This policy is designed to provide cover against listed fractures.

- i. Fixed benefit or percentage of sum insured mentioned against each fracture is paid at the time of claim.
- ii. Quantum of benefit depends on the type of bone covered and nature of fracture sustained.
- iii. To illustrate further, compound fracture would have higher percentage of benefit than simple fracture. Again, percentage of benefit for femur bone (thigh bone) would have higher percentage over benefit of finger bone.
- iv. The policy also covers fixed benefit defined in the policy for loss of daily activities viz. eating, toileting, dressing, continence (ability to hold urine or stools) or immobility so that insured can take care of cost associated to maintain his/her life.
- v. It also covers hospital cash benefit and accidental death cover. Different plans are available with varying sums insured and benefit payout.

## **O. Overseas travel insurance**

### **1. Need for the policy**

An Indian citizen travelling outside India for business, holidays or studies is exposed to the risk of accident, injury and sickness during his stay overseas. The cost of medical care, especially in countries such as USA and Canada, is very high and could cause major financial problems if a person travelling to these countries were to meet with an unfortunate accident/ illness. To protect against such unfortunate events, travel policies or overseas health and accident policies are available.

### **2. Scope of coverage**

Such policies are primarily meant for accident and sickness benefits, but most products available in the market package a range of covers within one product. The covers offered are:

- i. Accidental death / disability
- ii. Medical expenses due to illness / accident
- iii. Loss of checked in baggage
- iv. Delay in arrival of checked in baggage
- v. Loss of passport and documents
- vi. Third party liability for property / personal damages
- vii. Cancellation of trips
- viii. Hijack cover

### **3. Types of plans**

The popular policies are the Business and Holiday Plans, the Study Plans and the Employment Plans.

### **4. Who can provide this insurance**

Overseas or Domestic Travel Insurance policies may only be offered by non-life and standalone health insurance companies, either as a standalone product or as an add-on cover to an existing health policy, provided that the premium for the add-on cover is approved by the Authority under File And Use Procedure.

### **5. Who can take the policy**

An Indian citizen travelling abroad on business, holiday or for studies can avail this policy. Employees of Indian employers sent on contracts abroad can also be covered.

### **6. Sum insured and premiums**

The cover is granted in US Dollars and generally varies from USD 100,000 to USD 500,000. For the section covering medical expenses evacuation, repatriation, which is the main section. For other sections the S.I. is lower, except for the liability cover. Premiums can be paid in Indian rupees except in the case of the employment plan where premium has to be paid in dollars. The plans are usually of two types:

- ✓ World-wide excluding USA / Canada
- ✓ World-wide including USA / Canada

Some products provide for cover in Asian countries only, Schengen countries only etc.

### **1. Corporate frequent travellers plans**

This is an annual policy whereby a corporate/employer takes individual policies for its executives who frequently make trips outside India. This cover can also be taken by individuals who fly overseas many times during a year. There are limits on the maximum duration of each trip and also the maximum number of trips that can be availed in a year.

An increasingly popular cover today is an annual declaration policy whereby an advance premium is paid based on the estimated man days of travel in a year by a company's employees.

Declarations are made weekly / fortnightly on the number of days of travel employee wise and premium is adjusted against the advance. Provision is also given for increase in the number of man days during the currency of the policy, as it gets exhausted on payment of additional advance premium.

The above policies are granted only for business and holiday travels.

Common exclusions under the OMP include pre-existing diseases. Persons with existing ailments cannot obtain cover for taking treatment abroad.

The health related claims under these policies are totally cashless wherein each insurer ties up with an international service provider with network in major countries who service the policies abroad.

## **P. Group health cover**

### **1. GROUP POLICIES**

As explained earlier in the chapter a group policy is taken by a group owner who could be an employer, an association, a bank's credit card division, where a single policy covers the entire group of individuals.

Group Health Insurance Policies may be offered by any insurance company, provided that all such products shall only be one year renewable contracts.

**Features of group policies- Hospitalisation benefit covers.**

#### **1. Scope of coverage**

The most common form of group health insurance is the policy taken by employers covering employees and their families including dependent spouse, children and parents / parents in law.

#### **2. Tailor-made cover**

Group policies are often tailor-made covers to suit the requirements of the group. Thus, in group policies, one will find several standard exclusions of the individual policy being covered under the group policy.

#### **3. Maternity cover**

One of the most common extensions in a group policy is the maternity cover. This is now being offered by some insurers under individual policies, but with a waiting period of two to three years. In a group policy, it normally has a waiting period of nine months only and in some cases, even this is waived. Maternity cover would provide for the expenses incurred in hospitalization for delivery of child and includes C- section delivery. This cover is generally restricted to Rs. 25,000 to Rs. 50,000 within the overall sum insured of the family.

#### **4. Child cover**

Children are normally covered from the age of three months only in individual health policies. In group policies, coverage is given to babies from day one, sometimes restricted to the maternity cover limit and sometimes extended to include the full sum insured of the family.

#### **5. Pre-existing diseases covered, waiting period waived off**

Several exclusions such as the pre-existing disease exclusion, thirty days waiting period, two years waiting period, congenital diseases may be covered in a tailor-made group policy.

## 6. Premium calculation

The premium charged for a group policy is based on the age profile of the group members, the size of the group and most importantly the claims experience of the group. As the premium varies year on year based on experience, additional covers as mentioned above are freely given to the groups, as it is in the interest of the group policyholder to manage his claims within the premiums paid.

## 7. Non-employer employee groups

In India, regulatory provisions strictly prohibit formation of groups primarily for the purpose of taking out a group insurance cover. When group policies are given to other than employers, it is important to determine the relation of the group owner to its members.

### Example

A bank taking a policy for its saving bank account holders or credit card holders constitutes a homogenous group, whereby a large group is able to benefit by a tailor-made policy designed to suit their requirements.

Here the premium collected from each individual account holder may be quite low, but as a group the premium obtained by the insurer would be substantial and the bank offers a value add to its customers in the form of a superior policy and at better premium rates.

## 8. Pricing

In group policies, there is provision for discount on premium based on size of the group as also the claims experience of the group. Group insurance reduces the risk of adverse selection, as the entire group is covered in a policy and enables the group holder to bargain for better terms. However, in recent years, this segment has seen high loss ratios, primarily due to underpricing of premium due to competition. While, this has led to some to review of premium and cover by insurers, it is still difficult to declare that the situation has since been corrected.

## 9. Premium payment

The premiums could be either totally paid by the employer or group owner, but it is usually on a contribution basis by the employees or group members. However it is a single contract with the insurer, with the employer/group owner collecting the premium and paying the premium covering all the members.

## 10. Add-on benefits

Tailor-made group policies offer covers such as dental care, vision care, and cost of health checkup and sometimes, critical illness cover too at additional premiums or as complimentary benefits.

## Notes:

IRDAI has laid down conditions for granting of group accident and health covers. This protects individuals from being misled by fraudsters into joining invalid and money making group policy schemes.

Recently introduced government health insurance schemes and mass products can also be classified as group health covers since the policies are purchased for an entire segment of the population by the government.

### Definition

Group definition could be summarized as below:

- a) A group should consist of persons with a commonality of purpose, and the group organizer should have the mandate from a majority of the members of the group to arrange insurance on their behalf.
- b) No group should be formed with the main purpose of availing insurance.
- c) The premium charged and benefits available should be clearly indicated in the group policy issued to individual members.
- d) Group discounts should be passed on to individual members and premium charged should not be more than that given to the insurance company.

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## 2. CORPORATE BUFFER OR FLOATER COVER

In most group policies, each family is covered for a defined sum insured, varying from Rs. One lac to five lacs and sometimes more. There arise situations where the sum insured of the family is exhausted, especially in the case of major illness of a family member. In such situations, the buffer cover brings relief, whereby the excess expenses over and above the family sum insured are met from this buffer amount.

In short the buffer cover would have a sum insured varying from Rs. ten lacs to a crore or more. Amounts are drawn from the buffer, once a family's sum insured is exhausted. However this utilization is usually restricted to major illness / critical illness expenses where a single hospitalization exhausts the sum insured.

The amount that could be utilized by each member from this buffer is also capped, often up to the original sum insured. Such buffer covers should be given for medium sized policies and a prudent underwriter would not provide this cover for low sum insured policies.

## Q. Special Products

### 1. Disease covers

In recent years, disease specific covers like cancer, diabetes have been introduced in the Indian market, mostly by life insurance companies. The cover is long term - 5 years to 20 years and a wellness benefit is also included - a regular health check-up paid for by the insurer. There is incentive for better control of factors like blood glucose, LDL, blood pressure etc. in the form of reduced premiums from second year of policy onwards. On the other hand, a higher premium would be chargeable for poor control.

### 2. Product designed to cover diabetic persons

This policy can be taken by persons between 26 and 65 years and is renewable up to 70 years. Sum Insured ranges from Rs. 50,000 to Rs. 5,00,000. Capping on Room rent is applicable. Product is aimed to cover hospitalization complications of diabetes like diabetic retinopathy (eye), kidney, diabetic foot, kidney transplant including donor expenses.

## Test Yourself 8

Though the duration of cover for pre-hospitalization expenses would vary from insurer to insurer and is defined in the policy, the most common cover is for \_\_\_\_\_ pre-hospitalization.

- I. Fifteen days
  - II. Thirty days
  - III. Forty Five days
  - IV. Sixty days
-



## **R. Key terms in health policies**

### **1. Network Provider**

Network provider refers to a hospital/nursing home/day care center which is under tie-up with an insurer/TPA for providing cashless treatment to insured patients. Insurers / TPAs normally negotiate favourable discounts on charges and fees from such providers who also guarantee a good level of service. Patients are free to go to out-of-network providers but there they are generally charged much higher fees.

### **2. Preferred provider network (PPN)**

An insurer has the option to create a preferred network of hospitals to ensure quality treatment and at best rates. When this group is limited to only a select few by the insurer based on experience, utilization and cost of providing care, then we have what is known as the preferred provider network.

### **3. Cashless service**

Experience has shown that one of the causes of debt is borrowing for treatment of illness. A cashless service enables the insured to avail of the treatment up to the limit of cover without any payment to the hospitals. All that the insured has to do is approach a network hospital and present his medical card as proof of insurance. The insurer facilitates a cashless access to the health service and directly makes payment to the network provider for the admissible amount. However, the insured has to make payment for amounts beyond the policy limits and for expenses not payable as per policy conditions.

### **4. Third party administrator (TPA)**

A major development in the field of health insurance is the introduction of the third party administrator or TPA. Several insurers across the world utilize the services of independent organizations for managing health insurance claims. These agencies are known as the TPAs.

In India, a TPA is engaged by an insurer for provision of health services which includes among other things:

- i. Providing an identity card to the policyholder which is proof of his insurance policy and can be used for admission into a hospital
- ii. Providing a cashless service at network hospitals
- iii. Processing of claims

TPAs are independent entities who are appointed by insurers for processing and finalizing health claims. TPAs service health policyholders starting from issuance of unique identity cards for hospital admissions up to settlement of claims either on cashless basis or reimbursement basis.

Third party administrators were introduced in the year 2001. They are licensed and regulated by IRDAI and mandated to provide health services. The minimum capital and other stipulations to qualify as a TPA are prescribed by IRDAI.

Thus health claims servicing are now outsourced by the insurers to the TPAs, at a remuneration of five-six percent of the premium collected.

Third party administrators enter into an MOU with hospitals or health service providers and ensure that any person who undergoes treatment in the network hospitals is given a cashless service. They are the intermediaries between the insurer(s) and the insured(s), who co-ordinate with the hospitals and finalize health claims.

## **5. Hospital**

A hospital means any institution established for in-patient care and day care treatment of sickness and / or injuries and which has been registered as a hospital with the local authorities, wherever applicable, and is under the supervision of a registered and qualified medical practitioner AND must comply with all minimum criteria as under:

- a) has at least 10 inpatient beds in those towns having a population of less than 10,00,000 and 15 inpatient beds in all other places;
- b) has qualified nursing staff under its employment round the clock;
- c) has qualified medical practitioner(s) in charge round the clock;
- d) has a fully equipped operation theatre of its own where surgical procedures are carried out;
- e) maintains daily records of patients and will make these accessible to the Insurance company's authorized personnel.

## **6. Medical practitioner**

A Medical practitioner is a person who holds a valid registration from the medical council of any state of India and is thereby entitled to practice medicine within its jurisdiction; and is acting within the scope and jurisdiction of his license. However, insurance companies are free to make a restriction that the registered practitioner should not be the insured or any close family member.

## **7. Qualified nurse**

Qualified nurse means a person who holds a valid registration from the Nursing Council of India or the Nursing Council of any state in India.

## **8. Reasonable and necessary expenses**

A health insurance policy always contains this clause as the policy provides for compensation of expenses that would be deemed to be reasonable for treatment of a particular ailment and in a particular geographical area.

A common meaning would be the charges incurred that are medically necessary to treat the condition, does not exceed the usual level of charges for similar treatment in the locality in which it is incurred and does not include charges that would not have been made if no insurance existed.

IRDAI defines Reasonable Charges as the charges for services or supplies, which are the standard charges for the specific provider and consistent with the prevailing charges in the geographical area for identical or similar services, taking into account the nature of the illness / injury involved .

This clause provides protection to the insurer against inflation of bills by the provider and also prevents insured from going in for high end hospitals for treatment of common ailments, which could be otherwise done at reasonably low costs.

## **9. Notice of claim**

Every insurance policy provides for immediate intimation of claim and specified time limits for document submission. In health insurance policies, wherever cashless facility is desired by the customer, intimations are given well before the hospitalization. However in cases of reimbursement claims, the insured sometimes does not bother to intimate insurers of the claim and submits the documents after a lapse of several days / months. Delay in submission of bills could lead to inflation of bills, frauds by insured / hospital, etc. It also affects making proper provisions for claims by the insurance company. Hence insurance companies usually insist on immediate intimation of claims. The time limit for submission of claim documents is normally fixed at 15 days from the date of discharge. This enables quick and accurate reporting of claims, and also enables the insurer to carry out investigations wherever required.

IRDA guidelines stipulate that claim intimation/paper submission beyond stipulated time should be considered if there is a justifiable reason for the same.

## **10. Free health check**

In individual health policies, a provision is generally available to give some form of incentive to a claim free policyholder. Many policies provide for reimbursement of the cost of health check-up at the end of four continuous, claim free policy periods. This is normally capped at 1% of the average sum insured of the preceding three years.

## **11. Cumulative bonus**

Another form of encouraging a claim free policyholder is providing a cumulative bonus on the sum insured for every claim free year. This means that the sum insured gets increased on renewal by a fixed percentage say 5% annually and is allowed up to a maximum of 50% for ten claim-free renewals. The insured pays the premium for the original sum insured and enjoys a higher cover.

As per IRDAI guidelines, cumulative bonus can be provided only on indemnity based health insurance policies and not benefit policies (except PA policies). The operation of cumulative bonus should be stated explicitly in the prospectus and the policy document. Moreover, if a claim is made in any particular year, the cumulative bonus accrued can only be reduced at the same rate at which it is accrued.

### **Example**

A person takes a policy for Rs. 3 lacs at a premium of Rs. 5,000. In the second year, in case of no claims in the first year, he gets a sum insured of Rs. 3.15 lacs (5% more than the previous year) at the same premium of Rs. 5,000. This could go up to Rs. 4.5 lacs over a ten year claim free renewal.

### **12. Malus/ Bonus**

Just as there is an incentive to keep the health policy free of claims, the opposite is called a malus. Here, if the claims under a policy are very high, a malus or loading of premium is collected at renewal.

Keeping in view that health policy is a social benefit policy, so far malus is not charged on individual health policies.

However, in case of group policies, the malus is charged by way of loading the overall premium suitably to keep the claim ratio within reasonable limits. On the other hand if experience is good a discount in premium rate is allowed which is turned as Bonus.

### **13. No claim discount**

Some products provide for a discount on premium for every claim free year instead of a bonus on sum insured.

### **14. Co-payment**

Co-payment is the concept of the insured bearing a portion of each and every claim under a health policy. These could be compulsory or voluntary depending on the product. Co-payment brings in a certain discipline among the insured to avoid unnecessary hospitalizations.

Some products in the market have co-payment clauses in respect of certain diseases only, such as major surgeries, or commonly occurring surgeries, or for persons above a certain age.

### **15. Deductible / Excess**

Also called as excess, in health policies, it is the fixed amount of money the insured is required to pay initially before the claim is paid by insurer, for e.g. if

the deductible in a policy is Rs. 10,000, the insured pays first Rs. 10,000 in each insured loss claimed for. To illustrate, if the claim is for Rs. 80,000, the insured bears the first Rs. 10,000 and the insurer pays Rs. 70,000.

Deductible may also be a specified number of days/hours in case of hospital cash policies which will apply before any benefits are payable by the insurer.

#### **16. Room rent restrictions**

While several products are open ended with the sum insured being the maximum amount payable in the event of a claim, several products today place a restriction on the category of room that an insured chooses by linking it to the sum insured. Experience shows that all expenses of hospitalization follow the room rent, with higher room rent leading to proportionately higher charges under all heads of expenses. Hence a person with a sum insured of one lac would be entitled to a room of Rs 1,000 per day if the policy has a room rent restriction of 1% of sum insured per day. This clearly indicates that if one prefers luxury treatment at high end hospitals, then the policy too should be purchased for high sums insured at appropriate premium.

#### **17. Renewability clause**

The IRDA guidelines on renewability of health insurance policies makes lifetime guaranteed renewal of the health policies compulsory. An insurance company can deny renewal only on the grounds of fraud or misrepresentation or suppression by insured (or on his behalf) either in obtaining insurance or subsequently in relation thereto.

#### **18. Cancellation clause**

The cancellation clause is also standardized by regulatory provisions and an insurance company may at any time cancel the policy only on grounds of misrepresentation, fraud, non-disclosure of material fact or non-cooperation by the insured.

A minimum of fifteen days' notice in writing by registered A/D to the insured at his last known address is required. Where a policy is cancelled by the insurer, the company shall return to the insured a proportion of the last premium corresponding to the unexpired period of insurance provided no claim has been paid under the policy.

In the event of cancellation by the insured, premium refund is on short period rates, meaning insured would receive refund of premium for a percentage less than the pro-rata. If a claim is made no refund would be made.

#### **19. Free look in period**

If a customer has bought a new insurance policy and received the policy document and then finds that the terms and conditions are not what he wanted, what are his options?

IRDAI has built into its regulations a consumer-friendly provision that takes care of this problem. The customer can return it and get a refund subject to the following conditions:

1. This applies only to life insurance policies and to health insurance policies with tenure of at least one year.
2. The customer must exercise this right within 15 days of receiving the policy document
3. He has to communicate the same to the insurer in writing
4. The premium refund will be available only if no claim has been made on the policy and will be adjusted for
  - a) proportionate risk premium for the period on cover
  - b) expenses incurred by the insurer on medical examination and
  - c) stamp duty charges

## 20. Grace period for renewal

A significant feature of a health insurance policy is maintaining continuity of insurance. As benefits under a policy are maintained only if policies are renewed without break, timely renewal is of great importance.

As per IRDAI guidelines, a 30 days grace period is allowed for renewal of individual health policies.

All continuity benefits are maintained if the policy is renewed within 30 days from expiry of the earlier insurance. Claims, if any, during the break period will not be considered.

Insurers may consider granting a longer grace period for renewal, depending on individual products.

Most of the above key clauses, definitions, exclusions have been standardized under Health Regulations and Health Insurance Standardization guidelines issued by IRDA. Students are advised to go through the same and also keep themselves updated on guidelines and circulars issued by IRDA from time to time.

### Test Yourself 9

As per IRDA guidelines, a \_\_\_\_\_ grace period is allowed for renewal of individual health policies.

- I. Fifteen days
  - II. Thirty days
  - III. Forty Five days
  - IV. Sixty days
-

## Summary

- a) A health insurance policy provides financial protection to the insured person in the event of an unforeseen and sudden accident / illness leading to hospitalization.
- b) Health insurance products can be classified on the basis of number of people covered under the policy: individual policy, family floater policy, group policy.
- c) A hospitalization expenses policy or Mediclaim reimburses the cost of hospitalization expenses incurred on account of illness / accident.
- d) Pre hospitalization expenses would be relevant medical expenses incurred during period up to the defined number of days (generally 30 days) prior to hospitalization and will be considered as part of claim.
- e) Post hospitalization expenses would be relevant medical expenses incurred during period up to the defined number of days (generally 60 days) after hospitalization and will be considered as part of claim.
- f) In a family floater policy, the family consisting of spouse, dependent children and dependent parents are offered a single sum insured which floats over the entire family.
- g) A hospital daily cash policy provides a fixed sum to the insured person for each day of hospitalization.
- h) Critical illness policy is a benefit policy with a provision to pay a lump sum amount on diagnosis of certain named critical illness.
- i) High Deductible or Top-up Covers offer cover for higher sum insured over and above a specified chosen amount (called threshold or deductible).
- j) The fixed benefits cover provides adequate cover to the insured person and also helps the insurer to effectively price his policy
- k) A Personal Accident (PA) Cover provides compensation in the form of death and disability benefits due to unforeseen accidents.
- l) Out-patient covers provide for medical expenses like dental treatments, vision care expenses, routine medical examinations and tests etc. that do not require hospitalization.
- m) A group policy is taken by a group owner who could be an employer, an association, a bank's credit card division, where a single policy covers the entire group of individuals.

- n) Corporate Floater or Buffer Cover amount helps meet excess expenses over and above the family sum insured.
- o) Overseas Medclaim / Travel Policies provide cover to an individual against exposure to the risk of accident, injury and sickness during his stay overseas.
- p) Corporate Frequent Travelers' Plan is an annual policy whereby a corporate takes individual policies for its executives who frequently make trips outside India.
- q) Many terms used in health insurance have been standardized by IRDA by regulation to avoid confusion especially for the insureds.

### Answers to Test Yourself

#### Answer 1

The correct option is II.

Though the duration of cover for pre-hospitalization expenses would vary from insurer to insurer and is defined in the policy, the most common cover is for thirty days pre-hospitalization.

#### Answer 2

The correct option is I.

As per IRDA guidelines, a 30 days grace period is allowed for renewal of individual health policies.

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### Self-Examination Questions

#### Question 1

Which of the below statement is correct with regards to a hospitalization expenses policy?

- I. Only hospitalization expenses are covered
- II. Hospitalization as well as pre and post hospitalization expenses are covered
- III. Hospitalization as well as pre and post hospitalization expenses are covered and a lumpsum amount is paid to the family members in the event of insured's death
- IV. Hospitalization expenses are covered from the first year and pre and post hospitalization expenses are covered from the second year if the first year is claim free.



## Question 2

Identify which of the below statement is correct?

- I. Health insurance deals with morbidity
- II. Health insurance deals with mortality
- III. Health insurance deals with morbidity as well as mortality
- IV. Health insurance neither deals with morbidity or mortality

## Question 3

Which of the below statement is correct with regards to cashless service provided in health insurance?

- I. It is an environment friendly go-green initiative started by insurance companies to promote electronic payments so that circulation of physical cash notes can be reduced and trees can be saved.
- II. Service is provided free of cost to the insured and no cash is to be paid as the payment is made by the Government to the insurance company under a special scheme
- III. All payments made by insured have to be made only through internet banking or cards as cash is not accepted by the insurance company
- IV. The insured does not pay and the insurance company settles the bill directly with the hospital

## Question 4

Identify the correct full form of PPN with regards to hospitals in health insurance.

- I. Public Preferred Network
- II. Preferred Provider Network
- III. Public Private Network
- IV. Provider Preferential Network

## Question 5

Identify which of the below statement is incorrect?

- I. An employer can take a group policy for his employees
  - II. A bank can take a group policy for its customers
  - III. A shopkeeper can take a group policy for its customers
  - IV. A group policy taken by the employer for his employees can be extended to include the family members of the employees
-

## Answers to Self-Examination Questions

### Answer 1

The correct option is II.

In a hospitalization expenses policy, hospitalization as well as pre and post hospitalization expenses are covered.

### Answer 2

The correct option is I.

Health insurance deals with morbidity (rate of incidence of disease).

### Answer 3

The correct option is IV.

Under the cashless service, the insured does not pay and the insurance company settles the bill directly with the hospital.

### Answer 4

The correct option is II.

PPN stands for Preferred Provider Network.

### Answer 5

The correct option is III.

Statements I, II and IV are correct. Statement III is incorrect as a shopkeeper cannot take group insurance for its customers.

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# CHAPTER 20

## HEALTH INSURANCE UNDERWRITING

### Chapter Introduction

This chapter aims to provide you detailed knowledge about underwriting in health insurance. Underwriting is a very important aspect of any type of insurance and plays a vital role in issuance of an insurance policy. In this chapter, you will get an understanding about basic principles, tools, methods and process of underwriting. It will also provide you the knowledge about group health insurance underwriting.

### Learning Outcomes

- A. What is underwriting?
- B. Underwriting - Basic concepts
- C. File and Use guidelines
- D. Other health insurance regulations of IRDAI
- E. Basic principles and tools for underwriting
- F. Underwriting process
- G. Group health insurance
- H. Underwriting of Overseas Travel Insurance
- I. Underwriting of Personal Accident Insurance

After studying this chapter, you should be able to:

- a) Explain what is meant by underwriting
- b) Describe the basic concepts of underwriting
- c) Explain the principles and the various tools followed by underwriters
- d) Appreciate the complete process of underwriting individual health policies
- e) Discuss how group health policies are underwritten

## Look at this Scenario

Manish aged 48 years, working as a software engineer, decided to take a health insurance policy for himself. He went to an insurance company, where they gave him a proposal form in which he was required to answer a number of questions related to his physical build and health, mental health, pre-existing illnesses, his family health history, habits and so on.

On receipt of his proposal form, he was also required to submit many documents such as identity and age proof, proof of address and previous medical records. Then they told him to undergo a health check-up and some medical tests which frustrated him.

Manish, who considered himself a healthy person and with a good income level, started wondering why such a lengthy process was being followed by the insurance company in his case. Even after going through all this, the insurance company told him that high cholesterol and high BP had been diagnosed in his medical tests, which increased the chances of heart diseases later. Though they offered him a policy, the premium was much higher than what his friend had paid and so he refused to take the policy.

Here, the insurance company was following all these steps as part of their underwriting process. While providing risk coverage, an insurer needs to evaluate risks properly and also to make reasonable profit. If the risk is not assessed properly and there is a claim, it will result in a loss. Moreover, insurers collect premiums on behalf of all insuring persons and have to handle these moneys like a trust.

## A. What is underwriting?

### 1. Underwriting

Insurance companies try to insure people who are expected to pay adequate premium in proportion to the risk they bring to the insurance pool. This process of collecting and analyzing information from a proposer for the risk selection is known as underwriting. On the basis of information collected through this process, they decide whether they want to insure a proposer. If they decide to do so, then at what premium, terms and conditions so as to make a reasonable profit from taking such risk.

Health insurance is based on the concept of morbidity. Here morbidity is defined as the likelihood and risk of a person becoming ill or sick thereby requiring treatment or hospitalization. To a large extent, morbidity is influenced by age (generally being higher in senior citizens than in young adults) and also increases due to various other adverse factors, such as being overweight or underweight, personal history of certain past and present diseases or ailments, personal habits like smoking, current health status and also occupation of the proposer if it is deemed to be hazardous. Conversely, morbidity also decreases due to certain favourable factors like lower age, a healthy lifestyle etc.

### Definition

**Underwriting** is the process of assessing the risk appropriately and deciding the terms on which the insurance cover is to be granted. Thus, it is a process of risk selection and risk pricing.

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### 2. Need for underwriting

Underwriting is the backbone of an insurance company as acceptance of the risk carelessly or for insufficient premiums will lead to insurer's insolvency. On the other hand, being too selective or careful will prevent the insurance company from creating a big pool so as to spread the risk uniformly. It is therefore critical to strike the correct balance between risk and business, thereby being competitive and yet profitable for the organization.

This process of balancing is done by the underwriter, in accordance with the philosophy, policies and risk hunger of the insurance company concerned. The job of the underwriter is to classify the risk and decide the terms of acceptance at a proper price. It is important to note that acceptance of risk is like giving a promise of future claim settlement to the insured.

### 3. Underwriting - risk assessment

Underwriting is a process of risk selection which is based upon the characteristics of a group or individual. Here based on the degree of the risk, the underwriter decides whether to accept the risk and at what price. Under any circumstances, the process of acceptance has to be done with fairness and on an equitable basis i.e. every similar risk should be classified equally without any prejudice. This classification is normally done through standard acceptance charts whereby every represented risk is quantified and premiums are calculated accordingly.

Although age affects the chance of sickness as well as death, it must be remembered that sickness usually comes much before death and could be frequent. Hence, it is quite logical that the underwriting norms and guidelines are much tighter for health coverage than death coverage.

#### Example

An individual who is diabetic has a far higher chance of developing a cardiac or kidney complication requiring hospitalization than of death, and also health episodes can happen multiple times during the course of insurance coverage. A life insurance underwriting guideline might rate this individual as an average risk. However, for medical underwriting, he would be rated as a higher risk.

In health insurance, there is a higher focus on medical or health findings than financial or income based underwriting. However, the latter cannot be ignored as there has to be an insurable interest and financial underwriting is important to rule out any adverse selection and ensure continuity in health insurance.

### 4. Factors which affect chance of illness

The factors which affect morbidity (risk of falling ill) should be considered carefully while assessing risk are as follows:

- a) **Age:** Premiums are charged corresponding with age and the degree of risk. For e.g. the morbidity premiums for infants and children are higher than young adults due to increased risk of infections and accidents. Similarly, for adults beyond the age of 45 years, the premiums are higher, as the probability of an individual suffering from a chronic ailment like diabetes, a sudden heart ailment or other such morbidity is much higher.
- b) **Gender:** Women are exposed to additional risk of morbidity during child bearing period. However, men are more likely to get affected by heart attacks than women or suffer job related accidents than women as they may be more involved in hazardous employment.
- c) **Habits:** Consumption of tobacco, alcohol or narcotics in any form has a direct bearing on the morbidity risk.

- d) **Occupation:** Extra risk to accidents is possible in certain occupations, e.g. driver, blaster, aviator etc. Likewise, certain occupations may have higher health risks, like an X-Ray machine operator, asbestos industry workers, miners etc.
- e) **Family history:** This has greater relevance, as genetic factors influence diseases like asthma, diabetes and certain cancers. This does impact the morbidity and should be taken into consideration while accepting risk.
- f) **Build:** Stout, thin or average build may also be linked to morbidity in certain groups.
- g) **Past illness or surgery:** It has to be ascertained whether the past illness has any possibility of causing increased physical weakness or even recur and accordingly the policy terms should be decided. For e.g. kidney stones are known to recur and similarly, cataract in one eye increases possibility of cataract in the other eye.
- h) **Current health status and other factors or complaints:** This is important to ascertain the degree of risk and insurability and can be established by proper disclosure and medical examination.
- i) **Environment and residence:** These also have a bearing on morbidity rates.

### Test Yourself 1

Underwriting is the process of \_\_\_\_\_.

- I. Marketing insurance products
  - II. Collecting premiums from customers
  - III. Risk selection and risk pricing
  - IV. Selling various insurance products
-

## B. Underwriting - Basic concepts

### 1. Underwriting purpose

We begin with examining the purpose of underwriting. There are two purposes

- i. To prevent anti-selection that is selection against the insurer
- ii. To classify risks and ensure equity among risks

### Definition

The term **selection of risks** refers to the process of evaluating each proposal for health insurance in terms of the degree of risk it represents and then deciding whether or not to grant insurance and on what terms.

**Anti-selection** (or **adverse selection**) is the tendency of people, who suspect or know that their chance of experiencing a loss is high, to seek out insurance eagerly and to gain in the process.

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### Example

If insurers were not selective about whom and how they offered insurance, there is a chance that people with serious ailments like diabetes, high BP, heart problems or cancer, who knew that they would soon require hospitalization, would seek to buy health insurance, create losses for the insurer.

In other words, if an insurer did not exercise selection it would be selected against and suffer losses in the process.

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### 2. Equity among risks

Let us now consider equity among risks. The term “Equity” means that applicants who are exposed to similar degrees of risk must be placed in the same premium class. Insurers would like to have some type of standardization to determine the premiums to be charged. Thus people posing average risks should pay similar premium while people who pose higher risks should pay higher premium. They would like standardization to apply to the vast majority of individuals who pose average risks while they could devote more time to decide upon and rate risks which are more risky.

#### a) Risk classification

To usher equity, the underwriter engages in a process known as **risk classification** i.e. individuals are categorized and assigned to different risk classes depending on the degree of risks they pose. There are four such risk classes.



### i. Standard risks

These consist of those people whose anticipated morbidity (chance of falling ill) is average.

### ii. Preferred risks

These are the ones whose anticipated morbidity is significantly lower than average and hence could be charged a lower premium.

### iii. Substandard risks

These are the ones whose anticipated morbidity is higher than the average, but are still considered to be insurable. They may be accepted for insurance with higher (or extra) premiums or subjected to certain restrictions.

### iv. Declined risks

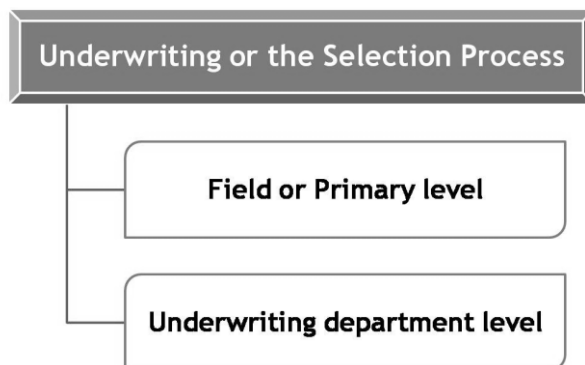
These are the ones whose impairments and anticipated extra morbidity are so great that they could not be provided insurance coverage at an affordable cost. Sometimes an individual's proposal may also be temporarily declined if he or she has been exposed to a recent medical event, like an operation.

## 3. Selection process

Underwriting or the selection process may be said to take place at two levels:

- ✓ At field level
- ✓ At underwriting department level

**Diagram 7: Underwriting or the selection process**



### c) Field or Primary level

Field level underwriting may also be known as **primary underwriting**. It includes information gathering by an agent or company representative to decide whether an applicant is suitable for granting insurance coverage. The

agent plays a critical role as primary underwriter. He is in the best position to know the prospective client to be insured.

A few insurance companies may require that agents complete a statement or a confidential report, asking for specific information, opinion and recommendations to be provided by the agent with respect to the proposer.

A similar kind of report, which has been called as **Moral Hazard report**, may also be sought from an official of the insurance company. These reports typically cover the occupation, income and financial standing and reputation of the proposed life.

### **What is Moral Hazard?**

While factors like age, gender, habits etc. refer to the physical hazard of a health risk, there is something else that needs to be closely watched. This is the moral hazard of the client which can prove very costly to the insurance company.

An extreme example of bad moral hazard is that of an insured taking health insurance knowing that he will undergo a surgical operation within a short time but not disclosing this to the insurer. There is thus a deliberate intention of taking insurance just to collect a claim.

Indifference towards loss is another example. Because of the existence of insurance, the insured may be tempted to adopt a careless attitude towards his health knowing that any hospitalization would be paid by his insurer.

Another type of hazard called 'morale hazard' is also worthy of mention. Here the insured would not commit any fraud but, knowing that he has a large sum insured, he would prefer to take the most expensive treatment, staying in the most expensive hospital room etc. which he would not have done had he not been insured.

### **Fraud monitoring and role of agent as primary underwriter**

Much of the decision with regard to selection of a risk depends on the facts that have been disclosed by the proposer in the proposal form. It may be difficult for an underwriter who is sitting in the underwriting department to know whether these facts are untrue and have been fraudulently misrepresented with deliberate intent to deceive.

The agent plays a significant role here. He or she is in the best position to ascertain that the facts that have been represented are true, since the agent has direct and personal contact with the proposer and can thus monitor if any willful non-disclosure or misrepresentation has been made with an intent to mislead.

**d) Underwriting department level**

The second level of underwriting is at the department or office level. It involves specialists and persons who are proficient in such work and who consider all the relevant data on the case to decide whether to accept a proposal for insurance and on what terms.

## C. File and Use guidelines

It must be remembered that every insurer has to create its products before marketing them and this is also one of the functions of the underwriting department. The IRDAI has issued guidelines for this which are summarized below:

Every company designs its products keeping in mind the target customers' needs, wants and affordability, underwriting considerations, actuarial pricing, competitive conditions in the market etc. Thus we see high number of options for different categories of customers to choose from even though at the base level, hospitalization expense indemnity products dominate the Indian market.

Every new product needs approval of IRDA before introduction. The product needs to be filed with the Regulator under 'File and Use' provisions as mentioned below. Once introduced, product withdrawal also needs to follow guidelines. Students are advised to familiarize themselves with all provisions, forms, returns etc. related to File and Use guidelines.

### **File and use procedure for health insurance products as per IRDA guidelines:**

- a) No health insurance product shall be marketed by any insurer unless it has the prior clearance of the Authority accorded as per the File and Use Procedure.
- b) Any subsequent revision or modification of any approved health insurance product shall also require the prior clearance of the Authority as per the guidelines issued from time to time.
  1. Any revision or modification in a policy which is approved by the Authority shall be notified to each policy holder at least three months prior to the date when such revision or modification comes into effect. The notice shall set out the reasons for such revision or modification, in particular the reason for an increase in premium and the quantum of such increase.
  2. The possibility of a revision or modification of the terms of the policy including the premium must be disclosed in the prospectus.
- c) The File and Use application form has been standardized by IRDAI and has to be sent along with many annexures including the Database sheet and the Customer Information Sheet.

The Customer Information Sheet which is to be given to every insured along with the prospectus and the policy contains details of the cover, the exclusions, waiting period if any before claim becomes payable, whether the payout will be on reimbursement basis or a fixed amount, renewal conditions and benefits, details of co-pay or deductible and cancellation conditions etc.

The File and Use application for the prior approval of the Authority shall be certified by the Appointed Actuary and the CEO of the insurance company and shall be in such formats and accompanied by such documentation as may be stipulated by the Authority from time to time.

d) Withdrawal of health insurance product

1. To withdraw a health insurance product, the insurer shall take prior approval of the Authority by giving reasons for withdrawal and complete details of the treatment to the existing - policyholders.
2. The policy document shall clearly indicate the possibility of withdrawal of the products in the future and the options that would be available to the policyholder on withdrawal of the products.
3. If the existing customer does not respond to the insurer's intimation, the policy shall be withdrawn on the renewal date and the insured shall have to take a new policy available with the insurer, subject to portability conditions.
4. The withdrawn product shall not be offered to the prospective customers.

e) All particulars of any product shall after introduction be reviewed by the Appointed Actuary at least once a year. If the product is found to be financially unviable, or is deficient in any particular the Appointed Actuary may revise the product appropriately and apply for revision under File and Use procedure.

f) Five years after a product has been accorded File and Use approval, the Appointed Actuary shall review the performance of the product in terms of morbidity, lapse, interest rates, inflation, expenses and other relevant particulars as compared to the original assumptions made while designing such product and seek fresh approval with suitable justifications or modifications of the earlier assumptions made.

## **D. Other Health Insurance regulations of IRDAI**

In addition to the File and Use guidelines, the Health Insurance regulations also require the following:

- a. All Insurance Company's shall evolve a Health Insurance Underwriting Policy which shall be approved by the Board of the Company. The policy should among other matters prescribe the proposal form in which prospects may apply for purchasing a Health Policy. Such form should capture all the information necessary to underwrite a proposal in accordance with the stated Policy of the Company.
- b. The Underwriting Policy shall be filed with the Authority. The Company retains the right to modify the Policy as it deems necessary, but every modification shall also be filed with the Authority.
- c. Any proposal for health insurance may be accepted or denied wholly based on the Board approved underwriting policy. A denial of a proposal shall be communicated to the prospect in writing, recording the reasons for denial.
- d. The insured shall be informed of any underwriting loading charged over and above the premium and the specific consent of the policyholder for such loadings shall be obtained before issuance of a policy.
- e. If an insurance company requires any further information, such as change of occupation, at any subsequent stage of a policy or at the time of its renewal, it shall prescribe standard forms to be filled up by the insured and shall make these forms part of the policy document, clearly state the events which will require the submission of such information and the conditions applicable in such event.
- f. Insurers may devise mechanisms or incentives to reward policyholders for early entry, continued renewals, favourable claims experience etc. with the same insurer and disclose upfront such mechanism or incentives in the prospectus and the policy document, as approved under File and Use guidelines.

### **Guidelines regarding portability of health policies**

IRDAI has brought out very clear guidelines regarding portability of life and health insurance policies. These are enumerated below:

1. Portability shall be allowed in the following cases:
  - a. All individual health insurance policies issued by non-life insurance companies including family floater policies
  - b. Individual members, including the family members covered under any group health insurance policy of a non-life insurance company shall have the right to migrate from such a group policy to an individual health insurance policy or a family floater policy with the same insurer. Thereafter, he/she shall be accorded the right for portability at next renewal.

2. Portability can be opted by the policyholder only at renewal and not during currency of the policy.
3. A policyholder wanting to port his policy to another insurance company has to apply to such insurance company, to port the entire policy along with all the members of the family, if any, at least 45 days before the premium renewal date of the existing policy.
4. The new insurer may or may not offer portability if policyholder fails to make an application in the IRDAI-prescribed form at least 45 days before the premium renewal date.
5. On receipt of such intimation, the insurance company shall furnish the applicant, the Portability Form as set out in Annexure 'I' to the IRDAI guidelines together with a proposal form and relevant product literature on the various health insurance products which could be offered.
6. The policyholder shall fill in the portability form along with proposal form and submit the same to the insurance company.
7. On receipt of the Portability Form, the insurance company shall address the existing insurance company seeking necessary details of medical history and claim history of the concerned policyholder. This shall be done through the web portal of the IRDA.
8. The insurance company receiving such a request on portability shall furnish the requisite data in the data format for porting insurance policies prescribed in the web portal of IRDA within 7 working days of the receipt of the request.
9. In case the existing insurer fails to provide the requisite data in the data format to the new insurance company within the specified time frame, it shall be viewed as violation of directions issued by the IRDA and the insurer shall be subject to penal provisions under the Insurance Act, 1938.
10. On receipt of the data from the existing insurance company, the new insurance company may underwrite the proposal and convey its decision to the policyholder in accordance with the Regulation 4 (6) of the IRDA (Protection of Policyholders' interest) Regulations, 2002.
11. If on receipt of data within the above time frame, the insurance company does not communicate its decision to the requesting policyholder within 15 days in accordance with its underwriting policy as filed by the company with the Authority, then the insurance company shall not retain the right to reject such proposal and shall have to accept the proposal.
12. Where the outcome of acceptance of portability is still awaited from the new insurer on the date of renewal

- a. the existing policy shall be allowed to be extended, if requested by the policyholder, for the short period by accepting a pro- rate premium for such short period, which shall be of at least one month and
  - b. the existing policy shall not be cancelled until such time a confirmed policy from new insurer is received or at the specific written request of the insured
  - c. the new insurer, in all such cases, shall reckon the date of the commencement of risk to match with date of expiry of the short period, wherever relevant.
  - d. if for any reason the insured intends to continue the policy further with the existing insurer, it shall be allowed to continue by charging a regular premium and without imposing any new condition.
13. In case the policyholder has opted short period extension as stated above and there is a claim, then existing insurer may charge the balance premium for remaining part of the policy year provided the claims is accepted by the existing insurer. In such cases, policyholder shall be liable to pay the premium for the balance period and continue with existing insurer for that policy year.
14. In order to accept a policy which is porting-in, insurer shall not levy any additional loading or charges exclusively for the purpose of porting.
15. No commission shall be payable to any intermediary on the acceptance of a ported policy.
16. For any health insurance policy, waiting period already elapsed under the existing policy with respect to pre-existing diseases and time bound exclusions shall be taken into account and reduced to that extent under the newly ported policy.

Note 1: In case the waiting period for a certain disease or treatment in the new policy is longer than that in the earlier policy for the same disease or treatment, the additional waiting period should be clearly explained to the incoming policy holder in the portability form to be submitted by the porting policyholder.

Note 2: For group health insurance policies, the individual member's shall be given credit as stated above based on the number of years of continuous insurance cover, irrespective of, whether the previous policy had any pre-existing disease exclusion/time bound exclusions.
17. The portability shall be applicable to the sum insured under the previous policy and also to an enhanced sum insured, if requested by the insured, to the extent of cumulative bonus acquired from the previous insurer(s) under the previous policies.



For e.g. - If a person had a SI of Rs. 2 lakhs and accrued bonus of Rs. 50,000 with insurer A; when he shifts to insurer B and the proposal is accepted, insurer B has to offer him SI of Rs. 2.50 lakhs by charging the premium applicable for Rs. 2.50 lakhs. If insurer B has no product for Rs. 2.50 lakhs, insurer B would offer the nearest higher slab say Rs. 3 lakhs to insured by charging premium applicable for Rs. 3 lakhs SI. However, portability would be available only up to Rs 2.50 lakhs.

18. Insurers shall clearly draw the attention of the policyholder in the policy contract and the promotional material like prospectus, sales literature or any other documents in any form whatsoever, that:
  - a. all health insurance policies are portable;
  - b. policyholder should initiate action to approach another insurer, to take advantage of portability, well before the renewal date to avoid any break in the policy coverage due to delays in acceptance of the proposal by the other insurer.

## **E. Basic principles of insurance and tools for underwriting**

### **1. Basic principles relevant to underwriting**

In any form of insurance, whether it is life insurance or general insurance, there are certain legal principles which operate along with acceptance of risks. Health insurance is equally governed by these principles and any violation of the principles results in the insurer deciding to avoid the liability, much to the dissatisfaction and frustration of the policyholders. These core principles are:

1. Utmost good faith (*Uberrima fides*) and the insurable interest

### **2. Tools for underwriting**

These are the sources of information for the underwriter and the basis on which the risk classification is done and premiums finally decided. The following are the key tools for underwriting:

#### **a) Proposal form**

This document is the base of the contract where all the critical information pertaining to the health and personal details of the proposer (i.e. age, occupation, build, habits, health status, income, premium payment details etc.) are collected. This could range from a set of simple questions to a fully detailed questionnaire according to product and the needs/policy of the company, so as to ensure that all material facts are disclosed and the coverage is given accordingly. Any breach or concealment of information by the insured shall render the policy void.

#### **b) Age proof**

Premiums are determined on the basis of the age of the insured. Hence it is imperative that the age disclosed at the time of enrollment is verified through submission of an age proof.

## **Example**

In India, there are many documents which can be considered as age proof but all of them are not legally acceptable. Mostly valid documents are divided into two broad categories. They are as follows:

- a) Standard age proof: Some of these include school certificate, passport, domicile certificate, PAN card etc.
  - b) Non-standard age proof: Some of these include ration card, voter ID, elder's declaration, gram panchayat certificate etc.
-

### c) Financial documents

Knowing the financial status of the proposer is particularly relevant for benefit products and to reduce the moral hazard. However, normally the financial documents are only asked for in cases of

- a) Personal accident covers or
- b) high sum assured coverage or
- c) when the stated income and occupation as compared to the coverage sought, show a mismatch.

### d) Medical reports

Requirement of medical reports is based on the norms of the insurer, and usually depends upon the age of the insured and sometimes on the amount of cover opted. Some replies in the proposal form may also contain some information that leads to medical reports being asked for.

### e) Reports of sales personnel

Sales personnel can also be seen as grassroots level underwriters for the company and the information given by them in their report could form an important consideration. However, as the sales personnel have an incentive to generate more business, there is a conflict of interest which has to be watched out for.

## Test Yourself 2

The principle of utmost good faith in underwriting is required to be followed by \_\_\_\_\_.

- I. The insurer
  - II. The insured
  - III. Both the insurer and the insured
  - IV. The medical examiners
- 

## Test Yourself 3

Insurable interest refers to \_\_\_\_\_.

- I. Financial interest of the person in the asset to be insured
  - II. The asset which is already insured
  - III. Each insurer's share of loss when more than one company covers the same loss
  - IV. The amount of the loss that can be recovered from the insurer
-

## F. Underwriting process

Once the required information is received, the underwriter decides the terms of the policy. The common forms used for underwriting health insurance business are as below:

### 1. Medical underwriting

Medical underwriting is a process in which medical reports are called for from the proposer to determine the health status of an individual applying for health insurance policy. The health information collected is then evaluated by the insurers to determine whether to offer coverage, up to what limit and on what conditions and exclusions. Thus medical underwriting can determine the acceptance or declining of a risk and also the terms of cover.

However, medical underwriting involves high costs in terms of receiving and examining medical reports. Also, when insurers use a high degree of medical underwriting, they are blamed for 'cream-skimming' (accepting only the best kind of risk and denying others). It also causes frustration among prospective clients and reduces the number of people willing to insure with those insurers as they do not want to provide the requisite information and detail and to undergo the required tests.

Health status and age are important underwriting considerations for individual health insurance. Also current health status, personal and family medical history enable an underwriter to determine presence of any pre-existing diseases or conditions and eventually the probability of future health problems that may require hospitalization or surgical intervention.

Further proposal forms are designed in a manner to elicit information about past treatments taken, hospitalizations and surgeries undergone. This helps an underwriter to evaluate the possibility of recurrence of an earlier ailment, its impact on current or future health status or future complications. Some diseases for which the proposer is taking medicines only may soon require hospitalization any time soon or recur.

### Example

Medical conditions like hypertension, overweight/obesity and raised sugar levels have a high probability of future hospitalization for diseases of the heart, kidney and the nervous system. So, these conditions should be carefully considered while assessing the risk for medical underwriting.

---

Since adverse changes in health status generally occur post 40 years, mainly due to normal ageing process, insurers do not require any medical examination or tests of the proposer earlier than the age of 45 years (some insurers could raise this requirement to 50 or 55 years too). Medical underwriting guidelines may also require a signed declaration of the proposer's health status by his/her family physician.

In the Indian health insurance market, the key medical underwriting factor for individual health insurance is the age of the person. Persons above the age of 45-50 years, enrolling for the first time are normally required to undergo specified pathological investigations to assess health risk profile and to obtain information on their current health status. Such investigations also provide an indication of prevalence of any pre-existing medical conditions or diseases.

### Example

Drugs, alcohol and tobacco consumption may be difficult to detect and seldom declared by the proposer in the proposal form. Non-disclosure of these poses a major challenge in underwriting of health insurance. Obesity is another problem which threatens to become a major public health problem and underwriters need to develop underwriting tools to be able to adequately price the complications arising out of the same.

## 2. Non-medical underwriting

Most of the proposers which apply for health insurance do not need medical examination. If it could be known with a fair degree of accuracy that only one-tenth or less of such cases will bring the adverse results during medical examination, insurers could dispense with medical examination in majority of the cases.

Even, if the proposer were to disclose all material facts completely and truthfully and the same were checked by agent carefully, then also the need for medical examination could have been much less. In fact, a slight increase in the claims ratio can be accepted if there is savings in the costs of medical checkup and other expenses and also as it will reduce the inconvenience to the proposer.

Therefore, insurance companies are coming up with some medical policies where the proposer is not required to undergo any medical examination. In such cases, companies usually create a 'medical grid' to indicate at what age and stage should a medical underwriting be done, and therefore these non-medical limits are carefully designed so as to strike a proper balance between business and risk.

### Example

If an individual has to take health insurance coverage quickly without going through a long process of medical examinations, waiting periods and processing delays, then he can opt for a non-medical underwriting policy. In a non-medical underwriting policy, premium rates and sum assured are usually decided on the basis of answers to a few health questions mostly based on age, gender, smoking class, build etc. The process is speedy but the premiums may be relatively higher.

### **3. Numerical rating method**

This is a process adopted in underwriting, wherein numerical or percentage assessments are made on each component of the risk.

Factors like age, sex, race, occupation, residence, environment, build, habits, family and personal history are examined and scored numerically based on pre-determined criteria.

### **4. Underwriting decisions**

The underwriting process is completed when the received information is carefully assessed and classified into appropriate risk categories. Based on the above tools and his judgment, the underwriter classifies the risk into the following categories:

- a) Accept risk at standard rates
- b) Accept risk at an extra premium (loading), though it may not be practiced in all companies
- c) Postpone the cover for a stipulated period/term
- d) Decline the cover
- e) Counter offer (either restrict or deny part of the cover)
- f) Impose a higher deductible or Co-pay
- g) Levy permanent exclusion(s) under the policy

If any illness is permanently excluded, it is endorsed on the policy certificate. This becomes an additional exclusion apart from the standard policy exclusion and shall form the part of the contract.

Expert individual risk assessment by underwriters is vital to insurance companies as it keeps the insurance system in balance. Underwriting enables insurers to group together those with the same level of expected risk and to charge them the same premium for the protection they choose. The benefit for the policyholder is availability of insurance at a fair and competitive price whereas the benefit for an insurer is the ability to maintain the experience of its portfolio in line with the morbidity assumptions.

### **5. Use of general or standard exclusions**

The majority of policies impose exclusions that apply to all their members. These are known as standard exclusions or sometimes referred to as general exclusions. Insurers limit their exposure by the implementation of standard exclusions.

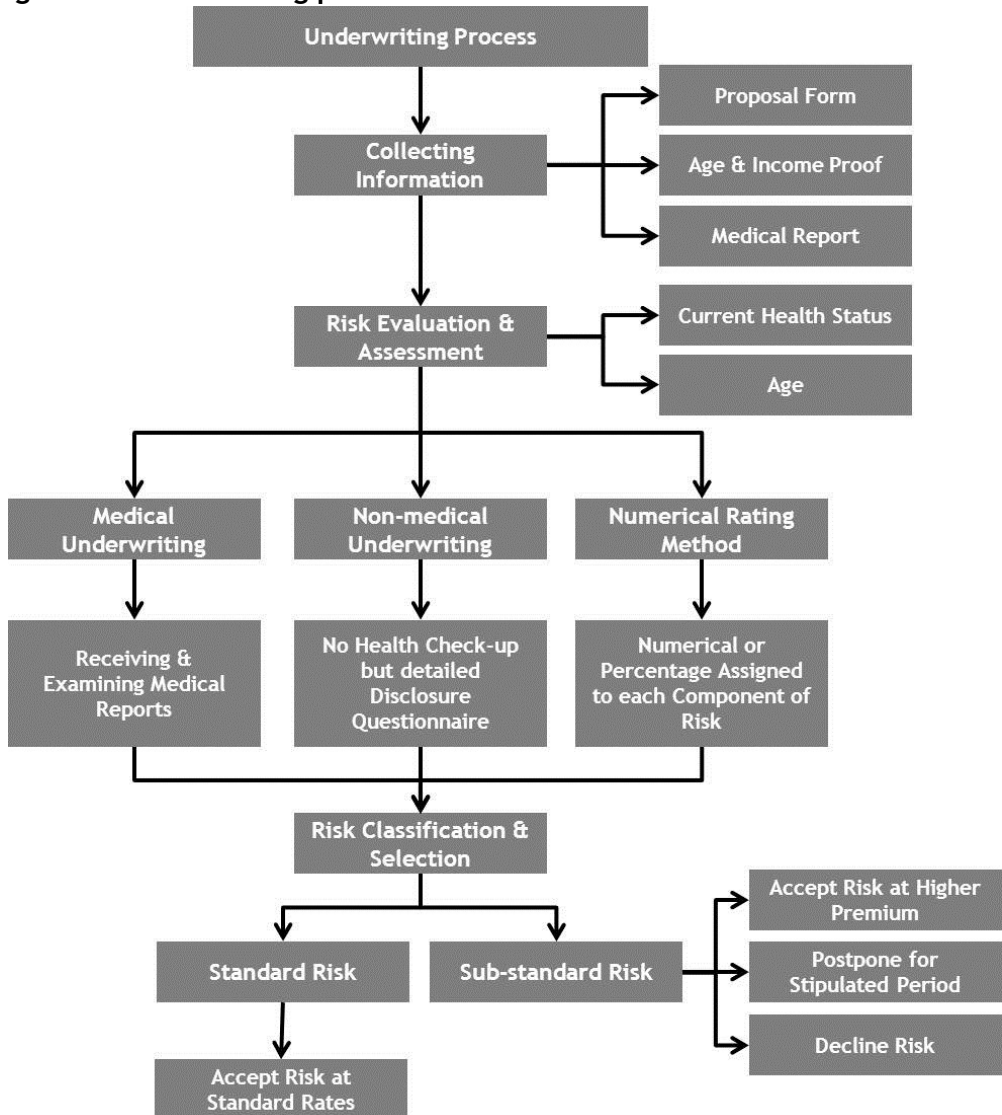
The same have been discussed in earlier chapter.

## Test Yourself 4

Which of the following statements about medical underwriting is incorrect?

- I. It involves high cost in collecting and assessing medical reports.
- II. Current health status and age are the key factors in medical underwriting for health insurance.
- III. Proposers have to undergo medical and pathological investigations to assess their health risk profile.
- IV. Percentage assessment is made on each component of the risk.

Diagram 1: Underwriting process



## G. Group health insurance

### 1. Group health insurance

Group insurance is underwritten mainly on the law of averages, implying that when all members of a standard group are covered under a group health insurance policy, the individuals constituting the group cannot anti-select against the insurer. Thus, while accepting a group for health insurance, the insurers take into consideration the possibility of existence of a few members in the group who may have severe and frequent health problems.

Underwriting of group health insurance requires analyzing the characteristics of the group to evaluate whether it falls within the insurance company's underwriting guidelines as well as the guidelines laid down for group insurance by the insurance regulators.

Standard underwriting process for group health insurance requires evaluating the proposed group on the following factors:

- a) Type of group
- b) Group size
- c) Type of industry
- d) Eligible persons for coverage
- e) Whether entire group is being covered or there is an option for members to opt out
- f) Level of coverage - whether uniform for all or differently
- g) Composition of the group in terms of sex, age, single or multiple locations, income levels of group members, employee turnover rate, whether premium paid entirely by the group holder or members are required to participate in premium payment
- h) Difference in healthcare costs across regions in case of multiple locations spread in different geographical locations
- i) Preference of the group holder for administration of the group insurance by a third party administrator (of his choice or one selected by the insurer) or by the insurer itself
- j) Past claims experience of the proposed group



## Example

A group of members working in mines or factories is at higher health risk than a group of members working in air-conditioned offices. Also the nature of diseases (thereby claims) are also likely to be quite different for both groups. Therefore, the insurer will price the group health insurance policy accordingly in both the cases.

Similarly to avoid adverse selection in case of groups with high turnover such as IT companies, insurers can introduce precautionary criteria requiring employees to serve their probationary period before becoming eligible for insurance.

Due to highly competitive nature of group health insurance business, insurers allow substantial flexibility and customization in benefits of the group insurance plans. In employer-employee group insurance plans, the benefits design is usually developed over time and used as an employee retention tool by the human resources department of the employer. Often, the flexibility is the result of competition among insurers to match or improve the benefits of the existing group insurance plan given by another insurer to capture and shift business.

## 2. Underwriting other than employer- employee groups

Employer-employee groups are traditionally the most common groups offered group health insurance. However, as health insurance gains acceptance as an effective vehicle of financing healthcare expenditure, different types of group formations have now developed. In such a scenario, it is important for group health insurance underwriters to take into consideration the character of the group composition while underwriting the group.

In addition to employee-employer groups, insurers have provided group health insurance coverage to varied type of groups such as: labour unions, trusts and societies, multiple-employer groups, franchisee dealers, professional associations, clubs and other brotherhood organizations.

Governments in different countries have been buyers of group health insurance coverage for poorer sections of the society. In India, governments both at the central and state level have aggressively been sponsoring group health insurance schemes for the poor e.g. RSBY, Yeshaswini etc.

Though basic underwriting considerations for such diverse groups are similar to generally accepted group underwriting factors, additional aspects include:

- a) Size of the group (small group size may suffer from frequent changes)
- b) Different levels of healthcare cost in different geographical regions
- c) Risk of adverse selection in case all group constituents do not participate in the group health insurance plan
- d) Continuation of members in the group in the policy

There has been a growth in irregular types of group formations just to take advantage of such group health insurance benefits at cheap prices, called

'groups of convenience'. The insurance regulator IRDA has therefore issued group insurance guidelines with a view to regulate the approach to be adopted by insurers in dealing with various groups. Such non-employer groups include:

- a) Employer welfare associations
- b) Holders of credit cards issued by a specific company
- c) Customers of a particular business where insurance is offered as an add-on benefit
- d) Borrowers of a bank and professional associations or societies

The rationale of the group insurance guidelines is to restrict formation of groups for the sole purpose of availing insurance with advantage of flexible design, coverage of benefits not available on individual policies and cost savings. It has been observed that such 'groups of convenience' have often led to adverse selection against the insurers and eventually high claim ratios. Group insurance guidelines by the regulatory authority, thus, help in responsible market conduct by the insurers. They instill discipline in underwriting by insurance companies and also in canvassing group insurance schemes by setting up administration standards for group schemes.

## H. Underwriting of Overseas Travel Insurance

Since the main cover under Overseas Travel Insurance policies is the health cover, the underwriting would follow the pattern for health insurance in general.

The premium rating and acceptance would as per individual company guidelines but a few important considerations are given below:

1. Premium rate would depend on the age of the proposer and the duration of foreign travel.
2. As medical treatment is costly overseas, the premium rates are normally much higher compared to domestic health insurance policies.
3. Even among the foreign countries, USA and Canada premium is the highest.
4. Care should be taken to rule out the possibility of a proposer using the policy to take medical treatment abroad and hence the existence of any pre-existing disease must be carefully considered at the proposal stage.

## I. Underwriting of Personal Accident Insurance

The underwriting considerations for personal accident policies are discussed below:

### Rating

In personal accident insurance, the main factor considered is the occupation of the insured. Generally speaking exposure to personal accidents at home, on the street etc. is the same for all persons. But the risks associated with profession or occupation varies in accordance with the nature of work performed. For example, an office manager is less exposed to risk at work than a civil engineer working at a site where a building is being constructed.

It is not practical, to fix a rate for each profession or occupation. Hence, occupations are classified into groups, each group reflecting, more or less, similar risk exposure. The following system of classification is simple and found to be feasible in practice. Individual companies may have their own basis of classification.

### Classification of Risk

On the basis of occupation, the risks associated with the insured person may be classified into three groups:

- **Risk group I**  
Accountants, Doctors, Lawyers, Architects, Consulting Engineers, Teachers, Bankers, persons engaged in administration functions, persons primarily engaged in occupations of similar hazards.
- **Risk group II**  
Builders, Contractors and Engineers engaged in superintending functions only, Veterinary Doctors, paid drivers of motor cars and light motor vehicles and persons engaged in occupation of similar hazards.  
All persons engaged in manual labour (except those falling under Group III), cash carrying employees, garage and motor Mechanics, Machine operators, Drivers of trucks or lorries and other heavy vehicles, professional athletes and sportsmen, woodworking Machinists and persons engaged in occupations of similar hazards.
- **Risk group III**  
Persons working in underground mines, explosives magazines, workers involved in electrical installation with high tension supply, Jockeys, circus personnel, persons engaged in activities like racing on wheels or horseback, big game hunting, mountaineering, winter sports, skiing, ice hockey, ballooning, hang gliding, river rafting, polo and persons engaged in occupations / activities of similar hazard.

Risk groups are also known in the form of 'Normal', 'Medium' and 'High' respectively.

### **Age Limits**

The minimum and maximum age for being covered and renewed varies from company to company. Generally a band of 5 years to 70 years is the norm. However, in case of persons who already have a cover, policies may be renewed after they complete 70 years but up to the age of 80 subject to a loading of the renewal premium.

No medical examination is usually required for renewal or fresh cover.

### **Medical Expenses**

The medical expenses cover is as follows:

- A personal accident policy can be extended by endorsement, on payment of extra premium to cover medical expenses incurred by the insured in connection with the accidental bodily injury.
- These benefits are in addition to the other benefits under the policies.
- It is not necessary that person has to be hospitalised.

### **War and Allied Risks**

War risk cover may be covered to Indian personnel / experts working in foreign countries on civilian duties with additional premium.

- P.A. policies issued during peace time or normal period would be at say 50 percent extra over the normal rate (i.e. 150 percent of the normal rate.)
- P.A. policies issued during abnormal/ apprehensive period (i.e. during the period when warlike conditions have already occurred or are imminent in foreign country/i.e. where the Indian personnel are working on civilian duties) at say 150 percent extra over the normal rate (i.e. 250 percent of the normal rate)

### **The Proposal Form**

The form elicits information on the following:

- Personal details
- Physical condition
- Habits and pastimes
- Other or previous insurances
- Previous accidents or illness

- Selection of benefits and sum insured
- Declaration

The above required details can be explained as follows:

- Personal details relate to, inter alia, age, height and weight, full description of occupation and average monthly income.
- Age will show whether the proposer is within the limits of age for entrants for the policy desired. Weight and height should be compared with a table of average weight for sex, height and age and further investigation would be made if the proposer is say 15 percent or more over or under the average.
- Physical condition details relate to any physical infirmity or defect, chronic diseases etc.
- Proposers who have lost a limb or the sight of an eye may only be accepted on special terms in approved cases. They constitute abnormal risks because they are “less able to avoid certain types of accidents and in view of the fact that if the remaining arm or leg is injured or the sight or the remaining eye is affected, the degree and length of disablement is likely to be much greater than normal.
- Diabetes may retard recovery as the wound may not heal quickly and the disablement may be unduly prolonged. The medical history of the proposer must be examined in order to determine whether and to what extent injuries or illnesses may affect the future accident risks. There are many complaints of such an obviously serious nature as to make the risk uninsurable, e.g. valvular disease of the heart.
- Hazardous pastimes like mountaineering, polo, motor racing, acrobatics etc., require extra premium.

### **Sum Insured**

The sum insured in a personal accident policy has to be fixed with caution, as they are benefit policies and not subject to strict indemnity. Care should be taken to consider income derived through ‘gainful employment’. In other words, income which will not be affected by accident to the proposer should not be considered while determining the sum insured.

As practices of fixing the S.I varies among insures/underwriters, the exact amount for which the cover could be granted depends on the underwriters. However the general practice that the cover granted should not exceed the equivalent of 72 months / 6 years’ earning of the insured.

This restriction is not strictly applied if the policy is for capital benefits only. For temporary total disablement cover however it should not happen that in the event of compensation payable, the same is disproportionate to his earnings

during the same period. If the cover is for weekly compensation for TTD, the sum insured usually does not exceed twice his/her annual income.

While giving cover to persons who are not gainfully employed e.g. housewives, students etc. the insurers make sure that they provide for capital benefits only and that no weekly compensation is provided for.

### **Family Package Cover**

For children and non-earning spouse the cover is limited to death and permanent disablement (total or partial). However, based on individual company's norms the Table of Benefits may be considered. Some Companies allow TTD cover to non-earning spouse also up to a particular limit.

A discount of 5 percent is usually granted on the gross premium.

### **Group Policies**

A group discount is allowed off the premium, if the number of insured person exceeds a certain number say 100. Group policy however may be issued when number is smaller, say 25 but without any discount.

Normally, policies on unnamed basis are issued only to very valued clients, where the identity of the member is clearly ascertainable beyond doubt.

### **Group discount criteria**

Group policies should be issued only in respect of the named groups. For the purpose of availing of group discount and other benefits, the proposed "Group" should fall clearly under any one of the following categories:

- Employer - employee relationship including dependents of the employee
- Pre identified segments / groups where the premium is to be paid by the State / Central Governments
- Members of a registered co-operative society
- Members of registered service clubs
- Holders of credit card of banks / Diners / Master / Visa
- Holders of deposit certificates issued by banks / NBFC's
- Shareholders of banks / public limited companies

In case of proposals relating to any further category different from the above categories, they may be deliberated and decided upon by the technical department of the respective insurers.

No group discount can be offered on the 'anticipated' group size. Group discount is to be considered and worked out only on the actual number of members registered in the 'Group' at the time of taking out the policy. It can be reviewed at renewals.

## **Sum insured**

The sum insured may be fixed for specific amounts separately for each insured person or it may be linked to emoluments payable to the insured persons.

The principle of 'All or None' applies in a group insurance. Additions and deletions are made thereto with pro rata additional premium or refund.

## **Premium**

Varying rates of premium are applicable to named employees as per the classification of risks and the benefits selected. Thus rates will vary according to the occupation of persons covered.

## **Example**

The same rate will apply to well defined groups of employee all of whom, broadly speaking follow the same type of occupation.

In respect of unnamed employees the employer is required to declare the number of employees in each classification based on authentic records maintained by him.

Premium rates for named member of an association, clubs etc. apply according to the classification of risk.

When the membership is of a general nature and not restricted to any particular occupation, underwriters use their discretion in applying the rates.

## **On-duty covers**

The cover provided during the on-duty hours is as follows:

- If P.A cover is required only for the restricted hours of duty (and not for 24 hours a day), a reduced premium say 75 percent of the appropriate premium is charged.
- The cover applies to accident to the employees arising out of and in the course of employment only.

## **Off-duty covers**

If cover is required only for the restricted hours, when the employee is not at work and/or not on official duty, the reduced premium of say 50 percent of the appropriate premium may be charged.



## Exclusion of death cover

It is possible to issue group P.A. policies excluding the death benefit, subject to individual company guidelines.

## Group discount and Bonus/Malus

Since a large number of persons are covered under one policy, there is less administrative work and expense. Besides, usually all members of the group will be insured and there will be no adverse selection against the insurers. Hence, a discount in premium is allowed, according to a scale.

Rating under renewal of group policies is determined with reference to the claims experience.

- Favourable experience is rewarded with a discount in the renewal premium (bonus)
- Adverse experience is penalised by loading of renewal premium (malus), according to a scale
- Normal rates will apply for renewal if the claims experience is, say, 70 percent

## Proposal form

- It is customary to dispense the forms for completion by the members and to have one document only, completed by the insured.
- He is required to make a declaration that no member suffers from a physical infirmity or defect that would render his participation unacceptable.
- Sometimes even this precaution is waived, it being understood and/or made clear by endorsement that disability prior to the commencement of cover and also any cumulative effect as a result of such disability stand excluded.

However the practice may vary among the companies.

## Test Yourself 5

- 1) In a group health insurance, any of the individual constituting the group could anti-select against the insurer.
  - 2) Group health insurance provides coverage only to employer-employee groups.
- I. Statement 1 is true and statement 2 is false
  - II. Statement 2 is true and statement 1 is false

- III. Statement 1 and statement 2 are true  
IV. Statement 1 and statement 2 are false
- 

### Information

As part of the risk management process, the underwriter uses two methods of transferring his risks especially in case of large group policies:

**Coinurance:** This refers to the acceptance of a risk by more than one insurer. Normally, this is done by way of allocating a percentage of the risk to each insurer. Thus the policy may be accepted by two insurers say, Insurer A with a 60% share and Insurer B with a 40% share. Normally, insurer A would be the lead insurer handling all matters relating to the policy, including issuance of the policy and settlement of claims. Insurer B would reimburse insurer A for 40% of the claims paid.

**Reinsurance:** The insurer accepts risks of various types and sizes. How can he protect his various risks? He does this by re-insuring his risks with other insurance companies and this is called reinsurance. Reinsurers therefore accept risks of insurers either by way of standing arrangements called treaties or on a case to case basis called facultative reinsurance. Reinsurance is done word-wide and hence it spreads risk far and wide.

## Summary

- a) Health insurance is based on the concept of morbidity which is defined as the risk of a person falling ill or sick.
  - b) Underwriting is the process of risk selection and risk pricing.
  - c) Underwriting is required to strike a proper balance between risk and business thereby maintaining the competitiveness and yet profitability for the organisation.
  - d) Some of the factors which affect a person's morbidity are age, gender, habits, occupation, build, family history, past illness or surgery, current health status and place of residence.
  - e) The purpose of underwriting to prevent adverse selection against the insurer and also ensure proper classification and equity among risks.
  - f) The agent is the first level underwriter as he is in the best position to know the prospective client to be insured.
  - g) The core principles of insurance are: utmost good faith, insurable interest, indemnity, contribution, subrogation and proximate cause.
  - h) The key tools for underwriting are: proposal form, age proof, financial documents, medical reports and sales reports.
  - i) Medical underwriting is a process which is used by the insurance companies to determine the health status of an individual applying for health insurance policy.
  - j) Non-medical underwriting is a process where the proposer is not required to undergo any medical examination.
  - k) Numerical rating method is a process adopted in underwriting, wherein numerical or percentage assessments are made on each aspect of the risk.
  - l) The underwriting process is completed when the received information is carefully assessed and classified into appropriate risk categories.
  - m) Group insurance is mainly underwritten based on the law of averages, implying that when all members of a standard group are covered under a group health insurance policy, the individuals constituting the group cannot anti-select against the insurer.
-

## Answers to Test Yourself

### Answer 1

The correct option is III.

Underwriting is the process of risk selection and risk pricing.

### Answer 2

The correct option is III.

The principle of utmost good faith in underwriting has to be followed by both the insurer and the insured.

### Answer 3

The correct option is I.

Insurable interest refers to the pecuniary or the financial interest of a person in the asset he is going to get insured and can suffer financial loss in the event of any damage to such asset.

### Answer 4

The correct option is IV.

Percentage and numerical assessment is made on each component of the risk in numerical rating method, and not medical underwriting method.

### Answer 5

The correct option is IV.

In a group health insurance, when all members of a group are covered under a group health insurance policy, the individuals constituting the group cannot anti-select against the insurer.

In addition to employee-employer groups, insurers have provided group health insurance coverage to varied type of groups such as: labour unions, trusts and societies, professional associations, clubs and other fraternal organisations.

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## Self-Examination Questions

### Question 1

Which of the following factor does not affect the morbidity of an individual?

- I. Gender
- II. Spouse job
- III. Habits
- IV. Residence location

### Question 2

According to the principle of indemnity, the insured is paid for \_\_\_\_\_.

- I. The actual losses to the extent of the sum insured
- II. The sum insured irrespective of the amount actually spent
- III. A fixed amount agreed between both the parties
- IV. The actual losses irrespective of the sum assured

### Question 3

The first and the primary source of information about an applicant, for the underwriter is his \_\_\_\_\_.

- I. Age proof documents
- II. Financial documents
- III. Previous medical records
- IV. Proposal form

### Question 4

The underwriting process is completed when \_\_\_\_\_.

- I. All the critical information related to the health and personal details of the proposer are collected through the proposal form
- II. All the medical examinations and tests of the proposer are completed
- III. The received information is carefully assessed and classified into appropriate risk categories
- IV. The policy is issued to the proposer after risk selection and pricing.

### Question 5

Which of the following statements about the numerical rating method is incorrect?

- I. Numerical rating method provides greater speed in the handling of a large business with the help of trained personnel.

- II. Analysis of difficult or doubtful cases is not possible on the basis of numerical points without medical referees or experts.
  - III. This method can be used by persons without any specific knowledge of medical science.
  - IV. It ensures consistency between the decisions of different underwriters.
- 

### Answers to Self-Examination Questions

#### Answer 1

The correct option is II.

The morbidity of an individual is not affected by their spouse's job, though their own occupation is one of the important factors which can affect their morbidity.

#### Answer 2

The correct option is I.

According to the principle of indemnity, insured is compensated for the actual costs or losses, but to the extent of the sum insured.

#### Answer 3

The correct option is IV.

The primary source of information about an applicant, for the underwriter is his proposal form or application form, in which all the critical information related to the health and personal details of the proposer are collected.

#### Answer 4

The correct option is III.

The underwriting process is completed when the received information is carefully assessed and classified into appropriate risk categories.

#### Answer 5

The correct answer is II.

A more careful analysis of difficult or doubtful cases is made possible by numerical rating method because past experience with reference to the doubtful points is expressed numerically in terms of a known standard and shadings.

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# CHAPTER 21

## HEALTH INSURANCE CLAIMS

### Chapter Introduction

In this chapter we will discuss about claim management process in health insurance, documentation required and the process of claim reserving. Apart from this we will also look into claims management under personal accident insurance and understand the role of TPAs.

### Learning Outcomes

- A. Claims management in insurance
- B. Management of health insurance claims
- C. Documentation in health insurance claims
- D. Claims reserving
- E. Role of third party administrators (TPA)
- F. Claims management - personal accident
- G. Claims management- Overseas travel insurance

After studying this chapter, you should be able to:

- a) Explain the various stakeholders in insurance claims
- b) Describe how health insurance claims are managed
- c) Discuss the various documents required for settlement of health insurance claims
- d) Explain how reserves for claims are provided for by insurers
- e) Discuss personal accident claims
- f) Understand the concept and role of TPAs

## A. Claims management in insurance

It is very well understood that insurance is a ‘promise’ and the policy is a ‘witness’ to that promise. The occurrence of an insured event leading to a claim under the policy is the true test of that promise. How well an insurer performs is evaluated by how well it keeps its claims promises. One of the key rating factors in insurance is the claims paying ability of the insurance company.

### 1. Stakeholders in claim process

Before we look in detail at how claims are managed, we need to understand who are the interested parties in the claims process.

Diagram 1: Stakeholders in claim process



<b>Customer</b>	The person who buys insurance is the first stakeholder and ‘receiver of the claim’.
<b>Owners</b>	Owners of the insurance company have a big stake as the ‘payers of the claims’. Even if the claims are met from the policy holders’ funds, in most cases, it is they who are liable to keep the promise.



<b>Underwriters</b>	Underwriters within an insurance company and across all insurers have the responsibility to understand the claims and design the products, decide policy terms, conditions and pricing etc.
<b>Regulator</b>	The regulator (Insurance Regulatory and Development Authority of India) is a key stakeholder in its objective to: <ul style="list-style-type: none"> <li>✓ Maintain order in the insurance environment</li> <li>✓ Protect policy holders' interest</li> <li>✓ Ensure long term financial health of insurers.</li> </ul>
<b>Third Party Administrators</b>	Service intermediaries known as Third Party Administrators, who process health insurance claims.
<b>Insurance agents / brokers</b>	Insurance agents / brokers not only sell policies but are also expected to service the customers in the event of a claim.
<b>Providers / Hospitals</b>	They ensure that the customer gets a smooth claim experience, especially when the hospital is on the panel of the TPA the Insurer to provide cashless hospitalization.

Thus managing claims well means managing the objectives of the each of these stakeholders related to the claims. Of course, it may happen that some of these objectives can conflict with each other.

## 2. Role of claims management in insurance company

As per industry data- “the health insurance loss ratio of various insurers ranges from 65% to above 120%, with major part of the market operating at above 100% loss ratio”. Most companies are making losses in health insurance business.

This means that there is a great need to adopt sound underwriting practices and efficient management of claims to bring better results to the company and the policyholders.

### Test Yourself 1

Who among the following is not a stakeholder in insurance claim process?

- I. Insurance company shareholders
- II. Human Resource Department
- III. Regulator
- IV. TPA

## B. Management of health insurance claims

### 1. Challenges in health insurance

It is important to understand the peculiar features of the health insurance portfolio in depth so that health claims can be effectively managed. These are:

- a) Majority of the policies are for hospitalization indemnity where the subject matter covered is a human being. This brings forth emotional issues that are not normally faced in other classes of insurance.
- b) India presents very peculiar patterns of illnesses, approach to treatment and follow up. These result in some people being excessively cautious with some others being unworried about their illness and treatment.
- c) Health insurance can be purchased by an individual, a group such as a corporate organization or through a retail selling channel like a bank. This results in the product being sold as a standard commodity at one extreme while being tailored to satisfy needs of the customer at the other.
- d) Health insurance depends on the act of being hospitalized, to trigger a claim under the policy. However, there is great difference in the availability, specialization, treatment methods, billing patterns and charges of all health service providers whether doctors, surgeons or hospitals which make it very difficult to assess claims.
- e) The discipline of healthcare is the fastest developing one. New diseases and conditions keep occurring resulting in development of new treatment methods. Examples of this are key-hole surgeries, laser treatments, etc.  
This makes health insurance more technical and the skills to handle the insurance claims for such procedure needs constant improvement.
- f) More than all these factors, the fact that a human body cannot be standardized adds a completely new dimension. Two people could respond differently to the same treatment for the same illness or require different treatments or varying periods of hospitalization.

The portfolio of health insurance is growing rapidly. The challenge of such rapid growth is the huge number of products. There are hundreds of health insurance products in the market and even within a company one can find many different products. Each product and its variant has its peculiarity and therefore needs to be studied before a claim can be handled.

Growth of the health portfolio also brings about the challenge of numbers - a company selling 100,000 health policies to retail customers covering say, 300,000 members under these policies, has to be prepared to service about 20,000 claims at least! With the expectation of cashless service and speedy

settlement of claims, organizing health insurance claims department is a significant challenge.

Typically health insurance policies written in India cover hospitalization anywhere within the country. The team handling claims must understand the practices across the country to be able to appreciate the claim presented.

The health claims manager meets these challenges using expertise, experience and various tools available to him.

In the final analysis, health insurance offers the satisfaction of having assisted a person who is in need and is undergoing the physical and emotional stress of illness of himself or his family.

**Efficient claims management ensures that right claim is paid to right person at the right time.**

## **2. Claim process in health insurance**

A claim may be serviced either by the insurance company itself or through the services of a Third Party Administrator (TPA) authorized by the insurance company.

From the time a claim is made known to the insurer / TPA to the time the payment is made as per the policy terms, the health claim passes through a set of well-defined steps, each having its own relevance.

The processes detailed below are in specific reference to health insurance (hospitalization) indemnity products which form the major part of health insurance business.

The general process and supporting documents for a claim under fixed benefit product or critical illness or daily cash product etc. would be quite similar, except for the fact that such products may not come with cashless facility.

The claim under an indemnity policy could be a:

### **a) Cashless claim**

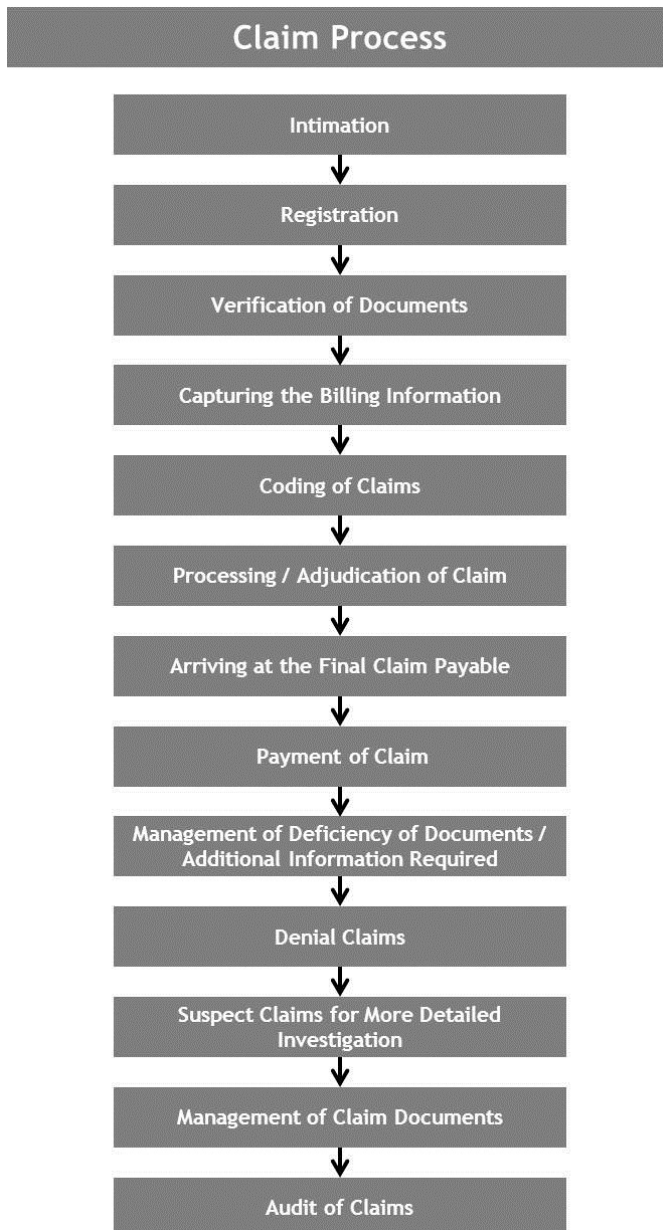
The customer does not pay the expenses at the time of admission or treatment. The network hospital provides the services based on a pre-approval from the insurer/TPA and later submits the documents to the insurer/TPA for settlement of the claim.

**b) Reimbursement claim**

The customer pays the hospital from his own resources and then files his claim with Insurer/TPA for payment of the admissible claim.

In both cases, the basic steps remain the same.

**Diagram 2: Claim process broadly comprises of following steps (not in exact order)**



## **a) Intimation**

Claim intimation is the first instance of contact between the customer and the claims team. The customer could inform the company that he is planning to avail a hospitalization or the intimation would be made after the hospitalization has taken place, especially in case of emergency admission to a hospital.

Till recently, the act of intimation of a claim event was a formality. However, recently insurers have started insisting on the intimation of claim as soon as practicable. Typically it is required before hospitalization in case of planned admission, and within 24 hours of hospitalization in case of an emergency.

The timely availability of information about hospitalization helps the Insurer/TPA to verify that the hospitalization of the customer is genuine and there is no impersonation or fraud and sometimes, to negotiate the charges.

Intimation earlier meant 'a letter written, submitted and acknowledged' or by fax. With development in communication and technology, intimation is now possible through call centres run by insurers/TPAs open 24 hours as well as through the internet and e-mail.

## **b) Registration**

Registration of a claim is the process of entering the claim in the system and creating a reference number using which the claim can be traced any time. This number is called Claim number, Claim reference number or Claim control number. The claim number could be numeric or alpha-numeric based on the system and processes used by the processing organization

Registration and generation of a reference no. is usually done once the claim intimation is received and the correct policy number and insured person's particulars are matched.

Once a claim is registered in the system, a reserve for the same would be created simultaneously in the accounts of the insurer. At the time of intimation/registration, the exact claim amount or estimate may not be known. The initial reserve amount is therefore a standard reserve (mostly based on historical average claim size). Once the estimate or expected amount of liability is known, the reserve is revised upward/downward to reflect the same.

## **c) Verification of documents**

Once a claim is registered, the next step is to check for the receipt of all the required documents for processing.

It must be appreciated that for a claim to be processed following are the most important requirements:

1. The documentary evidence of the illness
2. Treatment provided
3. In-patient duration
4. Investigation Reports
5. Payment made to the hospital
6. Further advice for treatment
7. Payment proofs for implants etc.

Verification of documents follows a checklist which the claim processor checks out. Most of the companies ensure that such checklists are part of the processing documentation.

The missing documentation is noted at this stage - while some processes involve requesting for the documents not submitted by the customer / hospital at this point, most of the companies first complete the scrutiny of all the documents submitted before requesting for additional information so that the customer is not inconvenienced.

#### **d) Capturing the billing information**

Billing is an important part of the claim processing cycle. Typical health insurance policies provide for indemnifying expenses incurred in the treatment with specific limits under various heads. The standard practice is to classify the treatment charges into:

- ✓ Room, board and nursing expenses including registration and service charges.
- ✓ Charges for ICU and any intensive care operations.
- ✓ Operation theatre charges, anaesthesia, blood, oxygen, operation theatre charges, surgical appliances, medicines and drugs, diagnostic materials and X-ray, dialysis, chemotherapy, radiotherapy, cost of pacemaker, artificial limbs and any medical expenses incurred which is integral part of the operation.
- ✓ Surgeon, anaesthetist, medical practitioner, consultant's, specialists fees.
- ✓ Ambulance charges.
- ✓ Investigation charges covering blood test, X-ray, scans, etc.
- ✓ Medicines and drugs.

Documents submitted by the customer are examined to capture information under these heads so that the settlement of claims can be done with accuracy.

Though there are efforts being made to standardize the billing pattern of hospitals, it is common for each hospital to use a different method for billing and the challenges faced in this are:

- ✓ Room charges can include some non-payables such as service charges or diet.

- ✓ Single bill can include different headings or a lump-sum bill for all investigations or all medicines.
- ✓ Non-standard names being used - e.g. nursing charges being called service charges.
- ✓ Use of words like “similar charges”, “etc.”, “allied expenses” in the bill.

Where the billing is not clear, the processor seeks the break up or additional information, so that the doubts on the classification and admissibility are resolved.

To address this issue, IRDAI issued Health Insurance Standardization Guidelines which have standardized the format of such bills and the list of non-payable items.

### **Package rates**

Many hospitals have agreed package rates for treatment of certain diseases. This is based on the ability of the hospital to standardize the treatment procedure and use of resources. In recent times, for treatment at Preferred Provider Network and also in case of RSBY, package cost of many procedures has been pre-fixed.

### **Example**

- a) Cardiac packages: Angiogram, Angioplasty, CABG or Open heart surgery, etc.
- b) Gynaecological packages: Normal delivery, Caesarean delivery, hysterectomy, etc.
- c) Orthopaedic packages
- d) Ophthalmological packages

Additional costs due to complications after surgery are charged separately on actual basis if incurred over and above these.

Packages have the advantages of certainty of the cost involved and standardization of the procedures and so such claims are easier to handle.

### **e) Coding of claims**

The most important code set used is the World Health Organization (WHO) developed **International Classification of Diseases (ICD) codes**.

While ICD is used to capture the disease in a standardized format, procedure codes such as **Current Procedure Terminology (CPT) codes** capture the procedures performed to treat the illness.

Insurers are relying on the coding increasingly and Insurance Information Bureau (IIB), which is part of Insurance Regulatory and Development Authority (IRDAI), has started an information bank where such information that can be analyzed.

#### **f) Processing of claim**

A reading of the health insurance policy shows that while it is a commercial contract, it involves medical terms that define when a claim is payable and to what extent. The heart of claims processing in any insurance policy, is in answering two key questions:

- ✓ Is the claim payable under the policy?
- ✓ If yes, what is the net payable amount?

Each of these questions requires understanding of a number of terms and conditions of the policy issued as well as the rates agreed with the hospital in case treatment has taken place at a network hospital.

#### **Admissibility of a claim**

For a health claim to be admissible the following conditions must be satisfied.

##### **i. The member hospitalized must be covered under the insurance policy**

While this looks simple, we come across situations where the names (and in more cases, the age) of the person covered and person hospitalized do not match. This could be because of:

It is important to ensure that the person covered under the policy and the person hospitalized is the same. This kind of fraud is very common in health insurance.

##### **ii. Admission of the patient within the period of insurance**

##### **iii. Hospital definition**

The hospital where the person was admitted should be as per the definition of “hospital or nursing home” under the policy otherwise the claim is not payable.

##### **iv. Domiciliary hospitalization**

Some policies cover domiciliary hospitalization i.e. treatment taken at home in India for a period exceeding 3 days for an ailment which normally requires treatment at hospital/nursing home.



Domiciliary hospitalization, if covered in a policy, is payable only if:

- ✓ The condition of the patient is such that he/she cannot be removed to the Hospital/Nursing Home or
- ✓ The patient cannot be removed to Hospital/Nursing Home for lack of accommodation therein

#### **v. Duration of hospitalization**

Health insurance policies normally cover hospitalization exceeding 24 hours as an in-patient. Therefore the date and time of admission as well as discharge becomes important to note if this condition is satisfied.

#### **Day-care treatments**

Technological developments in the healthcare industry have led to simplification of many procedures that earlier required complex and prolonged hospitalization. There are a number of procedures carried out on day care basis without need for hospitalization exceeding 24 hours.

Most of the day care procedures are on pre-agreed package rate basis, resulting in certainty in costs.

#### **vi. OPD**

Some policies cover treatment/consultations taken as an out-patient also, subject to a specific sum insured which is usually less than the hospitalization sum insured.

The coverage under OPD varies from policy to policy. For such reimbursements, the clause for 24 hours hospitalization is not applicable.

#### **vii. Treatment procedure/line of treatment**

Hospitalization is typically associated with Allopathic method of treatment. However, the patient could undergo other modes of treatment such as:

- ✓ Unani
- ✓ Siddha
- ✓ Homeopathy
- ✓ Ayurveda
- ✓ Naturopathy etc.

Most policies exclude these treatments while some policies cover one or more of these treatments with sub-limits.

### viii. Pre-existing illnesses

#### Definition

Pre-existing illnesses refer to “Any condition, ailment or injury or related condition(s) for which insured person had signs or symptoms and/or was diagnosed and/or received medical advice/treatment within 48 months prior to his/her health policy with the company whether explicitly known to him or not.”

The reason for excluding pre-existing illnesses is due to the fundamental principles of insurance that a certainty cannot be covered under insurance.

However, application of this principle is quite difficult and involves a systematic check of the symptoms and treatment to find out whether the person had the condition at the time of insuring. As medical professionals can differ in the opinions of duration of the illness, the opinion of when the disease first showed up is carefully taken before applying this condition to deny any claim.

In the evolution of health insurance, we come across two modifications to this exclusion.

- ✓ The first is in the case of group insurance where the entire group of people is insured, with no selection against the insurer. Group policies covering, say all government employees, all families below poverty line, all families of employees of a major corporate group, etc. are treated favorably as compared to a single family opting to cover for the first time. These policies often deleted the exception, with exception adequate price built in.
- ✓ The second modification is that pre-existing illnesses are covered after the a certain period of continuous coverage. This follows the principle that even a condition is present in a person, if it does not show up for a certain period of time, it cannot be treated as a certainty.

#### ix. Initial waiting period

A typical health insurance policy covers illnesses only after an initial 30 days (except accident related hospitalization).

Similarly, there are lists of illnesses such as:

✓ Cataract, ✓ Benign Prostatic Hypertrophy, ✓ Hysterectomy, ✓ Fistula, ✓ Piles,	✓ Hernia, ✓ Hydrocele, ✓ Sinusitis, ✓ Knee / Hip Joint replacement etc.
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These are not covered for an initial period that could be one year or two years or more depending on specific insurance company’s product.

The claim processor identifies if the illness is one of these and how long the person has been covered to check if it falls within this admissibility condition.

#### **x. Exclusions**

The policy lists out a set of exclusions which in general can be classified as:

- ✓ Benefits such as maternity (though this is covered in some policies).
- ✓ Outpatient and Dental treatments.
- ✓ Illnesses which are not intended to be covered such as HIV, Hormone therapy, obesity treatment, fertility treatment, cosmetic surgeries, etc.
- ✓ Diseases caused by alcohol/drug abuse.
- ✓ Medical treatment outside India.
- ✓ High hazard activities, suicide attempt, radioactive contamination.
- ✓ Admission for tests/investigation purpose only.

In such a case it is extremely important for the claims handler to specifically explain the circumstances so that the specialist opinion is exactly to the point and will stand the scrutiny in a court of law, if challenged.

#### **xi. Compliance with conditions with respect to the claims.**

The insurance policy also defines certain actions to be taken by the Insured in case of a claim, some of which are important for admissibility of the claim.

In general, these relate to:

- ✓ Intimation of claim within certain period - we have seen the importance of intimation earlier. The policy could stipulate a time within which such intimation must reach the company.
- ✓ Submission of claim documents within a certain period.
- ✓ Not being involved in misrepresentation, misdescription or non-disclosure of material facts.

#### **g) Arriving at the final claim payable**

Once the claim is admissible, the next step is to decide the the amount of claim payable. To compute this we need to understand the factors that decide the claim amount payable. These factors are:

**i. Sum insured available for the member under the policy**

There are policies issued with individual sum insured, some issued on floater basis where the sum insured is available across the family or policies which are on floater basis but with a limit per member.

**ii. Balance sum insured available under the policy for the member after taking into account any claim made already:**

While calculating the balance of sum insured available after deducting claims already paid, any later cashless authorization provided to the hospitals will also have to be noted.

**iii. Sub-Limits**

Most policies specify room rent limitation, nursing charges etc. either as a percentage of sum insured or as a limit per day. Similar limitation could be in force for consultant fee, or ambulance charges, etc.

**iv. Check for any limits specific to illness**

The policy could specify a certain amount or capping for maternity cover or for other diseases say, cardiac illness.

**v. Check whether entitled or not to cumulative bonus**

Verify whether the insured is entitled to any no-claim bonus (in case the insured has not claimed from his policy in the previous year/s). No-claim bonus often comes in the form of additional sum insured, which in fact increases the sum insured of the patient/insured. Sometimes, the cumulative bonus may also be wrongly stated as claims intimated towards the end of the previous year may not have been taken into account.

**vi. Other expenses covered with limitation:**

There could be other limits e.g. if treatment is undertaken under Ayurvedic system of medicine, usually the same has a much lower limit. Health check-up costs are only up to a certain limit after four years of the policy. Hospital cash payment also has a per day limit.

**vii. Co-payment**

This is normally a flat percentage of the assessed claim before payment. The co-pay could also be applicable only in select circumstances - only for parent claims, only for maternity claims, only from second claim onwards or even only on claims exceeding a certain amount.

Before the payable amount is adjusted to these limits, the claim amount payable is computed net of deductions for non-payable items.

## Non-payable items in a health claim

The expenses incurred in treating an illness can be classified into:

- ✓ Expenses for cure and
- ✓ Expenses for care.

Expenses for curing an illness comprise of all the medical costs and the normal related facilities. In addition, there could be costs incurred to make the stay in a hospital more comfortable or even luxurious.

A typical health insurance policy attends to the expenses for curing an illness and unless stated specifically, the extra expenses for luxury are not payable.

These expenses can be classified into non-treatment charges such as registration charge, documentation charges, etc. and to items that can be considered if directly relating to the cure (e.g. protein supplement during the inpatient period specifically prescribed).

Earlier every TPA/insurer had its own list of non-payable items, now the same has been standardized under IRDAI Health Insurance Standardization Guidelines.

The order of arriving at the final claim payable is as follows:

**Table 2.1**

<b>Step I</b>	List all the bills and receipts under the various heads of room rent, consultant fee, etc.
<b>Step II</b>	Deduct the non-payable items from the amount claimed under each head
<b>Step III</b>	Apply any limits applicable for each head of expense
<b>Step IV</b>	Arrive at the total payable amount and check if it is within sum insured overall
<b>Step V</b>	Deduct any co-pay if applicable to arrive at the net claim payable

### **h) Payment of claim**

Once the payable claim amount is arrived at, payment is done to the customer or the hospital as the case may be. The approved claim amount is advised to the Finance / Accounts function and the payment may be made either by cheque or by transferring the claim money to the customer's bank account.

When the payment is made to the hospital, necessary tax deduction, if any is made from the payment.

Where the payment is handled by the Third Party Administrator, the payment process may vary from insurer to insurer. A more detailed insight into working of TPAs is provided later on.

Payment updates in the system are crucial for handling customer inquiries. Typically these details will be shared through the system with the call centre / customer service team.

Once payment is made, the claim is treated as settled. Reports have to be periodically sent to the company's management, intermediaries, customers and IRDAI for number and amount of settled claims. The typical analysis of settled claims includes the % settled, amount of non-payables as a proportion, average time taken to settle claims, etc.

#### **i) Management of deficiency of documents / additional information required**

Processing of a claim requires the scrutiny of a list of key documents. These are:

- ✓ Discharge summary with admission notes,
- ✓ Supporting investigation reports,
- ✓ Final consolidated bill with break up into various parts,
- ✓ Prescriptions and pharmacy bills,
- ✓ Payment receipts,
- ✓ Claim form and
- ✓ Customer identification.

Experience shows that one out of four claims submitted has a suffer from being incomplete in terms of the basic documents. It is therefore required that the customer is advised of the documents not submitted and is given a time limit within which he can attach them to his claim.

Similarly, it may happen that while a claim is being processed, additional information may be required because:

- i. The discharge summary provided is not in the correct format as prescribed by IRDAI or does not capture some details of the diagnosis or the history of the illness.
- ii. Treatment given has not been described in enough detail or requires clarification.
- iii. The treatment is not in line with the diagnosis as per discharge summary or medicines prescribed are not related to the illness for which treatment was provided.

- iv. The bills provided do not have the required break up.
- v. Mismatch of age of the person between two of the documents.
- vi. Mismatch in date of admission / date of discharge between discharge summary and the bill.
- vii. The claim requires a more detailed scrutiny of the hospitalization and for this, the hospital's indoor case papers are required.

In both the cases, the customer is informed in writing or through email detailing the requirement of additional information. In most cases, the customer will be able to provide the information required. However, there are circumstances where the information required is too important to be overlooked but the customer does not respond. In such cases, the customer is sent reminders that the information is needed to process the claim and after three such reminders, a claim closure notice is sent.

In all correspondence relating to a claim when it is in process, you will see that the words "Without Prejudice" are mentioned on top of the letter. This is a legal requirement to ensure that the right of the insurer to reject a claim after these correspondences remains intact.

### Example

The insurer may ask for indoor case papers to study the case in detail and may come to a conclusion that the procedure / treatment does not fall within the policy conditions. The act of asking for more information should not be treated as an act that implies that the insurer has accepted the claim.

Managing shortfalls in documentation and explanation and additional information required is a key challenge in claims management. While the claim cannot be processed without all the required information, the customer cannot be put to inconvenience by frequent requests for more and more information.

Good practice requires that such request is raised once with a consolidated list of all information that may be needed and no new requirement is raised thereafter.

### j) Denial claims

The experience in health claims show that 10% to 15% of the claims submitted do not fall within the terms of the policy. This could be because of a variety of reasons some of which are:

- i. Date of admission is not within the period of insurance.
- ii. The Member for whom the claim is made is not covered.
- iii. Due to Pre-existing illness (where the policy excludes such condition).
- iv. Undue delay in submission without valid reason.
- v. No active treatment; admission is only for investigation purpose.
- vi. Illness treated is excluded under the policy.
- vii. The cause of illness is abuse of alcohol or drugs
- viii. Hospitalization is less than 24 hours.

Denial or repudiation of a claim (due to whatever reason) has to be informed to the customer in writing. Usually, such denial letter clearly states the reason for denial, narrating the policy term / condition on which the claim was denied.

Most insurers have a process by which a denial is authorized by a manager senior to the one authorized to approve the claim. This is to ensure that any denial is fully justified and will be explained in case the insured seeks any legal remedy.

Apart from the representation to the insurer, the customer has the option, to approach the following in case of denial of claim:

- ✓ Insurance Ombudsman or
- ✓ The consumer forums or
- ✓ IRDAI or
- ✓ Law courts.

In case of each denial the file is checked to assess if the denial will stand the legal scrutiny in the normal course and the documents are stored in a safe location, should a need to defend the decision arise.

#### **k) Suspect claims for more detailed investigation**

Insurers have been trying to handle the problem of fraud in all lines of business. In terms of sheer number of fraud claims handled, health insurance presents a great challenge to the insurers.

Few examples of frauds committed in health insurance are:

- i. **Impersonation**, the person insured is different from person treated.
- ii. **Fabrication of documents** to make a claim where there is no hospitalization.
- iii. **Inflation of expenses**, either with the help of the hospital or by addition of external bills fraudulently created.



**iv. Outpatient treatment converted to in-patient / hospitalization to cover cost of diagnosis, which could be high in some conditions.**

With newer methods of frauds emerging on a daily basis, the insurers and TPAs have to continuously monitor the situation on the ground and come up with measures to find and control such frauds.

Claims are chosen for investigation based on two methods:

- ✓ Routine claims and
- ✓ Triggered claims

A TPA or an insurer may set an internal standard that a specific percentage of the claims be physically verified; this percentage could be different for cashless and reimbursement claims.

Under this method, claims are chosen using random sampling method. Some insurers stipulate that all claims above a certain value be investigated and a sampled set of claims which are below that limit are taken up for verification.

In the second method, each claim goes through a set of checkpoints which if not in line, trigger investigation such as

- i. a high portion of the claim relating to medical tests or medicines
- ii. customer too eager to settle
- iii. bills with over-writing, etc.

If the claim is suspected to be not genuine, the claim is investigated, however small it is.

**n. Cashless settlement process by TPA**

How does the cashless facility work? At the heart of this is an agreement that the TPA insurer enters into, with the hospital. There are agreements possible with other medical service providers as well. We shall look at the process used for providing cashless facility in this section:

**Table 3.1**

<b>Step 1</b>	<p>A customer covered under health insurance suffers from an illness or sustains an injury and so is advised admission into a hospital. He/she (or someone on his/her behalf) approaches the hospital's insurance desk with the insurance details such as:</p> <ul style="list-style-type: none"><li>i. TPA name,</li><li>ii. His membership number,</li><li>iii. Insurer name, etc.</li></ul>
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<p><b>Step 2</b></p>	<p>The hospital compiles the necessary information such as:</p> <ul style="list-style-type: none"> <li>i. Illness diagnosis</li> <li>ii. Treatment,</li> <li>iii. Name of treating doctor,</li> <li>iv. Number of days of proposed hospitalization and</li> <li>v. The estimated cost</li> </ul> <p>This is presented in a format, called the <b>cashless authorization form</b>.</p>
<p><b>Step 3</b></p>	<p>The TPA studies the information provided in the <i>cashless authorization form</i>. It checks the information with the policy terms and the agreed tariff with the hospital, if any, and arrives at the decision on whether the cashless authorization could be provided and if so, for how much amount it should be authorized.</p> <p>The TPA could ask for more information to arrive at the decision. Once the decision is made, it is communicated to the hospital without delay.</p> <p>Both forms have now been standardized under IRDAI Health Insurance Standardization Guidelines; refer to Annexure at the end).</p>
<p><b>Step 4</b></p>	<p>The patient is treated by the hospital, keeping the amount authorized by the TPA as credit in the patient's account. The member may be called on to make a deposit payment to cover the non-treatment expenses and any co-pay required under the policy.</p>
<p><b>Step 5</b></p>	<p>When the patient is ready for discharge, the hospital checks the amount of credit in the account of the patient approved by the TPA against the actual treatment charges covered by insurance.</p> <p>If the credit is less, the hospital requests for additional approval of credit for the cashless treatment.</p> <p>TPA analyses the same and approves the additional amount.</p>
<p><b>Step 6</b></p>	<p>Patient pays the non-admissible charges and gets discharged. He will be asked to sign the claim form and the bill, to complete the documentation.</p>

<p><b>Step 7</b></p>	<p>Hospital consolidates all the documents and presents to the TPA the following documents for processing of the bill:</p> <ul style="list-style-type: none"> <li>i. Claim form</li> <li>ii. Discharge summary / admission notes</li> <li>iii. Patient / proposer identification card issued by the TPA and photo ID proof.</li> <li>iv. Final consolidated bill</li> <li>v. Detailed bill</li> <li>vi. Investigation reports</li> <li>vii. Prescription and pharmacy bills</li> <li>viii. Approval letters sent by the TPA</li> </ul>
<p><b>Step 8</b></p>	<p>TPA will process the claim and recommend for payment to the hospital after verifying details such as the following:</p> <ul style="list-style-type: none"> <li>i. The Patient treated is the same person for whom approval was provided.</li> <li>ii. Treated the patient for the same condition that it requested the approval for.</li> <li>iii. Expenses for treatment of excluded illness, if any, is not part of the bill.</li> <li>iv. All limits that were communicated to the hospital have been adhered to.</li> <li>v. Tariff rates agreed with the hospital have been adhered to, calculate the net payable amount.</li> </ul>

The value of cashless facility is not in doubt. It is also important for the customer to know how to make the best use of the facility. The points to note are:

- i. Customer must make sure that he/she has his/her insurance details with him/her. This includes his:
  - ✓ TPA card,
  - ✓ Policy copy,
  - ✓ Terms and conditions of cover etc.

When this is not available, he can contact the TPA (through a 24 hour helpline) and seek the details.

- ii. Customer must check if the hospital suggested by his/her consulting doctor is in the network of the TPA. If not, he needs to check with the TPA the options available where cashless facility for such treatment is available.
- iii. He/she needs to make sure that the correct details are entered into the pre-authorization form. This form has been standardized by IRDAI as per

Guidelines on Standardization in Health Insurance issued in 2013. If the case is not clear, the TPA could deny the cashless facility or raise query.

- iv. He/she needs to ensure that the hospital charges are consistent with the limits such as room rent or caps on specified treatments such as cataract.

In case he/she wants to spend more than what is allowed by the policy, it is better to know, in advance, what would be his/her share of expenses.

- v. The customer must inform the TPA in advance of the discharge and request the hospital to send to the TPA any additional approval that may be required before discharge. This will ensure the patient does not wait unnecessarily at the hospital.

It is also possible that the customer requests and takes an approval for cashless treatment at a hospital but decides to admit the patient elsewhere. In such cases, the customer must inform and ask the hospital to communicate to the TPA that the cashless approval is not being used.

If this is not done, the amount approved could get blocked in the customer's policy and could prejudice the approval of the subsequent request.

## C. Documentation in health insurance claims

Health insurance claims require a range of documents for processing, as explained earlier. Each document is expected to assist in answering the two key questions - admissibility (Is it payable?) and extent of claim (how much?).

This section explains the need for and content of each of the documents required to be submitted by the customers:

### 1. Discharge summary

Discharge summary can be termed as the most important document that is required to process a health insurance claim. It details the complete information about the condition of the patient and the line of treatment.

As per IRDAI Standardization Guidelines the contents of a standard Discharge Summary are as follows:

1. Patient's Name
2. Telephone No / Mobile No
3. IPD No
4. Admission No
5. Treating Consultant/s Name, contact numbers and Department / Specialty
6. Date of Admission with Time
7. Date of Discharge with Time
8. MLC No / FIR No
9. Provisional Diagnosis at the time of Admission
10. Final Diagnosis at the time of Discharge
11. ICD-10 code(s) or any other codes, as recommended by the Authority, for Final diagnosis
12. Presenting Complaints with Duration and Reason for Admission
13. Summary of Presenting Illness
14. Key findings on physical examination at the time of admission
15. History of alcoholism, tobacco or substance abuse, if any
16. Significant Past Medical and Surgical History, if any
17. Family History if significant/relevant to diagnosis or treatment
18. Summary of key investigations during Hospitalization
19. Course in the Hospital including complications if any
20. Advice on Discharge
21. Name & Signature of treating Consultant/ Authorized Team Doctor
22. Name & Signature of Patient / Attendant

A well written discharge summary helps the claim processing person immensely to understand the illness / injury and the line of treatment, thereby speeding up the process of settlement. Where the patient unfortunately does not survive, the discharge summary is termed **Death Summary** in many hospitals.

The discharge summary is always sought in original.

## **2. Investigation reports**

Investigation reports assist in comparing the diagnosis and the treatment, thereby providing the necessary information to understand the exact condition that prompted the treatment and the progress made during the hospitalization.

Investigation reports usually consist of:

- a) Blood test reports;
- b) X-ray reports;
- c) Scan reports and
- d) Biopsy reports

All investigation reports carry the name, age, gender, date of test etc. and typically presented in original. The insurer may return the X-ray and other films to the customer on specific request.

## **3. Consolidated and detailed bills:**

This is the document that decides what needs to be paid under the insurance policy. Earlier there was no standard format for the bill, but IRDAI Standardization Guidelines provide format for consolidated and detailed bills. The student is advised to understand the details available on the IRDAI website.

While the consolidated bill presents the overall picture, the detailed bill will provide the break up, with reference codes.

Scrutiny of non-payable expenses is done using the detailed bill, where the non-admissible expenses are rounded off and used for deduction under the expense head to which it belongs.

The bills have to be received in original.

## **4. Receipt for payment**

Being a contract of indemnity, the reimbursement of a health insurance claim will also require the formal receipt from the hospital of the amount paid.

While the amount paid must correspond to the total of the bill, many hospitals do provide an element of concession or discount in the payable amount. In such a case, the insurer is called to pay only the amount actually paid on behalf of the patient.

The receipt should be numbered and or stamped and be presented in original.

## 5. Claim form

Claim form is the formal and legal request for processing the claim and is submitted in original signed by the customer. The claim form has now been standardized by IRDAI and broadly consists of:

- a) Details of the primary insured and the policy number under which the claim is made.
- b) Details of the insurance history
- c) Details of the insured person hospitalized.
- d) Details of the hospitalization such as hospital, room category, date and time of admission and discharge, whether reported to police in case of accident, system of medicine etc.
- e) Details of the claim for which the hospitalization was done including breakdown of the costs, pre and post-hospitalization period, details of lump-sum/cash benefit claimed etc.
- f) Details of bills enclosed
- g) Details of bank account of primary insured for remittance of sanctioned claim
- h) Declaration from the insured.

Besides information on disease, treatment etc., the declaration from the insured person makes the claim form the most important document in the legal sense.

It is this declaration which applies the “**doctrine of utmost good faith**” into the claim, breach of which attracts the misrepresentation clause under the policy.

## 6. Identity proof

With the increasing use of identity proof across various activities in our life, the general proof of identity serves an important purpose - that of verifying whether the person covered and the person treated are one and the same.

Usually identification document which is sought could be:

- a) Voters identity card,
- b) Driving license,
- c) PAN card,
- d) Aadhaar card etc.

Insistence on identity proof has resulted in a significant reduction of impersonation cases in cashless claims as the identity proof is sought before hospitalization, making it a duty of the hospital to verify and present the same to the insurer or the TPA.

In reimbursement claims, the identity proof serves a lesser purpose.

## 7. Documents contingent to specific claims

There are certain types of claims that require additional documents apart from what has been stated above. These are:

- a) Accident claims, where FIR or Medico-legal certificate issued by the hospital to the registered police station, may be required. It states the cause of accident and if the person was under the influence of alcohol, in case of traffic accidents.
- b) Case indoor papers in case of complicated or high value claims. Indoor case paper or case sheet is a document which is maintained at the hospital end, detailing all treatment given to patient on day to day basis for entire duration of hospitalization.
- c) Dialysis / Chemotherapy / Physiotherapy charts where applicable.
- d) Hospital registration certificate, where the compliance with the definition of hospital needs to be checked.

The claims team uses certain internal document formats for processing a claim. These are:

- i. Checklists for document verification,
- ii. Scrutiny/ settlement sheet,
- iii. Quality checks / control format.

Though these formats are not uniform across the insurers, let us study the purpose of the documents with a specimen of the usual contents.

**Table 2.2**

<b>1.</b>	<b>Document verification sheet</b>	It is the simplest of all, a check mark placed on the list of documents received to note that these have been submitted by the customer. Some insurers may provide a copy of this as an acknowledgement to the customer.
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2.	Scrutiny/process sheet	<p>It is usually a single sheet where the entire processing notes are captured.</p> <ul style="list-style-type: none"> <li>a) Name of the customer and id number</li> <li>b) Claim number, date of receipt of the claim papers</li> <li>c) Policy overview, Section 64VB compliance</li> <li>d) Sum insured and utilization of sum insured</li> <li>e) Date of hospitalization and discharge</li> <li>f) Diagnosis and treatment</li> <li>g) Claim admissibility / processing comments with reason thereof</li> <li>h) Computation of claim amount</li> <li>i) Movement of the claim with dates and names of people who processed</li> </ul>
3.	Quality checks / control format	<p>Final check or quality control format for checking of claim by person other than claim handler</p> <p>Besides check list and claim scrutiny questionnaire, the quality control/audit format shall also include information relating to:</p> <ul style="list-style-type: none"> <li>a) Settlement of claim,</li> <li>b) Rejection of claim or</li> <li>c) Requesting for additional information.</li> </ul>

## Test Yourself 2

Which of the following document is maintained at the hospital detailing all treatment done to an in-patient?

- I. Investigation report
- II. Settlement sheet
- III. Case paper
- IV. Hospital registration certificate

## D. Claims reserving

### 1. Reserving

This refers to the amount of provision made for all claims in the books of the insurer based on the status of the claims. While this looks very simple, the process of reserving requires enormous care - any mistake in reserving affects the insurer's profits and solvency margin calculation.

Processing systems today have built in capability to compute the reserves as at any point of time.

### Test Yourself 3

The amount of provision made for all claims in the books of the insurer based on the status of the claims is known as \_\_\_\_\_.

- I. Pooling
  - II. Provisioning
  - III. Reserving
  - IV. Investing
-

## **E. Role of third party administrators (TPA)**

### **1. Introduction of TPAs in India**

The insurance sector was opened to private players in the year 2000. Meanwhile, the demand for healthcare products was also growing with new products being launched. A need was therefore felt for the introduction of a channel for post-sale services in health insurance. This offered the opportunity for professional Third Party Administrators to be introduced.

Seeing this, the Insurance Regulatory and Development Authority allowed TPAs to be introduced into the market under license from IRDAI, provided they complied with The IRDAI (Third Party Administrators - Health Insurance) Regulations, 2001 notified on 17th Sept 2001.

### **Definition**

As per Regulations,

"Third Party Administrators or TPA means any person who is licensed under the IRDAI (Third Party Administrators - Health Services) Regulations, 2001 by the Authority, and is engaged, for a fee or remuneration by an insurance company, for the purposes of providing health services.

"Health Services by TPA" means the services rendered by a TPA to an insurer under an agreement in connection with health insurance business but does not include the business of an insurance company or the soliciting either directly or indirectly, of health insurance business or deciding on the admissibility of a claim or its rejection.

Thus the scope of TPA services starts after the sale and issue of the insurance policy. In case of insurers not using TPAs, the services are performed by in-house team.

### **2. Post sale service of health insurance**

- a) Once the proposal (and the premium) is accepted, the coverage commences.
- b) If a TPA is to be used for servicing the policy, the insurer passes on the information about the customer and the policy to the TPA.
- c) The TPA enrolls the members (while the proposer is the person taking the policy, members are those covered under the policy) and may issue a membership identification in the form of a card, either physical or electronic.

- d) The membership with the TPA is used for availing cashless facility as well as processing of claims when the member requires the support of the policy for a hospitalization or treatment that is covered.
- e) TPA processes the claim or cashless request and provides the services within the time agreed with the insurer.

The cut-off point from which the role of a TPA begins is the moment of allocation of the policy in the name of the TPA as the servicing entity. The servicing requirement continues through the policy period and through any further period that is allowed under the policy for reporting a claim.

When thousands of policies are serviced, this activity is continuous, especially when the same policy is renewed and the same TPA is servicing the policy.

### **3. Objectives of third party administration (TPA)**

The concept of Third Party Administration in health insurance can be said to have been created with the following objectives:

- a) To facilitate service to a customer of health insurance in all possible manners at the time of need.
- b) To organise cashless treatment for the insured patient at network hospitals.
- c) To provide fair and fast settlement of claims to the customers based on the claim documents submitted and as per procedure and guidelines of the insurance company.
- d) To create functional expertise in handling health insurance claims and related services.
- e) To respond to customers in a timely and proper manner.
- f) To create an environment where the market objective of an insured person being able to access quality healthcare at a reasonable cost is achieved and
- g) To help generate/collate relevant data pertaining to morbidity, costs, procedures, length of stay etc.,

### **4. Relationship between insurer and TPA**

Many insurers utilize the services of the TPA for post-sale service of health insurance policies while few insurers, especially from the life insurance sector also seek assistance of a TPA for arranging pre-policy medical check-up service.

The relationship between an insurer and the TPA is contractual with a host of requirements and process steps built into the contract. IRDAI Health Insurance Standardization guidelines now lay down guidelines and provide a set of suggested standard clauses for contract between TPA and insurance company,

The services that an insurer expects out of the TPA are as follows:

#### **A. Provider networking services**

The TPA is expected to build a relationship with a network of hospitals across the country, with the objective of providing cashless claim payments for health claims to the insured persons. The recent guidelines by IRDAI require the relationship to be tri-partite including the insurer and not just between the TPA and the provider.

They also negotiate good scheduled rates for various hospitalization procedures and packages from such network hospitals reducing costs to insureds and also insurers.

#### **B. Call centre services**

The TPA is usually expected to maintain a call centre with toll-free numbers reachable at all times including nights, weekends and holidays i.e. 24\*7\*365. The call centre of the TPA will provide information relating to:

- a) Coverage and benefits available under the policy.
- b) Processes and procedures relating to health claims.
- c) Guidance relating to the services and cashless hospitalization.
- d) Information on network hospitals.
- e) Information on balance sum insured available under the policy.
- f) Information on claim status.
- g) Advice on missing documents in case of claims.

The call centre should be accessible through a national toll free number and the customer service staff should be able to communicate in the major languages normally spoken by the customers. These details are of course governed by the contract between the insurers and their TPAs.

## C. Cashless access services

### Definition

"Cashless facility" means a facility extended by the insurer to the insured where the payments, of the costs of treatment undergone by the insured in accordance with the policy terms and conditions, are directly made to the network provider by the insurer to the extent pre-authorization approved.

To provide this service, the requirements of the insurer under the contract are:

- a) All policy related information must be available with the TPA. It is the duty of the insurer to provide this to the TPA.
- b) Data of members included in the policy should be available and accessible, without any error or deficiency.
- c) The insured persons must carry an Identity Card that relates them to the policy and the TPA. This Identity Card must be issued by the TPA in an agreed format, reach the member within a reasonable time and should be valid throughout the policy period.
- d) TPA must issue a pre-authorization or a Letter of Guarantee to the hospital based on the information provided for requesting the cashless facility. It could seek more information to understand the nature of illness, treatment proposed and the cost involved.
- e) Where the information is not clear or not available, the TPA can reject the cashless request, making it clear that denial of cashless facility is not to be construed as denial of treatment. The member is also free to pay and file a claim later, which will be considered on its merits.
- f) In emergency cases, the intimation should be done within 24 hours of admission and the decision on cashless communicated.

## D. Customer relationship and contact management

The TPA needs to provide a mechanism by which the customers can represent their grievances. It is usual for health insurance claims to be subjected to scrutiny and verification. It is also noted that a small percentage of the health insurance claims are denied which are outside the purview of the policy terms and conditions.

In addition, almost all health insurance claims are subject to deduction on some amount of the claim. These deductions cause customer dissatisfaction, especially where the reason for the deduction or denial is not properly explained to the customer.

To make sure that such grievances are resolved as quickly as possible, the insurer requires the TPA to have an effective grievance solution management.

## **E. Billing services**

Under billing services, the insurer expects the TPA to provide three functions:

- a) Standardized billing pattern that can help the insurer analyze the use of coverage under various heads as well as decide the pricing.
- b) Confirmation that the amount charged is relevant to the treatment really required for the illness.
- c) Diagnosis and procedure codes are captured so that standardization of data is possible across all TPAs in accordance with national or international standards.

This requires trained and skilled manpower in the TPA who are capable of coding, verifying the tariff and standardizing the billing data capture.

## **F. Claim processing and payment services**

This is the most critical service offered by the TPAs. Claim processing services offered by the TPA to the insurer is usually end-to-end service from registering intimation to processing to recommending approval and payment.

Payment of claims is done through the funds received from the insurer. The funds may be provided to the TPA in the form of advance money or may be settled directly by the insurer through its bank to the customer or to the hospital.

The TPA is expected to keep an account of the monies and provide periodic reconciliation of the amounts received from the insurance company. The money cannot be used for any other purpose except for payment of approved claims.

## **G. Management Information Services**

Since the TPA performs claim processing, all information relating to the claims individually or collectively is available with the TPA. The insurer requires the data for various purposes and such data must be provided accurately and on a timely basis by the TPA.

Thus the scope of a TPA's services can be stated as end-to-end service of the health insurance policies issued by the insurers, could be restricted to few activities, depending on requirements and MOU with particular insurer.

## **H. TPA Remuneration**

For these services, the TPA is paid a fee on one of the following basis:

- a) A percentage of the premium (excluding service tax) charged to the customer,

- b) A fixed amount for each member serviced by the TPA for a defined time period, or
- c) A fixed amount for each transaction of the service provided by the TPA - e.g. cost per member card issued, per claim etc.

Thus through services of TPA, insurers gain access to:

- i. Cashless services
- ii. Data compilation and analysis
- iii. A 24 hour call centre and assistance for the customers
- iv. Network of hospitals and other medical facilities
- v. Support to major group customers
- vi. Facilitation of the claims interaction with the customer
- vii. Negotiation of tariffs and procedure prices with the hospitals
- viii. Technology enabled services to ease customer service
- ix. Verification and investigation of suspect cases
- x. Analysis of claim patterns across companies and provision of crucial information on costs, newer methods of treatment, emerging trends and in controlling frauds
- xi. Expansion of reach of services quickly



## F. Claims management - personal accident

### 1. Personal accident

#### Definition

**Personal accident** is a benefit policy and covers accidental death, accidental disability (permanent / partial), Temporary total disability and may also have add-on coverage of accidental medical expenses, funeral expenses, educational expenses etc. depending on particular product.

The peril covered under the PA policy is “Accident”.

#### Definition

Accident is defined as anything sudden, unforeseen, unintentional, external, violent and by visible means.

Claims manager should mark caution and check following areas on receipt of the notification of the claim:

- a) Person in respect of whom the claim is made is covered under the policy
- b) Policy is valid as on date of loss and premium is received
- c) Loss is within the policy period
- d) Loss has arisen out of “Accident” and not sickness
- e) Check for any fraud triggers and assign investigation if need be
- f) Register the claim and create reserve for the same
- g) Maintain the turnaround time (claim servicing time) and keep the customer informed of the development of the claim.

### 2. Claims investigation

If any red alert is noticed in the claim intimation or on receipt of the claim documents, claim may be assigned to a professional investigator for verification simultaneously.

#### Example

Examples of red alerts for personal accident claims (for purpose of further investigation, but does not indicate positive indication of fraud or claim being fraudulent):

- ✓ Close proximity claims (claim within a short time of start of insurance)
  - ✓ High weekly benefit amount with longer period of disability
  - ✓ Discrepancy in the claim documents
  - ✓ Multiple claims by same insured
  - ✓ Indication of alcohol
  - ✓ Suspected suicide
  - ✓ Late night Road Traffic Accident while vehicle was being driven by insured
  - ✓ Snake bite
  - ✓ Drowning
  - ✓ Fall from height
  - ✓ Suspected sickness related cases
  - ✓ Poisoning
  - ✓ Murder
  - ✓ Bullet injury
  - ✓ Frost bite disappearance
  - ✓ Homicide etc.
- 

The main objectives of investigation are:

- a) Examine the cause of loss.
- b) Ascertain the extent and nature of loss.
- c) Collection of evidence and information.
- d) To ascertain if there is element of fraud or exaggeration of claim amount.

**Please note:** the objective of investigation is to verify the facts of the case and gather necessary evidence.

It is important that Claims examiner guides the investigator as to the focus of investigation.

### Example

Example of case guideline:

#### **Road traffic accident**

- i. When did the incident take place - exact time and date place? Date and time
- ii. Was the insured a pedestrian, traveling as passenger/pillion rider or driving the vehicle involved in accident?
- iii. Description on the accident, how did it take place?

- iv. Was the insured under the influence of alcohol at the time of accident?
- v. In case of death, what was the exact time and date of death, treatment provided before death, at which hospital etc?

**The possible reason for the accident:**

Mechanical failure (steering, brake etc. failure) of the insured’s or opponent vehicle, due to any sickness (heart attack, seizure etc.) of the driver of the vehicle, influence of alcohol, bad road condition, weather condition, speed of the vehicle etc.

**Some examples of possible fraud and leakage in personal accident claims:**

- i. Exaggeration in TTD period.
- ii. Illness presented as accident e.g. backache due to pathological reasons converted into a PA claim after reported ‘fall/slip’ at home.
- iii. Pre-existing accidents are claimed as fresh, by fabricating documents- Natural death presented as accidental case or pre-existing morbidity leading to death after accident
- iv. Suicidal deaths presented as accidental deaths

Discharge voucher is an important document for settlement of personal accident claim, especially those involving death claims. It is also important to obtain nominee details at the time of proposal and the same should form part of policy document.

**3. Claim documentation**

**Table 2.3**

<b>Death claim</b>	<ul style="list-style-type: none"> <li>a) Duly completed Personal Accident claim form signed by the claimant’s nominee/family member</li> <li>b) Original or Attested copy of First Information Report. (Attested copy of FIR / Panchnama / Inquest Panchnama)</li> <li>c) Original or Attested copy of Death certificate.</li> <li>d) Attested copy of Post Mortem Report if conducted.</li> <li>e) Attested copy of AML documents (Anti-money laundering) - for name verification (passport / PAN card / Voter’s ID / Driving license) for address verification (Telephone bill / Bank account statement / Electricity bill / Ration card).</li> <li>f) Legal heir certificate containing affidavit and indemnity bond both duly signed by all legal heirs and notarized</li> </ul>
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<b>Permanent Total Disability (PTD) and Permanent Partial Disability(PPD) Claim</b>	a) Duly completed Personal Accident claim form signed by the claimant. b) Attested copy of First Information Report if applicable. c) Permanent disability certificate from a civil surgeon or any equivalent competent doctors certifying the disability of the insured.
<b>Temporary Total Disability(TTD) Claim</b>	a) Medical certificate from treating doctor mentioning the type of disability and disability period. Leave certificate from employer giving details of exact leave period, duly signed and sealed by the employer. b) Fitness certificate from the treating doctor certifying that the insured is fit to perform his normal duties.

The above list is only indicative, further documents (including photographs of scar marks, site of accident etc.) may be required depending on particular facts of the case, especially the cases with suspected fraud angle to be investigated.

**Test Yourself 4**

Which of the following documents are not required to be submitted for Permanent Total Disability claim?

- I. Duly completed Personal Accident claim form signed by the claimant.
- II. Attested copy of First Information Report if applicable.
- III. Permanent disability certificate from a civil surgeon or any equivalent competent doctors certifying the disability of the insured.
- IV. Fitness certificate from the treating doctor certifying that the insured is fit to perform his normal duties.

**G. Claims management- Overseas travel insurance**

**1. Overseas travel insurance policy**

Though Overseas travel insurance policy has many sections covering non-medical benefits, its underwriting and claims management has traditionally been under health insurance portfolio because medical and sickness benefit is the main cover under the policy.

The covers under the policy can be broadly divided into following sections. A specific product may cover all or few of the below mentioned benefits:

- a) Medical and sickness section
- b) Repatriation and evacuation
- c) Personal accident cover

- d) Personal liability
- e) Other non-medical covers:
  - i. Trip Cancellation
  - ii. Trip Delay
  - iii. Trip interruption
  - iv. Missed Connection
  - v. Delay of Checked Baggage
  - vi. Loss of Checked Baggage
  - vii. Loss of Passport
  - viii. Emergency Cash Advance
  - ix. Hijack Allowance
  - x. Bail Bond insurance
  - xi. Hijack cover
  - xii. Sponsor Protection
  - xiii. Compassionate Visit
  - xiv. Study Interruption
  - xv. Home burglary

As the name suggests, the policy is intended for people travelling abroad, it is natural that loss would happen outside India and claims would need to be serviced appropriately as and when reported. In case of overseas travel insurance the claim servicing usually involves a **Third Party service provider** (Assistance Company) who has established a network for providing necessary support and assistance all over the world.

#### **Claims services essentially include:**

- a) Taking down the claim notification 24\*7 basis;
- b) Sending the claim form and procedure;
- c) Guiding customer on what to do immediately after loss;
- d) Extending cashless services for medical and sickness claims;
- e) Arranging for repatriation and evacuation, emergency cash advance.

## **2. Assistance companies - Role in overseas claims**

Assistance companies have their own offices and tie ups with other similar providers world over. These companies offer assistance to the customers of insurance companies in case of contingencies covered under the policy.

These companies operate a 24\*7 call centre including international toll free numbers for claim registration and information. They also offer the following services and charges for the services vary depending on agreement with the particular insurance company, benefits covered etc.

- a) Medical assistance services:
  - i. Medical service provider referrals
  - ii. Arrangement of hospital admission

- iii. Arrangement of Emergency Medical Evacuation
  - iv. Arrangement of Emergency Medical Repatriation
  - v. Mortal remains repatriation
  - vi. Compassionate visit arrangements
  - vii. Minor children assistance/escort
- b) Monitoring of Medical Condition during and after hospitalisation
  - c) Delivery of Essential Medicines
  - d) Guarantee of Medical Expenses Incurred during hospitalization subject to terms and condition of the policy and approval of insurance company.
  - e) Pre-trip information services and other services:
    - i. Visas and inoculation requirements
    - ii. Embassy referral services
    - iii. Lost passport and lost luggage assistance services
    - iv. Emergency message transmission services
    - v. Bail bond arrangement
    - vi. Financial Emergency Assistance
  - f) Interpreter Referral
  - g) Legal Referral
  - h) Appointment with lawyer

### **3. Claims management for cashless medical cases**

Claims management approach differs for cashless medical cases, reimbursement medical cases and other non-medical cases. Again, cashless medical claims management differs in US than cashless medical in other countries. We shall now study step by step process

#### **a) Claim notification**

As and when loss happens, the patient takes admission into the hospital and shows the insurance details to the admission counter. Assistance Company receives notification of a new case from hospital and/or from patient or relatives/friends. Claim procedure is then explained to the claimant.

#### **b) Case management steps:**

These may vary from company to company, common steps are listed below:

- i. Assistance Company case manager verifies the benefits, sum insured, policy period, name of the policy holder.

- ii. Case manager then gets in touch with the hospital to obtain clinical /medical notes for an update on the patient's medical condition, billing information, estimates of cost. Assistance Company receives the clinical notes and estimate of medical cost and send an update to the Insurer.
- iii. Admissibility of the claim is determined and Guarantee of payment is placed to hospital subject to approval from Insurance Company.
- iv. There can be scenario where investigation may be necessary in India (local place of insured) and/or in loss location. Process of investigation is similar to what is explained in personal accident claims section. Investigator abroad is selected with the help of Assistance Company or through direct contact of insurance company.
- v. Assistance Company's case manager continues to monitor the case on a daily basis to provide Insurer with a clinical and cost update, progress notes, etc. in order to obtain authorization for continuation of treatment.
- vi. Once the patient is discharged, case manager works diligently with the hospital to confirm final charges.
- vii. Assistance Company ensures that the bill is properly scrutinized, scrubbed and audited. Any error found is notified to the billing department of the hospital for rectification.
- viii. Final bill is then re-priced as per the rates agreed between the provider and Assistance Company or its associate reprising agent. The earlier the payment assurance made to hospital, better discount through re-pricing is possible.

Re-pricing is typically characteristic of US healthcare and as such, is not applicable for non US cases. This is a major difference between cashless medical case in US and non-US cases.

**c) Claims processing Steps:**

- i. The claims assessor receives the re-priced/original bill, verifies and ensures that coverage was in place for the dates of service and treatment rendered. The bill received by the Assistance Company is audited by the claims department to ensure the charges are in line and as per the treatment protocol. The discount is re-confirmed and the bill is processed.
- ii. The bill is then sent to Insurer for payment accompanied by re-pricing notification sheet and explanation of benefits (EOB).
- iii. Insurance company receives the bill and authorizes immediate payment to Assistance Company.

**d) Payment process steps:**

- i. Assistance Company receives authorization from Insurer to release payment to the hospital via local office.
- ii. The finance department releases the payment

**e) Hospitalization Procedures**

- i. The system in overseas countries, especially US and Europe are quite different from the hospitals in India since majority of population has universal health coverage either through private insurance or through government schemes. Most hospitals accept Guarantee of Payments from all international insurance companies once the insured provides them with a valid health or overseas travel insurance policy.

In most countries treatment is not delayed for want of confirmation of insurance coverage or cash deposit.

Hospitals start the treatment immediately. If there is insurance cover the insurance policy pays or the patient person has to pay. The hospitals tend to inflate charges since payments are delayed.

If payment is immediate, hospitals tend to offer very high discounts for immediate payment. Re-pricing agencies generally negotiate with hospitals for discounts for early settlement of hospital bills.

- ii. Information regarding network hospitals and the procedures is available to the insured on the toll free numbers provided by the assistance companies.
- iii. In event of the necessity of a hospitalization the insured needs to intimate the same at the call centre and proceed to a specified hospital with the valid travel insurance policy.
- iv. Hospitals usually contact the assistance companies/insurers on the call centre numbers to check the validity of the policy and verify coverage's.
- v. Once the policy is accepted by the hospital the insured would undergo treatment in the hospital on a cashless basis.
- vi. Some basic information required by the insurer/assistance provider to determine admissibility are
  - 1. Details of ailment
  - 2. In case of any previous history ,details of hospital, local medical officer in India:



- ✓ Past history, current treatment and further planned course in hospital and request for immediate sending of
- ✓ Claim form along with attending physicians statement
- ✓ Passport copy
- ✓ Release of medical information form

**f) Reimbursement of medical expenses and other non-medical claims:**

Reimbursement claims are normally filed by insured after they return to India. Upon receipt of the claim papers, claim is processed as per usual process. Payments for all admissible claims are made in Indian Rupee (INR), unlike in cashless claims where payment is made in foreign currency.

While processing the reimbursement claims, currency conversion rate is applied as on date of loss to arrive at quantum of liability in INR. Then the payment is made though cheque or electronic transfer.

- i. **Personal accident claims** are processed in similar fashion as explained in personal accident claims section.
- ii. **Bail bond cases and financial emergency cases** are paid upfront by Assistance Company and later claimed from insurance company.
- iii. **Claims repudiation** of untenable claims follows the same process as for all other claims.

**g) Claim documentation for Medical Accident and Sickness Expenses**

- i. Claim form
- ii. Doctor's report
- iii. Original Admission/discharge card
- iv. Original Bills/Receipts/Prescription
- v. Original X-ray reports/ Pathological/ Investigative reports
- vi. Copy of passport/Visa with Entry and exit stamp

The above list is only indicative. Additional information/documents may be required depending on specific case details or depending upon claim settlement policy/procedure followed by particular insurer.

**Test Yourself 5**

\_\_\_\_\_ are paid upfront by Assistance Company and later claimed from insurance company.

- I. Bail bond cases
- II. Personal accident claims
- III. Overseas travel insurance claims
- IV. Untenable claims

## Summary

- a) Insurance is a 'promise' and the policy is a 'witness' to that promise. The occurrence of insured event leading to a claim under the policy is the true test of that promise.
  - b) One of the key rating parameter in insurance is the claims paying ability of the insurance company.
  - c) Customers, who buys insurance is the primary stakeholder as well as the receiver of the claim.
  - d) In Cashless claim a network hospital provides the medical services based on a pre-approval from the insurer / TPA and later submits the documents for settlement of the claim.
  - e) In reimbursement claim, the customer pays the hospital from his own resources and then files claim with Insurer / TPA for payment.
  - f) Claim intimation is the first instance of contact between the customer and the claims team.
  - g) If a fraud is suspected by insurance company in case of insurance claim, it is sent for investigation. Investigation of a claim could be done in-house by an insurer/TPA or be entrusted to a professional investigation agency.
  - h) Reserving refers to the amount of provision made for all claims in the books of the insurer based on the status of the claims.
  - i) In case of a denial, the customer has the option, apart from the representation to the insurer, to approach the Insurance Ombudsman or the consumer forums or even the legal authorities.
  - j) Frauds occur mostly in hospitalization indemnity policies but Personal accident policies also are used to make fraud claims.
  - k) The TPA provides many important services to the insurer and gets remunerated in the form of fees.
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## Self-Examination Questions

### Question 1

Who among the following is considered as primary stakeholder in insurance claim process?

- I. Customers
- II. Owners
- III. Underwriters
- IV. Insurance agents/brokers

### Question 2

Girish Saxena's insurance claim was denied by insurance company. In case of a denial, what is the option available to Girish Saxena, apart from the representation to the insurer?

- I. To approach Government
- II. To approach legal authorities
- III. To approach insurance agent
- IV. Nothing could be done in case of case denial

### Question 3

During investigation, of a health insurance claim presented by Rajiv Mehto, insurance company finds that instead of Rajiv Mehto, his brother Rajesh Mehto had been admitted to hospital for treatment. The policy of Rajiv Mehto is not a family floater plan. This is an example of \_\_\_\_\_ fraud.

- I. Impersonation
- II. Fabrication of documents
- III. Exaggeration of expenses
- IV. Outpatient treatment converted to in-patient / hospitalization

### Question 4

Under which of the following condition, is domiciliary hospitalization is covered in a health insurance policy?

- I. The condition of the patient is such that he/she can be removed to the Hospital/Nursing Home , but prefer not to
- II. The patient cannot be removed to Hospital/Nursing Home for lack of accommodation therein
- III. The treatment can be carried out only in hospital/Nursing home
- IV. Duration of hospitalization is exceeding 24 hours

### Question 5

Which of the following codes capture the procedures performed to treat the illness?

- I. ICD
  - II. DCI
  - III. CPT
  - IV. PCT
- 

### Answers to Self-Examination Questions

#### Answer 1

The correct option is I.

Customers are primary stakeholder in insurance claim process

#### Answer 2

The correct answer is II.

In case of insurance claim denial, individuals can approach legal authorities.

#### Answer 3

The correct option is I.

This is an example of impersonation, as the person insured is different from person treated.

#### Answer 4

The correct answer is II.

Domiciliary treatment is provided in health insurance policy, only when the patient cannot be removed to Hospital/Nursing Home for lack of accommodation therein

#### Answer 5

The correct option is III.

Current Procedure Terminology (CPT) codes capture the procedures performed to treat the illness.

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