

## **ASISA Guideline on disclosures when group risk policies are terminated**

Approved by the Life & Risk Board Committee on 22 July 2020

## **Introduction and purpose of the guidelines**

These guidelines consist of data templates for the various types of group risk cover to assist in meeting the requirements of the Policyholder Protection Rules (PPR) for group schemes under Rules 11 and 20 dealing with disclosures and replacements. These rules have introduced new requirements in respect of members of group schemes.

The purpose of having these standardized templates is for them to be used to summarise key policy terms and conditions. This can then be updated at every review for ongoing disclosure and also be readily available in the event of business moving to a new insurer. It includes the following templates: Group Life Cover, Disability Income Cover, Funeral Cover, Critical Illness Cover and Lump Sum Disability Cover.

It is important to note that these templates are guidelines only and ASISA members are free to add additional information or to use a different format altogether for their PPR compliance.

## **GROUP LIFE COVER**

<b>Content</b>	<b>Comment</b>
Name of insurer	
Policy number	
Tax structure (approved/unapproved)	
Annual renewal date	
Eligibility for cover	
Normal Retirement Age and Ceasing Age (if different)	
Benefit structure – include all riders and accelerators	
Conversion Option (group to individual policy) including the period in which to do so	
Life Cover continues for disability income claimants	
Restrictions and Limitations (e.g. pre-ex, waiting periods, suicide exclusions, etc.)	
Actively at work requirement	
Claim submission period	
Commission payable (Y/N)	
Evidence of Health Limit – please specify if expressed as salary or cover	
Any <ul style="list-style-type: none"> <li>- non-standard terms and conditions</li> <li>- repatriation service</li> <li>- other</li> </ul>	

## DISABILITY INCOME COVER

Content	Comment
Name of insurer	
Policy number	
Tax structure (approved/unapproved)	
Annual renewal date	
Eligibility for cover	
Normal Retirement Age and Ceasing Age (if different)	
Benefit structure - include all riders and accelerators	
Maximum benefit amount	
Waiting period	
Initial payment period (excluding the waiting period)	
Employer Waiver %	
Employer Waiver maximum benefit amount	
Escalation % (to specify cap)	
Conversion Option (group to individual policy) including the period in which to do so	
Definition of occupational disability	Initial Period : From policy contract Extended Period : From policy contract
Benefit payment continues on withdrawal from the Fund	
Restrictions and Limitations (e.g. pre-ex, suicide exclusions, etc.)	
Actively at work requirement	
Claim submission period	
Commission payable (Y/N)	
Evidence of Health Limit - please specify if expressed as salary or cover	
Any <ul style="list-style-type: none"> <li>- non-standard terms and conditions</li> <li>- Rehab benefit, survival benefit</li> <li>- other</li> </ul>	

## FUNERAL COVER

Content	Comment
Name of insurer	
Policy number	
Tax structure (approved/unapproved)	
Annual renewal date	
Eligibility for cover	
Normal Retirement Age and Ceasing Age (if different)	
Benefit structure	
Cover continues for disability income claimants	
Restrictions and Limitations (e.g. pre-ex, waiting periods, suicide exclusions, etc.)	
Actively at work requirement	
Claim submission period	
Maximum number of spouses claims	
Maximum number of children's claims	
Maximum cover age for spouse	
Maximum cover age for children	
Commission payable (Y/N)	
Any <ul style="list-style-type: none"> <li>- non-standard terms and conditions</li> <li>- repatriation service</li> <li>- other</li> </ul>	

## CRITICAL ILLNESS COVER (CI) : FREESTANDING / ACCELERATOR

Content	Comment
Name of insurer	
Policy number	
Tax structure (approved/unapproved)	
Freestanding or accelerator	
Annual renewal date	
Eligibility for cover	
Normal Retirement Age and Ceasing Age (if different)	
Benefit structure including the maximum benefit	
Reinstatement of CI cover – if yes, confirm period	
Conversion Option (group to individual policy) including the period in which to do so	
CI cover continues for disability income claimants	
Restrictions and Limitations (e.g. pre-ex, waiting periods, suicide exclusions, etc.)	
Actively at work requirement	
Claim submission period	
Commission payable (Y/N)	
Evidence of Health Limit if applicable - please specify if expressed as salary or cover	
Any <ul style="list-style-type: none"> <li>- non-standard terms and conditions</li> <li>- other</li> </ul>	<b>To provide a copy of conditions covered and level of payout per condition (if applicable)</b>

### LUMP SUM DISABILITY COVER : FREESTANDING / ACCELERATOR

Content	Comment
Name of insurer	
Policy number	
Tax structure (approved/unapproved)	
Freestanding or accelerator	
Annual renewal date	
Eligibility for cover	
Normal Retirement Age and Ceasing Age (if different)	
Benefit structure	
Waiting period	
Cover reduction basis	
Conversion Option (group to individual policy) including the period in which to do so	
Definition of occupational disability	Full extract from policy contract
Restrictions and Limitations (e.g. pre-ex, suicide exclusions, etc.)	
Actively at work requirement	
Claim submission period	
Commission payable (Y/N)	
Evidence of Health Limit if applicable - please specify if expressed as salary or cover	
Any <ul style="list-style-type: none"> <li>- non-standard terms and conditions</li> <li>- other</li> </ul>	

**HISTORY OF AMENDMENTS**

<b>Effective date</b>	<b>Amendments</b>
22 July 2020	(Approved by the Life & Risk Board Committee)

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