

DTAP Procedure Manual – Softlogic Life Insurance PLC

For below Rs. 2 million loans

Step 01 - Getting a quotation

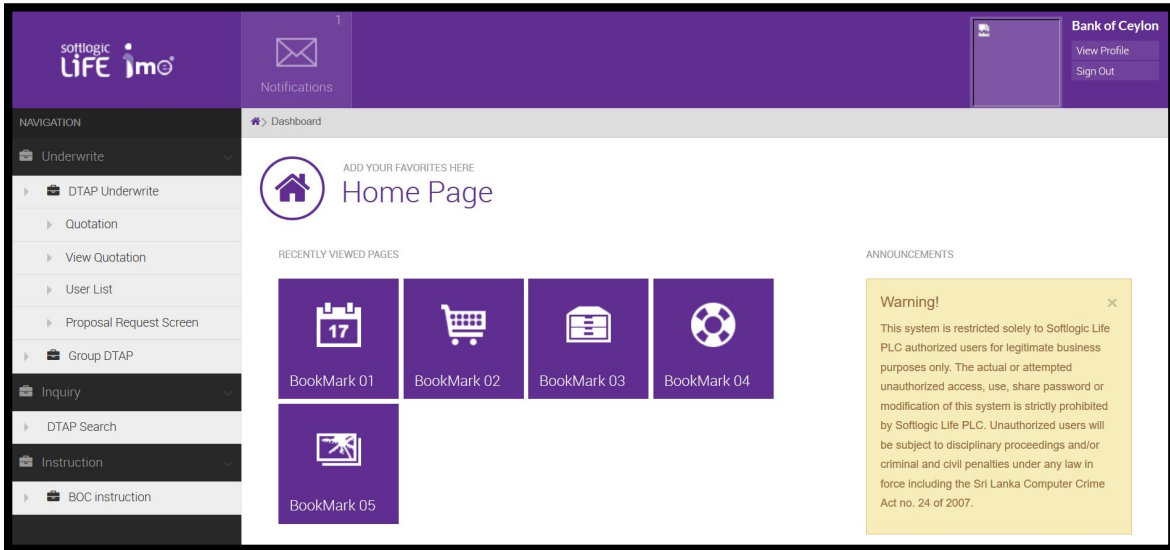
Log in to the system using below credentials to get the DTAP quotation;

- **Link:** <http://ime.softlogiclifelife.lk/>
- **Username:** DTAP.BOC
- **Password:** DTAP@1234
(Please select “Bank” in the 3rd field)

1. Log in Page

2. Home Page

3. Click 'Underwrite' then 'DTAP Underwrite' then 'Quotation' from the drop down list



4. Calculate the premium by filling "DTAP - Quotation"

The screenshot shows the 'DTAP - Quotation' form. The form is titled 'Main Life Details' and contains the following fields and options:

- Lending Institution: Abans Finance PLC (dropdown)
- Branch: Anuradhapura (dropdown)
- Loan Amount (Rs): [Text input]
- Date of Birth (mm/dd/yyyy): [Text input]
- Gender: Male Female
- Interest Rate (%): [Text input]
- Term (Years): [Dropdown menu]
- Loan Type: [Dropdown menu]
- Name of the Proposer: MR [Dropdown menu] [Text input]
- Address: [Text input]
- Total and Permanent Disability Cover: Yes No
- Joint Life: Yes No
- Total Amount: [Text input]

Please note,

- Always type the full name of the customer
- Fill the customer's date of birth as the mentioned format
- Please always roundup the term to the next whole figure
- Please select the correct gender since the premium is varying
- Please select the correct loan type (For below Rs. 2 Mn Loans always select Housing Loan since the premium is lower compare to other loan types)

Once you clicked the save icon, you will be getting the final quotation as follows,

Quotation No : DQT/2017/5317
Date : 11 August, 2017

softlogic LIFE

The Manager
Bank of Ceylon
Negombo (18)
Dear Sir/Madam,

Quotation for Decreasing Term Assurance Policy

Further to the application forwarded for Mortgage Protection policy, we are pleased to forward an indicative quotation for your kind consideration. Details are as follows.

Life 1

Name of the Proposer : Mr P.G.S.D Wimalasena

Date Of Birth : 17-Jan-1995

Age : 23

Gender : Male

Benefit Payable : Death and Total Permanent Disability Cover (Due to accident / sickness)

Medical Reports : Medicals not Required

Purpose Of The Loan : Housing Loan **Term (Years)** : 5

Interest rate (%) : 13.50 **Interest rate Type** : Fixed

Loan Amount (LKR) : 1,000,000.00 **Total Premium (LKR)** : 2,900.00

Please note that the above quotation is calculated at standard rates and the premium could defer according to age at the time of accepting the proposal, medical, occupational or any other reason which may impose higher risk on life. This is only a quotation and not an acceptance of risk. This Quotation is valid for a period of 30 days.

We trust the above will meet with your requirements and await a favorable response. If you need any clarification please feel free to contact us.

Thank You

Step 02 – Issuing cover confirmation

If the client agrees to the DTAP quotation premium amount, release the system generated cover confirmation by following the steps,

Click 'Underwrite' then 'Group DTAP' then 'Individual policy creation' from the drop down

INDIVIDUAL POLICY CREATOR
Individual Policy Creation

Match Details

Lending Institution: Bank of Ceylon

Product Name: Select an Option

Branch: BAMBALAPITIYA

Full Name of the Proposer: MR [dropdown] XX

Address: XXXXXXXXX

Loan Amount (Rs): 2000000

Loan Type: Housing Loan

Interest Rate (%): 13

Term (Years): Select an Option

Max Loan Amount: [input]

Max Age: [input]

Policy Fee: [input]

Loan Ref No: [input]

Advisor Code: [input]

Date of Birth (mm-dd-yyyy): 01/01/1990

NIC no: 801761333V

Fixed Variable

Gender: Male Female

Max Term: [input]

Premium Type: [input]

TPD: False

Premium: [input]

Calculate

Fill **all** the requested details in Individual Policy creation to get the cover confirmation (Letter of Acceptance) as follows,

11 August, 2017

The Manager - Credit Operations
Bank of Ceylon
Negombo City (572)

Dear Sir / Madam,

Letter of Acceptance – Subject to the Payment of Premium

We write with reference to the application forwarded through your valued Institution, we wish to confirm that the cover has been accepted subject to the payment of premium and details are as follows;

Proposal No DT/PR2017/28230

Life 1

Proposer Name	:	Mr Panwatte Gedara Shanaka Damith Wimalasena
National Identity Card No	:	950171880V
Benefits Payable	:	Death and Total Permanent Disability Cover (Due to accident / sickness)
Loan Amount (LKR)	:	1,000,000.00
Term (Years)	:	5
Interest rate (%)	:	13.50
Interest Rate Type	:	Fixed
Single Premium (LKR)	:	2,899.00

Please note that this confirmation is valid for a period of 90 days from the date of this letter and the liability will commence only upon the realization of the premium paid to Softlogic Life Insurance PLC.

Thank You,
Softlogic Life Insurance PLC

Step 03 - Payment

Transfer the Payments to following bank account by mentioning the cover confirmation proposal number as reference,

- **Account Name** : **Softlogic life Insurance PLC**
- **Bank & Branch** : **BOC Corporate Branch**
- **Account number** : **81169175**
- **Reference** : **Proposal number (Example - DT/PR2017/25690)**

Step 04 – Issuance of original policy document

Softlogic life will issue original policy within one working day after receiving payment.