



AVIVA NEW GROUP LEAVE ENCASHMENT PLAN [UIN : [122L091V01]
Non Participating Linked Plan

STANDARD TERMS & CONDITIONS

Note: In this Master Policy, the investment risk in the investment portfolio is borne by You

Your Proposal is the basis of the insurance provided by, and is a part of, the Master Policy Document, which also consists of these Standard Terms & Conditions, the Register of Members, the Schedule and any annexure/table and/or unit statements attached to it.

1) Interpretations & Definitions

- a) The terms defined below have the meanings ascribed to them wherever they appear in this Master Policy Document and, where appropriate, references to the singular include references to the plural; references to the male include the female and references to any statutory enactment include subsequent changes to the same:
 - i) Age means Member's age at last birthday.
 - ii) Allocation Proportion means the proportion specified in the Schedule in which We will apply the Contribution received to the purchase of Units and the proportion in which We will deduct charges.
 - iii) Allocation Rate means the rate specified in the Schedule at which We allocate the Contribution received.
 - iv) Beneficiary means the person named in the Register of Members.
 - v) Commencement Date means the date specified in the Schedule on which this Master Policy commenced.
 - vi) Contribution means the amount payable by You from time to time to Us.
 - vii) Discontinued Policy means a Master Policy where the life cover has been ceased due to non- receipt of due Mortality Premium by Us.

- viii) Funds means internal investment funds established and managed by Us in accordance with Articles 8 and 9.
- ix) Fund Value means the total number of Units held in the unit account multiplied by their respective Unit Price.
- x) Funding Status means the status of Your leave encashment scheme as being a fully funded scheme or an under funded scheme.
- xi) Funding Status Certificate means a written declaration provided by You, containing details about the Funding Status of Your leave encashment scheme based on Your Actuary's certificate and calculated in accordance with Accounting Standard 15 (Revised) or any other prevailing guidelines issued by the Insurance Regulatory & Development Authority of India and if You are exempt from the said Accounting Standard 15 (Revised) or the prevailing guidelines issued by the Insurance Regulatory & Development Authority, then a written declaration by You about the Funding Status of Your leave encashment scheme.
- xii) Insured Event means the earliest of a Member's retirement, death, resignation from service or termination of service.
- xiii) Leave Encashment Benefit means the amount that You inform Us is payable under Your Leave Encashment scheme rules, disclosed to Us prior to the Commencement Date or, as amended from time to time.
- xiv) Master Policy means the arrangements established by this Master Policy Document.
- xv) Member means any person who satisfies and continues to satisfy the eligibility criteria at Article 2)a) and whose name appears in the Register of Members.
- xvi) Member Effective Date means the date last recorded in the Register of Members.
- xvii) Mortality Premium means the amount payable by You to Us in regular instalments in the manner and at the frequency (Premium Frequency) specified in the Schedule for maintaining life cover for the Members under the Master Policy.
- xviii) Policy Anniversary means the annual anniversary of the Commencement Date.
- xix) Policy Year means one year period commencing on the Commencement Date or on any Policy Anniversary thereof.

- xx) Proposal means the signed, completed and dated proposal form submitted by You to Us, including any declarations and statements annexed to it.
- xxi) Register of Members means a register maintained by Us containing details of each Member, including but not limited to name, Age, sex, salary, accumulated leave, his retirement date, the Member Effective Date, Beneficiary and any special conditions applicable to a Member.
- xxii) Schedule means the schedule and any endorsements thereto issued by Us, and, if more than one, then the latest in time.
- xxiii) Sum Assured means ₹ 1,000.
- xxiv) Unit means a notional and proportionate part of the unit account created by the allocation of Contribution and created solely for the purpose of determining the benefits under this Master Policy.
- xxv) Unit Price means the price at which We allocate or redeem Units in each of the Funds as per Article 10)
- xxvi) Valuation Date shall have the meaning assigned to it in Article 9)b).
- xxvii) We, Us or Our means the Aviva Life Insurance Company India Limited.
- xxviii) You or Your means the person or entity named in the Schedule who has concluded this Master Policy with Us and who is the Master Policyholder.

2) Eligibility Criteria for Membership

- a) A person shall be eligible to become a Member upon the following conditions being satisfied:
 - i) The person is not younger than Age 18 and not older than Age 70, at the proposed Member Effective Date; and
 - ii) The person is employed by You; and
 - iii) You satisfy Us in all respects as to that person's eligibility to become a Member.
 - iv) the Member's name being entered in the Register of Members.

- b) A Member shall automatically cease to be a Member upon the earliest of:
 - i) failing to satisfy any of the eligibility criteria as per Article 2)a), or
 - ii) the occurrence of an Insured Event, or
 - iii) Your written request and Our acceptance of the same, or
 - iv) the termination of the Master Policy.
- c) You shall provide Us any information and/or documentation We request in respect of any actual or prospective Member. If We do not receive the documentation and/or information for that Member within 7 (seven) days of it having been requested, then that Member's name shall be deemed to have been removed from the Register of Members effective from the date of Our request for such information and/or documentation.
- d) You may terminate the Master Policy by giving Us prior written notice of at least 90 (ninety) days.

3) Payment of Contribution and Mortality Premium

a) Contribution

- i) Contribution is payable to Us by You in accordance with Your Leave Encashment scheme rules subject to following conditions:
 - I) receipt by Us of Your Funding Status Certificate on or at least 7 (seven) days prior to the commencement of each Policy Anniversary;
 - II) You may continue the Master Policy without payment of any Contribution but with payment of the due Mortality Premium provided that the Funding Status of the Master Policy is fully funded as per the Funding Certificate received by Us in accordance with Article 3)a)i)l) above and We send you a written notice confirming the continuity of the Master Policy without payment of any Contribution till the next Policy Anniversary;
 - III) if We determine on the basis of Your Funding Status Certificate that the Funding Status is under funded, then no Mortality Premium will be accepted by Us and the Master Policy will become a Discontinued Policy and the provisions of Article 4) will be automatically applicable to Your Master Policy; and

- IV) You must provide Us in writing with the details of all such persons eligible to become a Member and those persons who have ceased to be a Member on a monthly basis, at least by the 7th (seventh) day of the following month. If there is any delay in reporting the data pertaining to these additional/ discontinuing Members, then in respect of additional Members whose details have not been reported by the 7th (seventh) day of the following month, We will charge Mortality Premium from the Member Effective Date which is applicable for those other Members whose data was reported to Us by the 7th (seventh) day of the following month, but the life cover for these additional Members under the Master Policy shall be effective only from the date on which We have received the data of such Members from You and provided that the Member is alive on date of reporting to Us and satisfies the eligibility criteria specified in Article 2)a). Life cover to such additional Members under the Master Policy shall be at Our sole discretion, subject always to availability of sufficient advance Mortality Premium.

b) Mortality Premium

- i) Mortality Premium is payable on the due dates in the amounts and at the Premium Frequency as specified in the Schedule. Mortality Premium shall become due on every Policy Anniversary, if the Premium Frequency is annual. If the Premium Frequency is half yearly, or quarterly, or monthly, then Mortality Premium shall become due on the day corresponding with the Commencement Date in every half-year, quarter or month respectively. If the corresponding day does not exist in a particular month, then the last day of that month shall be deemed to be the due date.
- ii) We will allow a grace period of 30 (thirty) days from the due date of the first unpaid instalment of Mortality Premium for You to pay the Mortality Premium to Us. During this grace period, the benefits under Article 5) will continue to apply.
- iii) If the due Mortality Premium is not paid within the grace period then the Master Policy will become a Discontinued Policy and the provisions of Article 4) will be applicable.
- iv) On each Policy Anniversary, no Mortality Premium will be accepted by Us in isolation without any Contribution payment unless We accept in writing that Your scheme is fully funded and in surplus as per the Funding Status Certificate provided by You.

4) Reinstatement

- a) You may reinstate a Discontinued Policy within 5 (five) years from the due date of the first unpaid instalment of Mortality Premium ('Reinstatement Period'). During the reinstatement period, the Discontinued Policy may be reinstated subject to the following:
- i) You informing Us in writing at least 7 (seven) days prior to the end of the Reinstatement Period of Your intention to reinstate and the proposed date when You wish to do so. The reinstatement of the Master Policy shall be subject to Our underwriting requirements, as applicable from time to time, and We reserve the right to obtain additional information before reinstating the Master Policy;
 - ii) You paying all Mortality Premium in respect of the Members alive at the date of reinstatement;
 - iii) Your Funding Status is fully funded and supported by Funding Status Certificate;
 - iv) the reinstatement of the Master Policy shall not take effect until We have approved Your request for reinstatement which shall only be evidenced by a written communication from Us confirming this. We have no obligation to reinstate the Master Policy even if You have given Us all documentation requested by Us. We may also (at Our sole and absolute discretion) restrict the terms upon which We agree to reinstate;
- b) If the Master Policy is not reinstated within the Reinstatement Period, then the Master Policy shall immediately and automatically terminate at the date of expiry of the Reinstatement Period and the Fund Value, (as on the date of termination) shall be payable to You at the expiry of the Reinstatement Period, subject to deduction of applicable surrender charge (if any).
- c) During the Reinstatement Period:
- i) the Sum Assured as mentioned in the Register of Members shall not be payable on the death of a Member;
 - ii) the Leave Encashment Benefit payable in accordance with Article 5)a) shall continue to be payable under the Master Policy provided that and only to the extent the Fund Value is sufficient for such purpose;
 - iii) Fund Management Charges as specified in the Schedule will continue to be deducted till the expiry of the Reinstatement Period.

5) Benefits

- a) Upon the occurrence of an Insured Event or leave encashment while in service in respect of a Member, We will pay You the Leave Encashment Benefit within 7 (seven) working days of Our receipt of Your written notice with complete documentation specifying the occurrence of an Insured Event or leave encashment while in service and the amount to be paid calculated in accordance with Your Leave Encashment scheme rules. We will pay You the Leave Encashment Benefit by redeeming Units in the Allocation Proportion unless You specify some other proportion in writing to Us.
- b) If the Insured Event is the death of the Member and the Master Policy is not a Discontinued Policy, then in addition to the Leave Encashment Benefit payable as per Article 5)a) above, We shall pay the Sum Assured to You. You shall immediately give the Sum Assured (without any deductions) to the Beneficiary. No Units from the Fund shall be deducted for payment of the Sum Assured.
- a) Our maximum liability to make payment of the Leave Encashment Benefit under this Master Policy in respect of all Members shall at all times be limited to the Fund Value.

6) Surrender Value

You may surrender this Master Policy by giving Us written notice and We will pay the Fund Value after deducting the Surrender Charge, if any, as specified in the Schedule.

7) Units & Unit Account

- a) On the Commencement Date, We will open a unit account. We will apply Your Contribution to the allocation of Units to that unit account by reference to the Funds chosen by You in the Allocation Proportion specified, after adjusting for the applicable Allocation Rate (as defined in the Schedule). The allocation of Units will be carried out at the Unit Price.
- b) You may request a Contribution redirection by changing the Allocation Proportion by informing Us in writing of the changes You wish to make. The changed Allocation Proportion will only apply to Contributions received after We are satisfied that the proposed change is in line with Our rules applicable at that time.
- c) You can switch Units between available Funds at any time by informing Us in writing of the switch proposed to be made. All switches are free of charge. We will process a switch after receiving a written request from You and only if We are satisfied that the proposed switch is in line with Our rules applicable at that time for switching.

- d) We will make the switch by redeeming Units from the Fund You wish to switch out and then allocating units in the Fund You wish to switch in, equivalent to the amount You wish to switch. For each transaction, We will use the Unit Price of the respective Fund that applies on the day of that transaction.

8) Funds:

- a) Subject to the approval of the Insurance Regulatory and Development Authority, We reserve the right to add, close or amend any Fund or its investment objectives. The only Funds available for You to invest in and the investment objectives together with the risk profile of each Fund are described in Annexure 1 of the Schedule. We shall send You details of any change We may decide to make at least 1 month prior to such change becoming effective.
- b) Units are a proportionate part of a Fund and will be created in a Fund when assets of an equivalent value are added to the portfolio of assets to which the Fund is referenced. The unit account, the Units and the allocation of Units to the unit account are notional and are designed for the sole purpose of determining the benefits under the Master Policy.
- c) Assets may only be withdrawn from the portfolio of assets to which the Fund is referenced when Units of equal value to those assets are redeemed in the Fund. Income received from assets referenced to a Fund will be added to these assets. The amount after allowing for tax, if any, will alter the value of each existing Unit of the respective Fund.
- d) We do not guarantee the price or value of the Units. The price or value of any Unit and Fund will fluctuate depending on the performance of the underlying assets. The assets and any income arising from these assets shall remain Our property at all times. The Master Policy does not confer on You or any other person any title to or any beneficial interest in any of Our assets, or to any income from these assets.

9) Valuation of Funds & Unit Price

- a) The Schedule contains the list of charges and the manner in which they will be deducted.
- b) The Unit Price shall be determined daily as per the regulations/guidelines issued by the Insurance Regulatory and Development Authority or any such body authorised by the Government of India to issue such regulations /guidelines from time to time (the 'Valuation Date'). As per the current guidelines issued by the Insurance Regulatory and Development Authority, We will

determine the Unit Price of each Fund daily as per the following formula:-

Unit Price = Net Asset Value ("NAV") divided by the number of Units existing in the Fund at the Valuation Date (before any new Units are allocated or redeemed).

The NAV can be calculated in either of the following 2 methods:

- i) **When appropriation price is applied:** The NAV of a Fund shall be computed as the market value of investments held by the Fund plus the expenses incurred in the purchase of the assets plus the value of any current assets plus any accrued income net of Fund Management Charge less the value of any current liabilities and provisions, if any. This is applicable when We are required to purchase assets to allocate units at the Valuation Date.
- ii) **When expropriation price is applied:** The NAV of a Fund shall be computed as the market value of investments held by the Fund less the expenses incurred in the sale of the assets plus the value of any current assets plus any accrued income net of Fund Management Charge less the value of any current liabilities and provision, if any. This is applicable when We are required to sell assets to redeem units at the Valuation Date.

The Unit Price of Units of a Fund will be rounded by not less than three decimal places.

- c) We shall deduct all expenses, costs and duties related to the purchase and sale of assets of the Funds.
- d) We will make all decisions about the selection and valuation of the assets to which a Fund is referenced.

10) **Unit Encashment Conditions**

- a) Units will be redeemed or created at their Unit Price on the date of redemption or creation of those Units.
- b) Subject to any changes notified by the Insurance Regulatory & Development Authority or any such body authorised by the Government of India to notify such changes, Contribution or switching request or any other valid request for payment received by Us (including at any of Our branch offices):
 - i) at or before 3:00 pm on a particular day will be processed at the closing Unit Price on that day, and
 - ii) after 3:00 pm on a particular day will be processed at the closing Unit Price on the next business day,

unless in either case the payment comprises outstation cheques or demand drafts, in which case the payment will be processed at the closing Unit Price on the day of realisation.

11) **Payment Conditions**

- a) It is a condition precedent to Our liability to make any payment that You shall, at Your own expense, give Us:
- i) written notice of the occurrence of an Insured Event as soon as reasonably practicable, and
 - ii) such information and/or documentation that We may request in relation to the Insured Event or in relation to payment of the Leave Encashment Benefit when the Member encashes leave while still in service.
- b) We assume no liability for the payment of any amount to the Member or for Your payment (including any payments to be made by the trustees) of any amount to the Member including the timing of payment or adequacy of payment made by You to any Member or adequacy of payment under this Master Policy being sufficient to discharge Your obligations to Members. You agree to hold Us harmless and indemnify Us against any claim (and expense or loss occasioned thereby) by, from or on behalf of, the Member or his legal heirs or executors or personal representatives or next of kin or any other interested person (whether or not in fact interested) that may be made against or incurred by or involve Us arising out of or in connection with any payment in fact or allegedly due in respect of any Insured Event made by Us to You or attributable to any actual or alleged failure or delay by You in providing or not providing any benefits (whether under this Master Policy or otherwise) to a Member or his legal heirs or executors or personal representatives or next of kin or any other interested person (whether or not in fact interested).
- c) All monies payable by Us shall be paid to You at Your designated offices against a discharge in a form We specify given by You or on Your behalf by any person duly authorised in writing by You and this shall be a valid discharge to Us in respect of any such payment.

12) **Miscellaneous**

a) **Taxation**

We are entitled to make such deductions which, in Our opinion, are necessary and appropriate, from any of the benefits receivable under the Master Policy on account of any tax or other payment which may be imposed by any legislation, order, regulation or otherwise upon Us or You.

b) **Benefits not Assignable**

A Member cannot assign, charge or dispose of his beneficial interest under the Master Policy.

c) **Appointment of Beneficiary**

- i) Every Member may nominate one or more of his spouse or his children or dependants to be a Beneficiary and We shall register the same in the Register of Members and send an endorsement confirming the identity of the Beneficiary.
- ii) We must be given written notice of the change of any Beneficiary. Any nomination and change in nomination will take effect only once We have registered the same in the Register of Members and We send an endorsement confirming the identity of the Beneficiary or the new Beneficiary.
- iii) In the event of the death of a Member, the benefits shall be paid to You for payment to the Beneficiary.
- iv) If there are no Beneficiaries or all Beneficiaries have pre-deceased the Member, then We will pay You, and You shall make the payment to the legal heirs or legal representatives of that Member.
- v) If there is more than one Beneficiary and a Beneficiary dies before a payment becomes due then We will pay to You and You will pay the other Beneficiaries in proportion to their designated shares.

d) **Loan**

No loan shall be granted under this Master Policy.

e) **Partial Withdrawals**

No partial withdrawals are permitted under this Master Policy.

f) **Amendments**

You shall inform Us of any changes or amendments to the Leave Encashment scheme rules as soon as reasonably practicable.

g) **Loss of the Master Policy Document**

- i) We will replace a lost Master Policy Document when satisfied that it is lost. However, We reserve the right to make such

investigations into and to call for such evidence of the loss of the Master Policy Document, at Your expense as We consider necessary before issuing a duplicate Master Policy Document. We have the right to charge a fee for the issue of a duplicate Master Policy Document.

- ii) It is hereby understood and agreed that the original shall cease to be of any legal effect and You shall indemnify and keep Us indemnified and hold Us harmless from and against any claims, costs, expenses, awards or judgements arising out of or howsoever connected with the original Master Policy Document or arising out of the issuance of a duplicate Master Policy Document.

h) **Notices & Correspondence**

- i) You shall give Us all notices, instructions and correspondence, including notices of transfer, nomination or other transactions in writing at Our address specified in the Schedule or at any of Our branch offices.
- ii) You shall notify Us of any change in Your address failing which notices or correspondence sent to the last recorded address are agreed to be legally effective and valid.
- iii) Any Master Policy Document or any other communication sent to You by Us through speed post or courier or any other legally recognised mode of posting, at the address specified in the Schedule shall be deemed to have been received by You within 7 (seven) days from the date of dispatch.

i) **Fraud**

If You, or the Member or a Beneficiary or anyone acting on Your or their behalf or at Your or their direction makes or advanced any claim under this Master Policy knowing it to be dishonest, misleading, false or fraudulent in any respect, then this Master Policy shall be void and any amount actually paid or potentially payable shall be forfeited.

j) **Currency & Territorial Limits**

All Contribution, Mortality Premium and any payments to be made under this Master Policy are payable in India and in Indian Rupees.

k) **Governing Law & Jurisdiction**

This Master Policy and any disputes or differences arising under or in relation to the Master Policy are subject to and shall be construed in accordance with Indian law and by the Indian Courts.

l) **Entire Contract**

The Master Policy Document comprises the entire contract between You and Us and it cannot be changed or altered unless We approve it in writing by endorsement on the Schedule.

m) **Agent's Authority**

- i) The insurance agent is only authorised by Us to arrange the completion and the submission of the Proposal.
- ii) No insurance agent is authorised to amend the Master Policy Document, or to accept any notice on Our behalf or to accept payments on Our behalf. If any payment meant for Us in any form is paid to an insurance agent then such payment is made at Your risk and the agent will be acting as Your representative.

n) **Section 45 of the Insurance Act 1938**

In accordance with Section 45 of the Insurance Act 1938:

- i) No Master Policy shall after the expiry of two years from the Commencement Date be called into question by Us on the ground that a statement made in the Proposal or in any report of a medical officer or referee, or Your friend, or in any other document leading to the issue of the Master Policy Document was inaccurate or false unless We show that such statement was on a material matter or suppressed facts which it was material to disclose and that it was fraudulently made by You and that You knew at the time of making it that the statement was false or that it suppressed facts which it was material to disclose.
- ii) Nothing in Article 12)l)i) shall prevent Us from calling for proof of Age at any time if We are entitled to do so, and no Master Policy shall be deemed to be called in to question merely because the terms of the Master Policy Document are adjusted on subsequent proof that the age of the Member was incorrectly stated in the Proposal. If there is a change in or amendment to Section 45 of the Insurance Act 1938, then it is agreed that Our rights to call into question any Master Policy shall be as per the change in or amendment to the law on the date when the Master Policy is called into question.