



Terms & Conditions

Base Plan - CorporateLife

Article 1 General Provisions & Definitions

1.1 The Insurance provided by Aviva Life Insurance Company India Private Limited (hereinafter called the "Company") is based upon the signed, dated and completed Proposal (hereinafter the "Proposal") and is as detailed in the Policy Document, which comprises these Terms & Conditions, the Schedule, the Special Terms & Conditions appearing in Riders, if any, the Register of Insured Members, the Scheme Rules, and the Proposal, which is deemed to be incorporated herein.

1.2 The terms defined above and below have the meanings ascribed to them wherever they appear in this 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 includes references to amendments to the same:

Policyholder:	The organisation named in the Schedule.
Insured Member:	Any person who satisfies the eligibility criteria at Article 2.1 and whose name appears in the Register of Insured Members.
Insurance:	The arrangements effected by the Policyholder in respect of an Insured Event affecting an Insured Member.
Insured Event:	The death or an event that gives or may give rise to a claim under a Rider, if any, of an Insured Member.
Schedule:	The Schedule and any endorsements thereto issued by the Company to evidence the Insurance and, if more than one, then the latest in time.
Sum Insured:	The amount stated in the Register of Insured Members which shall be the Company's maximum liability per Insured Member unless expressly stated to the contrary herein.
Commencement Date:	The date the Insurance commenced, as specified in the Schedule.
Insured Member Effective Date:	The date upon which the Insurance commences in respect of a particular Insured Member, as recorded in the Register of Insured Members.
Policy Anniversary:	The first day of any Policy Year after the first Policy Year.
Policy Year:	A period of one year commencing on the Commencement Date or on any Policy Anniversary thereof.

Premium Due Date:	The date or period of time specified in the Schedule.
Premium	The amount payable by the Policyholder to the Company by the Premium Due Date.
Register of Insured Members:	A Register maintained by the Company containing details of each Insured Member, including but not limited to name, age, sex, Sum Insured per Insured Member, Insured Member Effective Date, and any special conditions applicable to the Insured Member.
Accident or Accidental:	A sudden, unexpected, violent and external and visible event.
Terminal Date:	As defined at Rule 1(g) of the Scheme Rules.
Scheme Rules:	The rules governing the relationship between the Policyholder and each Insured Member, as amended by the Company from time to time.

Article 2 Duration of Cover for an Insured Member

- 2.1 A person shall become an Insured Member:
- 2.1.1 if he satisfies the eligibility criteria set out at Rule 2.1 of the Scheme Rules and has been accepted by the Company, and
 - 2.1.2 the Company has entered his name in the Register of Insured Members,
- whereupon the Company will authorise the Policyholder to provide the Insured Member with a Certificate of Membership containing details of, inter alia, the Insured Member Effective Date.
- 2.2 A person shall automatically cease to be an Insured Member:
- 2.2.1 upon the right to a benefit having arisen including the benefit under a Rider ,if any, (without prejudice to the Company's obligation to pay the Sum Insured in the event of an admitted claim); or
 - 2.2.2 upon failing to satisfy any of the eligibility criteria set out at Rule 2.1 of the Scheme Rules; or
 - 2.2.3 upon reaching the Terminal Date.

Article 3 Duration of the Insurance

- 3 This Insurance is an annual contract renewable at the option of the Policyholder, but:
- 3.1 the Company reserves the right not to consider or accept renewal by giving the Policyholder written notice of the same at least 3 months before the Policy Anniversary;

- 3.2 if the Policyholder does not renew this Insurance on any Policy Anniversary then the Policyholder shall be deemed not to have renewed the Insurance and shall not be entitled to renew the Insurance except with the consent of the Company.

Article 4 Payment of Premium

- 4.1 Premium is payable in advance by the Policyholder to the Company during the period that each person is and continues to remain an Insured Member.
- 4.2 At least 30 days prior to each Policy Anniversary the Policyholder shall provide the Company with details of all persons who satisfy the eligibility criteria at Article 2.1, and the Company shall calculate the Premium payable by the Policyholder based upon:
- 4.2.1 the number of Insured Members who satisfy the terms of Article 2 above, and
- 4.2.2 the period between the next Policy Anniversary and the Policy Anniversary following thereafter.
- 4.3 In calculating the Premium under Article 4.2 above, the Company shall:
- 4.3.1 where an Insured Member was first included during the Policy Year, calculate an additional Premium in respect of that Insured Member from the Insured Member Effective Date to the next Policy Anniversary, and
- 4.3.2 where an Insured Member ceased to be an Insured Member, other than due to happening of the Insured Events, during the Policy Year, calculate a refund of Premium in respect of that Insured Member from the date that the Insured Member ceased to be an Insured Member to the end of the period for which premium has been paid .
- 4.3.3 charge for the tax , if any, applicable on the Premium at the prevailing rate of tax.
- 4.4 If the Company has not advised the Policyholder of the new Premium to be paid by the Premium Due Date, then the Policyholder shall make payment equal to the Premium payable at the previous Premium Due Date subject to adjustment within 30 days of the Company advising the Policyholder of the actual Premium to be paid.

Article 5 Premium Due Date & Grace Period

- 5.1 Premium shall be paid by the Policyholder to the Company by the Premium Due Date.
- 5.2 In the event of the Policyholder's failure to pay the Premium or any part thereof by the Premium Due Date, the Company will allow a grace period of 30 days except for monthly frequency of premium payment wherein grace period will be of 15 days. After the expiry of the grace period without payment of the Premium in full, this Insurance will be deemed to have automatically lapsed as at the Premium Due Date and the liability of the Company will be deemed to have ceased as on the Premium Due Date. The Company shall not and shall not be liable to make any payment under Article 7 or otherwise on the occurrence of any Insured Event including that under a Rider, if any, during the grace period unless the Policyholder has paid the Premium within the grace period.

Article 6 Information

The Company may seek other information and/or documentation in respect of any actual or prospective Insured Member. If the documentation and/or information for any such person is not received by the Company within 30 days of it having been requested, the name of the Insured Member shall be deemed to have been removed from the Register of Insured Members effective from the date of the Company's request for information and/or documentation. If an Insured Event occurs including that under a Rider, if any, to an Insured Member in respect of whom the Company has sought such information and/or documentation before the Company has received the same, then the Company's liability to make payment shall be restricted to 25% of the Sum Insured.

Article 7 Benefits

- 7.1 Upon the occurrence of an Insured Event, and subject in all cases to Articles 6 and 8, the Company shall be liable to pay the Sum Insured or to make payment in accordance with either Rule 4.2 or Rule 5.1 of the Scheme Rules as appropriate and this Insurance in respect of such Insured Member shall cease.

Article 8 Payment Conditions

- 8.1 It is a condition precedent to the Company's liability to make payment of any benefit under this Insurance that the Policyholder shall, at its own expense:
- 8.1.1 immediately, and in any event within 30 days, provide the Company with written notice of the happening of an Insured Event, and
 - 8.1.2 provide the Company with such information and/or documentation that the Company may request in order to establish the fact of, date of, circumstances relating to and cause of the Insured Event and/or the Company's liability in respect of it, and
 - 8.1.3 co-operate with and assist the Company in any investigation that the Company may decide to undertake in respect of any Insured Event, and
 - 8.1.4 at the request of the Company, the Policyholder shall provide such evidence in support of the claim to the Company.
 - 8.1.5 maintain and keep maintained a Register of Beneficiaries appointed by each Insured Member and produce the same to the Company upon the happening of the Insured Event.
- 8.2 In determining its liability to make payment under this Insurance, it is hereby agreed that the Company shall additionally be entitled to deny payment to the Policyholder if:
- 8.2.1 the Policyholder could have denied payment to the Insured Member under the Scheme Rules, and/or
 - 8.2.2 there has been any material misstatement or non-disclosure of the facts or information based upon which the Company has accepted an Insured Member and entered his name in the Register of Insured Members, save as provided for under Article 15.
- 8.3 It is a condition precedent to the Company's liability to make payment of any benefit under this Insurance that the Sum Insured in respect of each Insured Member is neither more nor less than the amount specified in the Scheme Rules.

- 8.4 The Policyholder authorises the Company to make payments of any sum due hereunder in favour of a beneficiary named in the Register of Beneficiaries referred to at Article 8.1.5 and the Policyholder agrees to hold harmless and indemnify the Company against any claim, expense or loss that may be made against or incurred by the Company arising out of or in connection with such payment to the beneficiary.
- 8.5 The Policyholder agrees to hold harmless and indemnify the Company against any claim (and expense or loss occasioned thereby) from or on behalf of the Insured Member or his beneficiaries or 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 the Company arising out of or in connection with any payment in respect of an Insured Event made by the Company to the Policyholder.

Article 9 Limitation of Interest

- 9.1 This Insurance does not participate in the profits of or confer any title to or any beneficial interest in the assets of the Company, or to any income from such assets.
- 9.2 If Article 13 of the Schedule indicates that the Policyholder is entitled to share in the profits of the Insurance, then such profits, if any, will be calculated by the Company in respect of the preceding Policy Year/s on the Policy Anniversary. The Policyholder's entitlement to share in the profits shall be as per the terms and conditions detailed in the Company's Profit Sharing Scheme as the Company may amend the same from time to time. The Policyholder's entitlement to a share of the profits shall only be taken in the form of an equal credit against the amount of Premium payable over the next following 12-month period.
- 9.3 The benefits receivable under this Insurance are neither assignable nor chargeable to the Insured Member save for the appointment of beneficiaries provided for at Rule 7 of the Scheme Rules

Article 10 Changes

- 10.1 This Policy Document constitutes the complete contract of insurance. No change or alteration to this Policy Document shall be valid or effective unless approved in writing by the Company, which approval shall be evidenced by the Company's endorsement on the Schedule.
- 10.2 The Company reserves the right to change the terms and conditions of this Insurance, the benefits conferred by the Insurance, and to terminate the Insurance.
- 10.3 The Company specifically reserves the right to make changes to the Scheme Rules.
- 10.4 The Company will notify the Policyholder about any changes pursuant to Articles 10.2 and/or 10.3 at least 3 months before the next Policy Anniversary, and the changes so notified shall be effective from the next Policy Anniversary.

Article 11 Taxation

The Company is entitled to make such deductions, which in its opinion are necessary and appropriate, from any of the benefits payable under this Insurance on account of any tax

or other payments which may be imposed by any legislation, order, regulation or otherwise upon the Company or Policyholder.

Article 12 Arbitration

Any and all disputes or differences which may arise under, out of, or in connection with or in relation to this Insurance, or to its existence, validity or termination or to the determination of the amount or any amounts payable, shall be determined by arbitration in accordance with the provisions of the Arbitration and Conciliation Act 1996.

Article 13 Due Observance

The due observance of and compliance with the terms, provisions and conditions of the Policy Document insofar as they relate to anything to be done or complied with by the Policyholder shall be a condition precedent to the liability of the Company.

Article 14 Fraud

If the Policyholder shall make or advance any claim under or in respect of this Insurance knowing the same to be false or fraudulent as regards amount or otherwise, this Insurance shall be void and any benefits hereunder shall be forfeited in respect of that claim.

Article 15 Misstatement

If the sex or date of birth/age notified to the Company in respect of any Insured Member proves to be incorrect then no greater benefit shall be payable by the Company than would have payable had the sex or date of birth/age been correctly stated at the outset.

Article 16 Territorial Limits

This Insurance shall apply only in respect of claims arising within India and determined in accordance with Indian Law. The liability to make payments shall be to make payments only in Indian Rupees.