

Interaction	Control/Activities	Records
<p>Start</p> <p>a) Placement by Anika</p> <p>b) Placement by Lead Broker</p>	<p>Arrangement of Treaties Placement:-</p>	
<p>1a) Send Placement slip to Reinsurer</p> <p>1b) Received email/letter from cedant/lead broker</p>	<p>A: Placement by Anika:-</p> <p>1. Send Placement Slip to reinsurer with Treaty Terms.</p> <p>Advise the cedant by fax/e-mail of reinsurers' confirmation of participation after the slip has been checked by the RI staff.</p>	<ul style="list-style-type: none"> • Treaty Terms • Placement Slips
<p>RI accepts?</p> <p>No</p> <p>Yes</p> <p>2a) Prepare C/N to Cedant & Tty Slip to Reinsurer</p>	<p>2. Prepare Cover Note to cedant and Treaty Slips to the reinsurers within 60 days of inception date. The HOD/Manager will check and approve the Cover Note and Treaty Slip.</p>	<ul style="list-style-type: none"> • Cover Note • Treaty Slips
<p>3a) Update Register Book</p>	<p>3. Record the transaction in the register book.</p>	<ul style="list-style-type: none"> • Register Book
<p>4a) Process signed Treaty Slip from RI</p>	<p>4. Receive signed Treaty Slips from reinsurer.</p>	<ul style="list-style-type: none"> • Treaty Slips
<p>5a) Photocopy & file, original to sent to cedant</p> <p>Proportional & Non-Proportional</p>	<p>5. Photocopy the Signed Treaty Slip for filling and send the original copy to cedant.</p>	
<p>7. Proportional</p> <p>6. Non-Proportional</p>	<p>6. For Non-Proportional Treaty, issue Mindep billing to cedant/ reinsurer as and when due (Quarterly or Half yearly).</p>	<ul style="list-style-type: none"> • Mindep biling/Debit Note
<p>.a) Anika- Received Cedant's stat. b) Cedant/ Lead Broker- Received Debit/Credit Notes</p>	<p>7. For Proportional Treaty, receive Quarterly Statement of Accounts from cedant, prepare our Statement of Accounts and send to reinsurers.</p>	<ul style="list-style-type: none"> • Quarterly Statement of Accounts
<p>a) Anika- Quarterly statement b) Cedant/Lead Broker- Debit/Credit Notes</p>	<p>8. Payment received from cedant / reinsurer, issue memo to Finance dept to arrange payment to party concerned.</p>	<ul style="list-style-type: none"> • Memo
<p>a) Anika- Mindep Billing b) Cedant/Lead Broker- Mindep Billing</p>	<p>Note:- For Run-Off Proportional Treaty, only Step 7 and Step 8 is applicable.</p>	
<p>Cont'd Step 8</p>		

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<pre> graph TD A{Premium Paid?} --> B[8. Instruct Fin to pay] B --> C([End]) </pre>	B: Placement by Cedant/Lead Broker:-	
	1. Receive e-mail / letter from cedant/lead broker advising our participation (Proportional/Non Proportional).	• E-mail/letter
	2. Non-Proportional and Proportional Treaties, receive Debit /Credit Notes from cedant/lead broker.	• Debit/Credit Notes
	3. Prepare our billing and raise Debit/Credit Note and send to cedant/lead broker.	• Debit/Credit Notes
	4. Upon receiving payment from cedant/lead broker, update our records.	

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