

Revised Kotak E-Term Guidelines

➤ Basic Qualifying Criteria for E-Term plan

PRODUCT ELIGIBILITY CRITERIA	
Profile	Salaried
	Professional
	Self employed
	Students
	Housewife
Education	HSC & Above *Exception for SSC profile with higher income
Min Sum Assured	51 lakhs
Medical Guidelines	Full grid medicals mandatory for all ages & sum assured applied.
	Urine cotinine is mandatory for all lives.
Block Location	As per Existing guidelines
Video PLVC during login stage	Video PLVC with ID proof is mandatory for all logins.
Earned Annual Income	As below grid

PROFILES NOT ELIGIBLE	
X	Retired and Pensioners
X	Unemployed
X	Agriculturists and Labourers
X	Applicants with only Rental /Investment Income
X	NRI from sub-standard countries

E-Term Login Criteria					
Education Criteria	SSC (Only Indians allowed)	HSC (Only Indians allowed)	Graduate and above (Indians/NRIs)		
			Indian Life		NRIs from std. countries
Salaried profile					
Minimum Earned Annual Income (INR)	>=10 Lakhs	>=7.5 Lakhs	>=3 Lakhs to < 5 Lakhs	>=5 Lakhs	>=20 Lakhs
Sum assured Capping (FTSAR)	1) Age up to 40 yrs - 2 Cr 2) Age > 40 yrs - 1 Cr *Income multiple - Max 15 times only	1) Age up to 40 yrs - 2 Cr 2) Age > 40 yrs - 1 Cr *Income multiple - Max. 15 times only	For Age Band : 18 - 40 yrs, FTSAR - 75 Lakhs	No Sum Assured capping	FTSAR - 5 Crore
Self-employed/ Professional profile					
Minimum Earned Annual Income (INR)	>=12 Lakhs	>=10 Lakhs	>=5 Lakhs		>=20 Lakhs
Sum assured Capping (FTSAR)	1) Age up to 40 yrs - 2 Cr 2) Age > 40 yrs - 1 Cr *Income multiple - Max 15 times only	1) Age up to 40 yrs - 2 Cr 2) Age > 40 yrs - 1 Cr *Income multiple - Max 15 times only	No Sum Assured capping		FTSAR - 5 Crore

*Earned annual income = Salary or business income only

*Max Financial TSAR = Existing cover with KLI + other companies + simultaneous applied cover with KLI & other companies

➤ **Snap Shot of Term Plan Option Allowed for the entities as below**

Term Plan Option	Snap Shot of Term Plan Option Allowed for								
	Individual Life	HUF	MWP	Business Cover			NRI	Life with Hazardous Occupation E.g.: Mining, Armed Forces or Paramilitary Services etc.	Life with Avocation E.g.: Hobbies like Mountaineering, Diving, Skiing etc.
				Key man	Employer - Employee	Partnership			
Life	✓	✓	✓	✓	✓	✓	✓	✓	✓
									* Pre- login approval required
Life Plus	✓	✓	✓	✗	✓	✗	✗	✗	✗
Life Secure	✓	✗	✓	✗	✗	✗	✗	✗	✗

➤ **Medical Underwriting**

Medical SUC = Total Sum assured under current application + all the simultaneous proposals with KLI + Total Sum assured payable under all policies issued by the KLI in preceding 24 months + Critical illness cover +Term rider cover currently applied or issued by KLI in preceding 24 months.

Note:

- Medicals as per grid are mandatory.
- Urine Cotinine test is mandatory for all non-smoker lives including females.
- Medical Validity** – Previous Medical Reports conducted for earlier Proposals of the KLI, shall be considered valid only for a Period of 12 months for medically standard lives and for 6 months for medically sub-standard lives.

➤ **Financial Underwriting**

i. Financial SUC:

Total cover on the life insured from KLI and all other insurance companies (In India and abroad) irrespective of the date of issue should be added to arrive at financial SUC. This includes proposed cover under all the simultaneous proposals as well as existing cover.

Sum under consideration as applicable to the product will be considered for financial underwriting. It includes Term rider cover taken by life assured.

ii. Standard income proof:

List of acceptable standard income proof in the order of priority	
Salaried	Latest 3 months' salary slips with mandatory deductions and reflecting PF/UAN No. and to be supported with latest 6 months bank statement reflecting salary credits
	Latest assessment year's Form 16 (Part A & B) from TRACES
	Form 26 AS for latest assessment year showing salary details for past 6 months
	<i>Note: If the employer's name is different between Application Form and form 16/26AS, salary slips for last 3 months with bank statement showing salary credit will be required.</i>
Self-Employed	ITR with Computation of Income for Last 2 Financial Years <i>Note: There should be a minimum of 6 months gap within the filing of ITRs</i>
	Individual audited Profit and Loss account & Balance sheet of the business of life assured for last 2 assessment years will be called wherever required

Note - Last 2 years' income proof Mandatory with AY 23-24, AY 24-25 and AY 25-26 (if filed)

iii. Income Multiples

Following multiples shall be applied to the **earned** income to ascertain financial eligibility of life assured.

Average earned income as per ITR for two years or earned income as per latest ITR whichever is less will be considered for financial eligibility for self-employed.

For salaried, annual salary as per the latest financial evidence will be considered.

Age (in years)	Income Multiples
18 – 30	35
31 – 35	30
36 – 40	25
41 – 45	20
46 – 50	15
51 – 60	10
61 – 65	6

The following table gives a description of items that can be included as 'earned income' for employees and self-employed persons:

Earned Income (Employees)	Earned Income (Self-Employed)
<ul style="list-style-type: none"> • Salary/wages. • Fringe Benefits e.g., car allowance, education benefits, share option gains, grant of shares. • Bonus of any kind 	<ul style="list-style-type: none"> • Business income including Consultancy Income as per Individual ITR • Share of net profit of Company/Partnership firm based on percentage of ownership/shareholding. Interest from partnership firm is part of business income. • Salary/wages/Commission

➤ **Guidelines applicable to Non-resident Indian.**

Documents to be submitted with proposal form & other conditions applicable for Non-resident Indian (NRI) are as follows:

- a) The product will be offered to Non-resident Indian (NRI) which includes Overseas Citizens of India (OCI).
- b) The Life Assured should reside in any of the **standard countries**.
- c) The Life Assured should be gainfully employed. If the Life Assured is salaried, he should belong to occupation class 1 (i.e., should be Professionals or engaged in executive, administrative or management roles in a reputed software company or a reputed consulting company, an employee of Multinational Corporation or a reputed private bank and a financial service company).
- d) **Minimum annual earned income shall be INR 20 Lacs.**
- e) Minimum educational qualification shall be **Graduate**.
- f) NRI Questionnaire of life assured.
- g) Foreign Travel Questionnaire if life assured travels to any other Country other than his/her Country of current Residence.
- h) Copies of Passport along with entry-exit details.
- i) Residential Address in India.
- j) Details of Overseas and Indian Life Insurance Cover (existing and applied).
- k) Medicals as per the grid are mandatory.
- l) Standard Income Proof as per the financial underwriting guidelines.
- m) **Only ADB rider is offered. No other riders will be offered.**
- n) **Maximum cover (FTSAR) that can be offered to NRIs is 5 Crore.**

➤ **Cover to Housewife**

HOUSEWIFE GUIDELINES	
Education qualification :	Housewife & her spouse, both should be graduate and above
Sum assured	Maximum allowed FTSAR is 5100000, subject to spouse having 2 times cover proposed. Copy of Husband term insurance policy document is mandatory.
Earned annual income	Husband's earned annual income >= INR 10 lacs & Submission of Husband Standard Income proof is mandatory.
Financial Eligibility	Husband has to be financially eligible for the combined cover on himself and his spouse from all sources

➤ **Cover to Student Life**

Note: Pre-login approval is mandatory for all student logins.

STUDENT GUIDELINES	
Age and educational qualification	20 to 40-year with Education loan on Self (minimum education should be Graduate)
Loan disbursement period	Loan disbursement period to proposal log in to should not exceed 3 months
Sum Assured	Sum Assured and Term up to education loan allowed with a maximum of 1 Cr
Countries Allowed	Countries allowed for overseas study : Only Standard countries
Financials required	Loan sanction letter, offer letter from University, Credit appraisal memo, Parent's latest standard income proof

➤ **Keyman/Partnership/Employer-Employee cover**

A. Keyman insurance cover:

- a) Maximum cover ceasing age: 65 years of age of key person.
- b) Documents required:
 - i. Proposal form and Customer Declaration Form (CDF) duly signed by both life assured and authorized signatory of firm. *Note - Authorized signatory should be other than life assured.*
 - ii. Board Resolution. Name of key person, sum assured, details of authorized signatory who will sign the documents on behalf of company must be specified.
 - iii. Memorandum of Association and Articles of Association of company
 - iv. PAN Card, Address proof and Certificate of Incorporation of Company
 - v. Latest shareholding pattern of the company

- vi. Keyman Questionnaire. Exact role of life assured and his contribution towards profitability of company, existing and simultaneously applied key-man insurance cover on the life of all the key persons must be specified.
- vii. Declaration from proposing company about existing/simultaneously applied Keyman/Employer-Employee/Partnership cover on other directors/partners of organization with Proposal number, Insurer name, Sum assured, Type of cover, Plan type, Terms of acceptance and Policy status.
- viii. Declaration from life assured about existing/simultaneously applied total Individual Cover and Keyman/Employer-Employee/Partnership cover on self with Proposal number, Insurer name, Sum assured, Type of cover, Plan type, Terms of acceptance and Policy status.
- ix. KYC of proposal form signing authority on behalf of company for Keyman cover along with KYC of all directors holding >10% share in company.
- x. ITR with computation of income of key person for last three assessment years & Salary slips for last three months along with latest 6 months' bank statement showing salary credits.
- xi. ITR with computation of income, audited Balance Sheet & Profit & Loss account of company for last three assessment years.

c) Conditions applicable:

- i. Private Limited Company can propose key man insurance cover. **Proposal from Public Limited Company will not be considered.**
- ii. Life assured should have shareholding in company. The role of life assured and proportion of his shareholding will be key elements in deciding the key man insurance cover. If life assured does not have any shareholding in the company, keyman insurance cover will not be offered.

d) Maximum sum assured under keyman insurance cover:

- i. Keyman's eligibility: The cover eligibility of the respective keyman shall be lowest of
 - a) Average Directors remuneration / Salary received from company x 10 OR
 - b) Average Gross profit x 3 times x shareholding OR
 - c) Average Net profit after tax x 5 times x shareholding

B. Partnership Insurance cover:

- a) Maximum cover ceasing age: Up to 65 years of age of partner.
- b) Documents required:
 - i. Proposal form and Customer Declaration Form (CDF) duly signed by both life assured and authorized signatory of firm. *Note- Authorized signatory should be other than life assured.*
 - ii. PAN Card, Address proof and Partnership registration certificate (if registered) of the firm.
 - iii. Resolution by partnership firm signed by all the partners wherein name of partner & proposed sum assured will be mentioned.
 - iv. Partnership Deed wherein share of each partner is mentioned.
 - v. Declaration from proposing company about existing/simultaneously applied Keyman/Employer-Employee/Partnership cover on other directors/partners of organization with Proposal number, Insurer name, Sum assured, Type of cover, Plan type, Terms of acceptance and Policy status.
 - vi. Declaration from life assured about existing/simultaneously applied total Individual Cover and Keyman/Employer-Employee/Partnership cover on self with Proposal number, Insurer name, Sum assured, Type of cover, Plan type, Terms of acceptance and Policy status.
 - vii. KYC of proposal form signing authority on behalf of Partnership Firm, along with KYC of all partners holding >10% share in company.
 - viii. ITR with computation of life assured for last three assessment years.
 - ix. Audited Balance Sheet & Profit & Loss account of firm for last three assessment years. This should include capital account of each partner.
- c) Conditions applicable:
 - i. All the partners should apply simultaneously. If any partner is not applying for cover, the reason for the same must be provided. Insurance cover for other partners will be considered if the reason is satisfactory (e.g. not applying due to health reason, crossed the maximum age at entry for the product, etc.)
 - ii. The partner should be actively involved in the affairs of firm.
- d) Maximum sum assured under partnership insurance cover:
 - i. Partner's eligibility: The cover eligibility of the respective partner shall be lowest of
 - a) Average Partner's remuneration/Salary received from partnership x10
 - OR
 - b) Average Gross profit x 3 times x share in partnership OR
 - c) Average Net profit after tax x 5 times x share in partnership

C. Employer-Employee cover:

a) Maximum cover ceasing age: Up to 65 years of age of employee or retirement age whichever is earlier.

b) Documents required:

- i. Proposal form and Customer Declaration Form (CDF) duly signed by both life assured and authorized signatory of firm. *Note- Authorized signatory should be other than life assured.*
- ii. Employer-Employee letter duly filled and signed by life assured and proposal form signing authority on behalf of company
- iii. PAN Card, Address proof, Memorandum of Association, Articles of Association and Certificate of Incorporation of Company
- iv. Assignment Form and Nomination Form duly filled and signed
- v. List of the employees who will be covered under the employer-employee scheme with sum assured.
- vi. Declaration from life assured about existing/simultaneously applied total Individual Cover and Keyman/Employer-Employee/Partnership cover on self with Proposal number, Insurer name, Sum assured, Type of cover, Plan type, Terms of acceptance and Policy status.
- vii. KYC of proposal form signing authority on behalf of proposing company along with KYC of all directors/partners holding >10% share in company.
- viii. ITR with computation, audited Balance Sheet & Profit & Loss account of employer for last three assessment years.
- iv. Salary slips of employee for last three months along with latest 6 months' bank statement showing salary credits by employer OR Latest Year's Form 16 downloaded from TRACES or Form 26 AS
- v. Other requirements applicable for employer-employee scheme as per existing guidelines.

c) Conditions applicable:

- i. **Employer shall not be a proprietary firm.**
- ii. Employer should not have suffered losses as per the latest audited accounts.

e) Maximum sum assured under employer-employee cover:

Financial eligibility will be determined basis annual income from salary of the life assured. Income multiple as per his age will be applicable.

➤ **HUF cover**

a) **Pre-login approval is mandatory for all HUF logins.**

b) Cover shall be offered only to Karta of HUF.

c) Documents required:

- i. Proposal form duly signed by Karta of HUF.
- ii. HUF Addendum – Name of Karta and Co-parceners duly signed by all members of the HUF.
- iii. HUF's ITR with computation of income for last three assessment years exhibiting adequate Earned Income.
- iv. Karta's Individual ITR with computation of income for last three assessment years.

d) Maximum sum assured under HUF:

10 times of average Earned Income of HUF for last three years' subject to a maximum of Income Multiples as per the age of the Karta and as specified under Financial Underwriting guidelines.