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**Zest Life Investments (Pty) Ltd
("Zestlife")**

**Claims Management Framework
(External)**

Version	V2
Approved/Reviewed by:	Noleen Bell
Review Date:	22/05/2020
Date of approval	22/05/2020

Approved by Noleen Bell – Financial Director

Date	Version & Status	Summary of Changes
January 19	V1	First policy draft aligned to PPR
May 20	V2	Updated interest on late payment of a claim
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PostNet Suite 87 Private Bag X1005 Claremont 7735
Sunclare Building 2nd Floor 21 Dreyer Street Claremont Cape Town
• Tel 021 180 4220 • Fax 021 001 0248 • Email info@zestlife.co.za • www.zestlife.co.za
Directors: Chris McCallum (Chairman) Ralph Richardson (Managing), Sebastian Zoutendyk,
Charles Lorentz, Noleen Bell, Pip Lorentz, Bruce Hodgkinson

1. Introduction

Zestlife, as an authorised financial services provider, has a responsibility to conduct itself honestly, with integrity, fairness, dignity and ethically wherever it operates, with due regard to the environment, the societies in which it operates and its other stakeholders. The Claims Management Framework serves to meet the requirements of Section 62 of the Long Term Insurance act and Rule 17 of the Policyholder Protection Rules. It needs to ensure fair treatment of policyholders and beneficiaries and must be reviewed regularly.

2. Objective

The Claims Management Framework must be maintained, operated adequately and effectively and ensure that:

- 2.1 It is proportionate to the nature, scale and complexity of the Insurer's business and risks;
- 2.2 Is appropriate for the business model, policies, services and policyholders and beneficiaries of the Insurer;
- 2.3 Enables claims to be assessed after taking reasonable steps to gather and investigate all relevant and appropriate information and circumstances, with due regard to the fair treatment of claimants; and
- 2.4 Does not impose unreasonable barriers to claimants.

3. Important Definitions

"Beneficiary" in respect of a registered insurer means –

- a) a person nominated by the policyholder as the person in respect of whom the insurer should meet policy benefits; or
- b) in the case of a fund member policy, a fund policy or a group scheme, a person nominated by the fund, member of the fund or member of the group scheme, or person otherwise determined in accordance with the rules of that fund or group scheme as the person in respect of whom the Insurer should meet policy benefits;
- c) licensed insurer, has the meaning assigned to it in Schedule 2 of the Insurance Act; and for purposes of the Policyholder Protection Rules, includes in the case of a fund policy, a person nominated by the fund, or person otherwise determined in accordance with the rules of that fund as the person in respect of whom the Insurer should meet policy benefits.

"Business Day" means any day excluding a Saturday, Sunday or public holiday.

"Claim" means, unless the context indicates otherwise, a demand for any policy benefits by a claimant in relation to a policy, irrespective of whether or not the claimant's demand is valid.

"Claimant" means a person who makes a claim.

“Claim Outcome” shall relate to the following:

- a) **“Accepted”** shall mean that the claim has been finalised in such a manner that the claimant has either explicitly accepted that the policy benefits have been fully paid or in such a manner that is reasonable for Guardrisk to assume that the claimant has so accepted. A claim should only be regarded as accepted once any and all undertakings made by Guardrisk to provide policy benefits wholly or in part have been met.
- b) **“Repudiated”** shall mean that the claim has been wholly or partly rejected (or repudiated) and Guardrisk regards the claim as finalised after advising the claimant (both verbally and in writing) that it does not intend to take any further action to pay the claim. This can arise either where a claim is rejected without offering to take steps to pay it because Guardrisk regards the claim as invalid, or where the claimant does not accept or respond to proposals to pay the claim and Guardrisk then advises the claimant that it does not intend to take any further action to attempt to pay the claim.
- c) **“Disputed”** shall mean the claim is neither accepted nor rejected, but Guardrisk disputes the claim or the quantum of the claim.

“Compensation Payment” means a payment, whether in monetary form or in the form of a benefit or service, by or on behalf of an insurer to a claimant to compensate the claimant for a proven or estimated financial loss incurred as a result of the insurer's contravention, non-compliance, action, failure to act, or unfair treatment forming the basis of a complaint, where the insurer accepts liability for having caused the loss concerned, but excludes any:

- a) goodwill payment;
- b) payment contractually due to the claimant in terms of a policy; or
- c) refund of an amount paid by or on behalf of the claimant to the insurer where such payment was not contractually due;
- d) and includes any interest on late payment of any amount referred to in (b) or (c).

“Customer Query” means a request to Guardrisk by or on behalf of a policyholder/beneficiary for information regarding a claim or a policy, including policy benefits, no-claim bonus, loyalty benefit, waiting period or related service in relation to such policy. This shall also include a progress update on a request previously made or a progress update on a claim.

“Escalated Claim” shall refer to the following:

- a) an extension of a claim relating to the outcome of the initial claim;
- b) the claim is complex or unusual that it requires intervention by an impartial senior functionary appointed to deal with escalated claims;
- c) the referral of the claim to the appointed reinsurer for further review and feedback;
- d) the referral of the claim to a Claims Committee mandated and authorised to review the claim and provide an outcome;
- e) the resolution of the initial claim is not to the claimant's satisfaction and is then treated as a complaint and dealt with in terms of the Guardrisk Complaints Management Framework.

“Excesses” means amounts payable or borne by policyholders in the event of claims or losses under a non-life policy.

“Exclusion” means the losses or risk events not covered under a policy.

“Existing policy” means a policy entered into before the date on which the relevant rule takes effect.

“Goodwill Payment” means a payment, whether in monetary form or in the form of a benefit or service, by or on behalf of an Insurer to a claimant as an expression of goodwill aimed at resolving a claim, where the insurer does not accept liability for any financial loss to the claimant as a result of the matter complained about.

“New Policy” means a policy entered into, on, or after the date on which the relevant rule takes effect.

“Ombud” has the meaning assigned to it in the:

- a) Financial Services Ombud Schemes Act, 2004 (Act No. 37 of 2004) up until such time as such Act is repealed through Schedule 4 of the Financial Sector Regulation Act; and
- b) Financial Sector Regulation Act, from the date on which such Act repeals the Financial Services Ombud Schemes Act, 2004 (Act 37 of 2004) through Schedule 4 of such Act.

“Plain Language” means communication that:

- a) is clear and easy to understand;
 - b) avoids uncertainty or confusion; and
 - c) is adequate and appropriate in the circumstances,
- taking into account the factually established or reasonably assumed level of knowledge of the person or average persons at whom the communication is targeted.

“Policy” means a long-term policy or a short-term policy where the policyholder is a:

- a) natural person; or
- b) a juristic person, whose asset value or annual turnover is less than the threshold value as determined by the Minister of the Department of Trade and Industry in terms of section 6(1) of the Consumer Protection Act, 2008 (Act No. 68 of 2008), currently R2 000 000.

“Policyholder” has the meaning assigned to it in the Act, and includes any person in respect of whom a fund, under a fund member policy, insurers its liability to provide benefits to such person in terms of its rules.

“Repudiate” in relation to a claim means any action by which an insurer rejects or refuses to pay a claim or any part of a claim, for any reason, and includes instances where a claimant lodges a claim:

- a) in respect of a loss event or risk not covered by a policy; and
- b) in respect of a loss event or risk covered by a policy, but the premium or premiums payable in respect of that policy was not paid and “Repudiation” shall have a corresponding meaning.

“Service Provider” means any person (whether or not that person is the agent of the insurer) with whom an insurer has an arrangement relating to the marketing, distribution, administration or provision of policies or related services.

“Waiting Period” means a period during which a policyholder (or any affected insured) is not entitled to policy benefits and includes any deferred period to determine permanency of disability.

“Reports (or reporting)” means any periodic or ad-hoc reports (and related documents) obtained from the claims management system and other sources in the business which shall be used for analysis, monitoring, submissions to regulatory authorities, and the making of recommendations to the business in respect of claims management.

4. Allocation of duties

The Head of Administration of Zestlife is responsible to ensure that all claims lodged are treated in line with this framework. The Head of Administration will ensure that adequate resources are allocated to claims handling and that any person dealing with claims are:

- 4.1 Adequately trained;
- 4.2 Experienced in claims handling and appropriately qualified;
- 4.3 Not be subject to a conflict of interest; and
- 4.4 Be adequately empowered to make impartial decisions or recommendations.

5. The claims process

The process that a claim will follow at Zestlife:

- 5.1 Claimant submits claim to Zestlife. Zestlife do an immediate auto-generated acknowledgement of receipt of the email or send an acknowledgement email for claims received via post.
- 5.2 Workflow allocator create new claim task on Zestlife's internal system and claim task is assigned to a claim assessor (within 24 hours of receipt of claim).
- 5.3 Assessor performs high level review of claim form and supporting documentation required and request further documentation from claimant (within 4 working days of claim being assigned to assessor).
- 5.4 Zestlife do a reminder request for outstanding documents claimant (every 31 days for non-Gap claims and every 10 days for Gap claims).
- 5.5 Once all required documents are received the claim assessor assesses the claim and refer to insurer or reinsurer for opinions where relevant (within 10 working days of receiving all required documents. Funeral claims will be assessed within 1 working day).
- 5.6 Claim is reviewed and the claim's decision is finalised (within 15 working days of being assessed. Funeral claims will be reviewed and finalised within 1 working day).
- 5.7 If the claim is approved the claim will be paid and communication of the claim's outcome sent to the claimant (within 2 working days of the claim being assessed).

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- 5.8 If the claim is repudiated the insurer will send communication of the claim's outcome to the claimant (within 4 working days of the claim being assessed).
- 5.9 Escalation to management to follow where applicable time lines are exceeded and the insurer or claimant is dissatisfied with the outcome.

6. Claim escalation and review process

Complex or unusual claims shall be escalated from the initial assessor to:

- 6.1 the Head of Administration and where applicable the Financial Director
- 6.2 the Insurer
- 6.3 the Reinsurer (where applicable)

7. Interest on late payment

Zestlife will endeavour to finalise claims as set out in the claims process under point 5 above. In instances where an unreasonable delay in excess of 30 days, occurs on the part of Zestlife and such delay causes financial loss or any form of prejudice to a claimant, and where the delay is proven to have been unnecessary, Zestlife will pay interest at the current Prime Rate minus 3%, of the claim value.

8. Record keeping, monitoring and analysis

- 8.1 All claims received, assessed, and finalised will be kept for a minimum period of 5 years.
- 8.2 The documents are electronic scanned copies on the internal network drives.
- 8.3 Trends, risks and remedial actions to review product design and disclosures in line with Treating Customers Fairly principles will be taken on a minimum half yearly basis.

9. Repudiations or disputes

The insurer must communicate the following to the claimant:

- 9.1 The reason for the decision;
- 9.2 Include the facts that informed the decision;
- 9.3 That the claimant may within a period of not less than 90 days after the date of receipt of the notice make representations to the insurer;
- 9.4 Have the right to lodge a complaint to the relevant Ombud and provide the contact details and time limitations of the applicable Ombud scheme.

10. Claim escalation and appeals process

Should a claimant or customer be dissatisfied with the outcome of the claim assessment, he/she may direct their dissatisfaction to Zestlife, who will refer the matter to the insurer for review of the decision. The insurer must respond to the claimant within 15 working days. Should this result in a decision that is still unsatisfactory, the matter may be referred to the Internal Dispute Arbitrator at the insurer, before referring it to an



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external body, such as the Ombud for Long Term/Short Term Insurance or FAIS Ombudsman.

The insurers' details are:

Guardrisk Life Limited and Guardrisk Insurance Company Ltd:

Address: PO Box 786015

Sandton

20196

Tel: (011) 669 1000

Email: info@guardrisk.co.za/complaints@guardrisk.co.za

In addition, the claimant may send a formal complaint to Zestlife by email to chrism@zestlife.co.za. Please clearly state in the email subject line 'Claim Complaint'. Zestlife will acknowledge the complaint within a minimum of 2 working days.

11. Prohibited claims practices

Zestlife and the insurer may not:

- 11.1 Dissuade a claimant from obtaining the services of an attorney or adjustor;
- 11.2 Deny a claim without performing a reasonable investigation; or
- 11.3 Deny a claim based on the outcome of a polygraph, lie detector or truth verification or similar test.

12. Valid claims received during periods of grace

If a claimant submits a claim in respect of an event that occurred during a grace period, the value of the claim may be reduced by the sum of the unpaid premium.

13. Claim Submission Contact Details

All claims can be submitted to:

Email info@zestlife.co.za

Telephone 021 180 4220

Postal address Postnet Suite 87
Private Bag X1005

Claremont

7735

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