

# LEP Product Setup User Guide

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**LEP Product Setup User Guide**  
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**Oracle Financial Services Software Limited**  
**Oracle Park**  
**Off Western Express Highway**  
**Goregaon (East)**  
**Mumbai, Maharashtra 400 063**  
**India**

**Worldwide Inquiries:**  
**Phone: +91 22 6718 3000**  
**Fax: +91 22 6718 3001**  
**[www.oracle.com/financialservices/](http://www.oracle.com/financialservices/)**

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# 1. About This Manual

## 1.1 Introduction

Welcome to Oracle FLEXCUBE Investor Services™, a comprehensive mutual funds automation software from Oracle Financial Services Software Ltd. ©.

This Oracle FLEXCUBE Investor Services User Manual helps you use the system to achieve optimum automation of all your mutual fund investor services processes. It contains guidelines for specific tasks, descriptions of various features and processes in the system and general information.

## 1.2 Related Documents

The User Manual is organized in to various parts, each discussing a component of the Oracle FLEXCUBE Investor Services system.

## 1.3 Audience

This Fund Manager User Manual is intended for the Fund Administrator users and system operators in the AMC.

## 1.4 Organization

This volume of the Fund Manager User manual is organized under the following chapter sequence:

Chapter	Description
Chapter 1	<i>About This Manual</i> explains the structure, audience, organization, and related documents of this manual.
Chapter 2	<i>LEP Product Setup – An Overview</i> enables you learn about the LEP Product Setup.
Chapter 3	<i>LEP Product Setup – Product Class</i> deals with the first step in the workflow. A reference has been made to a chapter in the Fund Manager User Manual, where the process has been explained.
Chapter 4	<i>LEP Product Setup – Product Type</i> explains the second step in the workflow. Once you have maintained Product Classes, the next step is to define various Products Types.
Chapter 5	<i>LEP Product Setup – Product</i> explains how to maintain Products under which a customer would buy a Policy.
Chapter 6	<i>LEP Product Setup – Other Product Activities</i> explains the process of setting up applicable fee or incentives for a product which in turn impacts the processing of transactions in the product. It also deals with mapping entities to a product.
Chapter 7	<i>LEP Product Setup – Product With-Holding Tax</i> You may refer to this chapter if, for a Product, you want to capture the details of tax applicability on annuity payments.



Chapter	Description
Chapter 8	<i>LEP Product Setup – Periodic Load</i> A reference has been made to a chapter in the Fund Manager User Manual, where Periodic Load has been explained. There is a difference in the way periodic load is maintained for UT transactions and Policies. This chapter highlights the same.
Chapter 9	<i>LEP Product Setup – Management Fee Applicability</i> may be referred to only if a Management Fee is to be applied to a Product.
Chapter 10	<i>LEP Product Setup – GL Set Up</i> A reference has been made to a chapter in the Fund Manager User Manual where the General Ledger Set Up has been explained.
Chapter 11	<i>LEP Product Setup – CMA</i> explains more about CMA.
Chapter 12	<i>LEP Product Setup – PIGS</i> explains in detail Prudential Investment Guidelines and Forex Compliance.

## 1.5 Conventions Used in this Manual

Before you begin using this User Manual, it is important to understand the typographical conventions used in it.

### 1.5.1 General Conventions



Convention	Type of Information
<i>Italic type</i>	Functional /foreign terms Validations for fields on a screen References to related Headings/Users Manuals For emphasis
Numbered Bullet	Step by step procedures



### 1.5.2 Keyboard Conventions

Convention	Type of Information
Keys	All keys of the keyboard are represented in capital letters. For example, <CTRL>.
Shortcut keys	All short cut keys are contained in brackets. For example, <ALT+SHIFT>.

## 1.6 Glossary of Icons

This User Manual may refer to all or some of the following icons.

Icons	Function
	Exit
	Add Row

Icons	Function
	Delete Row
	Option List

## 1.7 Abbreviations and Acronyms

The following acronyms and abbreviations are adhered to in this User Manual:

Abbreviation/ Acronym	Meaning
ADMIN	User Administrator
AGY	The Agency Branch component of the system
AMC	Asset Management Company
BOD	Beginning of Day
CDSC	Contingent Deferred Sales Charge
CGT	Capital Gains Tax
CIF	Customer Information File
EOD	End of Day
EPU	Earnings per unit
FC-IS	Oracle FLEXCUBE Investor Services
FMG	The Fund Manager component of the system
FPADMIN	Oracle FLEXCUBE Administrator
ID	Identification
IHPP	Inflation Hedged Pension Plan
IPO	Initial Public Offering
LEP	Life and Endowment Products
LOI	Letter of Intent
NAV	Net Asset Value
REG	The Registrar component of the system
ROA	Rights of Accumulation
ROI	Return on Investment
SI	Standing Instructions
SMS	Security Management System

<b>Abbreviation/ Acronym</b>	<b>Meaning</b>
URL	Uniform Resource Locator
VAT	Value Added Tax
WAUC	Weighted Average Unit Cost

## **1.8 Getting Help**

Online help is available for all tasks. You can get help for any function by clicking the help icon provided or by pressing F1.

---

## 2. Product Class

The first step in the workflow is to define various Product Classes. A Product Class describes the underlying investment philosophy of the Life and Endowment Product.

---

### Note

Product Classes can be defined through the Fund Manager component only.

---

You can maintain details for a Product Class in the System Parameters screen. The next section gives you step-by-step instructions to do the same.

This chapter contains the following sections:

- [Section 2.1, "Product Class"](#)

## 2.1 Product Class

This section contains the following topics:

- [Section 2.1.1, "Maintaining Product Class"](#)

### 2.1.1 Maintaining Product Class

The following are the steps you need to follow to define a Product Class. Each of these steps is explained in detail in subsequent sections.

- Invoke the System Parameter Codes Maintenance screen.
- Choose a language in the System Parameter Codes Maintenance screen.
- Define a Product Class in the System Params Value Maintenance screen. The Parameter Code is PRODUCTCLASS.
- Save the information entered.

Refer to the chapter "Maintaining System Parameters" in Volume 1 of the Fund Manager User Manual for further information.

---

## 3. Product Type

You would have maintained various Product Classes. The next step is to maintain various Product Types. You can maintain different types of products in the system. The Product Type is typically an indication of the investment type that the product typifies, such as endowment, annuity, and so on.

---

### Note

Product Types can be defined through the Fund Manager component only.

---

The Product Type Maintenance screen allows you to capture the generic characteristics of the Product Type you wish to maintain. The next section gives you step-by-step instructions to do the same.

This chapter contains the following sections:

- [Section 3.1, "Product Type"](#)
- [Section 3.2, "Transaction Sub Type"](#)
- [Section 3.3, "Transaction Sub Type Maintenance Summary"](#)
- [Section 3.4, "Product Type Summary Screen"](#)
- [Section 3.5, "Product Nature of Fund Mapping"](#)
- [Section 3.6, "Product Nature of Fund Mapping Summary"](#)
- [Section 3.7, "Product Tax Class Maintenance"](#)
- [Section 3.8, "Product Tax Class Maintenance Summary"](#)
- [Section 3.9, "Product Bonus Maintenance Detail"](#)
- [Section 3.10, "Product Bonus Maintenance Summary"](#)

### 3.1 Product Type

This section contains the following topics:

- [Section 3.1.1, "Creating and Saving Product Type"](#)
- [Section 3.1.2, "Invoking Screen"](#)
- [Section 3.1.3, "Saving Information Entered"](#)

#### 3.1.1 Creating and Saving Product Type

The following are the steps you need to follow to define a Product Type. Each of these steps is explained in detail in subsequent sections.

- Invoke the 'Product Type Maintenance Detail' screen
- Enter information in the 'Product Type Maintenance Detail' screen
- Save the information entered

#### 3.1.2 Invoking Screen

You can invoke the 'Product Type Maintenance Detail' screen by typing 'LEDPRYP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Product Type Maintenance Detail**

Save

Product Type \*

Description \*

Life Insurance Feature Supported?

Premium and Annuity Applicable?

Retirement Feature Supported?

Allow Investment into Money Market Funds?

Override Age Limit?

Funding Feature Supported?

Maturity Date Basis

IRA Applicable

Apply 120% Rule

Minimum Age For Entry

Maximum Age For Entry

Minimum Age For Exit

Maximum Age For Exit

Allow Unit Based Transactions?

**Included Transaction Sub Types**

<input type="checkbox"/>	Transaction Sub Type	Description
<input type="checkbox"/>		

Audit Cancel

You will have to enter information in the following fields:

### Product Type

*Alphanumeric; 4 Characters; Mandatory*

Specify a unique identification for the Product Type that is being defined through this screen. This identification will be used whenever subsequent reference is made to this Product Type in the system.

### Description

*Alphanumeric; 60 Characters; Mandatory*

Give the Product Type a description which will help you identify the same easily.

### Life Insurance Feature Supported?

*Optional*

Select 'Yes' option to indicate the Product Type supports Life Insurance features from drop-down list. If you select 'Yes' option, you will have to specify the life cover amount at the policy level.

During the initial investment, the specified amount will be set aside for Life Insurance and the remaining amount will be invested in the policy.

### Premium and Annuity Applicable?

*Optional*

Select 'Yes' option to indicate the Product Type supports Premium and Annuity from the drop-down list.

If you select 'Yes' option, you will have to specify Premium and Annuity details in the Product Maintenance screen. The same is explained in the chapter 'Product'.

If you select 'No' option, you will not have to specify Premium and Annuity details.

### Retirement Feature Supported?

*Optional*

If you select the option 'Yes', you will be allowed to capture details such as the retirement age, based on which the maturity date will be calculated. Also, the field 'Retirement Age' in the 'Product Maintenance' screen will be enabled only if you select the option 'Yes'.

### **Allow Investment Into Money Market Funds?**

*Optional*

Select the option 'Yes' to indicate the Product Type allows investment into Money Market Funds from the drop-down list.

### **Override Age Limit?**

*Optional*

Select 'Yes' option from the drop-down list to indicate the age limits entered in this screen can be changed for a Product under this Product Type through the Product Maintenance screen.

---

#### **Note**

- The value you enter in the field 'Minimum Age for Exit' should be greater than the value you enter in the field Minimum Age for Entry.
  - The value you enter in the field 'Maximum Age for Exit' should be greater than the value you enter in the field Minimum Age for Entry.
- 

### **Funding Feature Supported?**

*Optional*

Select this option to indicate the Product Type supports funding features from drop-down list.

If you select this option, you will have to specify Funding details such as the frequency, period and percentage, in the 'Product Maintenance' screen.

### **Maturity Date Basis**

*Optional*

The option you select here, will decide on what basis the maturity date will be calculated.

The drop-down list displays the following two options:

- Retirement Age
- Minimum Tenor

You can select the option 'Retirement Age' only if you have selected the option 'Yes' against the field 'Retirement Features Supported'. In such a case, the maturity date will be calculated on the basis of the age of retirement you will specify at the Product level.

If you select the option 'Minimum Tenor', the maturity date will be calculated on the basis of the minimum tenor you will specify at the Product level.

### **IRA Applicable**

*Optional*

Select the option 'Yes' to indicate the Product Type supports IRA features from drop-down list.

### **Apply 120% Rule**

*Optional*

Select 'Yes' option to apply 120% rule from the drop-down list.

120% rule is made available at Product level to select list of transaction types that are applicable for 120% rule validation. The rule also validates the Top Up/ Debit order function of an application that needs to be processed.

**Minimum Age for Entry**

*Numeric; 4 Characters; Mandatory*

Specify the minimum age before which a customer cannot subscribe to a policy under a product of this Product Type.

**Maximum Age for Entry**

*Numeric; 4 Characters; Mandatory*

Specify the maximum age after which a customer cannot take a policy under a product of this Product Type.

**Minimum Age for Exit**

*Numeric; 4 Characters; Mandatory*

Specify the minimum age before which a customer cannot close a policy under a product of this Product Type.

**Maximum Age for Exit**

*Numeric; 4 Characters; Mandatory*

Specify the maximum age after which a Policy Holder is not allowed to have holdings in the product.

**Allow Unit Based Transactions?**

*Optional*

Select 'Yes' if you want to allow unit based transactions from drop-down list.

**Included Transaction Sub Types****Transaction Sub Type**

*Alphanumeric; 3 Characters; Optional*

The inflow transactions sub types are selected from the available list. You can click add icon to add Transaction Sub Type. The type of transactions can be selected from the option list.

**Description**

*Display*

The system displays the description for the selected transaction.

---

**Note**

- If you do not select any of the available transaction sub types for 120% Rule, then system will consider all transactions subtypes for 120% Rule validation.
  - If the current policy top up transaction violates 120% rule, then system shows an error as 'The amount of the top-up will result in this policy being in breach of the 120% Rule by Rnnn.nn. Where 'Rnnn.nn' is the amount by which top up transaction is violating 120% Rule. If current premium transaction breaches 120% Rule, system will register the error message & transaction will not be generated.
  - If Top up transaction has been done with other than selected transaction sub types, system will not consider the transaction for 120% rule validation.
  - System will calculate total gross amount of the previously processed transactions in the current policy year & current transaction amount for exercise 120% rule.
  - Dividend reinvestments are excluded from 120% rule validations.
-



Refer to the chapter 'Batch Functions' of LEP User Manual for further information on the 120% Rule.

### 3.1.3 **Saving Information Entered**

When you have entered all the mandatory information, click 'Ok' button.

The system displays the following confirmation message as "Record Successfully Saved".

This indicates the record has been saved. Click 'Ok' button.

## 3.2 **Transaction Sub Type**

This section contains the following topics:

- [Section 3.2.1, "Maintaining Transaction Sub Type"](#)
- [Section 3.2.2, "Invoking Screen"](#)

### 3.2.1 **Maintaining Transaction Sub Type**

The transaction sub type maintenance screen is added, to combine the sub type transactions for policy creation, top up, withdrawal, status change, and premium annuities to create a localized field to capture the relevant data. This screen is designed to include an input list of transaction sub types applicable for a variety of transactions. You can specify the relevant details according to the type of action you choose to proceed with on this screen.

### 3.2.2 **Invoking Screen**

You can invoke the 'Transaction Sub Type Maintenance Detail' screen by typing 'LEDSUBTP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a web application window titled "Transaction Sub Type Maintenance Detail". The window has a standard title bar with maximize, minimize, and close buttons. Below the title bar is a toolbar with a "Save" button. The main content area is titled "Transaction Sub Type Maintenance" and contains several input fields. On the left side, there are three fields: "Ref Type \*" (with a search icon), "Description", and "Sub Type \*". On the right side, there are three fields: "Transaction Type", "Transaction Name", and "Sub Type Description \*" (with a message icon). At the bottom right of the window, there are "Audit" and "Cancel" buttons.

The following fields require input:

### **Transaction Sub Type Maintenance**

#### **Ref Type**

*Alphanumeric; 2 Characters; Mandatory*

Select the type of Policy transaction for which the sub type is applicable.

**Description***Display*

The system displays the description for the selected reference type.

**Transaction Type***Display*

The type of Unit Trust (UT) transaction is defaulted by the system, based on the current transaction under processing.

**Transaction Name***Display*

The system displays the transaction name for the selected transaction type.

**Sub Type***Alphanumeric; 3 Characters; Mandatory*

Specify the sub type code after entering the transaction type, for which the Sub type transaction is processed.

**Sub Type Description***Alphanumeric; 255 Characters; Mandatory*

Specify the description of the sub type selected.

### **3.3 Transaction Sub Type Maintenance Summary**

This section contains the following topics:

- [Section 3.3.1, "Retrieving a Record in Transaction Sub Type Maintenance Summary Screen"](#)
- [Section 3.3.2, "Editing Transaction Sub Type Maintenance Record"](#)
- [Section 3.3.3, "Viewing Transaction Sub Type Maintenance Record"](#)
- [Section 3.3.4, "Deleting Transaction Sub Type Maintenance Record"](#)
- [Section 3.3.5, "Authorizing Transaction Sub Type Maintenance Record"](#)
- [Section 3.3.6, "Amending Transaction Sub Type Maintenance Record"](#)
- [Section 3.3.7, "Authorizing Amended Transaction Sub Type Maintenance Record"](#)

#### **3.3.1 Retrieving a Record in Transaction Sub Type Maintenance Summary Screen**

You can retrieve a previously entered record in the Summary Screen, as follows:

Invoke the 'Transaction Sub Type Maintenance Summary' screen by typing 'LESSUBTP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Sub Type

Click 'Search' button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

---

#### Note

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7
  - Input the Sub Type
  - Press F8
- 

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

### 3.3.2 Editing Transaction Sub Type Maintenance Record

You can modify the details of Transaction Sub Type Maintenance record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Transaction Sub Type Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Transaction Sub Type Maintenance Detail screen is displayed.

- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Transaction Sub Type Maintenance Detail screen is closed and the changes made are reflected in the Transaction Sub Type Maintenance Summary screen.

### **3.3.3 Viewing Transaction Sub Type Maintenance Record**

To view a record that you have previously input, you must retrieve the same in the Transaction Sub Type Maintenance Summary screen as follows:

- Invoke the Transaction Sub Type Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the unauthorized / Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The Transaction Sub Type Maintenance Detail screen is displayed in View mode.

### **3.3.4 Deleting Transaction Sub Type Maintenance Record**

You can delete only unauthorized records in the system. To delete a record that you have previously entered:

- Invoke the Transaction Sub Type Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete in the list of displayed records. The Transaction Sub Type Maintenance Detail screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

### **3.3.5 Authorizing Transaction Sub Type Maintenance Record**

An unauthorized Transaction Sub Type Maintenance record must be authorized in the system for it to be processed. To authorize a record:

- Invoke the Transaction Sub Type Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Transaction Sub Type Maintenance Detail screen is displayed. Select Authorize operation from the Action List.

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

### **3.3.6 Amending Transaction Sub Type Maintenance Record**

After a Transaction Sub Type Maintenance record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

- Invoke the Transaction Sub Type Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Transaction Sub Type Maintenance Detail screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click on Save to save the changes

### **3.3.7 Authorizing Amended Transaction Sub Type Maintenance Record**

An amended Transaction Sub Type Maintenance record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

The subsequent process of authorization is the same as that for normal transactions.

## **3.4 Product Type Summary Screen**

This section contains the following topics:

- [Section 3.4.1, "Invoking the Product Type Maintenance Summary Screen"](#)
- [Section 3.4.2, "Retrieving Product Type in Product Type Screen"](#)
- [Section 3.4.3, "Editing Product Type"](#)
- [Section 3.4.4, "Viewing Product Type"](#)
- [Section 3.4.5, "Deleting Product Type"](#)
- [Section 3.4.6, "Authorizing Product Type"](#)
- [Section 3.4.7, "Amending Product Type"](#)
- [Section 3.4.8, "Authorizing Amended Product Type"](#)

### **3.4.1 Invoking the Product Type Maintenance Summary Screen**

Invoke the 'Product Type Maintenance Summary' screen by typing 'LESPRTYP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

### 3.4.2 Retrieving Product Type in Product Type Screen

You can retrieve a previously entered record in the Summary screen, as follows:

Specify any or all of the following details in the Product Type Summary screen:

- Select the status of the record in the Authorized field. If you choose the “Blank Space” option, then all the records are retrieved.
- Select the status of the record in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
- Product Type
- Description

After you have specified the required details, click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

---

#### Note

You can also retrieve the individual record detail from the detail screen by doing query in the following manner:-

- Press F7
  - Input the Product Type
  - Press F8
- 

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example:

You can search the record for Product Type by using the combination of % and alphanumeric value as follows:

- Search by A%: System will fetch all the records whose Product Type starts from Alphabet ‘A’. For example, AGC17, AGVO6, AGC74 etc.
- Search by %7: System will fetch all the records whose Product Type ends by numeric value ‘7’. For example, AGC17, GSD267, AGC77 etc.

- Search by %17%:- System will fetch all the records whose Product Type contains the numeric value 17. For example, GSD217, GSD172, AGC17 etc.

### **3.4.3 Editing Product Type**

You can modify the details of a record that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Invoke the Product Type Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen to retrieve the record that is to be modified. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to modify in the list of displayed records. The Product Type Detail screen is displayed.
5. Select Unlock Operation from Action list to modify the record. Modify the necessary information.
6. Click Save to save your changes. The Product Type Detail screen is closed and the changes made are reflected in the Product Type Summary screen.

### **3.4.4 Viewing Product Type**

To view a Product Type you have previously entered, you must retrieve the same in the Product Summary screen, as follows:

1. Invoke the Product Type Summary Screen from the Browser.
2. Select the status of the Product Type that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
3. Specify any or all of the details of the records in the corresponding fields on the screen, and click 'Search' button. All transactions with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to view in the list of displayed records, in the lower portion of the screen. The Product Type screen is opened in view mode.

### **3.4.5 Deleting Product Type**

You can delete only unauthorized records in the system.

To delete a record that you have previously entered, you must retrieve the same in the Product Type Summary screen, as follows:

1. Invoke the Product Type Summary screen from the browser.
2. Select the status of the record that you want to retrieve for deletion.
3. Specify any or all of the details of the record in the corresponding fields on the screen, and click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to delete in the list of displayed records, in the lower portion of the screen. The Product Type Detail screen is opened in View mode.
5. Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.



### **3.4.6 Authorizing Product Type**

An unauthorized record must be authorized in the system for it to be processed.

To authorize a record, you must first retrieve the same in the Product Type Summary screen.

1. Invoke the Product Type Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen. Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you wish to authorize. The Product Type Detail screen is opened in View mode.
5. Select Authorize operation from Action list.

When the checker authorizes a record, details of validations, if any, that were overridden by the maker of the record during the Save operation, are displayed. If any of these overrides results in an error, the checker must reject the transaction.

### **3.4.7 Amending Product Type**

After a record is authorized, it can be modified using the Unlock operation from Action list. To make changes to a record after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

1. Invoke the Product Type Summary screen from the Browser.
2. Select the status of the record that you wish to retrieve for amendment. You can only amend records that are authorized.
3. Specify any or all of the details of the record in the corresponding fields on the screen. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to amend. The Product Type screen will be displayed in Amendment mode. Click the Unlock operation from the Action list to amend the record.
5. Amend the necessary information. Click the Save button to save your changes.

### **3.4.8 Authorizing Amended Product Type**

An amended product must be authorized for the amendment to be made effective in the system.

Authorization of amended records can only be done from Fund Manager Module and Agency branch Module. The process of authorization is subsequently the same as that for normal transactions.

## **3.5 Product Nature of Fund Mapping**

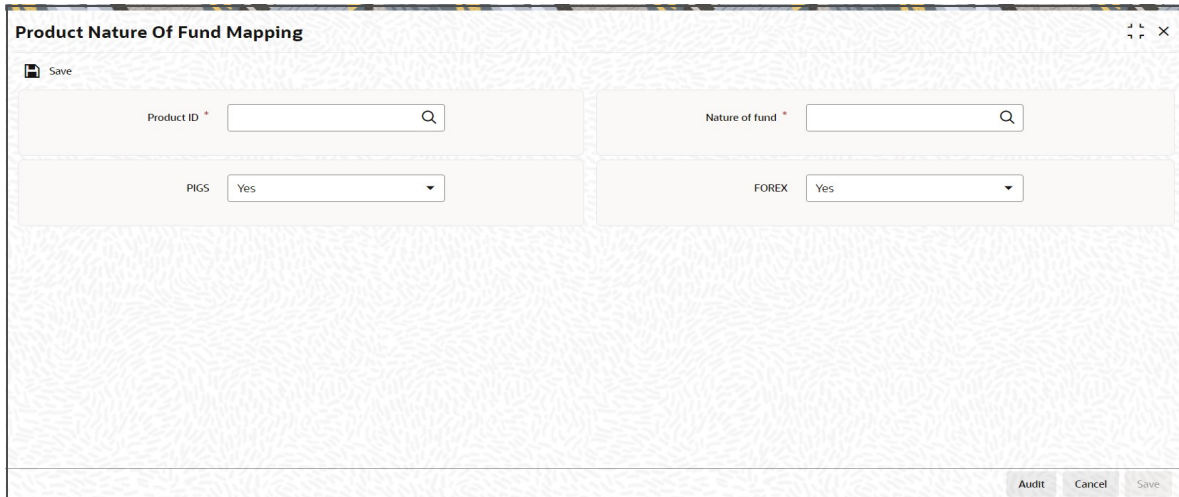
This section contains the following topics:

- [Section 3.5.1, "Invoking Product Nature of Fund Mapping Screen"](#)



### 3.5.1 Invoking Product Nature of Fund Mapping Screen

You can map nature of fund to specific products. You can map only those products which are marked as PIGS compliant at product level. You can invoke the 'Product - Nature of Fund Mapping' screen by typing 'LEDPNFM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can specify the following details:

#### **Product ID**

*Alphanumeric; 10 Characters; Optional*

Specify the PIGS complaint product ID. The adjoining option list displays all valid product ID maintained in the system. You can choose the appropriate one.

#### **Nature of Fund**

*Alphanumeric; 3 Characters; Optional*

Specify the nature of fund based on param maintenance. The adjoining option list displays all valid product ID maintained in the system. You can choose the appropriate one.

#### **PIGS**

*Optional*

Select if PIGS value as per product level should be considered or not from the drop-down list. The list displays the following values:

- Yes
- No

#### **FOREX**

*Optional*

Select if FOREX value as per product level. should be considered or not from the drop-down list. The list displays the following values:

- Yes
- No

### 3.6 Product Nature of Fund Mapping Summary

This section contains the following topics:

- [Section 3.6.1, "Retrieving Product Nature of Fund Mapping"](#)

- [Section 3.6.2, "Editing Product Nature of Fund Mapping Record"](#)
- [Section 3.6.3, "Viewing Product Nature of Fund Mapping Record"](#)
- [Section 3.6.4, "Deleting Product Nature of Fund Mapping Record"](#)
- [Section 3.6.5, "Authorizing Product Nature of Fund Mapping Record "](#)
- [Section 3.6.6, "Amending Product Nature of Fund Mapping Record "](#)
- [Section 3.6.7, "Authorizing Amended Product Nature of Fund Mapping Record"](#)

### 3.6.1 Retrieving Product Nature of Fund Mapping

You can view the status of a product nature of fund mapping using 'Product Nature of Fund Mapping' screen. To invoke this screen, type 'LESPNFM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can retrieve previously entered Product Nature of Fund Mapping Details as follows:

- Invoke the 'Product Nature of Fund Mapping' screen from the Browser.
- Specify any or all of the following details in the screen:
  - The status of the transaction in the 'Authorized' field. If you choose the blank space, then both the authorized and the unauthorized status records will be retrieved for the specified criteria.
  - The status of the records in the 'Open' field. If you choose the blank space, then all the records are retrieved.
  - Product ID
  - Nature of Fund
- Click 'Search' button to view the records. All records with the specified details are retrieved and displayed in the lower portion of the screen.

### 3.6.2 Editing Product Nature of Fund Mapping Record

You can modify the details of Product Nature of Fund Mapping record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Product Nature of Fund Mapping Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option.

- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Product Nature of Fund Mapping Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Product Nature of Fund Mapping Detail screen is closed and the changes made are reflected in the Product Nature of Fund Mapping Summary screen.

### **3.6.3 Viewing Product Nature of Fund Mapping Record**

To view a record that you have previously input, you must retrieve the same in the Product Nature of Fund Mapping Summary screen as follows:

- Invoke the 'Product Nature of Fund Mapping' Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the unauthorized / Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The Product Nature of Fund Mapping Detail screen is displayed in View mode.

### **3.6.4 Deleting Product Nature of Fund Mapping Record**

You can delete only unauthorized records in the system. To delete a record that you have previously entered:

- Invoke the Product Nature of Fund Mapping Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete in the list of displayed records. The Product Nature of Fund Mapping screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

### **3.6.5 Authorizing Product Nature of Fund Mapping Record**

- An unauthorized Product Nature of Fund Mapping record must be authorized in the system for it to be processed. To authorize a record:
- Invoke the Product Nature of Fund Mapping Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

- Double click the record that you wish to authorize. The Product Nature of Fund Mapping Detail screen is displayed. Select Authorize operation from the Action List.

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

### **3.6.6 Amending Product Nature of Fund Mapping Record**

After a Product Nature of Fund Mapping record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

- Invoke the Product Nature of Fund Mapping Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Product Nature of Fund Mapping Detail screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click on Save to save the changes

### **3.6.7 Authorizing Amended Product Nature of Fund Mapping Record**

An amended Product Nature of Fund Mapping record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

The subsequent process of authorization is the same as that for normal transactions.

## **3.7 Product Tax Class Maintenance**

This section contains the following topics:

- [Section 3.7.1, "Maintaining Product Tax Class"](#)
- [Section 3.7.2, "Invoking Product Tax Class Maintenance Detail Screen"](#)

### **3.7.1 Maintaining Product Tax Class**

As part of the endowment products regulatory requirements, the taxes are deducted by the Life Company, where as in Life Insurance business taxes are the policy holder's responsibility. Therefore the Life Company is responsible for payment of such tax to the SARS (Regulatory Authority) so that the investment returns are tax free at the policy holder's hand. The tax varies among the policy holder depending upon the policy holder's category, which is one among the following. These are called as Four Fund Tax Classes.

- Individual Fund (IPF)
- Corporate Fund (CPF)
- Retirement Fund (RPF)
- Untaxed Fund (UPF)

The system supports Four Funds Tax Class functionality in the following manner:

- First the system derives the Tax class of the policy based on the Product and UH Category using 'Product Tax Class Maintenance' screen (LEDPRTAX)

- At the fund level the funds are grouped using 'Fund Rule Maintenance' (UTDFNDRL) for Tax Class Switch
- Then four different funds are created for each Fund Tax Class under one Fund Group
- Fund Rule Maintenance [UTDFNDRL]. Fund level indicator is used to specify Fund Tax Class - Individual Fund (IPF)/Corporate Fund (CPF)/Retirement Fund (RPF)/ Untaxed Fund (UPF)/ Client Responsible Tax (CRT)

Policy Tax Class will get defaulted from Product Tax Class maintenance. And if UH Category gets modified, upon its authorization, system automatically changes at EOD all the underlying policy Tax Class to new policy tax class (based on the new UH Category and Product combinations) and update the SI's with new tax class fund id's and generates 100% switch transactions from the old policy tax class funds

### 3.7.2 Invoking Product Tax Class Maintenance Detail Screen

You can create four different funds for each Fund Tax Class under one Fund Group. You can maintain the fund tax classes using 'Product Tax Class Maintenance' screen. You can invoke this screen by typing 'LEDPRTAX' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following details:

#### **UH Category**

*Alphanumeric; 2 Characters; Mandatory*

Specify the Unit Holder category details. Alternatively, you can select the UH Category from the option list. The list displays all valid UH Category details maintained in the system.

#### **Product ID**

*Alphanumeric; 10 Characters; Mandatory*

Specify the product ID. Alternatively, you can select the Product ID from the option list. The list displays all valid Product ID maintained in the system.

#### **Tax Class**

*Alphanumeric; 3 Characters; Mandatory*

Specify tax class details. Alternatively, you can select tax class details from the option list. The list displays all valid Tax Class details maintained in the system.

## 3.8 Product Tax Class Maintenance Summary

This section contains the following topics:

- [Section 3.8.1, "Retrieving Product Tax Class Record"](#)
- [Section 3.8.2, "Editing Product Tax Class Record"](#)
- [Section 3.8.3, "Viewing Product Tax Class Record"](#)
- [Section 3.8.4, "Deleting Product Tax Class Record"](#)
- [Section 3.8.5, "Authorizing Product Tax Class Record "](#)
- [Section 3.8.6, "Amending Product Tax Class Record "](#)
- [Section 3.8.7, "Authorizing Amended Product Tax Class Record"](#)

### 3.8.1 Retrieving Product Tax Class Record

You can view the product tax class records using 'Product Tax Class Maintenance Summary' screen. To invoke this screen, type 'LESPRTAX' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Authorization Status	Record Status	UH Category	Tax Class	Product ID
No data to display.				

You can retrieve previously entered Product Tax Class Maintenance Details as follows:

- Invoke the 'Product Tax Class Maintenance' screen from the Browser.
- Specify any or all of the following details in the screen:
  - The status of the transaction in the 'Authorized' field. If you choose the blank space, then both the authorized and the unauthorized status records will be retrieved for the specified criteria.
  - The status of the records in the 'Open' field. If you choose the blank space, then all the records are retrieved.
- Click 'Search' button to view the records. All records with the specified details are retrieved and displayed in the lower portion of the screen.

### 3.8.2 Editing Product Tax Class Record

You can modify the details of Product Tax Class record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the 'Product Tax Class Maintenance Summary' screen from the Browser.



- Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Product Tax Class Maintenance Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Product Tax Class Maintenance Detail screen is closed and the changes made are reflected in the Product Tax Class Maintenance Summary screen.

### **3.8.3 Viewing Product Tax Class Record**

To view a record that you have previously input, you must retrieve the same in the Product Tax Class Maintenance Summary screen as follows:

- Invoke the Product Tax Class Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the unauthorized / Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The Product Tax Class Maintenance Detail screen is displayed in View mode.

### **3.8.4 Deleting Product Tax Class Record**

You can delete those records with Once\_Auth is set as N. For instance, if Record is Created and Authorized Later and amended, then you cannot delete the amended record if tanking is NOT enabled. If Tanking is enabled, you can delete the amended record.

To delete a record that you have previously entered:

- Invoke the Product Tax Class Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete in the list of displayed records. The Product Tax Class Maintenance screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

### **3.8.5 Authorizing Product Tax Class Record**

An unauthorized Product Tax Class Maintenance record must be authorized in the system for it to be processed. To authorize a record:

- Invoke the Product Tax Class Maintenance Summary screen from the Browser.

- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Product Tax Class Maintenance Detail screen is displayed. Select Authorize operation from the Action List.

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

### **3.8.6 Amending Product Tax Class Record**

After a Product Tax Class record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

- Invoke the Product Tax Class Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Product Tax Class Maintenance Detail screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click on Save to save the changes

---

#### **Note**

Product Tax Class Maintenance will not be allowed to be amended if there exists a Policy with this tax class (combination of UH category and product ID)

---

### **3.8.7 Authorizing Amended Product Tax Class Record**

An amended Product Tax Class record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

The subsequent process of authorization is the same as that for normal transactions.

## **3.9 Product Bonus Maintenance Detail**

This section contains the following topics:

- [Section 3.9.1, "Invoking Product Bonus Maintenance Detail Screen"](#)

### **3.9.1 Invoking Product Bonus Maintenance Detail Screen**

You can define the bonus factor for a product in 'Product Bonus Maintenance Detail' screen. You can invoke this screen by typing 'LEDPRBON' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can specify the following details:

**Bonus ID**

*Display*

The system displays the bonus ID.

**Reference Number**

*Alphanumeric; 16 Characters; Mandatory*

Specify the reference number.

**Product ID**

*Alphanumeric; 10 Characters; Mandatory*

Specify the product ID. Alternatively, you can select product ID from the option list. The list displays all valid product ID maintained in the system.

**Product Name**

*Display*

The system displays the name of the selected product ID.

**Bonus Type**

*Alphanumeric; 2 Characters; Mandatory*

Specify the bonus type. Alternatively, you can select bonus type from the option list. The list displays all valid bonus type maintained in the system.

**Type Description**

*Display*

The system displays the description for the selected bonus type.

**Bonus Basis**

*Alphanumeric; 2 Characters; Mandatory*

Specify the bonus basis. Alternatively, you can select bonus basis from the option list. The list displays all valid bonus basis maintained in the system.

**Basis Description**

*Display*

The system displays the description for the selected bonus basis.

**Bonus Mode**

*Mandatory*

Select the mode of bonus from the drop-down list. The list displays the following values:

- Percentage
- Amount

**Bonus Value**

*Numeric; 30 Characters; Mandatory*

Specify the bonus value.

**Remarks**

*Alphanumeric; 255 Characters; Optional*

Specify remarks, if any.

**Valuation Date**

*Date Format; Mandatory*

Select the valuation date from the adjoining calendar.

**Bonus From Date**

*Date Format; Mandatory*

Select the bonus period from date from the adjoining calendar.

**Bonus To Date**

*Date Format; Mandatory*

Select the bonus period from the adjoining calendar.

**Bonus Process Date**

*Date Format; Mandatory*

Select bonus process date from the adjoining calendar.

**Bonus Process Flag**

*Optional*

Select the bonus process status from the drop-down list. The list displays the following values:

- Not Processed
- Processed
- Skip

## **3.10 Product Bonus Maintenance Summary**

This section contains the following topics:

- [Section 3.10.1, "Retrieving a Record in Product Bonus Maintenance Summary Screen"](#)
- [Section 3.10.2, "Editing Product Bonus Maintenance Record"](#)
- [Section 3.10.3, "Viewing Product Bonus Maintenance Record"](#)
- [Section 3.10.4, "Deleting Product Bonus Maintenance Record"](#)
- [Section 3.10.5, "Authorizing Product Bonus Maintenance Record"](#)
- [Section 3.10.6, "Amending Product Bonus Maintenance Record"](#)
- [Section 3.10.7, "Authorizing Amended Product Bonus Maintenance Record"](#)

### 3.10.1 Retrieving a Record in Product Bonus Maintenance Summary Screen

You can retrieve a previously entered record in the Summary Screen, as follows:

Invoke the 'Product Bonus Maintenance Summary' screen by typing 'LESPRBON' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorized field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Product ID
- Bonus Basis
- Bonus To Date
- Valuation Date
- Bonus Type
- Bonus From Date
- Bonus Process Date

Click 'Search' button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

---

#### Note

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7
  - Input the Product ID
  - Press F8
- 

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

### **3.10.2 Editing Product Bonus Maintenance Record**

You can modify the details of Product Bonus Maintenance record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Product Bonus Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Product Bonus Maintenance Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Product Bonus Maintenance Detail screen is closed and the changes made are reflected in the Product Bonus Maintenance Summary screen.

### **3.10.3 Viewing Product Bonus Maintenance Record**

To view a record that you have previously input, you must retrieve the same in the Product Bonus Maintenance Summary screen as follows:

- Invoke the Product Bonus Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorized field. You can also view all records that are either unauthorized or authorized only, by choosing the unauthorized / Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The Product Bonus Maintenance Detail screen is displayed in View mode.

### **3.10.4 Deleting Product Bonus Maintenance Record**

You can delete only unauthorized records in the system. To delete a record that you have previously entered:

- Invoke the Product Bonus Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete in the list of displayed records. The Product Bonus Maintenance Detail screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

### **3.10.5 Authorizing Product Bonus Maintenance Record**

An unauthorized Product Bonus Maintenance record must be authorized in the system for it to be processed. To authorize a record:

- Invoke the Product Bonus Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Product Bonus Maintenance Detail screen is displayed. Select Authorize operation from the Action List.

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

### **3.10.6 Amending Product Bonus Maintenance Record**

After a Product Bonus Maintenance record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

- Invoke the Product Bonus Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Product Bonus Maintenance Detail screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click on Save to save the changes

### **3.10.7 Authorizing Amended Product Bonus Maintenance Record**

An amended Product Bonus Maintenance record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

The subsequent process of authorization is the same as that for normal transactions.

---

## 4. Product

Each of the Life and Endowment Products that the Life and Endowment Company provides to the Policy Holders must be defined in the Oracle FLEXCUBE Investor Servicing (FCIS) system. The Policy Holders buy policies in any of these products depending upon their need and requirements.

---

### Note

Products can be defined through the Fund Manager component only.

---

The Product Maintenance screen allows you to capture the generic characteristics of the Product you wish to maintain. The next section gives you step-by-step instructions to do the same.

This chapter contains the following sections:

- [Section 4.1, "Product Definition"](#)
- [Section 4.2, "Product Summary Screen"](#)
- [Section 4.3, "Product and Transaction Sub Type"](#)
- [Section 4.4, "Product Transaction Sub Type Mapping Summary"](#)
- [Section 4.5, "Product Annual Annuity Limit Mapping"](#)
- [Section 4.6, "Product Annual Annuity Limit Summary"](#)

### 4.1 Product Definition

This section contains the following topics:

- [Section 4.1.1, "Creating and Saving Product"](#)
- [Section 4.1.2, "Invoking Screen"](#)
- [Section 4.1.3, "Product Details Tab"](#)
- [Section 4.1.4, "Additional Investments Tab"](#)
- [Section 4.1.5, "Bank Details Tab"](#)
- [Section 4.1.6, "Withdrawals Tab "](#)
- [Section 4.1.7, "Portfolio Mapping Tab"](#)
- [Section 4.1.8, "Premium and Annuity Details Tab"](#)
- [Section 4.1.9, "Loan and Funding Details Tab"](#)
- [Section 4.1.10, "Income Distribution Rule Tab"](#)
- [Section 4.1.11, "Transaction Currency Tab"](#)
- [Section 4.1.12, "Regulations Tab"](#)
- [Section 4.1.13, "Regulation 28 Parameters Tab"](#)

#### 4.1.1 Creating and Saving Product

The following are the steps you need to follow to define a Product. Each of these steps is explained in detail in subsequent sections.

- Invoke the Product Maintenance screen.
- Enter information in the Product Maintenance screen.
- Save the information entered.

## 4.1.2 Invoking Screen

Invoke the 'Product Maintenance Detail' screen by typing 'LEDPROD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details of the Product.

### **Product Information**

#### **Product ID**

*Alphanumeric; 10 Characters; Mandatory*

Specify a unique identification for the product that is being defined through this screen. This identification will be used whenever subsequent reference is made to this product in the system. The ID you enter can contain a maximum of 4 characters.

#### **Product Name**

*Alphanumeric; 60 Characters; Mandatory*

Give the Product ID a description which will help you identify the same easily.

#### **Rule Effective Date**

*Date Format; Mandatory*

Specify the date from which the Product profile definition will become effective for all transactions in this product.

By default, this date is displayed as the next working day in the system.

#### **Product Short Name**

*Alphanumeric; 20 Characters; Mandatory*

Specify a short name for the product.

#### **Product Mnemonic**

*Alphanumeric; 10 Characters; Optional*

Specify a mnemonic for the product. The mnemonic is typically used as an identifier to run queries or to generate reports regarding the product.

**Product Type**

*Alphanumeric; 4 Characters; Mandatory*

The various Product Types you have already maintained through the Product Type Maintenance screen will be available for selection in the option list. Select the Product Type that is applicable to the Product.

**Product Type Description**

*Display*

The system displays the description for the selected product type.

**Product Class**

*Alphanumeric; 4 Characters; Mandatory*

The Product Classes that you have specified through the System Parameters screen will be available for selection in the option list.

**Product Class Description**

*Display*

The system displays the description for the selected product class.

**Existing Product?**

*Mandatory*

Select 'Yes' to indicate that the product is an existing product. For an existing product, the Product Start Date is earlier than the application date. If any existing business products need to be entered into the system, this field facilitates easy conversion of the same.

**Product Base Currency**

*Alphanumeric; 3 Characters; Mandatory*

Select the currency that the Product will use, from the options provided in the option list. The currency that you choose for the product will be the reference currency for all the fields identified as part of the Product.

**Currency Name**

*Display*

The system displays the name of the currency for the selected product base currency.

**Product Country**

*Alphanumeric; 3 Characters; Mandatory*

Select the country where the product will operate, from the options provided in the option list. When the system computes the withholding tax applicable on annuity payments in this Product, the base country information that is specified here is taken into consideration.

**Product Country Description**

*Display*

The system displays the description for the selected product country code.

**Plan Administration By**

*Alphanumeric; 3 Characters; Mandatory*

Select the entity that will administer the plan. The option list includes all the options that you have maintained in the System Parameters Maintenance screen for the Parameter Code POLICYCODE.



Refer to the chapter 'Maintaining System Parameters' in the 'Security' User Manual for further information on the System Parameters Maintenance.

### Plan Administration By Description

*Display*

The system displays the description of the selected plan administration by details.

### Plan Administrator

*Alphanumeric; 60 Characters; Optional*

Select the administrator for the entity that you have chosen. The option list includes all the entities that you have maintained in the Single Entity Maintenance screen.

Refer to the chapter 'Maintaining Reference Information' in the 'Reference Information' User Manual for further information on the Single Entity Maintenance screen.

### Plan Administrator Description

*Display*

The system displays the description for the selected plan administrator ID.

After specifying the necessary details, click 'Fetch Product Type Info' button to fetch the product type information.

## 4.1.3 Product Details Tab

Click 'Product Details' tab to enter the details.

The screenshot shows the 'Product Maintenance Detail' form with the 'Product Details' tab selected. The form contains various input fields and dropdown menus for configuring product parameters. Key fields include dates (Product Start/End, Fiscal Start/End), ages (Minimum/Maximum for Entry/Exit, Retirement Age), and compliance options (Beneficiary Details Mandatory, Prudential Investment Guidelines, etc.).

Field Name	Value / Format
Product Start Date *	MM/DD/YYYY
Product End Date *	MM/DD/YYYY
Fiscal Start Date *	MM/DD/YYYY
Fiscal End Date *	MM/DD/YYYY
Prod Min Tenor	
Policy Statement Frequency *	
Description	
Type Of Retirement Plan	
Description	
Cash Management Account Applicability	No
CMA Fund	
Description	
Minimum Age For Entry	
Maximum Age For Entry	
Minimum Age For Exit	
Maximum Age For Exit	
Retirement Age	
Retirement Age at which Surrender required	
Early Termination Allowed	Yes
Minimum Initial Investment	
Maximum Initial Investment	
Maximum Annual Contribution	
ROA Applicable	No
ROA Computation Method	
Beneficiary Details Mandatory *	No
Constituent Details * Mandatory	No
Pay Broker Commission to Product	No
Prudential Investment Guidelines	No
Foreign Exchange Compliance	No
Cession Applicability	No
KYC Applicable	No
Remarks	
Tax Aggregation	<input type="checkbox"/>
WAC Method	Regular WAC

### Product Start Date

*Date Format, Mandatory*

Specify the date on and beyond which the Product is available for transactions by the Policy Holders.

#### Note

This date must not be earlier than the Application Date, except if the Product is an existing one.

**Product End Date**

*Date Format, Mandatory*

Specify the date on and beyond which the Product is not available for transactions by the Policy Holders.

---

**Note**

This date must not be earlier than the Application Date and the Maturity Date of a policy.

---

**Fiscal Start Date**

*Date Format; Mandatory*

Specify the date on which the fiscal year begins.

**Fiscal End Date**

*Date Format; Mandatory*

Specify the date on which the fiscal year ends.

**Prod Min Tenor**

*Numeric; 3 Characters; Mandatory and Enabled only if Maturity Date Basis for Product Type is 'Minimum Tenor'*

Specify the minimum age for policies in this Product, in terms of number of years. The age, in number of years, is referred to as the 'term' of the Product, and is considered from the Start Date of the Product.

---

**Note**

This field will be enabled only if you have selected the option 'Minimum Tenor' against the field 'Maturity Date Basis' for the Product Type, in the Product Type Maintenance screen.

---

**Policy Statement Frequency**

*Alphanumeric; 1 Character; Mandatory*

Specify the frequency at which policy statements must be generated for a Policy Holder who has subscribed to a policy in this Product.

**Description**

*Display*

The system displays the description for the selected description.

**Type of Retirement Plan**

*Alphanumeric; 1 Character; Optional*

Specify the type of retirement plan.

---

**Note**

This field will be applicable to those Product Types for which you have selected the option 'Yes' against the field 'IRA Applicable'.

---

**Description**

*Display*

The system displays the description for the selected type of retirement plan.

## **Cash Management Account Applicability**

*Optional*

Select 'Yes' if you want to make the Cash Management Account feature available in this product, else select 'No'.

If you have chosen this option, you need to also specify your choices for CMA Fund, Restrict CMA for Initial Investments and Redeem Periodic Fee from CMA Fund. This lays the rules for the operation of the CMA Fund.

### **CMA Fund**

*Alphanumeric; 6 Characters; Optional*

Specify a fund to be the CMA fund. You can select from the option list.

### **Description**

*Display*

The system displays the description for the selected CMA applicability.

### **Restrict CMA for Initial Investment**

*Optional*

Select 'Yes' if you wish to restrict initial investments for the CMA Fund. Else select 'No'.

### **Redeem Periodic Fee from CMA Fund**

*Optional*

Select 'Yes' if you want the system to treat the specified CMA fund, as the preferred fund for periodic fee redemptions. Else select 'No'.

If you have chosen this option, then system would treat CMA Fund as preferred fund for periodic fee redemptions, provided no preferred fund is selected at Policy Level.

### **CGT Applicable**

*Mandatory*

Select 'Yes' from the drop-down list if CGT is applicable.

### **Generate Redemption for CGT**

*Mandatory*

Select 'Yes' from the drop-down list to generate redemption for CGT.

### **CGT Reporting Currency**

*Alphanumeric; 3 Characters; Optional*

Specify the currency in which the capital gains and capital gains tax amount should be reported. The capital gains and capital gains tax amount, which is computed at the fund level in the fund base currency, will be converted in terms of the reporting currency using the default exchange rate. If you do not maintain a reporting currency, the system will convert the capital gains and capital gains tax amount only in terms of the product and policy base currency.

### **Minimum Age for Entry**

*Numeric, 3 Characters; Optional*

The minimum age before which a Policy Holder cannot subscribe to a policy under a Product of this Product Type, will be displayed.

### **Maximum Age for Entry**

*Numeric, 3 Characters; Optional*

Specify the maximum age after which a Policy Holder cannot subscribe to a policy under a Product of this Product Type.

**Minimum Age for Exit**

*Numeric, 3 Characters; Optional*

Specify the minimum age before which a Policy Holder cannot close a policy under a Product of this Product Type.

**Maximum Age for Exit**

*Numeric, 3 Characters; Optional*

Specify the maximum age after which a Policy Holder is not allowed to have holdings in the Product.

---

**Note**

The age limits that you have specified for the Product Type through the Product Type Maintenance screen will be displayed in the above fields. You will be allowed to change the same for a Product if, for the Product Type, you have selected the option Override Age Limit.

---

**Retirement Age**

*Numeric, 3 Characters; Optional and Enabled only if Maturity Date Basis for Product Type is 'Retirement Age'*

Specify the age that will be considered as retirement age for Policy Holders under this product. After this age, the Policy Holders with policies in this Product will become eligible for retirement benefits, if any.

This field will be enabled only if, for the Product Type, in the Product Type Maintenance screen:

- You have selected the option 'Yes' against the field 'Retirement Features Supported?'
- You have selected the option 'Retirement Age' against the field 'Maturity Date Basis'

**Retirement Age at which Surrender required**

*Alphanumeric; 3 Characters; Optional*

Specify the age at which the Policy Holder must surrender the policy.

**Early Termination Allowed?**

*Optional*

A policy in a Product can be terminated earlier than the Maturity Date of the Product. Select 'Yes' if such a termination is desired to be applied to policies in this Product.

**Minimum Initial Investment**

*Numeric, 18 Characters; Optional*

Specify the minimum amount that a Policy Holder has to contribute to hold a policy in this Product at the time of policy creation.

**Maximum Initial Investment**

*Numeric, 18 Characters; Optional*

Specify the maximum amount that a Policy Holder can invest while making an initial investment in a policy in this Product.

---

**Note**

The Policy Holder can top up the policy later if additional investment is allowed for the Product. The same can be indicated through the screen that is invoked when you click on the Additional Investments link. The same is explained in subsequent sections.

---

**Maximum Annual Contribution**

*Numeric, 18 Characters; Optional*

This field is locked for non retirement products.

**ROA Applicable**

*Optional*

Select 'Yes' from drop-down list if Rate of accumulation is applicable for a product.

The initial administrator and broker will use the market value at policy level to derive the fee return value. the Fee is calculated based on the gross amount of the individual transaction value.

For an ROA function to be applicable, a cumulative load would be setup and mapped in the Load Product.

**ROA Computation Method**

*Alphanumeric; 1 Character; Optional*

Select the appropriate method to calculate the right of accumulation from the option list. The ROA may be calculated on the basis of:

- Amount invested in the policy by the policy holder
- Holdings of the customer as on that date
- Holdings subscription price as on that date
- The current days transaction value

**Description**

*Display*

The system displays the description for the selected ROA computation method.

**Include Current TXN for ROA**

*Optional*

Select whether the current transaction should be considered for calculating ROA.

**Include Reinvestment for ROA**

*Optional*

Indicate whether the reinvestments affect the ROA calculation from the drop-down list.

**Switch Impact ROA**

*Optional*

Indicate whether switch transactions affect ROA computation from the drop-down list.

**Beneficiary Details Mandatory**

*Mandatory*

Select if beneficiary details are mandatory or not from the drop-down list.

During product amendment system checks if there are any policies associated to the product in which case you will not be allowed to select 'No'.

---

**Note**

If you select 'Yes', it is mandatory to specify beneficiary details in the policy maintenance screen.

---

**Constituent Details Mandatory***Mandatory*

If you select 'Yes', it is mandatory to specify constituent details in the 'Policy Maintenance' screen.

**Pay Broker Commission to Product***Optional*

Select 'Yes' if pay broker commission is set to the product from the drop-down list.

**Prudential Investment Guidelines***Optional*

Indicate if you need to define the rules for Prudential Investment guidelines. You can either select Prudential Investment Guidelines or Foreign Exchange compliance.

**Foreign Exchange Compliance***Optional*

Indicate if you are defining rules for Foreign exchange compliance.

You can define rules by selecting either Prudential Investment Guidelines or Foreign Exchange Compliance. The rules are defined on the number of investment components available or also a combination of these investment components. There is no restriction placed on the number of components which can be selected to define a rule.

For example you can specify two components for a rule; for a rule sequence 1, you can define two components, with a threshold percentage within 0-100 =

Rule ID	Description	Components selected for the rule	Operator (<, >, ≤, ≥, =)	Threshold percentage (0 – 100%)
Rule1	PIG Compliance-Total Cash	CA1; CA2	≤	100
Rule 2	FOREXCOMPLI-ANCE	CA2; EQ2; PR2	≤	15

**Cession Applicability***Optional*

Indicate whether you want to allow policies associated with this product for policy cession maintenance.

Refer to the chapter "Policy Cession Maintenance" in the LEP User Manual for details.

**KYC Applicable***Optional*

If you select 'Yes', the transaction limit will be checked at the time of capture of Policy Transactions.

---

**Note**

System level existing workflow of KYC would still be applicable irrespective of the status selected.

---

**Remarks**

*Alphanumeric; 255 Characters; Optional*

You may enter remarks on the Product, if necessary.

**Tax Aggregation Allowed**

*Optional*

Check if tax aggregation is applicable for the product.

**WAC Method**

*Optional*

Select WAC method from the drop-down list. The list display the following values:

- Regular WAC
- Life WAC

If you select Life WAC, Base Cost is not provided while capturing a transaction, then the system will calculate Weighted Average Cost (WAC) as follows:

$$\text{LIFE WAC} = ((\text{No of units in the fund before inflow}) * (\text{WAC before inflow}) + (\text{No of units in the inflow for fund}) * (\text{Unit Price of inflow})) / (\text{Total Units in Fund})$$

Where,

$$\text{Unit price} = (\text{Net investment amount}) / \text{number of units purchased}$$

$$\text{Net Investment amount} = \text{Gross investment amount} - \text{all Fee except the ones which are paid to AMC}$$

The net investment amount will not exclude any Fee for which To Entity is AMC. The system will deduct any other fee (apart from those where To Entity is AMC) from the gross investment amount to arrive at the net investment amount.

$$\text{Total units in Fund} = (\text{No of units in the fund}) + (\text{No of units in the inflow for the fund})$$

If you select a product with WAC method as LIFE WAC, and if a Switch transaction is done within the same Fund Family and Base Cost is not provided while capturing the transaction then the system will calculate WAC as follows:

$$\text{Life WAC} = ((\text{No of units rolling over}) * (\text{WAC in 'From' Fund}) + (\text{No of units in the 'To' fund}) * (\text{WAC in 'To' Fund})) / (\text{Total Units in 'To' Fund})$$

Where 
$$\text{Total units in 'To' Fund} = (\text{No of units rolling over into To Fund}) + (\text{No of units in the 'To' fund})$$

The system will calculate Capital Gain or Loss as follows:

$$\text{Gain / Loss} = \text{Units surrendered / redeemed from Fund} * ((\text{Price of fund on the date of Redemption / Surrender}) - \text{WAC for fund})$$

If there is a gain then Capital Gain Tax has to be deducted.

To deduct the capital Gain Tax, a separate Load will be mapped under Product load mapping as post allocation load. If the Slab basis is selected as weighted average then this load will be applied on the Gain portion and tax will be deducted and only the net amount will be paid to the customer.

### **Tax Deductible Contributions Allowed?**

*Optional*

This field will be enabled only if, for the Product, you have selected the option IRA Enabled. Select 'Yes' to indicate tax deductible contributions are allowed for the IRA Product.

### **WHT Applicable**

*Mandatory*

Select the option to indicate withholding tax needs to be calculated on the reinvested income from the policies in this Product. The options in the drop-down are as follows:

- Reinvestment
- Dividend Payout
- Annuity
- Reinvestment + Dividend
- Reinvestment + Annuity
- Annuity + Dividend
- Reinvestment + Dividend +Annuity

### **Reinvest IRA Income?**

*Optional*

Select the option 'Yes' to indicate the income from IRA Plan is to be reinvested in the same plan. Select the option 'No' to indicate the income is to be paid out to the Policy Holder.

---

#### **Note**

This field will be applicable to those Product Types for which you have selected the option 'Yes' against the field 'IRA Applicable'.

---

### **Auto Clear Prov Bal**

*Mandatory*

Indicate whether 100% outflow transactions based on the product should include provisionally allotted units. You can specify any of the following options:

- Option not allowed: Provisionally allotted units should not be considered while processing 100% outflow transactions.
- Allowed – Default checked: Provisionally allotted units should be considered while processing 100% outflow transactions by default.
- Allowed – Default unchecked: Provisionally allotted units will not be considered while processing 100% outflow transactions by default. However, you can check this option while performing transactions.

### **Auto Clear Reinvestments**

*Mandatory*

Indicate whether 100% outflow transactions based on the product should include freeze held and reinvestment units. You can specify any of the following options:

- Option not allowed: Freeze held/reinvestment units should not be considered while processing 100% outflow transactions.



- Allowed – Default checked: Freeze held/reinvestment units should be considered while processing 100% outflow transactions by default.
- Allowed – Default unchecked: Freeze held/reinvestment units will not be considered while processing 100% outflow transactions by default. However, you can check this option while performing transactions.

Refer the section '**Annexure for CMA**' in the chapter '**Policy**' in this User Manual for details on the operation of Cash Management Account.

#### 4.1.3.1 **Calculating Capital Gain Tax**

Capital Gain Tax (CGT) calculations are applicable only for Funds. Since the fund prices are declared gross of CGT, the system will deduct CGT by the Life Company when a CGT event occurs, that is, when sale of units happens which can be due to surrender/ disinvestments or switches. The system will calculate CGT as follows:

Capital Gain Tax = (Gains or Profit – Proportionate Loss from other Funds) \* Tax Rate

Where,

Gain or Profit = Units Sold \* (Price as of Disinvestment Date - WAC)

WAC = Weighted Average Cost

Post Unitiation, CGT fee will be computed and deducted for all outflows based on the CGT load mapping. If there is any loss, CGT will be zero and losses will be carry forwarded to offset against any future profit/gain. Transaction level losses will be added to the Carry Forwarded losses at policy level if any, and proportionately deducted from the profit/Gain of the other funds.

The system will run a batch at EOD to compute the total gain on a policy outflow (post unitization) and generate a follow on CGT redemption transaction to the extent of capital gains Tax due to a Policy holder. Losses will get logged in Policy Gain/Loss table. Follow on transaction will deduct units to recover any gains tax calculated at the Policy Level.

The system will use the preferred fund of the Unitholder for withdrawal of units to deduct the CGT. If there is no sufficient balance in that fund for that unitholder, then the system will use the latest portfolio percentage and generate a policy withdrawal on pro-rata basis.

---

#### **Note**

Follow on transaction to deduct CGT is applicable only for LEP transactions. For UT the system will limit only to calculate the capital gains

---

The system will record the CGT amount that is due for outflow transactions. Even if CGT transaction generation fails, the system will calculate and log the CGT amount due on the outflow transaction which can then be used for further processing manually.

In case of 100% surrenders, the capital gains amount due by the policy holder will be netted off from the settlement amount of underlying UT transactions. If surrender amount is less than the capital gains tax amount, then system will block EFT and carry forward the capital gains.

The system will map standard post allocation load with 0% return value to the product to compute gain/loss. If the policy transaction under consideration is a 100% surrender then the system will recover the tax from settlement amount.

The system should reduce the system derived settlement amount to the extent of tax recovered.

The above process will consider the gain/loss computed/carried forward up to and including the current 100% surrender in consideration. The system will recover the tax amount from the settlement amount of funds which resulted in gain only.

If the settlement of such funds is insufficient then the system will recover proportionately from all funds involved in 100% surrender.

If all the UT transactions are in loss then the system will recover proportionately from the portfolio funds.

If the CGT redemption transaction is reversed then the gain will not be reversed.

#### 4.1.4 **Additional Investments Tab**

Click 'Additional Investments' tab to enter the details.

The screenshot displays the 'Product Maintenance Detail' interface. The 'Additional Investments' tab is active, showing a 'Save' button and a 'Fetch Product Type Info' button. The navigation bar includes tabs for Product Details, Additional Investments, Bank Details, Withdrawals, Portfolio Mapping, Premium And Annuity, Loan And Funding, Income Distribution Rule, and Transac. The Additional Investments section contains a dropdown for 'Additional Investments Allowed?' set to 'Yes', and input fields for 'Step Amount', 'Minimum Amount', and 'Maximum Amount'. Below this is the 'Product InvLimit' section, which features a table with columns for Fund Type, Description, and Investment Limit. The table shows one item. At the bottom right, there are 'Audit' and 'Cancel' buttons.

#### **Additional Investments**

##### **Additional Investments Allowed?**

###### *Mandatory*

Select 'Yes' option to indicate the Policy Holder can make an additional investment in a policy in this product.

---

##### **Note**

The other fields in this screen will be enabled only if you select this option.

---

##### **Step Amount**

###### *Numeric; 18 Characters; Optional*

Enter a value that indicates the steps of initial investment amount in which a Policy Holder can invest to subscribe to a policy in this Product.

For instance, it could be that some products support only steps of 500 currency units while some other will support steps of 100 currency units.

**Minimum Amount**

*Numeric; 18 Characters; Optional*

Specify the minimum additional investment amount.

**Maximum Amount**

*Numeric; 18 Characters; Optional*

Specify the maximum amount to which an additional investment can be made.

**Product InvLimit**

In the Investment Limit section, you can enter information in the following fields:

**Fund Type**

*Alphanumeric; 6 Characters; Mandatory*

Select the funds from the option list in which the Policy Holder can make an additional investment.

You can specify the details of more than one fund by clicking add icon, which adds a field wherein you can choose another fund.

**Description**

*Display*

The system displays the description for the selected fund type.

**Investment Limit**

*Numeric; 3 Characters; Mandatory*

For each fund, specify the ratio in which the additional investment is allowed to be made.

---

**Note**

- The sum total of the ratio you enter, should add up to 100.
  - When a Policy Holder makes an additional investment in a policy, the system will calculate the holding in the funds belonging to the fund type for which you have specified an investment limit. If the current holdings plus the new investment exceed the investment limit you have specified, the system will not allow the Policy Holder to make an additional investment in funds belonging to this fund type.
- 

**4.1.5 Bank Details Tab**

In certain cases, the proceeds of payments such as collection of management fees, surrender at a policy level to handle exceptional situations like death, and so on, may need to be made to a default product bank account and not to the Policy Holder bank account. Several bank accounts can be associated with a product.

---

**Note**

This section is mandatory. You will have to enter information in all fields.

---

Click 'Bank Details' tab to enter the details.

## **Bank Details Section**

### **Bank**

*Alphanumeric; 12 Characters; Mandatory*

Select the name of the bank where the Product account resides, from the option list.

### **Branch**

*Alphanumeric; 12 Characters; Mandatory*

Select the name of the branch of the bank where the Product account resides, from the option list.

### **Account Type**

*Alphanumeric; 1 Character; Mandatory*

Select the type of the Product account from the option list.

### **Description**

*Display*

The system displays the description for the selected account type.

### **Account Currency**

*Alphanumeric; 3 Characters; Mandatory*

Select the currency of the Product account from the option list.

### **Currency Name**

*Display*

The system displays the name of the currency for the selected account currency code.

### **Account Number**

*Alphanumeric; 34 Characters; Mandatory*

Specify the account number of the Product account.

### **IBAN**

*Alphanumeric; 40 Characters; Optional*

Specify the IBAN (International Bank Account Number) of the account holder.

## Default Bank

### *Mandatory*

Select this option to indicate this is the default bank account. You will need to specify one default bank account for every currency.

---

### Note

You can specify the details of more than one bank by clicking add icon, which adds a field wherein you can choose another bank.

---

## 4.1.6 Withdrawals Tab

The information you enter in this screen will be applicable only for the minimum tenor that you have specified in the 'Product Maintenance' screen. Once the policy has matured, these details will not be valid.

Click 'WithDrawals' tab to enter the details.

The screenshot shows the 'Product Maintenance Detail' window with the 'Withdrawals' tab selected. The window has a title bar with a close button and a 'Save' icon. Below the title bar is a navigation bar with tabs: Details, Withdrawals (selected), Portfolio Mapping, Premium And Annuity, Loan And Funding, Income Distribution Rule, Transaction Currency, Regulations, and Regulation 28 param. The main content area is divided into sections: 'Withdraw' and 'Automatic Surrender'. The 'Withdraw' section contains several input fields: 'No. of Withdrawals Allowed' (text), 'Withdrawal Limit Basis' (text with search icon), 'Withdrawal Limit Percentage' (text), 'Description' (text), 'Compounding Factor' (text), 'Withdrawal Money Payable' (text with search icon), 'Minimum Withdrawal Amount' (text), 'Description' (text), 'Withdrawal Limit Mode' (dropdown menu with 'Select One' selected), and 'Maximum Withdrawal Amount' (text). The 'Automatic Surrender' section contains 'Process Automatic Surrender' (dropdown menu with 'No' selected) and 'Threshold Policy Market Value' (text). At the bottom, there is an 'Adjustment Transaction Sub Types' section with a list icon and 'Audit' and 'Cancel' buttons.

### Withdraw

#### **No. of Withdrawals Allowed**

*Numeric; 5 Characters; Optional*

Specify the number of partial surrender transactions that can be performed by the Policy Holder during the tenor of the policy. You have to mention the number above zero to select the applicable transaction sub types.

#### **Withdrawal Limit Percentage**

*Numeric; 5 Characters; Optional*

This field will be enabled if you have specified the Withdrawal Limit Mode as Percentage. Specify the maximum percentage of holdings that the Policy Holder is allowed to withdraw.

#### **Compounding Factor**

*Numeric; 5 Characters; Optional*

This field will be enabled if you have specified the Withdrawal Limit Mode as Percentage and the Withdrawal Limit Basis as Compounded Contribution. Specify the compounding factor to be used in calculations.

**Minimum Withdrawal Amount**

*Numeric; 18 Characters; Optional*

This field will be enabled if you have specified the Withdrawal Limit Mode as Amount. Specify the minimum amount that a Policy Holder can be withdrawn from the holdings.

**Withdrawal Limit Mode**

*Optional*

Select withdrawal limit mode from the drop-down list. The list displays the following values:

- Percentage
- Amount

Select the option 'Percentage' to indicate the withdrawal details will be specified in terms of the percentage of holdings. Select the option 'Amount' to indicate the withdrawal details will be specified in terms of the withdrawal amount.

**Withdrawal Limit Basis**

*Alphanumeric; 1 Character; Optional*

This field will be enabled if you have specified the Withdrawal Limit Mode as Percentage. Specify the applicability of the withdrawal percentage. The percentage you have specified might apply to the Contribution Amount, Compounded Contribution or Market Value.

**Description**

*Display*

The system displays the description for the selected withdrawal limit basis.

**Withdrawal Money Payable**

*Alphanumeric; 1 Character; Optional*

Specify whether the withdrawal money is payable to the customer, administrator or product account.

**Description**

*Display*

The system displays the description for the selected withdrawal money payable

**Maximum Withdrawal Amount**

*Numeric; 18 Characters; Optional*

This field will be enabled if you have specified the Withdrawal Limit Mode as Amount. Specify the maximum amount that a Policy Holder can be withdraw from the holdings.

**Automatic Surrender****Process Automatic Surrender**

*Optional*

Indicate whether a policy should be automatically surrendered if the market value of the policy goes below a threshold amount or not from the drop-down list.

Consequently, when you do surrender, by default, the money will be transferred to the unitholder's bank account. But, here, the money will be transferred to the bank account of the product and not to the unitholder.

## Threshold Policy Market Value

*Alphanumeric; 15 Characters; Optional*

You will be allowed to enter the threshold policy market value, if you have selected 'Yes' for Automatic Surrender. If the policy market value reaches less than the amount that you specify here, the system will automatically trigger a 100% policy withdrawal transaction.

## Adjustment Transaction Sub Types

Specify the applicable transaction sub types for the adjustment withdrawal. If you do not specify it, then all outflow transactions would affect withdrawal counter at policy level.

## Adjustment Transaction Type

*Alphanumeric; 25 Characters; Mandatory*

Specify the adjustment transaction type.

## Applicable Adjustment Transaction Type Description

*Display*

The system displays the description for the selected adjustment type.

### 4.1.7 Portfolio Mapping Tab

You will need to maintain the Product Portfolio details. A Product Portfolio contains the funds that are mapped to the Product and available to customers for investing when they take a policy in that Product.

---

#### Note

This section is mandatory. You will have to enter information in all fields.

---

Click 'PortFolio Mapping' tab to enter the details.

The screenshot displays the 'Product Maintenance Detail' window with the 'Portfolio Mapping' tab selected. The interface includes a 'Save' button, a 'Fetch Product Type Info' button, and a navigation bar with tabs for 'Details', 'Withdrawals', 'Portfolio Mapping', 'Premium And Annuity', 'Loan And Funding', 'Income Distribution Rule', 'Transaction Currency', 'Regulations', and 'Regulation 28 param'. The 'Back Dating Details' section contains a 'Back Dating Allowed?' dropdown menu set to 'Yes' and a 'Back Dating Period' text input field. Below this are two data tables: 'Product Portfolio' and 'Available Sponsor'. The 'Product Portfolio' table has columns for 'Fund ID', 'Fund Name', 'Exclude from Auto Switch', 'Reinvestment Fund ID', and 'Fund Name Short'. The 'Available Sponsor' table has columns for 'Sponsor ID' and 'Description'. Both tables include search icons and pagination controls showing 'Page 1 of 1 (1 of 1 items)'. At the bottom right, there are 'Audit' and 'Cancel' buttons.

## Back Dating Details

### Back Dating Allowed?

*Mandatory*

Select 'Yes' option to indicate back dating is allowed for transactions carried out for policies under this product from the drop-down list. You will be allowed to change this option for a fund under the product.

**Back Dating Period**

*Alphanumeric; 3 Characters; Optional*

This field will be enabled if you have specified that back dating is allowed for transactions under this product. Specify the number of days by which the transaction can be back dated.

**Product Portfolio****Fund ID**

*Alphanumeric; 6 Characters; Mandatory*

Specify the fund ID by selecting the values from the option list.

**Fund Name**

*Display*

The system displays the Fund Name of the selected Fund ID.

**Exclude from Auto Switch**

*Optional*

Check this box to exclude the portfolio from auto switch.

**Reinvestment Fund ID**

*Alphanumeric; 6 Characters; Mandatory*

Specify the reinvestment fund ID. Alternatively, you can select the reinvestment fund ID from the option list. The list displays all valid reinvestment fund ID maintained in the system.

**Fund Name Short**

*Display*

The system displays the fund name for the selected reinvestment fund ID.

---

**Note**

During modify operation, if you remove the funds from the existing product portfolio, then the system displays an override message as 'Funds removed from the product are (list of funds)'.

---

**Available Sponsor****Sponsor ID**

*Alphanumeric; 12 Characters; Mandatory*

Specify the sponsor ID.

**Description**

*Display*

The system displays the description for the selected sponsor ID.

**4.1.8 Premium and Annuity Details Tab**

You will be able to see this link only if you have chosen a product type for which the option 'Premium and Annuity Applicable?' is set to 'Yes'.

Click 'Premium and Annuity' tab to enter the details.



## **Premiums and Annuities**

### **Multiple Premiums Allowed?**

*Optional*

You can select 'Yes' from the drop-down list, if multiple premiums are allowed on the Product.

### **Minimum Premium Amount**

*Numeric; 18 Characters; Optional*

Specify the minimum premium amount that the Policy Holder needs to pay.

### **Maximum Premium Amount**

*Numeric; 18 Characters; Optional*

Specify the maximum premium amount that the Policy Holder needs to pay.

### **Premium Step Amt**

*Numeric; 18 Characters; Optional*

Specify the step amount for payment of premium. The premium amount will be a multiple of the step amount.

### **Auto Premium Recovery**

*Optional*

If you select 'Yes', the system will automatically generate all pending premium transactions if one of the following cases is applicable:

- The premium payment that has stopped, becomes 'Active' again
- Premium payments are not made, the status of the same is marked 'PUP' by the AMC. Once the premium payment is made, the AMC changes the status to 'Active'

If you select 'No', then no pending premium transactions are generated.

### **Annuity Applicable?**

*Optional*

An annuity is a deferred payment made to the Policy Holder over a period, for lump-sum payments or premium payments received from the Policy Holder. You can select 'Yes' if annuities are applicable to this product.

---

**Note**

The next few fields Minimum Annuity Amount, Maximum Annuity Amount, Minimum Annuity Ratio and Maximum Annuity Ratio are enabled only if you have selected the option 'Annuity Applicable?'

---

**Minimum Annuity Amount**

*Numeric; 18 Characters; Optional*

Specify the minimum amount to be paid out as annuity to the Policy Holder for any policy in the Product.

**Maximum Annuity Amount**

*Numeric; 18 Characters; Optional*

Specify the maximum amount allowed to be paid out as annuity to the Policy Holder for any policy in this Product.

**Minimum Annuity Ratio**

*Numeric; 3 Characters; Optional*

Specify the ratio of annuity to the net investment amount. This will determine the lower limit of annuity amount payable in a policy.

---

**Note**

This will be used for the 5/20 validation during Batch functions.

---

*Refer to the chapter Batch Functions in this User Manual for further information on the 5/20 validation.*

**Maximum Annuity Ratio**

*Numeric; 3 Characters; Optional*

Specify the ratio of annuity to the net investment amount. This will determine the upper limit of annuity amount payable in a policy.

---

**Note**

This will be used for the 5/20 validation during Batch functions.

---

*Refer to the chapter Batch Functions in this User Manual for further information on the 5/20 validation.*

**Others****Annuity By Fund?**

*Optional*

Select whether annuities are paid out for on the basis of the funds in the Product from the drop-down list.

**Certificate of Existence Applicable**

*Optional*

You can select 'Yes' from the drop-down list to indicate the Policy Holder needs to produce a certificate of existence.

**Life Cover Applicable**

*Optional*

Select 'Yes' from the drop-down list to indicate whether the Policy Holder has an option to opt for a life cover while subscribing to this Product.

**Annuity Tax Computation Basis**

*Optional*

If the Withholding Tax Applicable for Annuity is selected, you can select the annuity tax computation basis from the drop-down list as Policy or Policy Holder.

If the maintenance for Annuity Tax Basis at the product level is at policy holder, the gross annualized amount for all policies pertains to the Policy Holder gets added up for a Product. If it is at Policy level, gross annualized amount of the Policy level would be taken.

**Bonus Applicable?**

*Optional*

Select 'Yes' to indicate this Product declares a bonus.

**Guaranteed Annuity?**

*Optional*

Select 'Yes' from drop-down list to indicate annuity is guaranteed on a policy in this Product.

**Life Cover Amount**

*Numeric; 18 Characters; Mandatory if 'Life Cover Applicable' box is checked*

Specify the amount to be paid by the Policy Holder as a fee for obtaining the life cover for any policy held by him in this Product.

---

**Note**

This field is enabled only if you have selected the option 'Life Cover Applicable'.

---

**4.1.9 Loan and Funding Details Tab**

You will be able to see this link only if, for the product, you have selected the option 'Yes' against the field 'Funding Features Supported?', in the 'Product Type Maintenance' screen.

The funding rules that you specify in this screen, are valid only till the maturity date of the product.

Click 'Loan and Funding' tab to enter the details.

## **Funding Details**

### **Funded Product**

#### *Optional*

Select whether the Product is a funded product or not from the drop-down list, wherein a portion of the initial investment and subsequent top-ups, if any, will be retained.

### **Funding Frequency**

*Alphanumeric; 1 Character; Mandatory if 'Funded Product' is 'Yes'*

Specify the frequency at which the funded amount will be repaid to the investor.

---

#### **Note**

You cannot change the funding frequency for a policy.

---

### **Frequency Desc**

#### *Display*

The system displays the description for the selected funding frequency.

### **Funding Factor**

*Numeric; 5 Characters; Mandatory if 'Funded Product' is 'Yes'*

Specify the funding factor that is applicable to policy transactions in this Product. This must be expressed as a percentage and cannot exceed one hundred percent.

---

#### **Note**

You will be allowed to change this at the policy creation level for the initial contribution and then at the transaction level for top ups.

---

### **Funding Period**

*Numeric; 3 Characters; Mandatory if 'Funded Product' is 'Yes'*

Specify the duration of the repayment period, at the end of which the entire funded amount will be paid back to the investor.

---

**Note**

You can change the same for a policy.

---

**Loans****Loan Applicable?**

*Optional*

Select 'Yes' if Loan is applicable, else 'No'.

**Geared Loan Factor**

*Numeric; 5 Characters; Optional*

Enter the geared loan factor.

**No of Loan Allowed**

*Numeric; 5 Characters; Optional*

Enter the number of loans allowed.

**Loan Interest Percent**

*Numeric; 5 Characters; Optional*

Enter the loan interest percent.

**Minimum Loan Amount**

*Numeric; 18 Characters; Optional*

Enter the minimum loan amount.

**Maximum Loan Amount**

*Numeric; 18 Characters; Optional*

Enter the maximum loan amount.

**Redeem Loan Interest from holdings**

*Numeric; 1 Characters; Optional*

Enter the redeem loan interest from holdings.

**4.1.10 Income Distribution Rule Tab**

You will be able to see this link only if, for the product, you have selected the option 'No' against the field 'Reinvest IRA Income?'. As you have specified that the IRA income should not be reinvested, you will need to specify the income distribution. You are allowed to specify different distribution modes depending on the age of the Policy Holder.

Click 'Income Distribution Rule' tab to enter the details.

## **Income Distribution Rule**

### **Slab Sequence No**

*Numeric; 5 Characters; Mandatory*

Specify the sequence of the age slab.

### **From Age and To Age**

*Numeric; 4 Characters; Optional*

Specify the ages between which the distribution mode you select will be applicable.

### **Default Distribution Mode**

*Optional*

Select whether the dividend income distributed will be reinvested or paid out from the drop-down list. The option you select will be valid between the 'From Age' and 'To Age' you have specified. The options available in the drop-down list are as follows:

- Reinvestment into same Fund
- Payout

### **Override Allow**

*Optional*

If you select the option 'Yes', you will be allowed to override the distribution mode that you have specified, for the Policy Holder, through the 'Income Distribution SetUp' screen.

## **4.1.11 Transaction Currency Tab**

An LEP product can support multiple currencies. The base currency of the policy can be any of the currencies supported by the product. If the product and policy base currencies are different and if the load is maintained at product level, the policy transaction amount in product base currency is used to derive the load slab. You also need to maintain product base currency in the transaction currency list.

You can maintain the list of currencies supported by the product in 'Transaction Currency' tab.

The screenshot shows the 'Product Maintenance Detail' window with the 'Transaction Currency' tab selected. The window contains a 'Save' button and several input fields: 'Product Class', 'Product Class Description', 'Plan Administrator', and 'Plan Administrator Description'. Below these is a 'Fetch Product Type Info' button. The 'Transaction Currency' section features a table with two columns: 'Currency Code' and 'Currency Name'. The table is currently empty, and the page indicator shows 'Page 1 of 1 (1 of 1 items)'. At the bottom right of the window are 'Audit' and 'Cancel' buttons.

You can specify the following details in this screen:

**Currency Code**

*Alphanumeric; 3 Characters; Optional*

Specify the currency supported by the LEP product or select the currency from the option list provided.

**Currency Name**

*Display*

The name corresponding to the currency code selected previously gets displayed here.

Saving the information entered

When you have entered all the mandatory information, click 'Ok' button.

The system displays the confirmation message as "Record Successfully Saved".

This indicates the record has been saved. Click 'Ok' button.

**4.1.12 Regulations Tab**

In this section you can capture the details regarding Foreign Account Tax Compliance Act. Click on 'FATCA Information' tab to maintain the details.

The screenshot shows the 'Product Maintenance Detail' window with the 'Regulations' tab selected. The 'FATCA Information' section contains the following fields:

- FATCA Applicable: No (dropdown)
- FATCA Classification: (text input with search icon)
- FATCA Reason: (text input with comment icon)
- Employer ID Number (EIN): (text input)
- Description: (text input)
- FATCA Effective Date: MM/DD/YYYY (date picker)

The 'UCITS' section includes 'UCITS Fund Allowed?' set to No. The 'MIFID' section is partially visible below. At the bottom right, there are 'Audit' and 'Cancel' buttons.

You can specify the following information:

### **FATCA Applicable**

*Optional*

Select Yes or No to indicate whether FATCA is applicable. However, the system defaults the value 'No'.

### **FATCA Classification**

*Alphanumeric; 25 Characters; Optional*

Select the classification of FATCA from the adjoining option list. FATCA Classification is mandatory if FATCA Applicable is 'Yes'.

### **Description**

*Display*

The system displays the description for the selected FATCA classification ID.

### **FATCA Reason**

*Alphanumeric; 255 Characters; Optional*

Specify the reason for FATCA classification.

### **Employer ID Number (EIN)**

*Alphanumeric; 50 Characters; Optional*

Specify the employer ID number. The Employer ID Number is mandatory if the FATCA Applicable is 'Yes'.

### **FATCA Effective Date**

*Date Format; Optional*

Specify the FATCA Effective Date if FATCA is applicable.



FATCA Effective Date cannot be lesser than the product rule effective date.

The screenshot shows the 'Product Maintenance Detail' form with the 'Regulations' tab selected. The 'FATCA Information' section is expanded, showing fields for 'FATCA Applicable' (set to 'No'), 'FATCA Classification', 'FATCA Reason', 'Employer ID Number (EIN)', 'Description', and 'FATCA Effective Date' (with a calendar icon). The 'UCITS' section is also expanded, showing 'UCITS Fund Allowed?' set to 'No'. The 'MIFID' section is collapsed. At the bottom right, there are 'Audit' and 'Cancel' buttons.

## UCITS

### **UCITS Fund Allowed?**

*Optional*

Select if UCITS is allowed or not from the adjoining drop-down list. Following are the options available:

- Yes
- No

If you select 'Yes', during the portfolio mapping, you can select UCITS funds as part of portfolio. If you select 'No', then during portfolio mapping, the system will not allow you to select a UCITS fund. The system will display an error message as 'The product does not allow UCITS funds'.

Once the product is authorised 'UCITS Fund' field is non amendable.

This screenshot is identical to the one above, showing the 'Product Maintenance Detail' form with the 'Regulations' tab selected. The 'UCITS Fund Allowed?' field is highlighted, showing it is currently set to 'No'.

## **MIFID**

### **MIFID Product**

*Optional*

Select if the product is scoped under MIFID regulation or not from the drop-down list. The list displays the following values:

- Yes
- No

### **Product Risk Level**

*Numeric; 2 Characters; Optional*

Specify the risk profile of the product. Alternatively, you can select the product risk level maintained in the system. The system displays all valid product risk level maintained in the system.

### **Target Market**

*Alphanumeric; 255 Characters; Optional*

Specify the country code of the Country to which the product is sold as part of MIFID regulation. Alternatively, you can select the country code maintained in the system. The system displays all valid country code maintained in the system.

### **Investment Horizon**

*Optional*

Select the investment objective from the drop-down list. The list displays the following values:

- Long Term
- Medium Term
- Short Term

### **Product Risk Level Description**

*Display*

The system displays the description for the selected product risk level.

## **4.1.13 Regulation 28 Parameters Tab**

In this section you can capture the details regarding regulation 28 parameters. Click on 'Regulation 28 Parameters' tab to maintain the details. This tab is enabled only if product is PIGS compliant product.

The screenshot displays the 'Product Maintenance Detail' form with the 'Regulation 28 Parameters' tab active. The form is divided into several sections:

- Top Section:** Contains fields for 'Reg28 Auto Switch Fund' (with a search icon), 'Rounding Option' (set to 'Round Off'), 'Rule Type for Regulation 28' (set to 'Online'), 'Counter for Auto Switches', and 'No. of Decimals'.
- Middle Section:** Contains two radio button groups: 'Txn Types For Online Reg28 Validation' (with 'Include' and 'Exclude' options) and 'Txn Types for Material Change' (with 'Include' and 'Exclude' options).
- Bottom Section:** Contains two expandable tables:
  - Adjustment Txn Types for Online Reg28 validation:** A table with columns 'Adjustment Transaction Type' and 'Description'. It shows one row with a search icon and a page indicator 'Page 1 of 1 (1 of 1 items)'.
  - Adjustment Txn Types for Material Change:** A table with columns 'Adjustment Transaction Type' and 'Description'. It shows one row with a search icon and a page indicator 'Page 1 of 1 (1 of 1 items)'.

At the bottom right of the form, there are 'Audit' and 'Cancel' buttons.

You can specify the following details:

### **Reg28 Auto Switch Fund**

*Alphanumeric; 6 Characters; Mandatory if Product is PIGS compliant*

Specify the Regulation 28 Auto Switch Fund details to map specific fund (switch in) for Auto re-balancing of client portfolio to enable policy to be PIGS compliant. Alternatively, you can select Reg28 Auto Switch Fund from the option list. The list displays all valid Reg28 Auto Switch Fund details maintained in the system.

### **Rounding Option**

*Optional*

Select the rounding option from the drop-down list. The list displays the following values:

- Round Off
- Round Up
- Round Down

### **Rule Type for Regulation 28**

*Optional*

Select the Rule Type for Regulation 28 from the drop-down list. The list displays the following values:

- Online - If this option is maintained, the system will use AML batch rule for validating Reg 28 compliance
- Batch - If this option is maintained, the system will use IML online rule for validating Reg 28 compliance

### **Counter for Auto Switches**

*Numeric; 10 Characters; Mandatory if Product is PIGS compliant*

Specify the number of unsuccessful Regulation 28 compliance check to run a contract before auto switch is initiated.

### **No. of Decimals**

*Numeric; 10 Characters; Mandatory*

Specify the number of decimal places allowed.

### **Txn Types For Online Reg28 Validation**

*Optional*

Select the transaction types for online Reg28 validation. The options are as follows:

- Include
- Exclude

### **Txn Types for Material Change**

*Optional*

Select the transaction types for material change. The options are as follows:

- Include
- Exclude

## **Adjustment Txn Types for Online Reg28 validation**

### **Adjustment Transaction Type**

*Alphanumeric; 3 Characters; Optional*

Specify the Adjustment Transaction Type. Alternatively, you can select the Adjustment Transaction Type from the option list. The list displays all valid Adjustment Transaction Type maintained in the system.

### **Description**

*Display*

The system displays the description for the selected Adjustment Transaction Type.

## **Adjustment Txn Types for Material Change**

### **Adjustment Transaction Type**

*Alphanumeric; 3 Characters; Optional*

Specify the Adjustment Transaction Type. Alternatively, you can select the Adjustment Transaction Type from the option list. The list displays all valid Adjustment Transaction Type maintained in the system.

### **Description**

*Display*

The system displays the description for the selected Adjustment Transaction Type.

## **4.2 Product Summary Screen**

This section contains the following topics:

- [Section 4.2.1, "Invoking the Product Summary Screen"](#)
- [Section 4.2.2, "Retrieving Product in Product Screen"](#)
- [Section 4.2.3, "Editing Product"](#)
- [Section 4.2.4, "Viewing Product"](#)
- [Section 4.2.5, "Deleting Product"](#)
- [Section 4.2.6, "Authorizing Product"](#)
- [Section 4.2.7, "Amending Product"](#)
- [Section 4.2.8, "Authorizing Amended Product"](#)

### **4.2.1 Invoking the Product Summary Screen**

You can invoke the 'Product Summary' screen by typing 'LESPROD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Product Summary' interface. At the top, there are search options: 'Search', 'Advanced Search', 'Reset', and 'Clear All'. A 'Records per page' dropdown is set to 15. Below this is the 'Search Criteria (Search Is Case Sensitive)' section with five fields: 'Authorization Status' (dropdown), 'Record Status' (dropdown), 'Product ID' (text input with search icon), 'Product Name' (text input with search icon), and 'Latest Rule' (dropdown). The 'Search Results' section shows a table with columns: 'Authorization Status', 'Record Status', 'Product ID', 'Product Name', and 'Latest Rule'. The table is currently empty, displaying 'No data to display.' Below the table is a pagination control showing 'Page 1 of 1' and navigation arrows. At the bottom left is a 'View Changes' button and at the bottom right is an 'Exit' button.

## 4.2.2 Retrieving Product in Product Screen

You can retrieve a previously entered record in the Summary screen, as follows:

1. Specify any or all of the following details in the Product Summary screen:
  - Select the status of the record in the Authorization Status field. If you choose the “Blank Space” option, then all the records are retrieved.
  - Select the status of the record in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
  - Product ID
  - Product Name
  - Latest Rule

After you have specified the required details, click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

---

### Note

You can also retrieve the individual record detail from the detail screen by doing query in the following manner:

- Press F7
  - Input the Product ID
  - Press F8
- 

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

## 4.2.3 Editing Product

You can modify the details of a record that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Invoke the Product Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen to retrieve the record that is to be modified. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to modify in the list of displayed records. The Product Detail screen is displayed.
5. Select Unlock Operation from Action list to modify the record. Modify the necessary information.
6. Click Save to save your changes. The Product Detail screen is closed and the changes made are reflected in the Product Summary screen.

#### **4.2.4 Viewing Product**

To view a Product you have previously entered, you must retrieve the same in the Product Summary screen, as follows:

1. Invoke the Product Summary Screen from the Browser.
2. Select the status of the Product Type that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
3. Specify any or all of the details of the records in the corresponding fields on the screen, and click 'Search' button. All transactions with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to view in the list of displayed records, in the lower portion of the screen. The Product screen is opened in view mode.

#### **4.2.5 Deleting Product**

You can delete only unauthorized records in the system.

To delete a record that you have previously entered, you must retrieve the same in the Product Summary screen, as follows:

1. Invoke the Product Summary screen from the browser.
2. Select the status of the record that you want to retrieve for deletion.
3. Specify any or all of the details of the record in the corresponding fields on the screen, and click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to delete in the list of displayed records, in the lower portion of the screen. The Product Detail screen is opened in View mode.
5. Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

#### **4.2.6 Authorizing Product**

An unauthorized record must be authorized in the system for it to be processed.

To authorize a record, you must first retrieve the same in the Product Summary screen.

1. Invoke the Product Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen. Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you wish to authorize. The Product Detail screen is opened in View mode.
5. Select Authorize operation from Action list.

When the checker authorizes a record, details of validations, if any, that were overridden by the maker of the record during the Save operation, are displayed. If any of these overrides results in an error, the checker must reject the transaction.

#### **4.2.7 Amending Product**

After a record is authorized, it can be modified using the Unlock operation from Action list. To make changes to a record after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

1. Invoke the Product Summary screen from the Browser.
2. Select the status of the record that you wish to retrieve for amendment. You can only amend records that are authorized.
3. Specify any or all of the details of the record in the corresponding fields on the screen. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to amend. The Product screen will be displayed in Amendment mode. Click the Unlock operation from the Action list to amend the record.
5. Amend the necessary information. Click the Save button to save your changes.

#### **4.2.8 Authorizing Amended Product**

An amended product must be authorized for the amendment to be made effective in the system.

Authorization of amended records can only be done from Fund Manager Module and Agency branch Module. The process of authorization is subsequently the same as that for normal transactions.

### **4.3 Product and Transaction Sub Type**

This section contains the following topics:

- [Section 4.3.1, "Mapping Product and Transaction Sub Type"](#)
- [Section 4.3.2, "Invoking Screen"](#)

#### **4.3.1 Mapping Product and Transaction Sub Type**

The 'Product Transaction Sub Type Mapping Detail' screen as shown in the screenshot allows you to link available sub type codes, maintained under transaction sub type maintenance to a particular product, such as Redemption, Subscription.



## 4.3.2 Invoking Screen

Invoke the 'Product Transaction Sub Type Mapping Detail' screen by typing 'LEDPRSUB' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a web application window titled "Product Transaction Sub Type Mapping Detail". At the top left is a "Save" button. Below it are four input fields: "Product ID \*" with a search icon, "Ref Type \*" with a search icon, "Product Name", and "Product Short Name". A horizontal separator line is below these fields. Underneath is a section titled "Sub Type Details" with a search icon and a table. The table has one row with a search icon in the first column. Below the table is a pagination control showing "Page 1 of 1 (1 of 1 items)" and navigation arrows. At the bottom right of the window are "Audit" and "Cancel" buttons.

Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details of the Product Transaction Sub Type Mapping.

### Product ID

*Alphanumeric; 10 Characters; Mandatory*

Specify the product identity number.

### Ref Type

*Alphanumeric; 2 Characters; Mandatory*

Specify the transaction type for which the Transaction sub type is mapped or linked from the transaction sub type maintenance screen.

### Product Name

*Display*

The Product name of the product for which transaction sub type is mapped is defaulted once the Product ID is selected.

### Product Short Name

*Display*

The short name attributed to the Product is defaulted once you have selected the Product ID.

### 4.3.2.1 Sub Type Mapping Section

#### Sub Type

*Alphanumeric; 3 Characters; Mandatory*

If you have activated Product Transaction sub type mapping then the sub types applicable for particular transaction types are defaulted/ populated from available transaction sub types maintained as part of Product Transaction sub type screen. Otherwise the sub types are populated from Transaction sub type screen.

For system generated transaction sub types Oracle FLEXCUBE defaults the values entered.



## 4.4 Product Transaction Sub Type Mapping Summary

This section contains the following topics:

- [Section 4.4.1, "Invoking Product Transaction Sub Type Mapping Summary"](#)
- [Section 4.4.2, "Retrieving Product Transaction Sub Type Mapping "](#)
- [Section 4.4.3, "Editing Product Transaction Sub Type Mapping"](#)
- [Section 4.4.4, "Viewing Product Transaction Sub Type Mapping"](#)
- [Section 4.4.5, "Deleting Product Transaction Sub Type Mapping"](#)
- [Section 4.4.6, "Authorizing Product Transaction Sub Type Mapping"](#)
- [Section 4.4.7, "Amending Product Transaction Sub Type Mapping"](#)
- [Section 4.4.8, "Authorizing Amended Product Transaction Sub Type Mapping"](#)

### 4.4.1 Invoking Product Transaction Sub Type Mapping Summary

Invoke the 'Product Sub Type Mapping Summary' screen, by typing 'LESPRSUB' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Product Sub Type Mapping Summary' application interface. At the top, there is a search bar containing the text 'LESPRSUB'. To the right of the search bar are buttons for 'Search', 'Advanced Search', 'Reset', and 'Clear All'. Below the search bar, there are search criteria fields for 'Authorization Status', 'Record Status', 'Product ID', and 'Ref Type'. The search results section displays a table with columns: 'Authorization Status', 'Record Status', 'Product ID', 'Ref Type', 'Product Name', and 'Product Short Name'. The table is currently empty, showing 'No data to display.' The page number is 'Page 1 of 1', and there is an 'Exit' button at the bottom right.

### 4.4.2 Retrieving Product Transaction Sub Type Mapping

You can retrieve a previously entered record in the Summary screen, as follows:

1. Invoke the Product Transaction Sub Type Mapping Summary screen from the Browser.
2. Select the status of the record in the Authorization Status field. If you choose the "Blank Space" option, then all the records are retrieved.
3. Select the status of the record in the Open field. If you choose the "Blank Space" option, then all the records are retrieved.
4. Product ID
5. Ref Type

After you have specified the required details, click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

---

#### Note

You can also retrieve the individual record detail from the detail screen by doing query in the following manner:

- Press F7
  - Input the Product ID
  - Press F8
- 

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

### **4.4.3 Editing Product Transaction Sub Type Mapping**

You can modify the details of a record that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Invoke the Product Transaction Sub Type Mapping Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen to retrieve the record that is to be modified. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to modify in the list of displayed records. The Product Transaction Sub Type Mapping Detail screen is displayed.
5. Select Unlock Operation from Action list to modify the record. Modify the necessary information.
6. Click Save to save your changes. The Product Transaction Sub Type Mapping Detail screen is closed and the changes made are reflected in the Product Transaction Sub Type Mapping Summary screen.

### **4.4.4 Viewing Product Transaction Sub Type Mapping**

To view a Product Transaction Sub Type Mapping you have previously entered, you must retrieve the same in the Product Transaction Sub Type Mapping Summary screen, as follows:

1. Invoke the Summary Screen from the Browser.
2. Select the status of the Product Transaction Sub Type Mapping that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
3. Specify any or all of the details of the records in the corresponding fields on the screen, and click 'Search' button. All transactions with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to view in the list of displayed records, in the lower portion of the screen. The Product Transaction Sub Type Mapping screen is opened in view mode.

### **4.4.5 Deleting Product Transaction Sub Type Mapping**

You can delete only unauthorized records in the system.

To delete a record that you have previously entered, you must retrieve the same in the Product Transaction Sub Type Mapping Summary screen, as follows:

1. Invoke the Product Transaction Sub Type Mapping Summary screen from the browser.

2. Select the status of the record that you want to retrieve for deletion.
3. Specify any or all of the details of the record in the corresponding fields on the screen, and click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to delete in the list of displayed records, in the lower portion of the screen. The Product Transaction Sub Type Mapping Detail screen is opened in View mode.
5. Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

#### **4.4.6 Authorizing Product Transaction Sub Type Mapping**

An unauthorized record must be authorized in the system for it to be processed.

To authorize a record, you must first retrieve the same in the Product Transaction Sub Type Mapping Summary screen.

1. Invoke the Product Transaction Sub Type Mapping Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen. Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you wish to authorize. The Product Transaction Sub Type Mapping Detail screen is opened in View mode.
5. Select Authorize operation from Action list.

When the checker authorizes a record, details of validations, if any, that were overridden by the maker of the record during the Save operation, are displayed. If any of these overrides results in an error, the checker must reject the transaction.

#### **4.4.7 Amending Product Transaction Sub Type Mapping**

After a record is authorized, it can be modified using the Unlock operation from Action list. To make changes to a record after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

1. Invoke the Product Transaction Sub Type Mapping Summary screen from the Browser.
2. Select the status of the record that you wish to retrieve for amendment. You can only amend records that are authorized.
3. Specify any or all of the details of the record in the corresponding fields on the screen. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to amend. The Product Transaction Sub Type Mapping screen will be displayed in Amendment mode. Click the Unlock operation from the Action list to amend the record.
5. Amend the necessary information. Click the Save button to save your changes.

#### **4.4.8 Authorizing Amended Product Transaction Sub Type Mapping**

An amended Product Transaction Sub Type Mapping must be authorized for the amendment to be made effective in the system.

Authorization of amended records can only be done from Fund Manager Module and Agency branch Module. The process of authorization is subsequently the same as that for normal transactions..

## **4.5 Product Annual Annuity Limit Mapping**

This section contains the following topics:

- [Section 4.5.1, "Maintaining Product Annual Annuity Limit Mapping Details"](#)
- [Section 4.5.2, "Invoking Product Annual Annuity Limit Detail Screen"](#)

### **4.5.1 Maintaining Product Annual Annuity Limit Mapping Details**

You can define different lower and upper annual annuity income percentage boundary of a client request per product based on the following criteria:

- **Client Age:** The upper and lower boundaries can be different based on the client's age.
- **Client Health Status:** If age is a parameter for the given product and Policy Start date and if a client suffers from ill health, the same rules apply as if the client was in the highest age bracket.
  - If client is healthy, then system will apply the appropriate % between minimum and maximum age range, post deriving the bracket in which client's age falls into. However, the minimum % cannot be higher than his/her previous requested %.
  - If client is ILL, then system will apply the appropriate % between minimum and maximum age range, post deriving the bracket as if the client was in the highest age bracket. However, the minimum % cannot be higher than his/her previous requested %.
- **Policy Start Date:** The original boundaries that were in place at the time of the creation of the Policy apply even if the boundaries have since changed (except for when the client elects to move to a lower percentage than the initial lower bound). Hence, the client's Policy Start date stipulates the allowable lower and upper boundaries. For instance, if a client has taken out a Policy on 1 Jan 2000 when the range was 5% to 20% and the range has changed on 1 Mar 2007 to 2.5% to 12%, the client may still choose a percentage between 5% and 20% today. (except for the case shown below).
  - If a new upper and lower boundary is declared, and the new lower boundary is lower than the lower boundary for the Policy Start date, product and age, the client may elect to select a percentage in the new range that is lower than the original lower boundary, but then the client may not revert back to the higher percentages associated with the earlier Policy start date. For instance, if a client has taken out a Policy on 1 Jan 2000 when the range was 5% to 20% and the range has changed on 1 Mar 2007 to 2.5% to 12%, and the client elects a percentage of 3% on 1 April 2007, the client may not revert back to a percentage greater than 12% and less than 20% on the next anniversary date, say, on 20% on 1 April 2008.

To drive annuity ranges, the system will compare 'Effective Start Date' and 'End Date' with rule effective date of the policy if annuity is already generated. Also, policy start date should be less than the effective end date. If the annuity is not generated till date then the system will compare Effective Start date and End Date with policy start date.

### **4.5.2 Invoking Product Annual Annuity Limit Detail Screen**

You can define lower and upper annuity income percentage using 'Product Annual Annuity Limit Detail' screen. You can invoke this screen by typing 'LEDPAALM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following details:

### **Product Annual Annuity Limit Mapping**

#### **Rule ID No**

*Display*

The system displays the rule ID for the maintenance.

#### **Product**

*Alphanumeric; 10 Characters; Mandatory*

Specify the product ID. The adjoining option list displays all valid product ID maintained in the system. You can choose the appropriate one.

#### **Min Age**

*Numeric; 3 Characters; Mandatory*

Specify the minimum age for the unit holder.

#### **Max Age**

*Numeric; 3 Characters; Mandatory*

Specify the maximum age for the unit holder.

#### **Effective Start Date**

*Date Format; Mandatory*

Specify the effective start date for the maintenance.

#### **Effective End Date**

*Date Format; Optional*

Specify the effective end date for the maintenance.

#### **Min Ratio**

*Numeric; 5 Characters; Mandatory*

Specify the minimum ratio for the maintenance.

#### **Max Ratio**

*Numeric; 5 Characters; Mandatory*

Specify the maximum ratio for the maintenance.

## 4.6 Product Annual Annuity Limit Summary

This section contains the following topics:

- [Section 4.6.1, "Retrieving a Record in Product Annual Annuity Limit Summary Screen"](#)
- [Section 4.6.2, "Editing Product Annual Annuity Limit Record"](#)
- [Section 4.6.3, "Viewing Product Annual Annuity Limit Record"](#)
- [Section 4.6.4, "Deleting Product Annual Annuity Limit Record"](#)
- [Section 4.6.5, "Authorizing Product Annual Annuity Limit Record"](#)
- [Section 4.6.6, "Amending Product Annual Annuity Limit Record"](#)
- [Section 4.6.7, "Authorizing Amended Product Annual Annuity Limit Record"](#)

### 4.6.1 Retrieving a Record in Product Annual Annuity Limit Summary Screen

You can retrieve a previously entered record in the Summary Screen, as follows:

Invoke the 'Product Annual Annuity Limit Summary' screen by typing 'LESPAALM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

The screenshot shows the 'Product Annual Annuity Limit Summary' application window. At the top, there is a title bar and a search bar with 'Search', 'Advanced Search', 'Reset', and 'Clear All' buttons. A 'Records per page' dropdown is set to 15. Below the search bar is the 'Search Criteria (Search Is Case Sensitive)' section, which contains several search fields: Authorization Status (dropdown), Record Status (dropdown), Product (text with search icon), Rule ID No (text with search icon), Min Age (text with search icon), Max Age (text with search icon), Effective Start Date (calendar icon), Effective End Date (calendar icon), and Max Ratio (text with search icon). Below the search criteria is the 'Search Results' section, which includes a 'Lock Columns' dropdown set to 0 and a table with columns for Authorization Status, Record Status, Product, Rule ID No, Min Age, Max Age, Effective Start Date, Effective End Date, and Min Ratio. The table is currently empty, displaying 'No data to display.' At the bottom, there is a page navigation bar showing 'Page 1 of 1' and an 'Exit' button.

- The status of the record in the Authorized Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Product
- Minimum Age
- Effective Start Date
- Minimum Ratio
- Rule ID Number
- Maximum Age
- Effective End Date
- Maximum Ratio

Click 'Search' button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

---

**Note**

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7
  - Input the Product
  - Press F8
- 

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

#### **4.6.2 Editing Product Annual Annuity Limit Record**

You can modify the details of Product Annual Annuity Limit record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Product Annual Annuity Limit Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Product Annual Annuity Limit Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Product Annual Annuity Limit Detail screen is closed and the changes made are reflected in the Product Annual Annuity Limit Summary screen.

#### **4.6.3 Viewing Product Annual Annuity Limit Record**

To view a record that you have previously input, you must retrieve the same in the Product Annual Annuity Limit Summary screen as follows:

- Invoke the Product Annual Annuity Limit Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the unauthorized / Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The Product Annual Annuity Limit Detail screen is displayed in View mode.

#### **4.6.4 Deleting Product Annual Annuity Limit Record**

You can delete only unauthorized records in the system. To delete a record that you have previously entered:



- Invoke the Product Annual Annuity Limit Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete in the list of displayed records. The Product Annual Annuity Limit Detail screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

#### **4.6.5 Authorizing Product Annual Annuity Limit Record**

An unauthorized Product Annual Annuity Limit record must be authorized in the system for it to be processed. To authorize a record:

- Invoke the Product Annual Annuity Limit Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Product Annual Annuity Limit Detail screen is displayed. Select Authorize operation from the Action List.

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

#### **4.6.6 Amending Product Annual Annuity Limit Record**

After a Product Annual Annuity Limit record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

- Invoke the Product Annual Annuity Limit Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Product Annual Annuity Limit Detail screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click on Save to save the changes

#### **4.6.7 Authorizing Amended Product Annual Annuity Limit Record**

An amended Product Annual Annuity Limit record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

The subsequent process of authorization is the same as that for normal transactions.





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## 5. Product Activities

In Oracle FLEXCUBE Investor Servicing (FCIS), for each of the Life and Endowment Product defined in the system, you can maintain a set of guidelines that govern the way in which transactions based on that product will be processed.

Product load setup governs the ways in which an applicable fee or incentive will impact the processing of transactions in the product.

Similarly, you can associate entities with a product. Only such entities that are mapped to the product will be allowed to transact in the product.

The following sections give you step-by-step instructions to do the same.

This chapter contains the following sections:

- [Section 5.1, "Product Load"](#)
- [Section 5.2, "Product Load Summary Screen"](#)
- [Section 5.3, "Entities with Products Association"](#)
- [Section 5.4, "Product Entity Summary Screen"](#)

### 5.1 Product Load

This section contains the following topics:

- [Section 5.1.1, "Setting up Product Load"](#)
- [Section 5.1.2, "Invoking Screen"](#)

#### 5.1.1 Setting up Product Load

You can designate different fees or incentives that are levied during the processing of transactions, as applicable for transactions in specific products. Fees or incentives, called loads in the system, may be mapped as applicable to the appropriate transaction types for the appropriate products. The load details maintained will be attached to the products using this maintenance screen.

#### 5.1.2 Invoking Screen

You can invoke the 'Product Load Maintenance Detail' screen by typing 'LEDPRLD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details of the Product Load.

### **Product ID**

*Alphanumeric; 10 Characters; Mandatory*

Select the product for which the Product Load mapping is being set up. The option list displays all the authorized products maintained in the system.

### **Product Name**

*Display*

Upon selection of the product ID, the system displays the name of the selected product.

### **Rule Effective Date**

*Date Format; Mandatory*

Specify the date from when the Product Load mapping that is currently being set up should become effective.

The Rule Effective Date should be later than (or same as) the Fund Start Date and it should also be later than (or same as) the current application date of the system.

### **Latest Rule**

*Display*

The system displays the latest rule to be applied.

### **Product Load Details Section**

#### **Seq No**

*Alphanumeric; 5 Characters; Mandatory*

Enter the sequence number.

#### **Transaction Type**

*Alphanumeric; 2 Characters; Mandatory*

This is to indicate the transaction type for which the loads are being defined. Select the Transaction Type from the list given in the drop down menu.

**Transaction Name**

*Display*

Upon selection of the transaction type, the name of the selected transaction gets populated automatically.

**Load ID**

*Numeric; 5 Characters; Optional*

Select the ID of the load that must be applied for the selected product.

**Load Description**

*Display*

Upon selection of the load ID, the description of the selected load gets populated automatically.

**From Entity Type**

*Alphanumeric; 1 Character; Mandatory*

Specify the entity that bears this load. Select the Entity Type from the option list.

Following list are provided in the option list:

- AMC
- Agent
- Broker
- Distributor
- Fund
- Registrar
- Trustee
- Unit Holder

**Description**

*Display*

Upon selection of the From Entity Type, the description of the selected From Entity Type gets populated automatically.

**To Entity Type**

*Alphanumeric; 1 Character; Optional*

Specify the entity that will be recipients of the load. Select the Entity Type from the option

Following list are provided in the option list:

- AMC
- Agent
- Broker
- Distributor
- Fund
- Registrar
- Trustee
- Unit Holder
- Cash Management Account

## **Description**

### *Display*

Upon selection of the To Entity Type, the description of the selected To Entity Type gets populated automatically.

*Refer the chapter "Policy" of this LEP User Manual for more information on the how the Cash Management Account is used in the recovery of fees and annuity.*

## **Load To Price**

### *Optional*

Indicate whether this load is to be loaded to the base price or not from the drop-down list. The list displays the following values:

- Yes
- No

## **Processing Frequency**

### *Mandatory*

Select the frequency at which this load is to be applied from the drop-down list. The list displays the following values:

- Allocation: This will mean that you will be charging the investor a fee or giving an incentive at the time of allocation of units. Allocation time loads cannot be designated for any transaction types other than IPO, subscription, redemption, and switch.
- Post Allocation: This frequency is applicable typically to the Capital Gains Tax, which may be applied after allocation, on the gross amount. If indexation is applicable to capital gains tax computation based on this load, then you must select this frequency.

## **Apply To Product**

### *Mandatory*

You can apply the load at the product level by selecting 'Yes'. If load is applied at the product level, then the load is computed based on the policy transaction amount.

If you select 'No', the load will be computed based on the fund transaction amount.

---

### **Note**

'Apply to Product' is applicable only for NLTP loads. This optional is not applicable for Switch – In transactions and LEP interest transactions.

---

To set up the other load maintenance details for a product, use the Product Load Maintenance 'Other Details' screen. You can invoke this screen by clicking 'Show Details' button from the 'Product Load Maintenance' screen.

## **No of Decimals**

### *Numeric; 1 Character; Optional*

Indicate the maximum number of decimals that would be reckoned for rounding precision, for the load amount.

## **Round Off/Truncate**

### *Optional*

Indicate the rounding options for the load amount for the selected transaction type, for the product.

- Choose 'Round Up' to indicate rounding the value at the precision decimal place to the next higher numeral.

- Choose 'Round Off' to indicate normal rounding at the precision decimal.
- Choose 'Round Down' to indicate truncation of the value at the precision decimal place.

### **VAT Applicable**

#### *Mandatory*

Select 'Yes' from drop-down list to indicate that the Load to Price is applicable. Therefore VAT Load to Price is dependent on Load to Price.

### **Slab Basis**

#### *Alphanumeric; 1 Character; Optional*

Indicate the basis on which the slabs will be reckoned for an amount-based load that you are designating as applicable for the product. You can indicate that the slabs must be reckoned on either a gross amount or a net amount.

### **Price Add In**

#### *Mandatory*

Select this option to indicate that the add-in factor is to be applicable for computing the return value for the load, for the selected transaction type. The add-in factor is used to arrive at the return value for a load, at the time of allocation.

### **Level ID**

#### *Numeric; 22 Characters; Optional*

Indicate the order in which the load is to be applied. Load is computed based on the policy transaction amount and applied in the order of level id specified.

---

#### **Note**

Level ID is not applicable for LTP loads.

---

### **Dependent Level**

#### *Numeric; 22 Characters; Optional*

Indicate the dependent level for the selected load, if any.

In case the load has a dependent level, then load will be applied on the difference between the transaction amount and the sum of all dependent level load amounts, without considering all recursive levels.

---

#### **Note**

The dependent level Id must be less than the Level Id. The dependent level ID is not applicable for LTP loads.

---

### **Other Details**

#### **Ref Type**

##### *Alphanumeric; 4 Characters; Mandatory*

To designate a load as being applicable for a reference transaction type for the selected product, select the reference type from the option list.

---

#### **Note**

It must be remembered that, while mapping a load to a reference transaction type, the system does not support the mapping of Switch – In and LEP Interest transaction types.

---

## Description

*Display*

Upon selection of Ref Type, the description of the selected reference type gets populated automatically.

## Fund Details Section

### Fund ID

*Alphanumeric; 6 Characters; Mandatory*

Specify the fund ID. The adjoining option list displays all valid fund ids maintained in the system, You can chose the appropriate one.

### Fund Name

*Display*

Upon selection of Fund ID, the description of the selected fund id gets populated automatically.

## 5.2 Product Load Summary Screen

This section contains the following topics:

- [Section 5.2.1, "Invoking the Product Load Summary Screen"](#)
- [Section 5.2.2, "Retrieving Product Load in Product Load Screen"](#)
- [Section 5.2.3, "Editing Product Load"](#)
- [Section 5.2.4, "Viewing Product Load"](#)
- [Section 5.2.5, "Deleting Product Load"](#)
- [Section 5.2.6, "Authorizing Product Load"](#)
- [Section 5.2.7, "Amending Product Load"](#)
- [Section 5.2.8, "Authorizing Amended Product Load"](#)

### 5.2.1 Invoking the Product Load Summary Screen

Invoke the 'Product Load Maintenance Summary' screen by typing 'LESPRLD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Product Load Maintenance Summary**

Search Advanced Search Reset Clear All Records per page 15

Search Criteria (Search Is Case Sensitive)

Authorization Status Record Status Product ID Latest Rule

Search Results Lock Columns 0

Authorization Status	Record Status	Product ID	Rule Effective Date	Latest Rule
No data to display.				

Page 1 of 1

View Changes Exit

## 5.2.2 Retrieving Product Load in Product Load Screen

You can retrieve a previously entered record in the Summary screen, as follows:

Specify any or all of the following details in the Product Load Summary screen:

- Select the status of the record in the Authorized field. If you choose the “Blank Space” option, then all the records are retrieved.
- Select the status of the record in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
- Product ID
- Latest Rule

After you have specified the required details, click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

---

### Note

You can also retrieve the individual record detail from the detail screen by doing query in the following manner:

- Press F7
  - Input the Product ID
  - Press F8
- 

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example:

You can search the record for Product ID by using the combination of % and alphanumeric value as follows:

- Search by A%: System will fetch all the records whose Product ID starts from Alphabet ‘A’. For example, AGC17, AGVO6, AGC74 and so forth.
- Search by %7: System will fetch all the records whose Product ID ends by numeric value ‘7’. For example, AGC17, GSD267, AGC77 etc.
- Search by %17%:- System will fetch all the records whose Product ID contains the numeric value 17. For example, GSD217, GSD172, AGC17 etc.

## 5.2.3 Editing Product Load

You can modify the details of a record that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Invoke the Product Load Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen to retrieve the record that is to be modified. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.



4. Double click the record that you want to modify in the list of displayed records. The Product Load Detail screen is displayed.
5. Select Unlock Operation from Action list to modify the record. Modify the necessary information.
6. Click Save to save your changes. The Product Load Detail screen is closed and the changes made are reflected in the Product Load Summary screen.

#### **5.2.4 Viewing Product Load**

To view a Product Load you have previously entered, you must retrieve the same in the Product Load Summary screen, as follows:

1. Invoke the Product Load Summary Screen from the Browser.
2. Select the status of the Product Load that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
3. Specify any or all of the details of the records in the corresponding fields on the screen, and click 'Search' button. All transactions with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to view in the list of displayed records, in the lower portion of the screen. The Product Load screen is opened in view mode.

#### **5.2.5 Deleting Product Load**

You can delete only unauthorized records in the system.

To delete a record that you have previously entered, you must retrieve the same in the Product Load Summary screen, as follows:

1. Invoke the Product Load Summary screen from the browser.
2. Select the status of the record that you want to retrieve for deletion.
3. Specify any or all of the details of the record in the corresponding fields on the screen, and click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to delete in the list of displayed records, in the lower portion of the screen. The Product Load Detail screen is opened in View mode.
5. Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

#### **5.2.6 Authorizing Product Load**

An unauthorized record must be authorized in the system for it to be processed.

To authorize a record, you must first retrieve the same in the Product Load Summary screen.

1. Invoke the Product Load Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen. Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you wish to authorize. The Product Load Detail screen is opened in View mode.

5. Select Authorize operation from Action list.

When the checker authorizes a record, details of validations, if any, that were overridden by the maker of the record during the Save operation, are displayed. If any of these overrides results in an error, the checker must reject the transaction.

### **5.2.7 Amending Product Load**

After a record is authorized, it can be modified using the Unlock operation from Action list. To make changes to a record after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

1. Invoke the Product Load Summary screen from the Browser.
2. Select the status of the record that you wish to retrieve for amendment. You can only amend records that are authorized.
3. Specify any or all of the details of the record in the corresponding fields on the screen. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to amend. The Product Load screen will be displayed in Amendment mode. Click the Unlock operation from the Action list to amend the record.
5. Amend the necessary information. Click the Save button to save your changes.

### **5.2.8 Authorizing Amended Product Load**

An amended product must be authorized for the amendment to be made effective in the system.

Authorization of amended records can only be done from Fund Manager Module and Agency branch Module. The process of authorization is subsequently the same as that for normal transactions.

## **5.3 Entities with Products Association**

This section contains the following topics:

- [Section 5.3.1, "Associating Entities with Products"](#)
- [Section 5.3.2, "Product Entity Mapping Screen"](#)
- [Section 5.3.3, "Invoking Screen"](#)

### **5.3.1 Associating Entities with Products**

To associate entities with a product, use the 'Product Entity Maintenance Detail' screen. You can restrict access to entities based on the product.

### **5.3.2 Product Entity Mapping Screen**

To map entities to a product, use the 'Product Entity Maintenance Detail' screen.

### **5.3.3 Invoking Screen**

You can invoke the 'Product Entity Maintenance Detail' screen by typing 'LEDPRDEN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a web application window titled "Product Entity Maintenance Detail". At the top left, there is a "Save" button. Below it, the main content area is divided into two sections. The first section, titled "Product Entity Maintenance", contains four input fields: "Product ID \*", "Entity Type \*", "Product Name", and "Description". The second section contains two input fields: "Entity ID \*" and "Entity Name". At the bottom right of the window, there are "Audit" and "Cancel" buttons.

Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details of the Product Entity mapping.

### **Product ID**

*Alphanumeric; 10 Characters; Mandatory*

Select the product for which you want to map entities, from the options provided.

### **Product Name**

*Display*

The system displays the description for the selected product.

### **Entity Type**

*Alphanumeric; 2 Characters; Mandatory*

You can use this field to indicate the type of entity that is to be associated with the selected product.

You can associate any of the following entities from the option list:

- Agent
- Participating Employer

### **Description**

*Display*

The system displays the description for the selected entity type.

### **Entity ID**

*Alphanumeric; 12 Characters; Mandatory*

Select the code of the entity that is to be allowed to operate this product, from the options provided. It could be an agent or a participating employer.

### **Entity Name**

*Display*

On selection of the Entity Code, the system automatically displays the name of the entity.

When you enter a product-entity mapping in this screen, you can save it by clicking 'Ok' button.

## 5.4 Product Entity Summary Screen

This section contains the following topics:

- [Section 5.4.1, "Invoking the Product Entity Summary Screen"](#)
- [Section 5.4.2, "Retrieving Product Entity in Product Entity Screen"](#)
- [Section 5.4.3, "Editing Product Entity"](#)
- [Section 5.4.4, "Viewing Product Entity"](#)
- [Section 5.4.5, "Deleting Product Entity"](#)
- [Section 5.4.6, "Authorizing Product Entity"](#)
- [Section 5.4.7, "Amending Product Entity"](#)
- [Section 5.4.8, "Authorizing Amended Product Entity"](#)

### 5.4.1 Invoking the Product Entity Summary Screen

You can invoke the 'Product Entity Maintenance Summary' screen by typing 'LESPRDEN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot displays the 'Product Entity Maintenance Summary' interface. At the top, there are search options: 'Search', 'Advanced Search', 'Reset', and 'Clear All'. A 'Records per page' dropdown is set to 15. Below this is a 'Search Criteria (Search Is Case Sensitive)' section with dropdowns for 'Authorization Status', 'Record Status', 'Entity ID', and 'Entity Type', and a text input for 'Product ID'. The 'Search Results' section shows a table with columns: Authorization Status, Record Status, Product ID, Entity ID, and Entity Type. The table is currently empty, displaying 'No data to display.'. At the bottom, there is a pagination control showing 'Page 1 of 1' and an 'Exit' button.

### 5.4.2 Retrieving Product Entity in Product Entity Screen

You can retrieve a previously entered record in the Summary screen, as follows:

1. Invoke the Product Entity Summary Screen from the Browser.
2. Select the status of the record in the Authorized field. If you choose the "Blank Space" option, then all the records are retrieved.
3. Select the status of the record in the Open field. If you choose the "Blank Space" option, then all the records are retrieved.
  - Product ID
  - Entity Type
  - Entity ID

After you have specified the required details, click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

---

**Note**

You can also retrieve the individual record detail from the detail screen by doing query in the following manner:

- Press F7.
  - Input the Product ID.
  - Press F8.
- 

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example:

You can search the record for Product ID by using the combination of % and alphanumeric value as follows:

- Search by A%: System will fetch all the records whose Product ID starts from Alphabet 'A'. For example, AGC17, AGVO6, AGC74 etc.
- Search by %7: System will fetch all the records whose Product ID ends by numeric value '7'. For example, AGC17, GSD267, AGC77 etc.
- Search by %17%:- System will fetch all the records whose Product ID contains the numeric value 17. For example, GSD217, GSD172, AGC17 etc.

### **5.4.3 Editing Product Entity**

You can modify the details of a record that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Invoke the Product Entity Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen to retrieve the record that is to be modified. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to modify in the list of displayed records. The Product Entity Detail screen is displayed.
5. Select Unlock Operation from Action list to modify the record. Modify the necessary information.
6. Click Save to save your changes. The Product Entity Detail screen is closed and the changes made are reflected in the Product Entity Summary screen.

### **5.4.4 Viewing Product Entity**

To view a Product Entity you have previously entered, you must retrieve the same in the Product Entity Summary screen, as follows:

1. Invoke the Product Entity Summary Screen from the Browser.
2. Select the status of the Product Entity that you want to retrieve for viewing in the Authorized field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.

3. Specify any or all of the details of the records in the corresponding fields on the screen, and click 'Search' button. All transactions with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to view in the list of displayed records, in the lower portion of the screen. The Product Entity screen is opened in view mode.

#### **5.4.5 Deleting Product Entity**

You can delete only unauthorized records in the system.

To delete a record that you have previously entered, you must retrieve the same in the Product Entity Summary screen, as follows:

1. Invoke the Product Entity Summary screen from the browser.
2. Select the status of the record that you want to retrieve for deletion.
3. Specify any or all of the details of the record in the corresponding fields on the screen, and click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to delete in the list of displayed records, in the lower portion of the screen. The Product Entity Detail screen is opened in View mode.
5. Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

#### **5.4.6 Authorizing Product Entity**

An unauthorized record must be authorized in the system for it to be processed.

To authorize a record, you must first retrieve the same in the Product Summary screen.

1. Invoke the Product Entity Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen. Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you wish to authorize. The Product Entity Detail screen is opened in View mode.
5. Select Authorize operation from Action list.

When the checker authorizes a record, details of validations, if any, that were overridden by the maker of the record during the Save operation, are displayed. If any of these overrides results in an error, the checker must reject the record.

#### **5.4.7 Amending Product Entity**

1. After a record is authorized, it can be modified using the Unlock operation from Action list. To make changes to a record after authorization, you must invoke the Unlock operation which is termed as Amend Operation.
2. Invoke the Product Entity Summary screen from the Browser.
3. Select the status of the record that you wish to retrieve for amendment. You can only amend records that are authorized.

4. Specify any or all of the details of the record in the corresponding fields on the screen. All records with the specified details are retrieved and displayed in the lower portion of the screen.
5. Double click the record that you want to amend. The Product Entity screen will be displayed in Amendment mode. Click the Unlock operation from the Action list to amend the record.
6. Amend the necessary information. Click the Save button to save your changes.

#### **5.4.8 Authorizing Amended Product Entity**

An amended Product Entity must be authorized for the amendment to be made effective in the system.

Authorization of amended records can only be done from Fund Manager Module and Agency branch Module. The process of authorization is subsequently the same as that for normal transactions

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## 6. Product With-Holding Tax

The system provides the facility of capturing the details of tax applicability on annuity payments.

---

### Note

With-Holding Tax Products can be defined through the Fund Manager component only.

---

The With-Holding Tax Product – Load Mapping screen allows you to capture the characteristics of the With-Holding Tax Product you wish to maintain. The next section gives you step-by-step instructions to do the same.

This chapter contains the following sections:

- [Section 6.1, "With-Holding Tax Product"](#)
- [Section 6.2, "Product With-Holding Tax Summary Screen"](#)

### 6.1 With-Holding Tax Product

This section contains the following topics:

- [Section 6.1.1, "Creating and Saving With-Holding Tax Product"](#)
- [Section 6.1.2, "Invoking Product With-holding Tax Detail Screen"](#)
- [Section 6.1.3, "Rebate Details Tab "](#)
- [Section 6.1.4, "Tax Class Details Tab"](#)
- [Section 6.1.5, "Saving information Entered"](#)

#### 6.1.1 Creating and Saving With-Holding Tax Product

The following are the steps you need to follow to define a With-Holding Tax Product. Each of these steps is explained in detail in subsequent sections.

- Invoke the With-Holding Tax Product – Load Mapping screen.
- Enter information in the With-Holding Tax Product – Load Mapping screen.
- Save the information entered.

#### 6.1.2 Invoking Product With-holding Tax Detail Screen

You can invoke the 'Product With-holding Tax Detail' screen by typing 'LEDPWHTD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details of the Product WHT Setup.

You can enter the following details in this screen:

### **Product Withhold Tax**

In the WHT Product – Load Mapping section, you will have to enter information in the following fields:

#### **Product ID**

*Alphanumeric; 10 Characters; Mandatory*

Select the Product for which the tax on annuity details needs to be captured from the option.

#### **Product Name**

*Display*

The system displays the product name.

#### **Load ID**

*Alphanumeric; 5 Characters; Mandatory*

Select the load corresponding to with-holding tax from option list.

#### **Load Description**

*Display*

The system displays the description for the selected load ID.

#### **Effective Date**

*Date Format; Mandatory*

Select the date from which the tax details captured from the adjoining calendar.

#### **Age Limit Applicable for Rebates**

*Optional*

Select 'Yes' to indicate an age limit constraint is applicable for eligibility for rebates on the tax.

---

#### **Note**

If you select 'Yes', the Rebate Details section is displayed as shown below.

---

**Applicable for CGT**

*Optional*

Select 'Yes' if applicable for CGT from drop-down list. Else 'No'.

**6.1.3 Rebate Details Tab**

---

**Note**

This section will be displayed only if have checked the box 'Age Limit Applicable for Rebates'.

---

You will have to enter information in the following fields in this section.

**Age From**

*Numeric; 3 Characters; Mandatory*

Specify the age from which the rebates are applicable.

**Age To**

*Numeric; 3 Characters; Mandatory*

Specify the age up to which the rebates are applicable.

**Rebate Amount**

*Numeric; 30 Characters; Mandatory*

Specify the amount of rebate that is applicable.

You can click add icon to add the tax details.

---

**Note**

- The year-end tax is computed in product base currency; hence the tax amount in product currency is converted to policy base currency before redemption, as redemption happens in policy base currency.
  - If annuity tax computation happens at policy holder level, the annuity amount gets converted in terms of product base currency, to derive the load slab for WHT computation.
- 

**6.1.4 Tax Class Details Tab**

Click on 'Tax Class Details' tab to enter tax class details.

You can specify the following details:

### **Policy Tax Class**

*Alphanumeric; 3 Characters; Mandatory*

Specify the policy tax class details. Alternatively, you can select policy tax class from the option list. The list displays all the valid policy tax class details maintained in the system.

### **Load ID for Tax Class**

*Numeric; 5 Characters; Mandatory*

Specify the load ID for tax class details. Alternatively, you can select load ID for tax class from the option list. The list displays all the valid load ID for tax class details maintained in the system.

Tax class load mapping will be allowed only if 'Applicable for CGT' field is selected as 'Yes'.

## **6.1.5 Saving information Entered**

When you have entered all the mandatory information; click 'Ok' button.

The system displays the confirmation message as "Record Successfully Saved".

This indicates the record has been saved. Click 'Ok' button.

## **6.2 Product With-Holding Tax Summary Screen**

This section contains the following topics:

- [Section 6.2.1, "Invoking Product With-Holding Tax Summary Screen"](#)
- [Section 6.2.2, "Retrieving Product With-Holding Tax in Product With-Holding Tax Screen"](#)
- [Section 6.2.3, "Editing Product With-Holding Tax"](#)
- [Section 6.2.4, "Viewing Product With-Holding Tax"](#)
- [Section 6.2.5, "Deleting Product With-Holding Tax"](#)
- [Section 6.2.6, "Authorizing Product With-Holding Tax"](#)
- [Section 6.2.7, "Amending Product With-Holding Tax"](#)
- [Section 6.2.8, "Authorizing Amended Product With-Holding Tax"](#)

## 6.2.1 Invoking Product With-Holding Tax Summary Screen

You can invoke the 'Product With-holding Tax Summary' screen by typing 'LESPWHTD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Product With-holding Tax Summary' application window. At the top, there are search options: 'Search', 'Advanced Search', 'Reset', and 'Clear All'. A 'Records per page' dropdown is set to 15. The 'Search Criteria' section includes dropdowns for 'Authorization Status' and 'Record Status', a text input for 'Product ID', and a date picker for 'Effective Date'. Below this is the 'Search Results' section, which contains a table with columns: 'Authorization Status', 'Record Status', 'Product ID', 'Effective Date', 'Load ID', and 'Applicable for CGT'. The table is currently empty, showing 'No data to display.' At the bottom of the screen, there are 'View Changes' and 'Exit' buttons.

## 6.2.2 Retrieving Product With-Holding Tax in Product With-Holding Tax Screen

You can retrieve a previously entered record in the Summary screen, as follows:

Specify any or all of the following details in the Product With-Holding Tax Summary screen:

1. Select the status of the record in the Authorized field. If you choose the "Blank Space" option, then all the records are retrieved.
2. Select the status of the record in the Open field. If you choose the "Blank Space" option, then all the records are retrieved.
  - Product ID
  - Effective Date

After you have specified the required details, click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

---

### Note

You can also retrieve the individual record detail from the detail screen by doing query in the following manner:

- Press F7
  - Input the Product ID
  - Press F8
- 

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

For example

You can search the record for Product ID by using the combination of % and alphanumeric value as follows:

- Search by A%: System will fetch all the records whose Product ID starts from Alphabet 'A'. For example, AGC17, AGVO6, AGC74 and so forth.
- Search by %7: System will fetch all the records whose Product ID ends by numeric value '7'. For example, AGC17, GSD267, AGC77 and so forth.
- Search by %17%:- System will fetch all the records whose Product ID contains the numeric value 17. For example, GSD217, GSD172, AGC17 and so forth.

### **6.2.3 Editing Product With-Holding Tax**

You can modify the details of a record that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Invoke the Product With-Holding Tax Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen to retrieve the record that is to be modified. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to modify in the list of displayed records. The Product With-Holding Tax Detail screen is displayed.
5. Select Unlock Operation from Action list to modify the record. Modify the necessary information.
6. Click Save to save your changes. The Product With-Holding Tax Detail screen is closed and the changes made are reflected in the Product With-Holding Tax Summary screen.

### **6.2.4 Viewing Product With-Holding Tax**

To view a Product With-Holding Tax you have previously entered, you must retrieve the same in the Product With-Holding Tax Summary screen, as follows:

1. Invoke the Product With-Holding Tax Summary Screen from the Browser.
2. Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
3. Specify any or all of the details of the records in the corresponding fields on the screen, and click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to view in the list of displayed records, in the lower portion of the screen. The Product With-Holding Tax screen is opened in view mode.

### **6.2.5 Deleting Product With-Holding Tax**

You can delete only unauthorized records in the system.

To delete a record that you have previously entered, you must retrieve the same in the Product With-Holding Tax Summary screen, as follows:

1. Invoke the Product With-Holding Tax Summary screen from the browser.
2. Select the status of the record that you want to retrieve for deletion.

3. Specify any or all of the details of the record in the corresponding fields on the screen, and click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to delete in the list of displayed records, in the lower portion of the screen. The Product With-Holding Tax Detail screen is opened in View mode.
5. Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

### **6.2.6 Authorizing Product With-Holding Tax**

An unauthorized record must be authorized in the system for it to be processed.

To authorize a record, you must first retrieve the same in the Product With-Holding Tax Summary screen.

1. Invoke the Product With-Holding Tax Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen. Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you wish to authorize. The Product With-Holding Tax Detail screen is opened in View mode.
5. Select Authorize operation from Action list.

When the checker authorizes a record, details of validations, if any, that were overridden by the maker of the record during the Save operation, are displayed. If any of these overrides results in an error, the checker must reject the transaction.

### **6.2.7 Amending Product With-Holding Tax**

After a record is authorized, it can be modified using the Unlock operation from Action list. To make changes to a record after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

1. Invoke the Product With-Holding Tax Summary screen from the Browser.
2. Select the status of the record that you wish to retrieve for amendment. You can only amend records that are authorized.
3. Specify any or all of the details of the record in the corresponding fields on the screen. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to amend. The Product With-Holding Tax screen will be displayed in Amendment mode. Click the Unlock operation from the Action list to amend the record.
5. Amend the necessary information. Click the Save button to save your changes.

### **6.2.8 Authorizing Amended Product With-Holding Tax**

An amended Product With-Holding Tax must be authorized for the amendment to be made effective in the system.

## 7. Periodic Load

For a Unit Trust (UT) transaction, periodic loads are maintained at the Fund level. For a Life and Endowment Product, the periodic load is maintained at the Product level.

You can apply a periodic load to a Product and also to the underlying fund.

This chapter contains the following sections:

- [Section 7.1, "Periodic Load Maintenance"](#)

### 7.1 Periodic Load Maintenance

This section contains the following topics:

- [Section 7.1.1, "Invoking the Periodic Load Maintenance Screen"](#)

#### 7.1.1 Invoking the Periodic Load Maintenance Screen

The Periodic Load Maintenance screen (shown below) facilitates the same. You can invoke the 'Periodic Load Maintenance Detail' screen by typing 'UTDPERLM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Periodic Load Maintenance Detail' application window. It features a 'Save' button at the top left. The main area is divided into two sections: 'Periodic Load Maintenance' and 'Load'. The 'Periodic Load Maintenance' section includes a 'Reference Number' field, a 'Fund/Product/Group' dropdown menu (set to 'Fund'), a 'Fund ID' field with a search icon, 'Rule Effective From Date' and 'Rule Effective To Date' date pickers, and search fields for 'Product ID', 'Group ID', 'ISIN Code', 'Product Description', 'Group Description', and 'Fund Name'. A 'Refresh' button is located below the ISIN Code field. The 'Load' section includes search fields for 'Load ID', 'From Entity Type', and 'To Entity Type', along with corresponding description fields. The bottom right corner contains 'Audit' and 'Cancel' buttons.

#### **Sub Type**

*Alphanumeric; 3 Characters; Optional*

Specify the sub type to map the transaction sub type created earlier (69A or 69B or 86A) for Fee/incentive Transaction ('69'/86') for given periodic load setup.

If the periodic fee is maintained at the product level, then during periodic load accrual, the amount in fund base currency gets converted to product base currency to derive the load slab. The computation will happen in fund base currency.

On Authorization, of Periodic Load Maintenance, the system will support quarterly average holding method with yearly payment frequency only.

### **Transaction Choose Basis**

*Alphanumeric; 1 Character; Optional*

Specify the transaction choose basis details. Alternatively, you can select transaction choose basis details from the option list. The list displays all valid transaction choose basis maintained in the system.

### **Transaction Choose Basis Description**

*Display*

The system displays the description for the selected transaction Choose basis value as follows:

- Methodology 1 - Subscription and Redemption for trade date, T, is only accounted for Total Units on T + 1 (Where T + 1 includes all non-trading day)
- Methodology 2- Subscription and Redemption for trade date, T, is only accounted for Total units on T + 1 (where T + 1 excludes all non-trading day)
- Methodology 3- Rejection for trade date, R, is accounted for Total units on R – 1 (where R-1 includes all non-trading day)

*Refer to the chapter 'Setting Up Loads' in Volume I of the Fund Setup User Manual for further information on applying periodic load.*



---

## 8. Management Fee

Management fee is the periodic load charged by the AMC from the customer. This fee that the policyholder is charged will be used to pay the brokers their commissions. Management fee is calculated for the total holding in the policy, across all the funds and the amount is deducted from the customer's holdings through a redemption policy transaction. An AMC, however, might not want to apply a fee on some funds. The Management Fee Applicability screen allows you to apply a management fee to the funds you wish.

While generating a redemption transaction for the management fee; the system first checks if you have selected a fund against the field 'Preferred Fund For Redemption' in the Unit Holder Maintenance screen (for further information on the Unit Holder Maintenance screen, refer to the chapter Managing Investor Accounts in Volume 1 of the Agency Branch User Manual)

- If you have, a redemption transaction will be generated for the fund you have selected.
- If you have not, a redemption transaction will be generated for funds you have marked as being applicable for Management Fee.

---

### Note

You can apply a Management Fee to funds through the Fund Manager component only.

---

The next section gives you step-by-step instructions to do the same.

This chapter contains the following sections:

- [Section 8.1, "Management Fee"](#)
- [Section 8.2, "Management Fee Applicability Summary Screen"](#)

### 8.1 Management Fee

This section contains the following topics:

- [Section 8.1.1, "Applying Management Fee"](#)
- [Section 8.1.2, "Invoking Screen"](#)
- [Section 8.1.3, "Saving Information Entered"](#)

#### 8.1.1 Applying Management Fee

The following are the steps you need to follow to apply a Management Fee to funds in a product. Each of these steps is explained in detail in subsequent sections.

- Enter information in the 'Management Fee Applicability Detail' screen.
- Save the information entered.

#### 8.1.2 Invoking Screen

You can invoke the 'Management Fee Applicability Detail' screen by typing 'LEDMGMAP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can enter following details in the Management Fee Applicability Screen

### **Product Details**

In the Product Details section, you will have to enter information in the following fields:

#### **Product ID**

*Alphanumeric; 10 Characters; Mandatory*

Select the ID of the product, the funds for which you are applying a management fee. The option list includes all authorized products that you have maintained.

#### **Product Name**

*Display*

The system displays the name of the selected fund ID.

When you select the Product ID and click 'Get Funds' button, the funds mapped to it will be displayed in the Fund ID section.

### **Details**

#### **Fund ID**

*Alphanumeric; 6 Characters; Mandatory*

Specify the fund ID.

#### **Management Fee Applicable**

*Mandatory*

Select if management fee is applicable or not from the drop-down list. The list displays the following values:

- Yes
- No

For each fund that you want to apply the management fee to, select the corresponding box.

### **8.1.3 Saving Information Entered**

When you have entered all the mandatory information, click 'Ok' button.

The system displays the confirmation message as "Record Successfully Saved".

This indicates the record has been saved. Click 'Ok' button.

## 8.2 Management Fee Applicability Summary Screen

This section contains the following topics:

- [Section 8.2.1, "Invoking the Management Fee Applicability Summary Screen"](#)
- [Section 8.2.2, "Retrieving Management Fee Applicability "](#)
- [Section 8.2.3, "Editing Management Fee Applicability"](#)
- [Section 8.2.4, "Viewing Management Fee Applicability"](#)
- [Section 8.2.5, "Deleting Management Fee Applicability"](#)
- [Section 8.2.6, "Authorizing Management Fee Applicability"](#)
- [Section 8.2.7, "Amending Management Fee Applicability"](#)
- [Section 8.2.8, "Authorizing Amended Management Fee Applicability"](#)

### 8.2.1 Invoking the Management Fee Applicability Summary Screen

You can invoke the 'Management Fee Applicability Summary' screen by typing 'LESMGMAP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot displays the 'Management Fee Applicability Summary' application window. At the top, there are search and navigation controls including 'Search', 'Advanced Search', 'Reset', 'Clear All', and a 'Records per page' dropdown set to 15. Below this is a section for 'Search Criteria (Search Is Case Sensitive)' with three input fields: 'Authorization Status' (a dropdown menu), 'Record Status' (a dropdown menu), and 'Product ID' (a text input field with a search icon). The main area is titled 'Search Results' and contains a table with three columns: 'Authorization Status', 'Record Status', and 'Product ID'. The table is currently empty, showing 'No data to display.'. At the bottom of the search results area, there is a pagination control showing 'Page 1 of 1' and navigation arrows. An 'Exit' button is located in the bottom right corner of the application window.

### 8.2.2 Retrieving Management Fee Applicability

You can retrieve a previously entered record in the Summary screen, as follows:

Specify any or all of the following details in the Management Fee Applicability Summary screen:

1. Select the status of the record in the Authorization Status field. If you choose the "Blank Space" option, then all the records are retrieved.
2. Select the status of the record in the Record Status field. If you choose the "Blank Space" option, then all the records are retrieved.
3. Product ID

After you have specified the required details, click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

---

**Note**

You can also retrieve the individual record detail from the detail screen by doing query in the following manner:

- Press F7
  - Input the Product ID
  - Press F8
- 

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example:

You can search the record for Product Type by using the combination of % and alphanumeric value as follows:

- Search by A%: System will fetch all the records whose Product Type starts from Alphabet 'A'. For example, AGC17, AGVO6, AGC74 etc.
- Search by %7: System will fetch all the records whose Product Type ends by numeric value '7'. For example, AGC17, GSD267, AGC77 etc.
- Search by %17%:- System will fetch all the records whose Product Type contains the numeric value 17. For example, GSD217, GSD172, AGC17 etc.

### **8.2.3 Editing Management Fee Applicability**

You can modify the details of a record that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Invoke the Management Fee Applicability Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen to retrieve the record that is to be modified. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to modify in the list of displayed records. The Management Fee Applicability Detail screen is displayed.
5. Select Unlock Operation from Action list to modify the record. Modify the necessary information.
6. Click Save to save your changes. The Management Fee Applicability Detail screen is closed and the changes made are reflected in the Management Fee Applicability Summary screen.

### **8.2.4 Viewing Management Fee Applicability**

To view a Management Fee Applicability you have previously entered, you must retrieve the same in the Management Fee Applicability Summary screen, as follows:

1. Invoke the Management Fee Applicability Summary Screen from the Browser.
2. Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.

3. Specify any or all of the details of the records in the corresponding fields on the screen, and click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to view in the list of displayed records, in the lower portion of the screen. The Management Fee Applicability screen is opened in view mode.

### **8.2.5 Deleting Management Fee Applicability**

You can delete only unauthorized records in the system.

To delete a record that you have previously entered, you must retrieve the same in the Management Fee Applicability Summary screen, as follows:

1. Invoke the Management Fee Applicability Summary screen from the browser.
2. Select the status of the record that you want to retrieve for deletion.
3. Specify any or all of the details of the record in the corresponding fields on the screen, and click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to delete in the list of displayed records, in the lower portion of the screen. Management Fee Applicability Detail screen is opened in View mode.
5. Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

### **8.2.6 Authorizing Management Fee Applicability**

An unauthorized record must be authorized in the system for it to be processed.

To authorize a record, you must first retrieve the same in the Management Fee Applicability Summary screen.

1. Invoke the Management Fee Applicability Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen. Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you wish to authorize. The Management Fee Applicability Detail screen is opened in View mode.
5. Select Authorize operation from Action list.

When the checker authorizes a record, details of validations, if any, that were overridden by the maker of the record during the Save operation, are displayed. If any of these overrides results in an error, the checker must reject the transaction.

### **8.2.7 Amending Management Fee Applicability**

After a record is authorized, it can be modified using the Unlock operation from Action list. To make changes to a record after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

1. Invoke the Management Fee Applicability Summary screen from the Browser.
2. Select the status of the record that you wish to retrieve for amendment. You can only amend records that are authorized.

3. Specify any or all of the details of the record in the corresponding fields on the screen. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to amend. The Management Fee Applicability screen will be displayed in Amendment mode. Click the Unlock operation from the Action list to amend the record.
5. Amend the necessary information. Click the Save button to save your changes.

### **8.2.8 Authorizing Amended Management Fee Applicability**

An amended Management Fee Applicability must be authorized for the amendment to be made effective in the system.

Authorization of amended records can only be done from Fund Manager Module and Agency branch Module. The process of authorization is subsequently the same as that for normal transactions.

## 9. General Ledger Set Up

Oracle FLEXCUBE Investor Servicing provides the facility to set up a General Ledger for the purpose of generating accounting entries that would be passed at each event in the life cycle of a transaction. For Life and Endowment Products, you can set up a GL template for the following Business Events:

- New Investment
- Monthly Charges (Periodic Fees)
- Income Distribution
- Withdrawals
- Top Up
- Premium
- Annuity
- Policy Transfer
- Policy Switch
- Policy Switch SI

This chapter contains the following sections:

- [Section 9.1, "General Ledger Template Setup"](#)

### 9.1 General Ledger Template Setup

This section contains the following topics:

- [Section 9.1.1, "Invoking the General Ledger Template Setup Screen"](#)

#### 9.1.1 Invoking the General Ledger Template Setup Screen

Given below is the General Ledger Template SetUp screen. You can invoke the 'GL Template Detail' screen by typing 'UTDGLTMP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot displays the 'GL Template Detail' application window. It features a 'Save' icon in the top left corner. The main content area is divided into two sections: 'Template Details' and 'Component & Primary Account Details'. The 'Template Details' section includes fields for Template ID, Business Event (with a search icon), Theoretical Entries (dropdown menu set to 'No'), Product Level Apply (dropdown menu set to 'No'), Template Description, Trigger Event (with a search icon), and GL Currency (with a search icon). The 'Component & Primary Account Details' section includes fields for Component ID (with a search icon), Component Description (with a message icon), and Debit/Credit (dropdown menu set to 'Select One'). A pagination indicator '1 of 1' with navigation arrows is located between the two sections. At the bottom right, there are 'Audit' and 'Cancel' buttons.

Refer to the chapter 'Interfaces with External Systems' in Interface User Manual for further information.

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## 10. Cash Management Account

Cash Management Account is a money-market fund (in a portfolio of funds) that is used for recovering ongoing fees and annuity payments related to the funds in the portfolio. When the CMA is used for ongoing fee payments, it is called as an Expense Management Account (EPA) and for Annuity as an Income Management Account (IMA). The system calculates the ongoing fees as well as the annuity payments for a period of one year.

This chapter contains the following sections:

- [Section 10.1, "Cash Management Account"](#)

### 10.1 Cash Management Account

This section contains the following topics:

- [Section 10.1.1, "Cash Management Account Description"](#)
- [Section 10.1.2, "CMA Operations"](#)
- [Section 10.1.3, "Operating CMA Generate Switch Transaction Batch"](#)

#### 10.1.1 Cash Management Account Description

The following constitute the balance in a CMA:

- The market value of the CMA fund
- The Income Distributions of the CMA fund
- Proportionate investments from other funds which form part of the portfolio at the time of initial investment, for the projected ongoing fees
- Proportionate investments from other funds during top-ups when the balance in the CMA is insufficient to meet the projected ongoing fees for the transaction
- Proportionate switches from other funds when the balance in the CMA is insufficient for a forthcoming annuities or fees.

The projected ongoing fees are calculated on the basis of the loads and load levels specified in the Product Load Maintenance and invested in the CMA. The investment into the CMA becomes available for recovery of fees only during top-up investments and not at the time of initial investment (since the CMA fund becomes operational only after the initial investment).

You need to keep in mind the following for loads for CMA:

- Typically, the distribution fees (like admin and broker fees) are maintained as Level 1 loads and first deducted from the investment. The UT fee, maintained as Level 2, is applied only on the net amount.
- You should map two product level loads which are the exact copy of the load mapped as part of the product-periodic load mapping for ongoing admin and broker fees. Both fees should be defined as Level 1 loads.
- The load mapped above enables the system to project the ongoing fees for the year, deduct the same proportionately from the investment and invest it in the CMA. This ensures that the balance in the CMA fully meets the ongoing fees requirement.
- You can choose whether or not loads should be applicable for transactions in the Cash Management Account fund. If you choose not to maintain any, you need to have criteria based loads to indicate to the system that the CMA should be excluded from ongoing and initial fee calculations (for both admin and broker fee).



- The loads for a CMA transaction will be ROA applicable and be chosen on the basis of the value of the transaction (in case of an initial investment) or on the basis of the market value of an investor (in case of an existing investor doing a top-up)
- The system will not consider VAT for a Unit holder for CMA type of loads.
- The system considers all policies on which the ongoing fees have been calculated as part of allocations on a certain date.

## 10.1.2 CMA Operations

The various operations in a CMA are as follows:

- When an initial investment in a policy takes place, the ongoing fees for the investment are calculated as part of the allocation process. These are deducted proportionately from the investment made for each fund and invested into the CMA.
- When a top-up transaction in a policy takes place, the system calculates the projected ongoing fee payable for a year and compares this with the balance in the CMA Fund. If the projected fee is greater than the CMA fund value, the difference is deducted from the investment proportionately.
- The system does this by overriding the ongoing fee record with the updated return value. The updated return value is calculated as follows:
  - Updated Return Value = ((Projected Amount – CMA fund market value)/Projected amount)\*Original Return Value.
- The system carries out monthly checks for sufficient funds in the CMA to cover the ongoing fee for a full year. In case of a deficit, the system proportionately switches the deficit amount from other funds into the CMA.
- The system also carries out monthly checks for sufficient funds in the CMA to cover the annuity for a full year. In case of a deficit, the system proportionately switches the deficit from other funds into the CMA.

Let us consider the following examples:

The fee set-up in an AMC is defined below:

Rate L4 – Ongoing Admin Fee per annum

Slab (in ZAR)	Rate (in %)
0 -100,000	0.5
100,000 – 500,000	0.25

L5 – Ongoing Broker Fee per annum

Slab (in ZAR)	Rate (in %)
0 -100,000	0.5
100,000 – 500,000	0.25

L1 – Initial Admin Fee

Slab (in ZAR)	Rate (in %)
0 -100,000	2.5

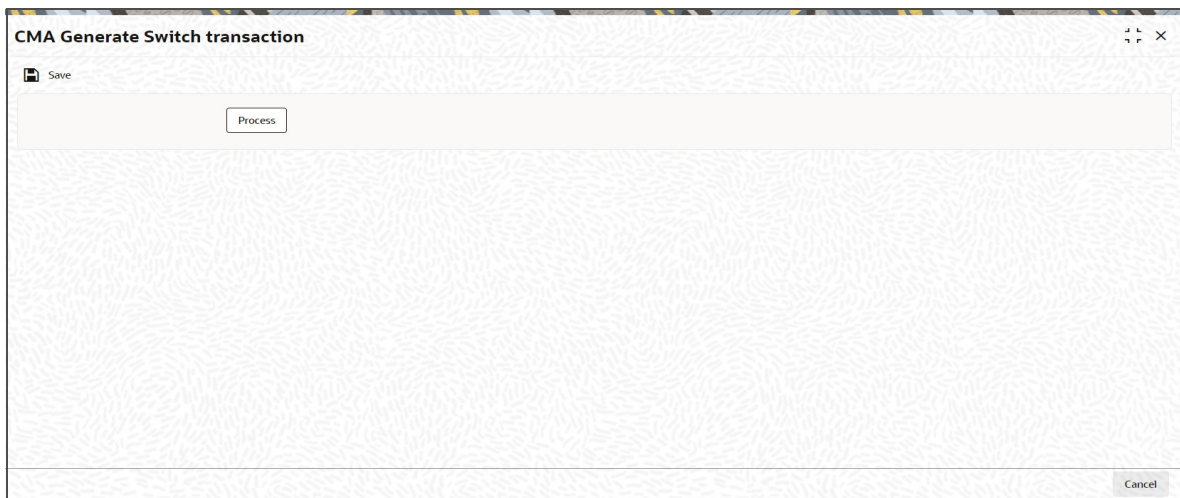
100,000 – 500,000	1.5
500,000 – 1,000,000	1

L2 – Initial Broker Fee

Slab (in ZAR)	Rate (in %)
0 -999,999,999	2.0

### 10.1.3 Operating CMA Generate Switch Transaction Batch

You can run this batch either on a periodic basis or manually. You can invoke 'CMA Generate Switch Transaction' screen by typing 'UTDCMABP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



If you wish to run this batch on a periodic basis during EOD, you can do so by defining the following System Parameters.

#### **CMA Switch Date**

You can specify the date on which you would want the batch run for the first time. For example, you may choose to run it on 2<sup>nd</sup> January.

#### **CMA Switch Freq**

You need to specify the frequency at which you would like the batch to be run. The system uses this information to run the batch from the second time on. For example, if you have specified a monthly frequency, the system checks every day to see if the current date matches the date defined by the CMA Switch Date and Freq. It then runs the batch when the date is 2<sup>nd</sup> February.

You can execute the CMA Generate Switch transaction Batch manually when ever you choose. The manual execution is independent of the parameters you may have specified above.

---

#### **Note**

During a top-up or switch transaction for a policy having funds in different currencies, the load amounts for the individual funds are converted to policy base currency before the CMA transaction.

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# 11. Prudential Investment Guidelines

The Prudential investment Guidelines allow for the allocation of the fund asset to a set of components. This is to provision a facility to the client to select whether the underlying fund allocation should be compliant with the Prudential Investment Guidelines or should follow the standard defined by the Foreign Exchange.

This chapter contains the following sections:

- [Section 11.1, "Prudential Investment Guidelines"](#)
- [Section 11.2, "PIGSFOREX Compliance Summary Screen"](#)
- [Section 11.3, "PIGS Batch Maintenance"](#)
- [Section 11.4, "PIGS Batch Maintenance Summary"](#)

## 11.1 Prudential Investment Guidelines

This section contains the following topics:

- [Section 11.1.1, "Prudential Investment Guidelines Description"](#)
- [Section 11.1.2, "Maintaining Prudential Investment Guidelines"](#)
- [Section 11.1.3, "Invoking PIGS FOREX Compliance Screen"](#)

### 11.1.1 Prudential Investment Guidelines Description

Prudential Investment guidelines define the standards for total Onshore cash of the client. PIGS Forex compliance is applicable for Initial Investment, Policy Top Up, Policy Surrender and Switch Transactions.

For example, let us consider a product, mapped to the funds F1 and F2;

The asset allocation for fund F1 is:

- Onshore Cash - 25%
- Onshore Equity - 40%
- Onshore Property- 20%
- Offshore Cash - 05%
- Offshore Equity - 05%
- Offshore Property- 05%

The asset allocation for fund F2 is:

- Onshore Cash - 30%
- Onshore Equity - 50%
- Onshore Property- 05%
- Offshore Cash - 10%
- Offshore Equity - 05%
- Offshore Property- 0%

Assuming that an investor chooses to invest in the product, with an initial investment of 100,000 ZAR, the various components of F1 and F2 have the corresponding values:

- F1**
- Onshore Cash -25% of (150, 000 + 100, 000)= 62,500 ZAR

- Onshore Equity -40% of (150, 000 + 100, 000) = 100,000 ZAR
- Onshore Property -20% of (150, 000 + 100, 000) = 50,000 ZAR
- Offshore Cash -05% of (150, 000 + 100, 000) = 12,500 ZAR
- Offshore Equity -05% of (150, 000 + 100, 000) = 12,500 ZAR
- Offshore Property -05% of (150, 000 + 100, 000) = 12,500 ZAR

## F2

- Onshore Cash - 30% \* 100, 000 = 30,000 ZAR
- Onshore Equity - 50% \* 100, 000 = 50,000 ZAR
- Onshore Property-05% \* 100, 000 = 5,000 ZAR
- Offshore Cash - 10% \* 100, 000 = 10,000 ZAR
- Offshore Equity - 05% \* 100, 000 = 5,000 ZAR
- Offshore Property-0% \* 100, 000 = 0 ZAR

Calculating we get;

- Total Cash across F1 & F2 = 62,500 + 12,500 + 30,000 + 10, 000 = 115, 000 ZAR
- Total Equity across F1 & F2 = 100,000 + 12,500 + 50, 000 + 5, 000 = 167,500 ZAR
- Total Property across F1 & F2 = 50, 000 + 12,500 + 5, 000 + 0 = 67, 500 ZAR

Hence we can deduce the percentage allocation for each of the components to be:

- Cash (Onshore + Offshore) = 115,000 ZAR <= 100%
- Cash (Offshore) = 22, 500 ZAR <= 15%
- Equity (Onshore + Offshore) = 167,500 ZAR <= 75%
- Equity (Offshore) = 17,500 ZAR <= 15%
- Property (Onshore + Offshore)= 67,500 ZAR <= 25%
- Property (Offshore) = 12,500 ZAR <= 10%
- Property + Equity = 235,000 ZAR <= 90%
- Total Offshore (Cash + Equity + Property) = 52,500 ZAR <= 15%

The transaction can be processed as it follows the Prudential Investment Guidelines. The Prudential investment guidelines screen provides you with ability to define rules for allocation of a fund asset.

### 11.1.2 Maintaining Prudential Investment Guidelines

The rules for maintaining the Prudential Investment guidelines are validated in the following manner:

- Total the Amount invested in selected components for the rule
- Calculation of threshold amount using the following formula:  
Threshold Amount = Threshold percentage \* total investment value across Funds
- Ascertain if the amount derived in the first step is less than or equal to the Threshold Amount calculated in the succeeding step.

Repeat this process for all the rules defined in Product maintenance for Prudential Investment Guidelines.

If any of the threshold amount limits violate the maintained guidelines, then the system displays an error along with the erring rule ID and the amount corresponding to the rule identity number. In this instance this particular investment transaction should not be processed.

### 11.1.3 Invoking PIGS FOREX Compliance Screen

You can invoke the 'PIGSFOREX Compliance Detail' screen by typing 'UTDPIGSC' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details of the PIGSFOREX Compliance.

#### **PIGS FOREX Compliance**

##### **Rule Type**

*Mandatory*

Select the rule type from the drop-down list. The list displays the following values:

- Batch PIGS
- Online PIGS
- Batch FOREX
- Online FOREX
- Related Components

##### **Rule ID**

*Alphanumeric; 10 Characters; Mandatory*

Specify an identifier for the rule applied to the component

##### **Rule Description**

*Alphanumeric; 50 Characters; Mandatory*

Specify a brief description of the component allocated to the fund investment

##### **Operation**

*Mandatory*

Select that the components are to be considered as equivalent to the percentage of the fund investment allocation from the drop-down list. The list displays the following values:

- <
- >
- <=
- >=

- =

### **Threshold percentage(0-100%)**

*Numeric; 5 Characters; Mandatory*

Specify the ratio or percentage attributed to the chosen investment component as an allocation of the investment.

### **Components Button**

#### **Components**

*Alphanumeric; 50 Characters; Optional*

Specify the number of components allocated to the fund investment, you can select more than one component. To incorporate the Investment components click 'Components' button. You will be linked to the Investment Components screen. You can select the combination of Investment components with their corresponding percentage.

*Refer to the chapter 'Fund Investment Components' for more information on specifying fund components for an investment.*

### **Related Components Button**

#### **Related Components**

*Alphanumeric; 50 Characters; Optional*

Specify the number of related components allocated to the fund investment, you can select more than one related component.

Once you have specified the entire mandatory details click 'Ok' button, to save the record. You will receive a prompt that the record has been saved in the system's archive.

### **11.1.3.1 Validating PIGS and FOREX**

The system will validate PIGS and FOREX for Outflow policy transactions along with inflow transactions, the, such as surrender and switch out. If system fails to comply these two outflow transactions, it will log the failure as an override message while saving the policy transaction.

## **11.2 PIGSFOREX Compliance Summary Screen**

This section contains the following topics:

- [Section 11.2.1, "Invoking the PIGSFOREX Compliance Summary Screen"](#)
- [Section 11.2.2, "Retrieving PIGSFOREX Compliance in PIGSFOREX Compliance Screen"](#)
- [Section 11.2.3, "Editing PIGSFOREX Compliance"](#)
- [Section 11.2.4, "Viewing PIGSFOREX Compliance"](#)
- [Section 11.2.5, "Deleting PIGSFOREX Compliance"](#)
- [Section 11.2.6, "Authorizing PIGSFOREX Compliance"](#)
- [Section 11.2.7, "Amending PIGSFOREX Compliance"](#)
- [Section 11.2.8, "Authorizing Amended PIGSFOREX Compliance"](#)

## 11.2.1 Invoking the PIGSFOREX Compliance Summary Screen

You can invoke the 'PIGSFOREX Compliance Summary' screen by typing 'UTSPIGSC' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'PIGS FOREX Compliance Detail Summary' application window. At the top, there are search and navigation controls including 'Search', 'Advanced Search', 'Reset', 'Clear All', and a 'Records per page' dropdown set to 15. The main area is divided into 'Search Criteria (Search Is Case Sensitive)' and 'Search Results'. The search criteria section contains several input fields: 'Authorization Status' (dropdown), 'Record Status' (dropdown), 'Rule Type' (text with search icon), 'RuleID' (text with search icon), 'Rule Description' (text with search icon), 'Operation' (text with search icon), 'Threshold Percentage (0-100%)' (text with search icon), 'Latest Rule' (text with search icon), and 'Status' (text with search icon). The search results section shows a table with columns: 'Authorization Status', 'Record Status', 'Rule Type', 'RuleID', 'Rule Description', 'Operation', 'Threshold Percentage (0-100%)', 'Latest Rule', and 'Status'. The table is currently empty, displaying 'No data to display.' At the bottom, there is a pagination control showing 'Page 1 of 1' and navigation arrows. An 'Exit' button is located in the bottom right corner.

## 11.2.2 Retrieving PIGSFOREX Compliance in PIGSFOREX Compliance Screen

You can retrieve a previously entered record in the Summary screen, as follows:

Specify any or all of the following details in the PIGSFOREX Compliance Summary screen:

1. Select the status of the record in the Authorized field. If you choose the "Blank Space" option, then all the records are retrieved.
2. Select the status of the record in the Open field. If you choose the "Blank Space" option, then all the records are retrieved.
  - Rule Type
  - Rule ID
  - Rule Description
  - Operation
  - Threshold Percentage (0–100%)
  - Latest Rule
  - Status

After you have specified the required details, click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

---

### Note

You can also retrieve the individual record detail from the detail screen by doing query in the following manner:-

- Press F7
  - Input the Rule ID
  - Press F8
-

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example:

You can search the record for Rule ID by using the combination of % and alphanumeric value as follows:

Search by A%: System will fetch all the records whose Rule ID starts from Alphabet 'A'. For example, AGC17, AGVO6, AGC74 etc.

Search by %7: System will fetch all the records whose Rule ID ends by numeric value '7'. For example, AGC17, GSD267, AGC77 etc.

Search by %17%: System will fetch all the records whose Rule ID contains the numeric value 17. For example, GSD217, GSD172, AGC17 etc.

### **11.2.3 Editing PIGSFOREX Compliance**

You can modify the details of a record that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Invoke the PIGSFOREX Compliance Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen to retrieve the record that is to be modified. Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to modify in the list of displayed records. The PIGSFOREX Compliance Detail screen is displayed.
5. Select Unlock Operation from Action list to modify the record. Modify the necessary information.
6. Click Save to save your changes. The PIGSFOREX Compliance Detail screen is closed and the changes made are reflected in the PIGSFOREX Compliance Summary screen.

### **11.2.4 Viewing PIGSFOREX Compliance**

To view a PIGSFOREX Compliance you have previously entered, you must retrieve the same in the PIGSFOREX Compliance Summary screen, as follows:

1. Invoke the Summary Screen from the Browser.
2. Select the status of the PIGSFOREX Compliance that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
3. Specify any or all of the details of the records in the corresponding fields on the screen, and click 'Search' button. All transactions with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to view in the list of displayed records, in the lower portion of the screen. The PIGSFOREX Compliance screen is opened in View mode.



### **11.2.5 Deleting PIGSFOREX Compliance**

You can delete only unauthorized records in the system.

To delete a record that you have previously entered, you must retrieve the same in the PIGSFOREX Compliance Summary screen, as follows:

1. Invoke the PIGSFOREX Compliance Summary screen from the browser.
2. Select the status of the record that you want to retrieve for deletion.
3. Specify any or all of the details of the record in the corresponding fields on the screen, and click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to delete in the list of displayed records, in the lower portion of the screen. The PIGSFOREX Compliance Detail screen is opened in View mode.
5. Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

### **11.2.6 Authorizing PIGSFOREX Compliance**

An unauthorized record must be authorized in the system for it to be processed.

To authorize a record, you must first retrieve the same in the PIGSFOREX Compliance Summary screen.

1. Invoke the PIGSFOREX Compliance Summary screen from the Browser.
2. Select the status of the record that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
3. Specify any or all of the details of the record in the corresponding fields on the screen. Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you wish to authorize. The PIGSFOREX Compliance Detail screen is opened in View mode.
5. Select Authorize operation from Action list.

When the checker authorizes a record, details of validations, if any, that were overridden by the maker of the record during the Save operation, are displayed. If any of these overrides results in an error, the checker must reject the transaction.

### **11.2.7 Amending PIGSFOREX Compliance**

After a record is authorized, it can be modified using the Unlock operation from Action list. To make changes to a record after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

1. Invoke the PIGSFOREX Compliance Summary screen from the Browser.
2. Select the status of the record that you wish to retrieve for amendment. You can only amend records that are authorized.
3. Specify any or all of the details of the record in the corresponding fields on the screen. Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to amend. The PIGSFOREX Compliance screen will be displayed in Amendment mode. Click the Unlock operation from the Action list to amend the record.

5. Amend the necessary information. Click the Save button to save your changes.

## 11.2.8 Authorizing Amended PIGSFOREX Compliance

An amended PIGSFOREX Compliance must be authorized for the amendment to be made effective in the system.

Authorization of amended records can only be done from Fund Manager Module and Agency branch Module. The process of authorization is subsequently the same as that for normal transactions.

## 11.3 PIGS Batch Maintenance

This section contains the following topic:

- [Section 11.3.1, "Invoking PIGS Batch Maintenance Screen"](#)

### 11.3.1 Invoking PIGS Batch Maintenance Screen

You can maintain PIGS compliance check related parameters using 'PIGS Batch Maintenance' screen. You can invoke this screen by typing 'LEDPIGB' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Product	Description

You can specify the following details:

### PIGS Maintenance Screen

#### **Product Administrator**

*Alphanumeric; 12 Characters; Mandatory*

Specify product administrator details. The adjoining option list displays all valid AMC accounts maintained in the system. You can choose the appropriate one.

#### **Next Batch Run Date**

*Date Format; Mandatory*

Specify date for running PIGS compliance batch. This date cannot be lesser than the application date.

The system will track the execution date to check if the contracts are compliant or not. If the contract is not compliant, then the system will increment the failure value by 1. Once the maximum number of count is reached and if it fails again, then it just updates the date without

incrementing the count. The failure count for the policy will be reset to '0' once the contract is successful.

While doing this computation, system needs to consider rounding rules maintained at product level.

The system will store the failed policies with the failure details like which rule failed and by how much amount, failure date, portfolio value, each component value, and asset split in a separate data store for reporting/ interfacing purposes.

#### **AUM Date for Next Batch Run**

*Date Format; Optional*

Specify the date to be considered for policy AUM computation. This date cannot be lesser than the application date.

The system will deliver Policy Level AUM as of price date based on Allotted Transactions at Policy Transaction Level.

#### **Product Selection Grid**

##### **Product**

*Alphanumeric; 12 Characters; Mandatory*

Specify the product code. The adjoining option list displays all valid Products available for the Policy Administrator.

##### **Description**

*Display*

The system displays the description for the selected product code.

## **11.4 PIGS Batch Maintenance Summary**

This section contains the following topics:

- [Section 11.4.1, "Retrieving a Record in PIGS Batch Maintenance Summary Screen"](#)
- [Section 11.4.2, "Editing PIGS Batch Maintenance Record"](#)
- [Section 11.4.3, "Viewing PIGS Batch Maintenance Record"](#)
- [Section 11.4.4, "Deleting PIGS Batch Maintenance Record"](#)
- [Section 11.4.5, "Authorizing PIGS Batch Maintenance Record"](#)
- [Section 11.4.6, "Amending PIGS Batch Maintenance Record"](#)
- [Section 11.4.7, "Authorizing Amended PIGS Batch Maintenance Record"](#)

### **11.4.1 Retrieving a Record in PIGS Batch Maintenance Summary Screen**

You can retrieve a previously entered record in the Summary Screen, as follows:

Invoke the 'PIGS Batch Maintenance Summary' screen by typing 'LESPIGB' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Policy Administrator
- AUM Date For Next Batch Run
- Next Batch Run Date

Click 'Search' button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

---

### Note

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7
  - Input the Policy Administrator
  - Press F8
- 

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

## 11.4.2 Editing PIGS Batch Maintenance Record

You can modify the details of PIGS Batch Maintenance record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the PIGS Batch Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.

- Double click the record that you want to modify in the list of displayed records. The PIGS Batch Maintenance Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The PIGS Batch Maintenance Detail screen is closed and the changes made are reflected in the PIGS Batch Maintenance Summary screen.

### **11.4.3 Viewing PIGS Batch Maintenance Record**

To view a record that you have previously input, you must retrieve the same in the PIGS Batch Maintenance Summary screen as follows:

- Invoke the PIGS Batch Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the unauthorized / Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The PIGS Batch Maintenance Detail screen is displayed in View mode.

### **11.4.4 Deleting PIGS Batch Maintenance Record**

You can delete only unauthorized records in the system. To delete a record that you have previously entered:

- Invoke the PIGS Batch Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete in the list of displayed records. The PIGS Batch Maintenance Detail screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

### **11.4.5 Authorizing PIGS Batch Maintenance Record**

- An unauthorized PIGS Batch Maintenance record must be authorized in the system for it to be processed. To authorize a record:
- Invoke the PIGS Batch Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The PIGS Batch Maintenance Detail screen is displayed. Select Authorize operation from the Action List.

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

#### **11.4.6 Amending PIGS Batch Maintenance Record**

After a PIGS Batch Maintenance record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

- Invoke the PIGS Batch Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The PIGS Batch Maintenance Detail screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click on Save to save the changes

#### **11.4.7 Authorizing Amended PIGS Batch Maintenance Record**

An amended PIGS Batch Maintenance record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

The subsequent process of authorization is the same as that for normal transactions.

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## 12. Function ID Glossary

### L

LEDMGMAP .....	8-1
LEDPAALM .....	4-39
LEDPIGB .....	11-8
LEDPNFM .....	3-13
LEDPRBON .....	3-20
LEDPRDEN .....	5-9
LEDPRLD .....	5-1
LEDPROD .....	4-2
LEDPRSUB .....	4-35
LEDPRTAX .....	3-17
LEDPRTYP .....	3-1
LEDPWHTD .....	6-1
LEDSUBTP .....	3-5
LESMGMAP .....	8-3
LESPAALM .....	4-41
LESPIGB .....	11-9

LESPNFM .....	3-14
LESPRBON .....	3-23
LESPRDEN .....	5-11
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LESPRSUB .....	4-36
LESPRTAX .....	3-18
LESPRTYP .....	3-9
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### U

UTDCMABP .....	10-3
UTDGLTMP .....	9-1
UTDPERLM .....	7-1
UTDPIGSC .....	11-3
UTSPIGSC .....	11-5