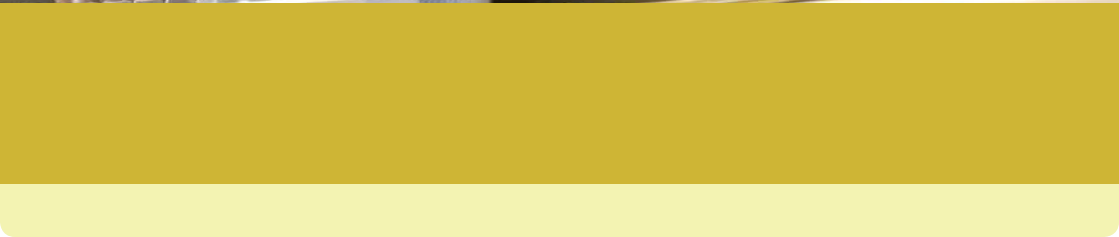


A Guide To **Group Life**



What is Group Life Insurance Cover?

Group Life Insurance Cover is a life insurance cover offered to a group of people. It is usually provided by an employer to its employees or taken by groups of people with common interests (affinity groups).

This insurance cover pays a lump sum in the event that a member of the scheme dies while in service of the employer or while a member of a covered affinity group. The lump sum is usually a multiple of the member's salary or a fixed amount.

The employer takes up the cover on behalf of the employees. The policy document is in the name of the employer who usually pays the premium.

This cover provides a benefit to beneficiaries if the member dies during the defined cover period.

As with other types of group benefits, group life insurance is generally cheaper than similar individual policies. For this reason, group life insurance is often a key component in employee benefit packages.



Why take a group life insurance cover?


Group Life Insurance helps employers or an affinity group to ease the financial distress that might befall dependants of an employee/member upon his/her death.

Benefits of group life cover for employees:

- Premiums paid on an employee's behalf by the employer are not treated as taxable benefits
- The cover provides peace of mind and reassurance
- The family's financial future is secured as the benefits are paid in case the member dies.

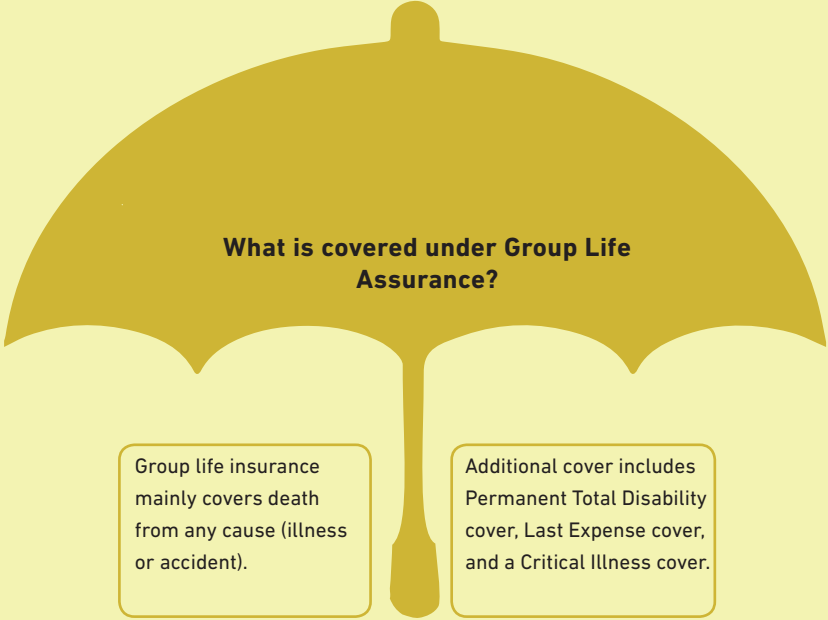
Benefits of group life cover to the employer:

- The company is able to attract and retain high quality employees.
- The employer is able to assist employee's family, at their most vulnerable time.
- It provides a 24 hour cover against death and disability resulting from accidents and illness.
- There is an automatic addition/deletion clause for members joining/leaving the scheme after its start date.
- Provides for a profit sharing option



How is the benefit calculated?

- A Group life policy is normally arranged by an Employer for the benefit of their Employees or facilitated by an affinity group for the benefit of the members.
- The benefits for employees are normally fixed as a multiple of salary. The most common multiples in the market are 3, 4 and 5 times the employee's annual salary. Therefore the higher an employee's salary is, the higher their benefits.
- The benefit can also be arranged as a fixed amount where, for example, one category can be given a benefit of 5 million while another is given one of 2 million. A cover facilitated by an affinity group will be on a fixed amount.



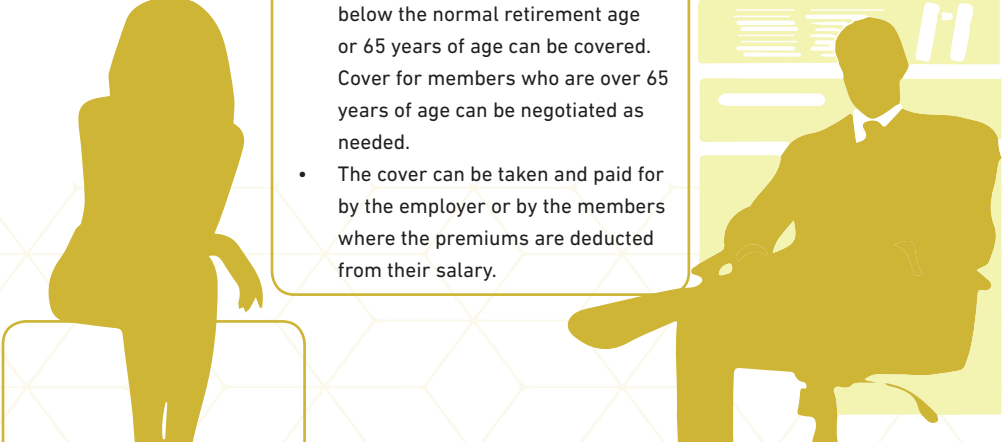
What is covered under Group Life Assurance?

Group life insurance mainly covers death from any cause (illness or accident).

Additional cover includes Permanent Total Disability cover, Last Expense cover, and a Critical Illness cover.



Who qualifies for group life insurance cover?

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- Anyone above the age of 18 and below the normal retirement age or 65 years of age can be covered. Cover for members who are over 65 years of age can be negotiated as needed.
 - The cover can be taken and paid for by the employer or by the members where the premiums are deducted from their salary.



How will my benefits reach my beneficiaries?

- Every member is required to complete an application form and a nomination of beneficiary form where they choose their preferred beneficiaries and what percentage of benefits each should get. A member can make changes to their nomination form as many times as they need to.
- If a member chooses minors as beneficiaries, then they are required to appoint a guardian.



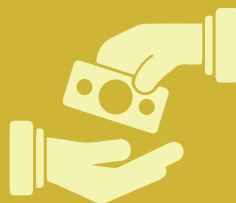
When does the benefit become payable?

- The benefit becomes payable upon the death of an employee who is a member while in the service of the employer or while a member of a covered affinity group.
- Benefits under the Permanent and Total Disability Rider also become payable when a member becomes totally and permanently disabled. In this case, 30% of group sum assured subject to a set maximum will be payable. If death occurs afterwards the balance of 70% of the benefits become payable to the next of kin.



Who pays the premiums?

The employer or the members.



Who pays for the cost of the medical tests?

All costs of the medical tests are paid for by the insurance company.



What is a Free Cover Limit?

This is the threshold or limit of benefits set by the insurance company such that members whose benefits do not exceed this amount are not required to undergo medical tests. The amount of benefits up to this limit will be accepted regardless of the member's state of health.



Where do members go for the medical check up?

The insurance company will advise the members whose benefits are above the Free Cover Limited on the appointed panel of clinics, hospitals or doctors. The medical examiner must not be the member's personal doctor.



Can I claim while still alive?

Yes, if the scheme has a Permanent & Total Disability rider or a Critical illness rider. However the death benefit is only payable upon death.



Who is required to undergo a medical check up?

Any member whose insurance benefits are above the Free Cover Limit will be required to undergo some medical tests as guided by the insurance company in order for them to enjoy the full benefits.

What is the maximum benefit?

- Maximum benefits are a multiple of one's salary or an agreed fixed sum assured subject to a Free Cover Limit (FCL) determined by the insurance company. Members whose benefits are below the FCL are covered without any medical tests.
- Members whose benefits are above the FCL will be covered up to the set FCL until they undergo the required medical tests and underwriting is completed.
- The medical examination is carried out by the insurers approved medical doctor.



How is a claim made?

The employer notifies the insurer of the claim. A discharge form is signed by the employer on behalf of the member. The claim amount is then paid to the employer so that they can forward it to the nominated beneficiaries. For affinity groups, the officials play this role.



What happens if I leave employment?

- You stop being a member of the scheme since the scheme is arranged by the employer for the benefit of its employees.
- However you can arrange with the insurance company and take up an individual life cover.

What are the standard requirements for group life insurance?

- Completed proposal forms by each member
- Premium must be paid
- Medical examination for members whose benefit are above Free Cover Limit
- Claim notification in prescribed format
- Age limit of 65 years- members above this age can be considered on special terms



Can my premiums be refunded?

No. The premiums are paid in exchange for giving you cover benefits in the event of death, permanent disability and critical illness. Once the insurance period of one year has ended, the utilized premiums cannot be refunded.



What is the Last Expense cover?

- This is usually provided as a rider benefit under the Group life cover that caters for the funeral expenses of a member. The benefits are paid out by the Insurance company within 48 hours after notification.

What are my options when my employer terminates my group life insurance cover?



- The insurance company issuing the policy could give you the option of converting to an individual life insurance policy.
- If you convert, it means that instead of your employer, you will be personally entering into a new contract directly with the insurance company. You will be responsible for paying the premiums of this individual policy directly to the insurance company.

WHICH COMPANIES OFFER GROUP LIFE COVER?

NAME OF COMPANY	PHYSICAL ADDRESS	TEL NO. (020)	EMAIL ADDRESS
APA Life Insurance Ltd	Apollo Center, Off Ring Road. P.O.Box 30389-00100 Westland, Nairobi.	3641000	insurance@apalife.co.ke
Barclays Life Assurance Kenya Limited	Westlands Office Park, Off Waiyaki Way, Accacia Building, 3rd Floor, Nairobi	+254 700 590 039	barclays.kenya@barclays.com
Britam	Britam Center Mara/Ragati Road. P.O.Box 30375-00100 Nairobi.	2833000	info@britam.co.ke
Capex Life Assurance Company Ltd	5th avenue Office Suites, Ngong Road, Box 12043-00400, Nairobi	2712384/5	capex@swiftkenya.com
CIC Life Assurance Company Ltd	CIC Plaza, Mara Road. P.O.Box 59485-00100, Nairobi	2823000	callc@cic.co.ke
Corporate Insurance Company Ltd	Corporate Place, P.O.box 34172 Kiambere Road, Nairobi, Kenya	2717617	info@cickenya.com
First Assurance Company Ltd	First assurance hse, Gitanga Rd. P.O.Box 30064-00100 nairobi	2692250	hoinfo@firstassurance.co.ke
Gemina Insurance Company Ltd	Gemina Insurance Plaza, Kilimanjaro Avenue, P.O Box 61316-00200, Nairobi	2782000	info@gemina.co.ke
ICEA LION Life Assurance Co.Ltd	ICEA LION Center, Riverside Park, Chiromo Road. P.O.Box 46143-00100 Nairobi.	2750000	insurance@icealion.com
Jubilee Insurance Company Ltd	Jubilee insurance house, wabera street. P.O.Box 30376-00100 Nairobi.	3281000	info@jubileekenya.com
Kenindia Assurance Company Ltd	Kenindia house, Loita Street. P.O. Box 44372-00100 G.P.O Nairobi.	2214439	kenindia@kenindia.com
Kenya Alliance Insurance Company Ltd	Chester Hse, Koinange street. P.O.Box 30170-00100 GPO, Nairobi.	2253900	kai@kenyanalliance.com
Kenya Orient Insurance Company Limited	Capital Hill Towers, 6Th Floor Cathedral Road, Nairobi P. O. Box 34530 - 00100 Nairobi	2728603/4	info@korient.co.ke
Liberty Life Assurance Ltd	Liberty Hse, Mamlaka Rd. P.O.Box 30364-00100 nairobi, Kenya.	2866000	csc@libertylife.co.ke
Madison Insurance Company Ltd	Madison Insurance Hse, Upper hill Close. P.O.Box 47382-00100, Nairobi.	2864000	madison@madison.co.ke
Metropolitan Cannon Life Assurance Company Ltd	Gateway business park, Mombasa Road. P.O.Box 30216-00100 Nairobi	2216602	info@metropolitan.co.ke
Monarch Insurance Company Ltd	Monarch hse, 664 ole Nguruone Avenue. P.O.Box 44003-00100 GPO Nairobi, Kenya.	4292000	info@monarchinsurance.co.ke
Old mutual Life Assurance Company Ltd	Old mutual Building, Corner hse Mara/ hospital Road. P.O.Box 30059-00100, Nairobi.	2829000	omkeny@oldmutualkenya.com
Pan Africa life Assurance Company Ltd	Pan-African Hse, Kenyatta Avenue. P.O.Box 44041-00100 Nairobi.	2247600	customerservice@pan-africa.com
Pioneer Life Assurance Company Ltd	Pioneer Hse, Moi Avenue. P.O.Box 2033-00100 Nairobi	2220814/5	info@pioneerassurance.co.ke

NAME OF COMPANY	PHYSICAL ADDRESS	TEL NO. (020)	EMAIL ADDRESS
Prudential Assurance Company Ltd	5th Ngong avenue Off Ngong road. P.O.Box 25093-00100 Nairobi, Kenya.	2712591/2/3/6	info@prudentiallife.co.ke
Saham Assurance Company Ltd	Ecobank towers,Muindi Mbingu street. P.O.Box 20680-00200 City square	2218244	info@sahamassurance.com
Takaful Insurance of Africa Limited	CIC Plaza, 3Rd Floor, Mara Road, Upper Hill P. O. Box 1811-00100, Nairobi	254 (20) 2725134/5	info@takafulafrica.com
UAP Life Assurance Company Ltd	UAP insurance company Limited Bishop Gardens towers, Bishop Road. P.O.Box 43013-00100 Nairobi, Kenya	2850000	uapinsurance@uap-group.com



Association of Kenya Insurers

AKI Centre, Mimosa Road, Muchai Drive, Off Ngong Rd

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Website: www.akinsure.com