

GRIEVANCE REDRESSAL PROCEDURE

Annexure 2 of Policy on Protection of Policyholders' interest

Grievance Redressal Procedure

Objective

An integral part of excellence in customer service is to have a prompt and responsive mechanism to address customer grievances. This section of the policy document lays down various provisions, systems and procedures to ensure prompt and fair redressal of customer grievance through a well-defined structure.

Grievances may originate because of one of the following reasons:

- a. Gap between the actual product or service offered and the understanding of the customer about it. This may be due to incomplete information or misinformation about the product/service.
- b. Failure to deliver a product or service as per the expectations of the customer.
- c. Perceived Misselling or unfair business practices

The Grievance Redressal mechanism at SBI Life is based on the following basic philosophies

- a. Grievance redressal will always be a focus area of senior management.
- b. All the grievances shall be treated fairly, objectively and transparently.
- c. Grievances raised shall be handled and resolved swiftly within a reasonable time and in accordance with the applicable regulations.
- d. All the aspects related to the grievance shall be taken into consideration before providing a comprehensive solution.
- e. All employees shall be educated and trained regularly to handle grievances with empathy and in good faith without any prejudices about the complainant.
- f. The complainant shall be provided information about the escalation mechanism and other avenues available for him to seek a redressal in case he is not satisfied with the resolution provided.

Organizational Structure for Grievance Redressal Mechanism

In accordance with the IRDAI guidelines on grievance redressal by insurance companies which provide that every insurer shall have a designated grievance redressal officer of senior management level. It also stipulates that every office other than the corporate office shall also have an officer nominated as grievance redressal officer for that office, the grievance officers for the Company at different levels shall be as under

- a. For the Company – Chief Operating Officer assisted by Head Client Relationship.
- a. Regional Offices - Regional Director
- b. All other branch offices - Head of the Office

Process of Receiving the Grievances

The policyholders and prospects can approach us through letter, email, phone calls, SMS or walk in to any of the SBI life branches for redressal of their grievance or queries.

The grievance can also be logged in directly by the policy holder at info@sbilife.co.in, Toll free Number 1800 267 9090, in SBI Life website www.sbilife.co.in, SBI Life mobile app or Customer Self Service Portal <https://mypolicy.sbilife.co.in>.

There is also an option for the policy holder to login their grievance with the Integrated Grievance Management System (IGMS) portal <https://irdai.gov.in> (other links>>online registration of Policy holder complaint

The complainant can also approach with their grievances through National Consumer Helpline (NCH), Toll Free No. 1800-11-4000, SMS No. 8130009809 (24 Hrs.) OR through the website www.consumerhelpline.gov.in.

In addition, policyholder can also seek redressal at any of the Regional offices or the Central Processing Center with Head - Client Relationship.

SBI life Insurance Company Limited

Central Processing Center

7th Level (D Wing) & 8th Level,

Seawoods Grand Central, Tower 2,

Plot No R-1, Sector - 40,

Seawoods, Nerul Node

Navi Mumbai-400 706

Email id: info@sbilife.co.in

If not satisfied with the resolution provided at a particular level, customer can escalate his grievance to the next level.

Process for Registration of Grievances

The grievance of the customer shall be registered in our Customer Relationship Management (CRM) module and a unique Service Request (SR) number shall be allotted to the grievance.

As per the regulatory guidelines, CRM module is fully integrated with Integrated Grievance Management System (IGMS) of IRDAI and all grievances logged in CRM are mirrored in IGMS and IRDAI Token Number is generated in real time.

Similarly, grievances logged at IGMS are mirrored in CRM for registration of these grievances.

Process for Resolution of Grievances

Once the grievance is logged in CRM with unique SR Number, the grievance is looked into in detail and resolution provided according to the nature of the grievance.

- A written acknowledgement shall be sent to the complainant within 3 working days from date of receipt of grievance. In case grievance is resolved within three days, resolution letter along with acknowledgement is sent to the complainant.
- The acknowledgement letter/ letter will be sent with the name, designation and contact details of the authorized official
- The acknowledgement letter will detail the grievance redressal procedure and the time needed to resolve the grievance.
- In respect of grievances not resolved within 3 working days the same will be resolved within 2 weeks of its receipt and SBI Life will arrange to forward the final resolution letter to the complainant.
- The resolution letter will redress or reject the grievance and the reasons for the same will be advised to the client.
- The complainant will also be advised that if no escalation is received from the complainant within 8 weeks from the date of receipt of response from SBI Life the grievance will be treated as closed.
- The complaints which are getting logged in NCH portal are being viewed by SBI Life Insurance Co. Ltd. Using their portal. These are registered in CRM. Accordingly, the complaints are analysed, investigated and necessary action are being taken to resolve these grievances. The resolution is being informed to the complainant through email/letter and the same is also updated on the NCH portal.

Once the grievance is closed, the gist of resolution shall be recorded in CRM application to help track all the grievances logged along with the resolution comments.

Process of Escalation

The complainant is advised as to how to pursue a grievance further if the resolution provided is not acceptable to him/her.

The complainant can approach the Regional Director at the Regional Office if not satisfied with the resolution provided at the Branches.

The complainant can approach Head Client Relationship at Central Processing Centre if not satisfied with the resolution provided by the Regional Office.

The complainant can approach the Chief Operating Officer at Central Processing Centre if not satisfied with the resolution provided by the Head Client Relationship

In case the complainant is still not satisfied with the final response/resolution provided by the company the complainant can write to Insurance Ombudsman. The detailed address and contact details of the Insurance Ombudsman are mentioned in the response letter provided to the complainant.

Customer also has an option to approach the Honourable Insurance Ombudsman after expiry of 30 days from the date of filing the complaint even if the complaint is lying in different stages of internal grievance redressal process of the company.

These details are also provided to the policy holders in the policy document and on the company's website www.sbilife.co.in.

Categorization of Grievance

- Grievances will be categorized as prescribed by IRDAI from time to time.
- Suitable processes for handling different categories of grievances would be taken up with approvals from Chief Operating Officer.
- Legal Grievances received through consumer fora, courts, ombudsman's office and legal notice shall be separately handled by our legal cell

Review of Grievances

20 sample grievances shall be shared with the MD & CEO every week for review as per IRDAI guidelines on PRAGATI programme with a view to addressing the gaps, if any, in the underlying systems and processes so as to avoid recurrence of similar complaints.

A quarterly report shall be put up to the management on total grievance received /resolved and pending along with a root cause analysis and category/region wise trends will be put up to the top management.

A quarterly report on grievances will be submitted to Policyholders Protection Committee of SBI Life Board. The report will list out the reason for the grievance, action taken and any further action which needs to be initiated

Claim Review Committee (CRC)

Whenever a claim decision is taken and communicated to the claimant, there may arise some dissatisfaction due to various reasons such as non-settlement of claim, incorrect amount of claim settled, delay in claim settlement etc.

In order to ensure fair and unbiased resolution to the grievances of the policyholders/claimants regarding claim settlement, the company shall form a Claims Review Committee.

Policyholder/Claimant can approach the Claims Review Committee for resolution of his/her grievances related to claims.

Composition of CRC

Exhibiting the commitment of the Company to provide a fair resolution the claimants' grievances in a transparent manner, the Claims Review Committee shall be constituted by involving key members of the top management and a Retired High Court Justice.

The composition of CRC is as follows:

- Retired Justice—High Court
- President (Ops, IT & IB)
- President & COO
- Appointed Actuary
- Chief Actuary & Chief Risk Officer
- Deputy Chief Operating Officer
- EVP & Head Legal
- EVP & Head Underwriting, NB and Death Claim Fraud & Risk Management

The quorum of the Committee will be at least 5 members.

Procedure for review of grievances put up to CRC

The Policyholder/Claimant can represent the decision of the Company on his/her claim for a review by the CRC by writing to SBI Life.

The representations shall be put up to the Claim Review Committee (CRC) with all relevant facts for review. The CRC may uphold or change the original decision after reviewing the claimant's representation based on the merits of each individual case after scrutiny of the documents, evidences and information presented to it.