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AVIVA

Guaranteed & Simplified Issue Underwriting Guidelines

Underwriting Made Easy...
A Guide to COLI Multi-Life Business Sales

Agent reference guide



Simplify Your Multi-Life COLI Business Cases with Simplified or Guaranteed Issue

The Simplified Issue and Guarantee Issue Program for the employer market is designed to facilitate the enrollment process for multiple life cases. The success of this program depends on good case profiles, and completeness of case submissions. Each case will be reviewed and evaluated on its own merits based upon the submitted quote request and census, and a customized written offer letter will be provided for each case by the company.

Products / Riders Available

Products

Lifetime Builder / Life Builder III
Advantage Builder / Empire Solution III

Riders

Accelerated Benefits
Life Protector Rider
Early Cash Value Rider
(Lifetime Builder / Life Builder III only)

Simplified/Guaranteed Issue Requirements*

- **Coverage must be owned by and payable to the employer**
- Groups must be formed for a legitimate business purpose
- Minimum 10 lives (5 lives for simplified issue)
- Issue Ages 18 - 70
- Employer/employee relationship
- Actively at work (minimum 30 hours per week)
- Clearly defined eligible employee classification
- Minimum Annual Income of \$75,000
- Premium Financing not accepted at this time
- Weighted average age (based on death benefit) 55 or under
- No backdating to save age
- Coverage amounts driven by benefit formula
- No known impairments
- Acceptable Occupation:
 - Management level executives/owners
 - Non-profit organizations: executives/management employees of public charities; unavailable for donor-insureds
 - Unions: executives/management employees of the union; unavailable for rank-and-file members
- Limited 60 day enrollment period for new cases
 - Applications received outside this period are subject to full underwriting
- Limited 60 day enrollment period prior to plan anniversary for new entrants on existing cases
 - Applications received outside this period are subject to full underwriting
 - NEW policies must have same monthly anniversary date for billing purposes.

Risk Classes Available

- S/GI Non-Tobacco / Business
- S/GI Tobacco / Business
- Accept/Reject - No substandard ratings available



Guaranteed Issue Guidelines*

- SI/GI Application – GI questions only
- No MIB or medical testing
- Maximum Face Amount Per Policy:

GI Face Amount Multiples

Up to an initial maximum face amount of \$2,000,000 per life.

Number of Lives	Face Amount Multiple
10-19	\$25,000
20-49	\$40,000
50+	\$50,000

PARTICIPATION RATES	
Number of Lives	Face Amount Multiple
10-50+	100%

Example: 14-Life COLI Guaranteed Issue

14 x \$25,000 = \$350,000 maximum face amount per person

Example: 25 - Life COLI Guaranteed Issue

25 x \$40,000 = \$1,000,000 maximum face amount per person

Simplified Issue Guidelines*

- SI/GI Application – including health and avocation questions
- MIB & Insurance Activity Inquiry
- APS for cause and for all at ages 60+
- Reserve the right to request additional information
- Accept / Reject to table 2
- 100% Participation required
- Maximum Face Amount Per Policy:

Issue Age	Face Amount
18-60	\$750,000
61-70	\$300,000

* These are only guidelines. Each case must be evaluated on its own merits based upon the submitted quote request and the census. A written offer letter will be provided for each case by the company.

Special Conditions & Reinsurance Requirements

- Reinsurance Review required for:
 - Groups with any lives over age 65
 - Groups of less than 15 lives
 - Face amounts are requested above the maximum limits
 - All New York City business
 - Greater than \$100,000,000 of coverage per zip code (or per ½ mile radius for Los Angeles)
- Limitation on Board Members / Directors
 - External Directors & Board Members cannot exceed 1/3 of total net amount at risk and/or 1/3 of the lives on the census
 - External Directors & Board Members must be actively at work minimum 30 hours per week in professional capacity
- Limitation on Professional Athletes – Not eligible for Guaranteed or Simplified Issue
- Maximum case size: 200 lives
- Maximum Single Premium: \$6,000,000
 - Single Premium Cases:
 - No more than 50% allocated to Fixed Interest Account
- All executives MUST have the Notice & Consent of Employer Owned Insurance (form 15996) completed and submitted with the SI/GI application.

Submitting Preliminary Case Information:

Please submit a Quote Request Form (17302 or 1141NY) and an Employee Census (Form 17303) using the fax number, mailing address or e-mail listed on the Quote Request Form.

The Advanced Markets team will complete the initial review of the information to verify the case data. The Quote Request form and Employee Census will then be forwarded to the Reinsurers for their review and decision. The review will determine if the plan is Approved or Declined. Once the decision is sent to us, an Approval or Decline Letter will be prepared and sent to the listed agent.

Once an Approval is received, the appropriate illustrations can be completed using the Life Portrait Sales Solutions illustration system.

SI/GI applications and all appropriate forms are then completed and mailed or faxed to New Business.

Any plan design or taxation questions can be directed to the Advanced Markets team at **800-525-7133, Option 5**

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