Kotak
GRATUITY
GROUP PLAN

A Non-Participating Group Unit Linked Gratuity Insurance Plan

kotak life

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"In this policy, the investment risk in investment portfolio is borne by the policy holder"

Gratuity is not just a statutory obligation but also a very important tool today to retain and attract talented employees. However, gratuity liability of the employer tends to increase with an increase in the salary and tenure of employment.

A comprehensive and effective gratuity plan will help you in reducing business costs and meet the funding needs to make gratuity payments. It will also help you avail tax benefits as applicable to approved gratuity funds.

Kotak Life Insurance offers Kotak Gratuity Group Plan (KGGP) – a Unit-linked group gratuity plan that will not only help you fund for the gratuity obligation systematically & effectively but also will help you release resources for your core business activities. Some of the key features of the plan are:

Key Features

- Market-linked returns and long-term investment growth
- Regular Additions for higher fund sizes
- Choice of 7 fund options
- Life insurance coverage for employees

How does the Kotak Gratuity Group Plan work?

- The Master Policyholder / Employer creates a trust and appoints Trustees for maintaining the Gratuity Trust
- The Master Policyholder has to pay the contributions towards the Gratuity liability basis Actuarial Valuation to meet the past service gratuity liability of the Company
- The Master Policyholder invests the contributions in the chosen funds out of the 7 investment fund options offered by Kotak Life Insurance (Refer to section "Investment Options"). The units are allocated post the receipt of contributions.

On retirement / resignation up to the selected policy term or during the policy term Kotak Life Insurance will redeem the units in the investment funds to pay the gratuity benefit. In case of death of an insured member, additionally the Sum Assured chosen by the Master Policyholder, subject to a minimum of ₹ 5,000 is payable

Benefits of the plan:

For Employer:

- Contributions to an approved Gratuity fund is deductible under section 36 (1)(v) of the Income Tax Act, 1961, subject to the conditions contained therein
- Income earned from investments received by an approved Gratuity fund is tax-exempt under Section 10(25)(iv) of the Income Tax Act, 1961

For Employee:

Under Section 10(10) of the Income Tax Act, 1961

- The gratuity settlement for retirement/resignation/ (as the case may be) will be settled as per the Trust Rules:
  - For Government employees, Gratuity receipts at the time of retirement are completely tax free
  - For Non-government employees, Gratuity receipts are tax-exempt up to the limit specified under the Act from time to time
- The death benefit will be minimum of ₹ 5,000 sum assured plus Gratuity settlement as per the Trust Rules. Death benefits payable to the employees are exempt from tax.

Note:

1. Tax benefits are subject to change in the tax laws. You are advised to consult your tax advisor for details.

2. The Sum Assured (minimum of ₹ 5,000 or higher as defined under the Trust Rules) as on the date of death shall be payable.

Regular Additions [T&C1]:

Regularly additional units will be added to the Schemes where the Total Fund value is above ₹ 1 Crore at the beginning of the calendar month and the percent will vary by fund size. The rate of these additions will be in the range of 0.05% to 0.65% per annum. Regular Additions are expressed as units and added to the unit fund at the end of the month.

Other features:

- **Benefit payable on Member's survival [T&C2]:**
  Gratuity benefit is payable as per the Gratuity Trust Deed and/or Scheme Rules.

- **Death Benefit [T&C3]:**
  On death of a member, the sum of the following will be paid out:
  - Sum assured, and
  - Gratuity Settlement as per Trust Rules

- **Surrender:**
  This policy may be terminated / surrendered by the Master Policyholder giving one month prior notice in writing to the Company. On the expiration of the notice period, the Company will pay the Surrender Value i.e. the Fund Value as on the date of surrender after deduction of Surrender Charge (0.05% of the Fund Value or ₹ 5,00,000, whichever is lower, during the first three policy years only). After three policy years, there will be no Surrender Charge applicable in case of surrender. The policy shall terminate once the surrender value has been paid.

- **Switching:**
  Unlimited free switching between the available funds during the policy term is allowed.

- **Contribution re-direction:**
  Offers the flexibility of redirection of annual contributions into any other fund(s), i.e. initial investment pattern can be changed.

- **Partial Withdrawal:**
  Partial withdrawals are not allowed in this plan.

Investment options:

This plan offers you the flexibility to choose from an array of seven funds, as per your Risk-Return Profile that will enable you to maximize the earnings potential. You can also switch or change future premium allocation between fund options as per your needs and investment objectives.

Investment Option	Objective	Risk - Return Profile	Equity	Govern-ment/ Govern-ment Guaran-teed Securities	Other Debt securities	Short term Investments such as money market instruments, short term bank deposits, call money and cash
Group Balanced Fund (ULGF-003-27/06/03-BALFND-107)	Aims for moderate growth by holding a diversified mix of equities and fixed interest instruments.	Moderate	30%-60%	20%-70%		0%-40%
Group Bond Fund (ULGF-004-15/04/04-BNDFND-107)	Return is expected to be in line with those of fixed interest instruments, and may provide little protection against unexpected inflation increases.	Conservative	-	0%-75%	25%-100%	0%-40%
Group Floating Rate Fund (ULGF-005-07/12/04-FLTRFND-107)	Return is expected to be in line with those of floating rate debt instruments, and may provide little protection against unexpected inflation increases.	Conservative	-	0%-75%	25%-100%	0%-40%
Group Gilt Fund (ULGF-002-27/06/03-GLTFND-107)	Return is expected to be in line with those of Government fixed interest securities, and may provide little protection against unexpected inflation increases.	Conservative	-	80%-100%	-	0 % - 20%
Group Money Market Fund (ULGF-001-27/06/03-MNMKFND-107)	Aim to protect capital with minimal downside risks.	Secure	-	-	-	100%
Group Short Term Bond Fund (ULGF-018-18/12/13-SHTRMBND-107)	Aims to provide reasonable returns and liquidity by investing in government debt, corporate debt and money market instruments of different maturities and issuers	Conservative	-	0%-50%	25%-75%	10%-75%
Group Prudent Fund (ULGF-019-04/07/17 KGPFFND-107)	Aims to provide enhanced long term returns by taking a moderate exposure to equity and equity related securities and active management of a fixed income portfolio	Moderate	0% - 20%	40% - 100%	40% - 100%	0% - 40%

Eligibility

Particulars	Description
Group	Employer - Employee groups
Group size	Minimum: 10 employees; Maximum: No Limit
Entry age (Last birthday)	Min: 18 years Max: As per scheme rules, subject to maximum of 75 years
Maximum Maturity age (Last birthday)	As per scheme rules, subject to maximum of 76 years
Policy Term	1 year (Yearly renewable)
Sum Assured	Min: ₹ 5,000 Max: As defined in the scheme rules, subject to the underwriting policy of the insurer.
Contribution/Premium*	Min: ₹ 2,00,000 at inception Max: No limit
Contribution Frequency	Yearly, Half-yearly, Quarterly, Monthly Contributions may be revised based on the actuarial valuation of the scheme as per AS(15)

Note:
*Contribution and premium have the same meaning, i.e. the amount paid by the trustee towards the Gratuity liability of the Master Policyholder.

Charges[T&C5]:

- **Premium Allocation Charges:** This is charged as a percentage of the contribution. The net premium is then allocated at the Net Asset Value (NAV)[T&C8] prevailing on the date of receipt of premiums.

Premium Amount (in a policy year)	Allocation Charge (As % of contribution)
For premium up to ₹ 20 Crores in any policy year	0.5%
For portion of premium Above ₹ 20 Crores in any policy year	Nil

Note: For policies sourced directly by Direct Sales (KLI staff / employees) there will be no allocation charge.

- **Administration Charges:** There is no Policy Administration Charge.

- **Fund Management Charges (FMC):** This is a charge levied as a percentage of the value of assets and shall be appropriated by adjusting the NAV[T&C8]. Following are the FMC applicable per annum for the available funds:

Fund Name	FMC (p.a.)
Group Money Market Fund	0.80%
Group Gilt Fund	0.80%
Group Bond Fund	0.80%
Group Floating Rate Fund	0.80%
Group Balanced Fund	1.00%
Group Short Term Bond Fund	0.80%
Group Prudent Fund	1.00%

- **Mortality Charges:**
  Mortality charge shall be charged based on the risk profile of the group. Mortality charge will be deducted from the Fund.

- **Switching Charges:** There is no Switching Charge.

- **Redirection Charge:** There is no redirection Charge.

- **Surrender Charges:**
  - This is a charge levied on the Fund Value at the time of surrender of contract.
  - Following charges are applicable depending on year of Surrender:

Year of Surrender	Charges applicable (as a % of Fund Value)
1st - 3rd Yr	0.05% or ₹ 5 lacs, whichever is lower
4th Yr onwards	NIL

Sample Illustration:

					Gross Yield at 4%				
					Net yield @ 4%		3.09%		
Year	Initial Contribution	Annual contribution at the beginning of the year	Allocation Charges	Mortality Charges	GST*	Fund before FMC	FMC with GST*	Fund after FMC	Fund after surrender charges
1	1,000,000	250,000	6,250	50	1,134	1,292,269	12,199	1,280,070	1,279,314
2	-	265,000	1,325	50	248	1,605,185	15,153	1,590,032	1,589,094
3	-	280,900	1,405	50	262	1,943,984	18,351	1,925,633	1,924,497
4	-	297,754	1,489	50	277	2,310,434	21,810	2,288,624	2,288,624
5	-	315,619	1,578	50	293	2,706,415	25,549	2,680,866	2,680,866
6	-	334,556	1,673	50	310	3,133,925	29,584	3,104,341	3,104,341
7	-	354,630	1,773	50	328	3,595,092	33,938	3,561,155	3,561,155
8	-	375,908	1,880	50	347	4,092,177	38,630	4,053,547	4,053,547
9	-	398,462	1,992	50	368	4,627,583	43,684	4,583,898	4,583,898
10	-	422,370	2,112	50	389	5,203,866	49,124	5,154,741	5,154,741

					Gross Yield at 8%				
					Net yield @ 8%		7.06%		
Year	Initial Contribution	Annual contribution at the beginning of the year	Allocation Charges	Mortality Charges	GST*	Fund before FMC	FMC with GST*	Fund after FMC	Fund after surrender charges
1	1,000,000	250,000	6,250	50	1,134	1,341,971	12,668	1,329,303	1,328,519
2	-	265,000	1,325	50	248	1,720,095	16,238	1,703,857	1,702,852
3	-	280,900	1,405	50	262	2,141,684	20,217	2,121,467	2,120,215
4	-	297,754	1,489	50	277	2,610,797	24,646	2,586,152	2,586,152
5	-	315,619	1,578	50	293	3,131,838	29,565	3,102,273	3,102,273
6	-	334,556	1,673	50	310	3,709,580	35,018	3,674,562	3,674,562
7	-	354,630	1,773	50	328	4,349,204	41,056	4,308,147	4,308,147
8	-	375,908	1,880	50	347	5,056,320	47,732	5,008,588	5,008,588
9	-	398,462	1,992	50	368	5,837,012	55,101	5,781,910	5,781,910
10	-	422,370	2,112	50	389	6,697,867	63,228	6,634,639	6,634,639

*Goods and Services Tax and Cess.

Please Note:

1. All amounts in Indian Rupees.
2. This is only an indicative illustration. Rates may vary for each group.
3. The above illustration is based on the assumption that all contributions are paid as due and the fund will grow at the rate of 4% p.a. and 8% p.a.
   Please note that the assumed rate of return is only for illustration purpose, where as the actual return will depend on the investment performance.
4. Non-guaranteed benefits will vary with returns based on investment performance. If your policy offers guaranteed returns then these will be clearly marked "guaranteed" in the illustration table on this page.
5. This illustration is not a contract of insurance and must be read in conjunction with the Policy Document.
6. Goods and Services Tax and Cess, is levied, at the applicable Tax rates in accordance with the prevailing Tax Laws, from time to time.
7. The above illustration is based on the assumption that the policy has been sourced through channels other than "Direct Sales"
8. The life cover is assumed is ₹ 5,000 per member and the Mortality Charge is ₹ 1 per ₹ 1,000 sum assured. The group size assumed is of 10 members
9. Premiums are allocated in Group Bond Fund (ULGF-004-15/04/04-BNDFND-107) Regular additions, as applicable, will be added to the fund value

Terms & Conditions:

1. **Regular Additions:** Regular Additions units are added to the schemes where the Total Fund value is above ₹ 1 Crore at the beginning of the calendar month and will be added at the end of each calendar month after date of commencement of policy. The Regular Addition % varies by fund size and type of fund:

Fund Slabs (in Crore)	Group Money Market Fund (p.a.)	Group Gilt Fund (p.a.)	Group Bond/ Short Term Bond/ Floating Rate Fund (p.a.)	Group Balanced Fund/ Prudent Fund (p.a.)
Above 1 & up to 5	0.10%	0.05%	0.05%	0.20%
Above 5 & up to 10	0.20%	0.15%	0.15%	0.25%
Above 10 & up to 15	0.30%	0.25%	0.25%	0.30%
Above 15 & up to 20	0.30%	0.25%	0.25%	0.40%
Above 20 & up to 30	0.35%	0.35%	0.35%	0.50%
Above 30 & up to 35	0.40%	0.40%	0.40%	0.55%
Above 35 & up to 50	0.50%	0.50%	0.50%	0.60%
Greater than 50	0.55%	0.55%	0.55%	0.65%

2. **Benefit payable on Member's survival:**

This benefit shall be payable as per the scheme rules and as communicated by the Master Policyholder.

The Insurer's total liability under this Policy at any time shall be limited to the value of the balance of any units held in terms of this Policy plus the risk cover (in case of death), after adjustment for any outstanding income, expenses, taxes, levies, fees, rebates and charges.

3. **Death Benefit in case of Suicide :**

On death due to suicide within 12 months his/her being admitted as a member, the nominee of the member shall be entitled only to Gratuity settlement as per Trust Rules, as available on the date of death. No death benefit shall be payable during such period.

4. **Non- Negative claw-back additions**

In the process to comply with the reduction in yield requirement as per IRDAI (Linked Insurance Products) Regulation, 2013; Company may arrive at specific non-negative additions, if any, to be added to the unit fund value, as applicable, at various durations of time after the first five years of the contract. Such non-negative additions shall be called as non-negative claw-back additions.

5. **Charges - Maximum Level**

Kotak Life Insurance reserves its right to impose charges not beyond the prescribed levels, subject to IRDAI approval

6. **Availability of Unit Statement:**

The Master Policyholder may check the Unit Statement in D02 format available on the Group Customer Portal using the prescribed link: https://customer.kotaklifeinsurance.com/kliportal/Login.aspx.

In order to view the Unit Statement, the Master Policyholder has to register in the Group Customer Portal to generate the Login ID and Password.

7. **Nomination:**

Nomination will be allowed under the plan as per the provisions of Section 39 of the Insurance Act, 1938 and amendments thereto from time to time.

8. **NAV Computation**

All the contributions will be applied to buy units in the funds selected by the Master Policyholder according to the following rules:

- Transaction requests (including renewal premiums by way of local cheques, demand draft, switches, etc.) received before the cut-off time will be allocated to the same day's NAV and the ones received after the cut-off time will be allocated to the next day's NAV.
- Where contributions are received by an outstation cheque / demand draft, the closing NAV of the day on which such cheque / demand draft is realized shall be applicable.
- The current cut-off time is 3:00 p.m. which may vary from time to time as per IRDAI guidelines.

NAV of a fund is calculated and published in financial newspapers on each business day.

$$\textbf{Net Asset Value (NAV)} = \frac{\text{Market Value of investments held by the fund + Value of any Current Assets – Value of Current Liabilities \& Provisions, if any}}{\text{Number of units existing at the valuation date (before creation / redemption of units)}}$$

Fund Value is the product of the total number of units under a policy and the NAV. The NAV calculated above will be used with respect to portfolio valuations for policyholders in addition to terms for Gratuity Benefit, Surrender Value and for recovering the applicable charges. The NAVs will be calculated on each business day.

9. Loans :

No loan facility is available under this policy.

10. Free Look Period:

In case policyholder is not agreeable to any of the provisions stated in the policy, then he/she has the option of returning the policy, stating the reasons thereof within 15 days from the date of the receipt of the policy. The cancellation request should be submitted to nearest Kotak Life Insurance Branch or sent directly to our Head Office. On receipt of letter along with the original policy document arrangement shall be made to refund the non-allocated premium plus charges levied by cancellation of units plus fund value at the date of cancellation less expenses in accordance with IRDAI (Protection of Policyholders' Interests) Regulations, 2017. A policy once returned shall not be revived, reinstated or restored at any point of time and a new proposal will have to be made for a new policy.

11. Fraud / Misrepresentation:

The provisions of Section 45 of the Insurance Act 1938, as amended from time-to-time, will be applicable to this contract and each life cover provided therein. The Insurer reserves the right to recover the amount from the Policyholder or the Group Member or any other person, if it is found that the Benefits are erroneously paid due to the fault of the Policyholder. In case the Insurer is not in a position to recover such amount from the Group Member or any other person, the Policyholder will be liable to pay the said amount to the Insurer within 15 days from the date of its demand. However, the Policyholder will not be liable or responsible for any wrong payments made by the Insurer.

12. Goods and Services Tax and Cess

Goods and Services Tax and Cess, as applicable shall be levied as per the prevailing tax laws and/or any other laws. In case of any statutory levies, cess, duties etc., as may be levied by the Government of India from time to time, the Company reserves its right to recover such statutory charges from the policyholder(s) either by increasing the premium and / or by reducing the benefits payable under the plan.

13. Taxes levied by the Government in future

In future, the Company shall pass on any additional taxes levied by the Government or any statutory authority to the policyholder. The method of collection of these taxes shall be informed to the policyholders under such circumstances.

14. Tax Benefits

Tax benefits under the policy will be as per the prevailing Income Tax laws. Tax laws are subject to amendments from time to time and interpretations. Employers are advised to consult a tax expert.

Risk Factors:

- Linked Insurance products are different from traditional insurance products and are subject to risk factors.
- The premium paid in Linked Insurance policies are subject to investment risk associated with capital markets and the NAVs of the units may go up or down based on the performance of the fund and factors influencing the capital market and insured is responsible for his/ her decisions.
- Kotak Mahindra Life Insurance Company Ltd. (Formerly known as Kotak Mahindra Old Mutual Life Insurance Ltd.) is only the name of the company and Kotak Gratuity Group Plan is only the name of the linked insurance contract and does not in any way indicate the quality of the contract, its future prospects or returns.
- The funds offered under this contract are the name of the funds and do not in any way indicate the quality of these funds, their future prospects and returns.
- The past performance of other Funds of the Company is not necessarily indicative of the future performance of the funds.
- Please know the associated risks and the applicable charges, from your insurance agent or the intermediary or policy document of the insurer. All benefits payable under the policy are subject to the tax laws and other financial enactments, in force from time to time.

Section 41 of the Insurance Act, 1938 states:

1) No person shall allow or offer to allow, either directly or indirectly, as an inducement to any person to take or renew or continue an insurance in respect of any kind of risk relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking out or renewing or continuing a policy accept any rebate, except such rebate as may be allowed in accordance with the published prospectuses or tables of the insurer.

2) Any person making default in complying with the provisions of this section shall be liable for a penalty which may extend to ten lakh rupees.

About Us

Kotak Mahindra Life Insurance Company Ltd. is a 100% owned subsidiary of Kotak Mahindra Bank Limited (Kotak) which provides world-class insurance products with high customer empathy. Its product suite leverages the combined prowess of protection and long term savings. Kotak Life Insurance is one of the fastest growing insurance companies in India and has covered over several million lives.

For more information, please visit the company's website at https://insurance.kotak.com

Kotak Mahindra Group

Kotak Mahindra Group is one of India's leading banking and financial services organizations, offering a wide range of financial services that encompass every sphere of life. From commercial banking, to stock broking, mutual funds, life insurance and investment banking, the Group caters to the diverse financial needs of individuals and the corporate sector.

For more information, please visit the company's website at www.kotak.com

BEWARE OF SPURIOUS PHONE CALLS AND FICTITIOUS/FRADULENT OFFERS

IRDAI is not involved in activities like selling insurance policies, announcing bonus or investment of premiums. Public receiving such phone calls are requested to lodge a police complaint.

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kotak life

Koi hai... hamesha

Kotak Gratuity Group Plan - UIN No.: 107L010V07; Form No: L010 ; Ref No: KLI/17-18/P-PB/726

This is a non-participating unit-linked group gratuity plan. This product brochure gives only the salient features of the plan. This document is not a contract of insurance and must be read in conjunction with the Policy Document.

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