

**HINDUSTAN AERONAUTICS LIMITED
CORPORATE OFFICE :: BANGALORE**

HAL/HR/23(3)/2022

6th October 2022

Sub: Post Superannuation Group Health Insurance Schemes in respect of retired employees and their Spouses in the Company.

- Ref: i) PC No. 700 dated 23.1.14**
ii) Circular No. HAL/P&A/23(3)/2014 dated 24.1.14
iii) Circular No. HAL/P&A/23(3)/2015 dated 29.1.15
iv) Circular No. HAL/HR/23(3)/2021 dated 14.9.21

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Post Superannuation Group Health Insurance Schemes have been introduced in the Company, separately in respect of (a) Employees (Workmen & Executives) retired, etc before 1.1.07; (b) Executives retired/retiring etc after 1.1.07; and (c) Workmen retired/retiring etc after 1.1.07. The Schemes are due for renewal w.e.f 1.2.23.

2. In respect of Ex-Employees/ Executives/ Workmen and/or their Spouses who have become members of the Scheme and who are no more, it is necessary to update the database to ensure that the Company will not be paying Premium at the time of the renewal of the Policies w.e.f 1.2.23. Towards this end, as was done in the previous years, it is decided to obtain Survival Certificates from the Ex-Employees/ Executives/ Workmen/ Spouses, who are members of the existing Schemes.

3. In consideration of the request of many beneficiaries and to make the process of submission of Survival Certificate simple and convenient, it is decided to introduce **Online submission of Survival Certificate** effective from the policy period 2023-24. In this regard, provision has been made in web portal of M/s Medi Assist Insurance TPA Limited to submit the Survival Certificate "Online". Accordingly, Beneficiaries can now log in to Medi Assist Insurance TPA Ltd portal (URL : <https://portal.mediassist.in/>) and submit the Survival Certificate online in respect of Self and Spouse. The steps to be followed for submission of Online Survival Certificate is delineated at **Annexure-I**.

4. Beneficiaries who are unable to submit the Survival Certificate Online can continue with the existing system of forwarding the same Offline (i.e Hardcopy). Beneficiaries who submit the Survival Certificate Online need not forward the hardcopy again. In other words, Beneficiaries need to adopt only one mode for submitting the Survival Certificate i.e either Online or Offline.

5. Considering that submission of Survival Certificate is an annual exercise, the online facility for the same will be enabled w.e.f 1st October every year for the forthcoming policy period. As regards Offline submission, the beneficiaries can make sufficient copies of the Survival Certificate Format as at **Annexure-II** and may forward duly filled in Survival Certificate every year to the Division / Office concerned within the stipulated time period. Format of Survival Certificate can also be downloaded from the Company website. Duly filled in Survival certificate need be submitted / forwarded by the Beneficiaries latest by 15th December every year. Non submission of Survival Certificate as per the deadline will lead to deactivation of Insurance Cards. No separate correspondence will be made by the Divisions / Offices in future in this regard.

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6. Accordingly, in future, information pertaining to changes / amendments if any, including renewal of the Policy, Premium for Voluntary Top Up etc., would be hosted / uploaded by the Divisions/ Offices in the company website / portal (www.hal-india.co.in) as per existing system. Beneficiaries can visit the Company website / portal from time to time to keep them abreast with the latest developments on the matter. **No separate correspondence / individual communication by post will be issued by the Divisions / Offices.** However, Divisions / Offices may continue with the existing practice / system of informing the beneficiaries through bulk Message/ E-mail wherever feasible.

7. In light of the aspects brought out at paras 3 to 6, Divisions/Offices are requested to take following actions, urgently:

- a) Write to all the beneficiaries under the existing Schemes bringing out the above aspects, obtain the Survival Certificate either through Online or Offline mode and update the Database;
- b) Flow Chart / Steps to be followed for submission of Survival Certificate **"Online"** and Format of Survival Certificate for submission **"Offline"** are enclosed as **Annexure-I & Annexure-II** respectively;
- c) Database of the beneficiaries who submit Survival Certificate Online would be forwarded to the Divisions / Offices by M/s Medi Assist Insurance TPA Pvt Ltd.;
- d) Based on the Survival Certificates received (both Online & Offline), names of the beneficiaries to be deleted on account of their death/ Exit is to be reflected in the Format at **Annexure-III**.

Note: In case name of the beneficiary is deleted by the Division / Office due to non-receipt of Survival Certificate for the policy period concerned and if beneficiary submits the same later for the next policy period, the details of such beneficiaries to be intimated to this Office separately.

8. Actions as indicated at para-7 need to be taken on top priority. The requisite details as at **Annexure-III** are to be forwarded to this Office latest by **25th December every year to the LAN/WAN ID corporatepolicy@hal-india.com**, please.

Deep
6/10/20
(D Deepak)

Executive Director (HR)

Distribution:

ED(HR)	HC & SD, HMA ;
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DF / D(HR) / D(Ops.)
CVO / CM (HR)-P

Copy to: CEO AC / HC / MC / BC

FLOW CHART / STEPS TO BE FOLLOWED FOR SUBMISSION OF SURVIVAL CERTIFICATE ONLINE FOR HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEMES:

Step 1: Enter the login information provided below to access the Medi Assist portal.

URL : <https://portal.mediassist.in/>

User ID : PB Number(as printed in the MAID Card)@HAL
Eg : 80127@HAL

Password : PB Number(as printed in the MAID Card)HAL
Eg : 80127HAL

Step 2: User will be prompted to choose the "change password" option and each Member must then change their respective password.

Step 3: Login with new password and update contact number (if prompted)

Step 4: Go to Home page / section and Click on '**Update your Survival Certificate**'.

Step 5: Beneficiary details will be reflected as per the data available.

Step 6: Add/Edit/update the Date of Birth, Contact Number, Email ID, and Address.

Step 7: Update the status of the beneficiaries shown (Surviving/Deceased).

Step 8: After choosing the "surviving" option, click "Upload" to capture and upload a live photo. User may use the front camera to take a self-image when updating the data on a Mobile device.

Note: If the beneficiary is marked as "Deceased", please update the date of expiry.

Step 9: Click on declaration and submit.

On successful completion, the Form can be downloaded and can also be printed.

Note : Beneficiaries can update the Survival Certificate in the Medibuddy App also

For any further queries or clarifications please contact:

Dedicated Email ID	hal@mediassist.in
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Dedicated Helpline Number	9741501122
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HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME
SURVIVAL CERTIFICATE FOR THE POLICY PERIOD

Scheme (Select One)

- Employees (Workmen & Executives) retired, etc. before 1.1.07
- Executives retired/retiring etc. after 1.1.07
- Workmen retired/retiring etc. after 1.1.07

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From:

Name in Full :
 Mailing Address :

Phone Nos. (Land Line) with STD Code :

Mobile No.:

E-mail id :

To:

HR Head,
 Hindustan Aeronautics Limited
 _____ Division / Office

Dear Sir/ Madam,

Sub: Survival Certificate

Please refer to your letter No. _____ dated _____, on the above subject.

I, (Mr. / Ms.) _____,
 (Ex-Employee/ Executive / Workman OR Spouse of the Ex-Employee/Executive/ Workman/ Family Member) {Tick whichever is applicable}, certify the following in respect of beneficiaries under the "HAL Post Superannuation Group Health Insurance Scheme":

Name of the Beneficiary (ies) (To be indicated separately in respect of the Ex-Employee/ Executive/ Workman & Spouse)	Ex-PB No./ EID No. (at the time of superannuation etc.)	Relationship (Indicate Self or Spouse)	MAID No.(s) (as indicated in the Insurance Card)	Remarks (to indicate surviving/ expired)	Indicate date of death/ Exit (If expired/ exited from Scheme)

Note: In case of unfortunate death of both the beneficiaries, the Family Member will indicate the same in the Remarks column.

(Signature of the Ex-Employee/
Executive/ Workman/ with Date)

(Signature of the Spouse
with Date)

(Signature of the Family Member (if
applicable) with Name, Relationship
with the Ex-Employee/ Executive/
Workman/ Spouse and Date)