

RENEWAL REQUIREMENTS ENHANCED SCHEME SMALL GROUP

Normal Turn-around time 10 working days subject to receiving complete data

Data required:

- 1) Group Renewal Form: Fill the form with date, signature, and stamp
- 2) Copy of Valid Trade license
- 3) Valid health copy of all non-UAE national partners mentioned in trade license
- 4) Stamped quotations
- 5) Upfront Payment: Cards will be released at time of full payment
- 6) Valid passports/ visas/ Emirates ID copies for all active members
- 7) Active Members' List

Update members' list attached to the email along with the renewal notification. Do not delete data on the list; only change status as follows:

- a) Cancellation:
 - I. Member status to cancel
 - II. Official letter mentioning all the names of the cancelled members along with their dependents stating the reason for the cancellation. This is mandatory.
 - III. Any corrections to be advised in the additional column and status to be changed from "existing" to "changed". In case of package change, official letter with reason
- b) Additions after submission of renewal application will not be enrolled to the renewal unless advised in writing.
- c) Emirates ID (EID) Number EID for each member

Note: Renewal process will be rejected in case of missing EID

Suggest: Delete members without EID to process renewal application and enroll them at later stage (within 30 days from policy renewal date – to avoid HAAD fine).

Official letter against members with missing EID to delete members.

Guardian Insurance Brokers is not liable for any delay in submitting the data.