

ETASS - Re

Reinsurer (Contract)



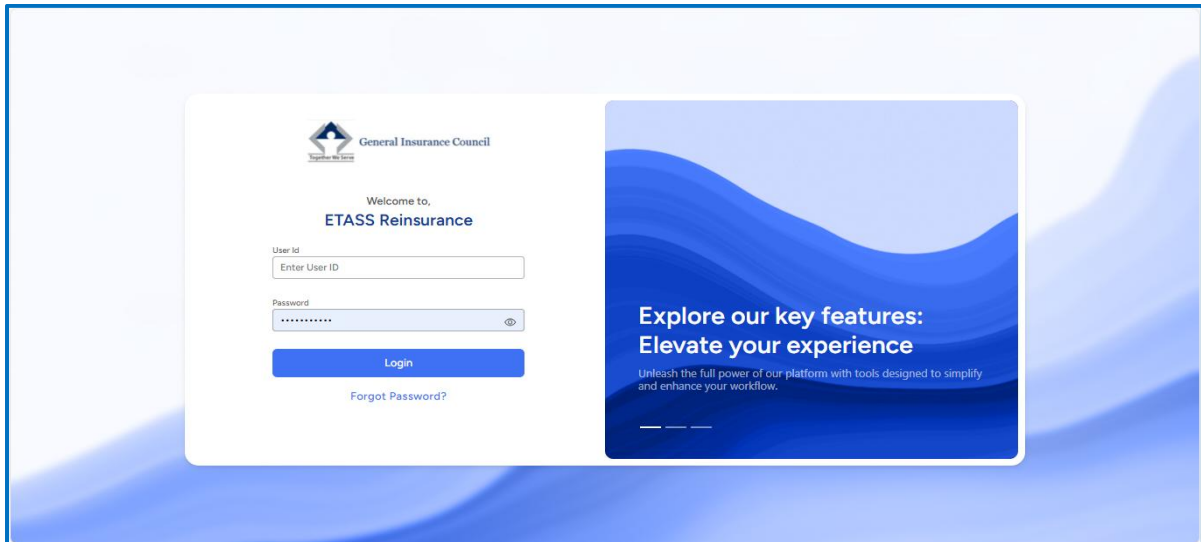
General Insurance Council

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ETASSR User Guide for Reinsurer

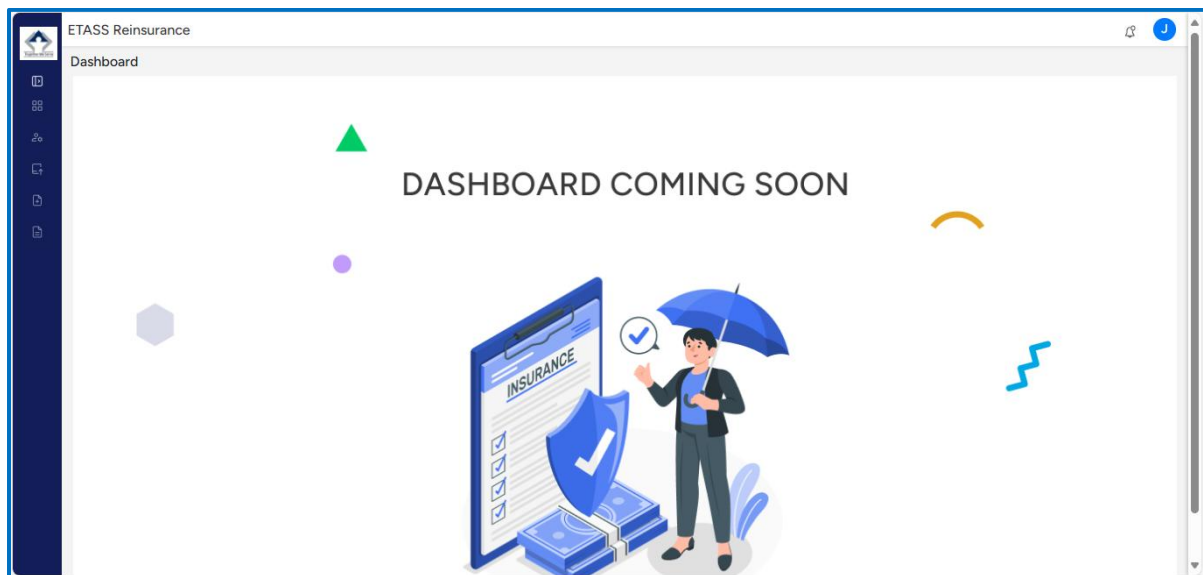
1. Login Page



The login page serves as the entry point to the ETASSR system where users authenticate their credentials to access the application.

2. Home Page

Purpose: Once the user has logged in, they are taken to the home screen. On this screen users can explore the menus of the application and user profile.



Navigation Options:

1. **Expander:** Click on the Expander icon on the top left corner of home screen to expand/collapse menus.
2. **Dashboard:** To view the dashboard.
3. **Admin:** This menu and its sub menus are applicable only for Admin User.
4. **Actionable:** This will show all the actionable items for Cedant and Reinsurer users.
5. **New Upload:** This menu is applicable only for Cedant users.
6. **View:** To view contract placements.
7. **User Profile:** Click on the profile icon on the top right corner of home screen. Users can see their profile along with options to "Log out" and "Change Password".

ETASS Reinsurance

Dashboard

DASHBOARD COMING SOON

INSURANCE

Jeetu Nagdev

Role : Admin

Last logged in: 11 Sep 2025

Office : Mumbai

Company details: Kiya Insurance

[Change Password](#)

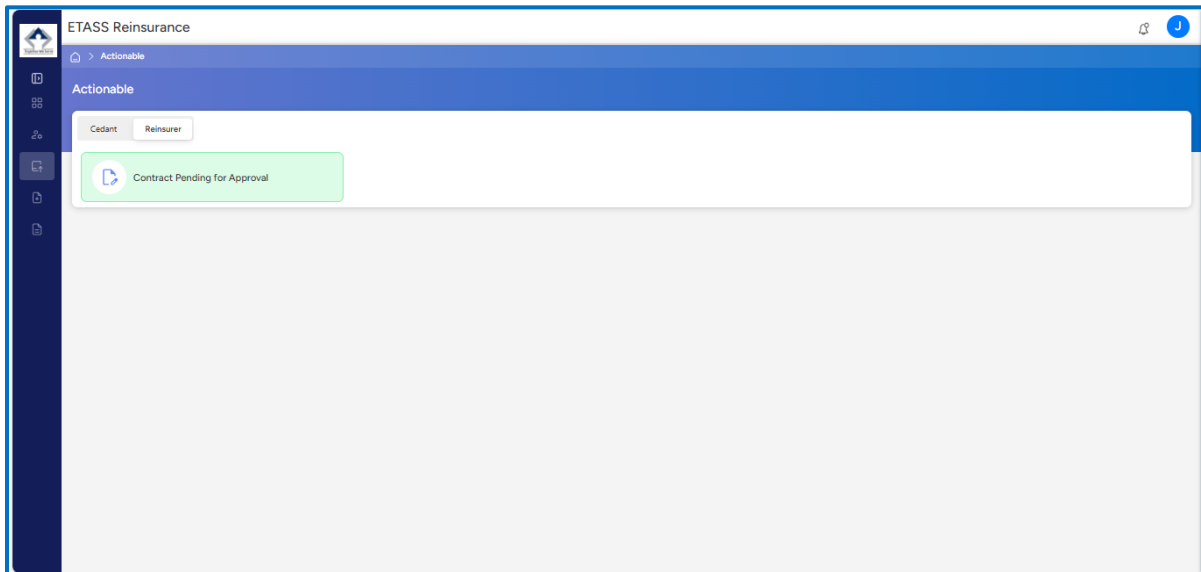
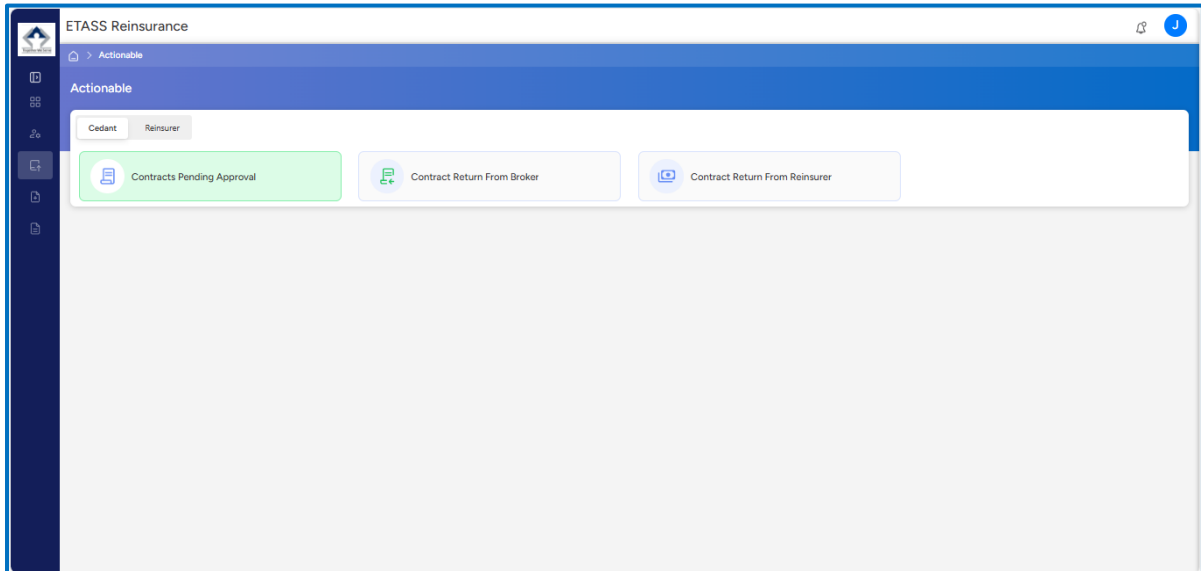
Last password changed on 16 Apr 2025

3. Actionables:

3.1. View Contract Pending for Approval

Navigation Path: Actionable → "Reinsurer" Tab → Contract Pending for Approval

Purpose: This screen allows users to view and manage contract placements that are pending approval. It provides search and filter capabilities to help users locate specific contracts efficiently. All three types of contract treaties are listed here for user action.



ETASS Reinsurance

Actionable > Contract placement pending for approval

Contract placement pending for approval

List of contract placements

Search

Export xls

CPID	Contract ID	Cedant name	Company code	Contract name	Contract type	Start date	End date	Placement received from
K252526QFA002501K2502	K252526QFA002	Kiya Insurance	K25	Treaty_Quota_A	Quota	18-07-2025	03-08-2025	Aco Insurance Broker Pvt Ltd
K252526QFA002501K2501	K252526QFA002	Kiya Insurance	K25	Treaty_Quota_A	Quota	18-07-2025	03-08-2025	Direct
NIA2526MCP001501K2501	NIA2526MCP001	New India Assurance	NIA	treaty1	Marine Cargo Pool	01-06-2025	24-06-2025	Direct
SR125265CQ001501K2501	SR125265CQ001	Swiss Re	SR1	TNAME291555	Surplus Cum Quota	29-06-2025	30-05-2026	Direct

Showing 1 to 4 of 4 placements

Available Actions:

1. **Contract Selection:** Users can select any contract placement by clicking on the placement number in the list, which will redirect them to the detailed Contract Placement screen.
1. **Global Search:** Searches the entered text within the columns displayed in the list and filters the records accordingly.
2. **Export XLS:** Enables users to download the complete result set in an .xls file format.
3. **Expander:** Expands the result set for better visibility.
4. **Column-wise Search:** User can filter the result set by using column-wise search option.
5. **Pagination:** Each page displays a maximum of 10 records. Users can navigate between pages using the pagination controls.

3.1.1. Managing Contract Pending for Approval

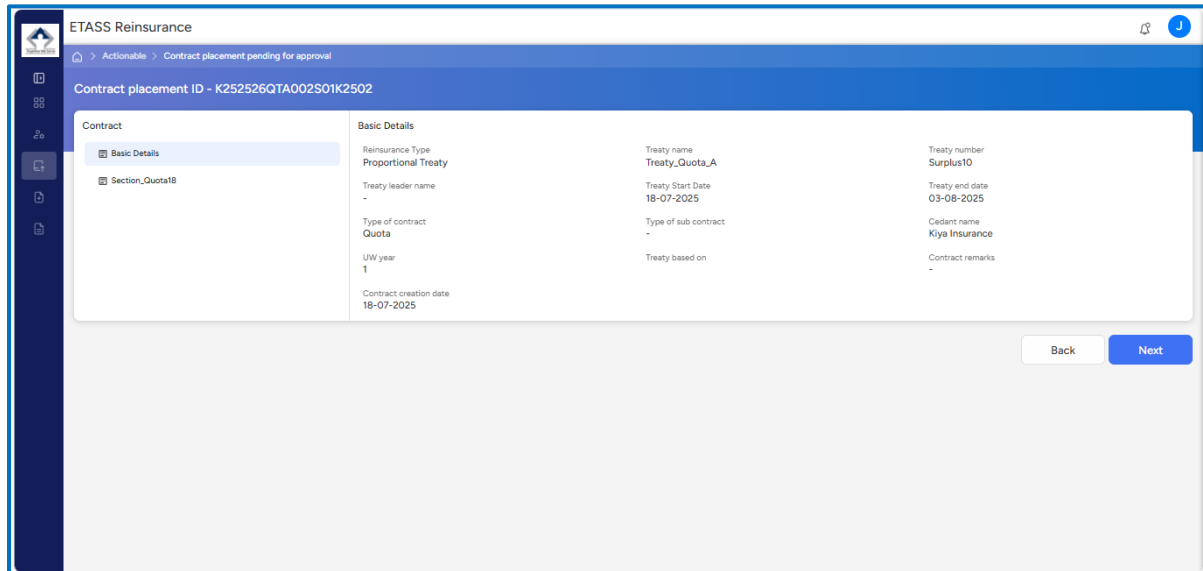
Navigation Path: Actionable → "Reinsurer" Tab → Contract Pending for Approval → Click on Contract Placement number

Purpose: This screen allows users to approve or reject contract placements. The procedure to approve or reject the Contract Placement is the same for Proportional, Non-Proportional and FAC Treaty.

Treaty Type: Proportional Treaty

Step 1: Verify Basic Details

Verify the basic details of the contract in the Basic Details section.

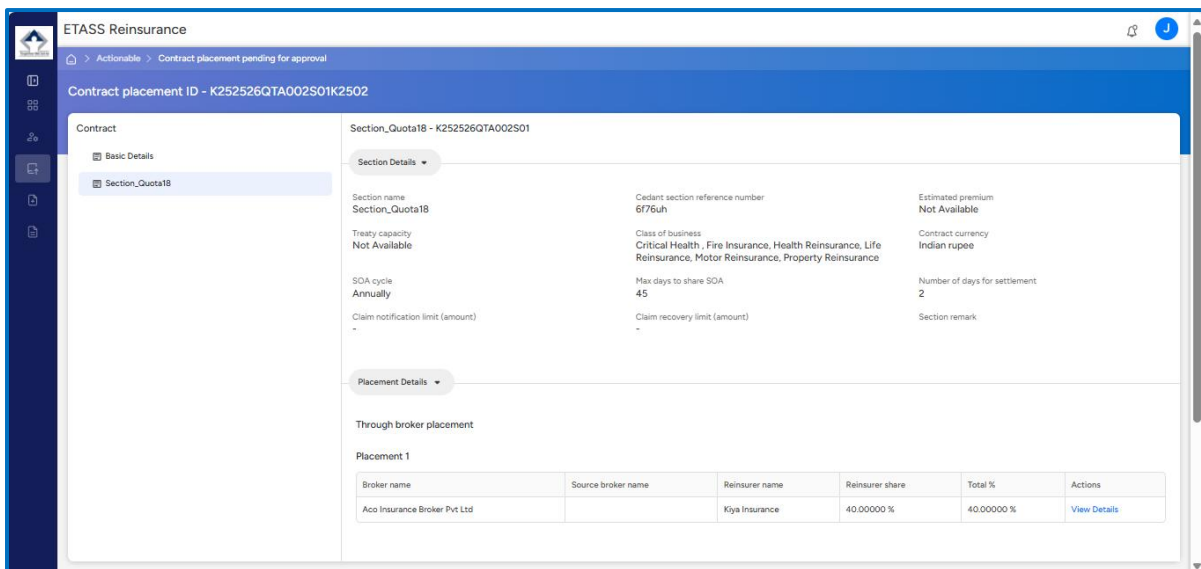


Navigation Elements:

1. **Basic Details:** Shows the basic information of the contract on the screen
2. **Section Details:** Toggle between multiple sections for one contract
3. **Back:** Takes user back to the View Contract Pending for Approval Screen
4. **Next:** Takes the user to the next section with section details shown in the right pane

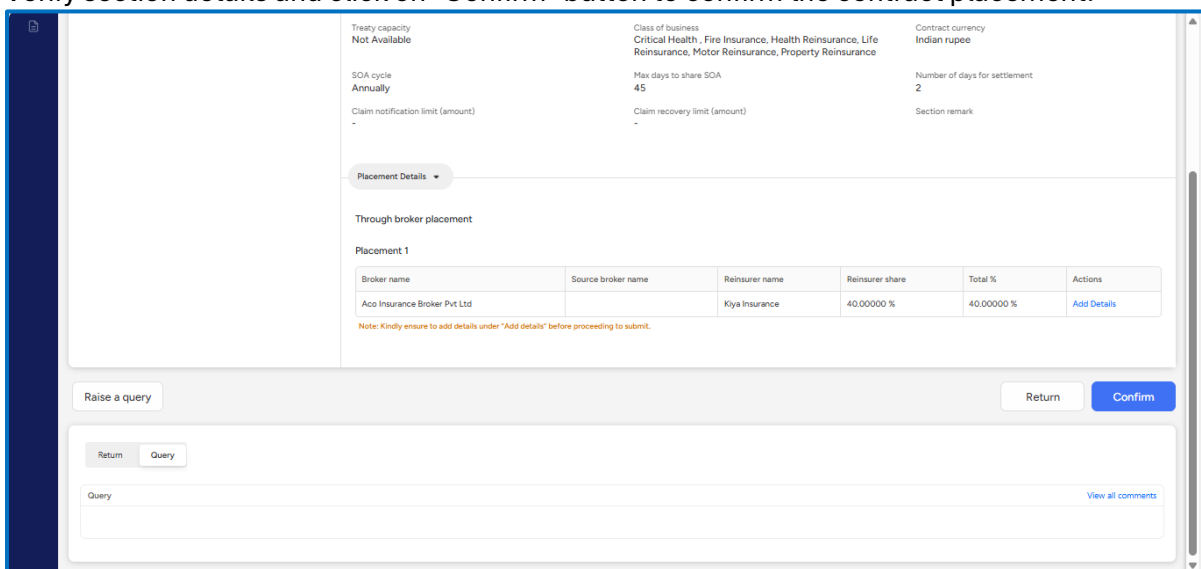
Step 2: Review Section Details

On clicking "Next", section details are shown.



Step 3: Confirm Contract Placement

Verify section details and click on "Confirm" button to confirm the contract placement.



Available Actions:

1. **View Details:** Redirects to the detail page where users can view complete contract placement information
2. **Return:** Reject the contract placement
3. **Confirm:** Provide user acceptance
4. **Raise a Query:** User can raise a query
5. **View Return:** View return comments or history

6. View Query: View, reply, or conclude queries

Step 4: Add Details

Once user confirms the placement, "Add Details" button appears in the through broker placement grid.

Step 5: Enter Required Information

Click the "Add Details" button to be redirected to another screen where complete contract information is displayed. The user is required to enter:

- **Reinsurer Section Reference Number** (mandatory)
- **Reinsurer Broker Required** information (optional)

View Details			
Cedant Name Kiya Insurance	Treaty Name Treaty_Quota_A	Under-Writing Year 1	Contract ID K252526GTA002
Broker Code AGI	Broker Name Aco Insurance Broker Pvt Ltd		
<input type="checkbox"/> Reinsurer Broker Required			
Reinsurer Details			
Reinsurer code K25	Reinsurer Name Kiya Insurance	IRDAI registration number L21091KA20190PC141444vvvvrr	Reinsurer Country Name Dubai
Reinsurer Share % 40.00000	Reinsurer Section Reference Number * <input type="text" value="Enter here"/>		
Commission Type -	Commission % 12%	Contract Currency	Settlement Currency
Withhold % -	Margin % -	Premium Entry % -	Loss Entry % -
Premium Withdrawal % -	Loss Withdrawal % -	Commutation Date -	PF transfer date -
LPC range -	Profit Commission 57.88888	Other details -	Is This a Related Party? -
		<input type="button" value="Back"/>	<input type="button" value="Save"/>

Navigation Elements:

1. **Close:** Located at the top right corner, closes current page and redirects to previous Section Details screen
2. **Back:** Redirects to the previous Section Details screen

Step 6: Save and Enable Approval

After entering the required details, click the Save button. This redirects to the Section Details screen and enables the final "Approve" option.

View Details
X

Cedant Name Kiya Insurance	Treaty Name Treaty_Quota_A	Under-Writing Year 1	Contract ID K252526QTA002
Broker Code AGI	Broker Name Aco Insurance Broker Pvt Ltd		

Reinsurer Broker Required

Reinsurer Broker Name ICICI Lombard	Reinsurer Broker's Brokerage * 5
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Reinsurer Details

Reinsurer code K25	Reinsurer Name Kiya Insurance	IRDAI registration number L21091KA2019OPC141444vvvvvr	Reinsurer Country Name Dubai
Reinsurer Share % 40.00000	Reinsurer Section Reference Number * AZ00123		
Commission Type -	Commission % 12%	Contract Currency -	Settlement Currency -
Withhold % -	Margin % -	Premium Entry % -	Loss Entry % -
Premium Withdrawal % -	Loss Withdrawal % -	Commutation Date -	PF transfer date -
LPC range -	Profit Commission 57.88888	Other details -	Is This a Related Party? -

Back
Save

Section_Quota_1a	61/70th	Not Available
Treaty capacity Not Available	Class of business Critical Health , Fire Insurance, Health Reinsurance, Life Reinsurance, Motor Reinsurance, Property Reinsurance	Contract currency Indian rupee
SOA cycle Annually	Max days to share SOA 45	Number of days for settlement 2
Claim notification limit (amount) -	Claim recovery limit (amount) -	Section remark

Placement Details ▾

Through broker placement

Placement 1

Broker name	Source broker name	Reinsurer name	Reinsurer share	Total %	Actions
Aco Insurance Broker Pvt Ltd		Kiya Insurance	40.00000 %	40.00000 %	Edit Details

Back
Approve

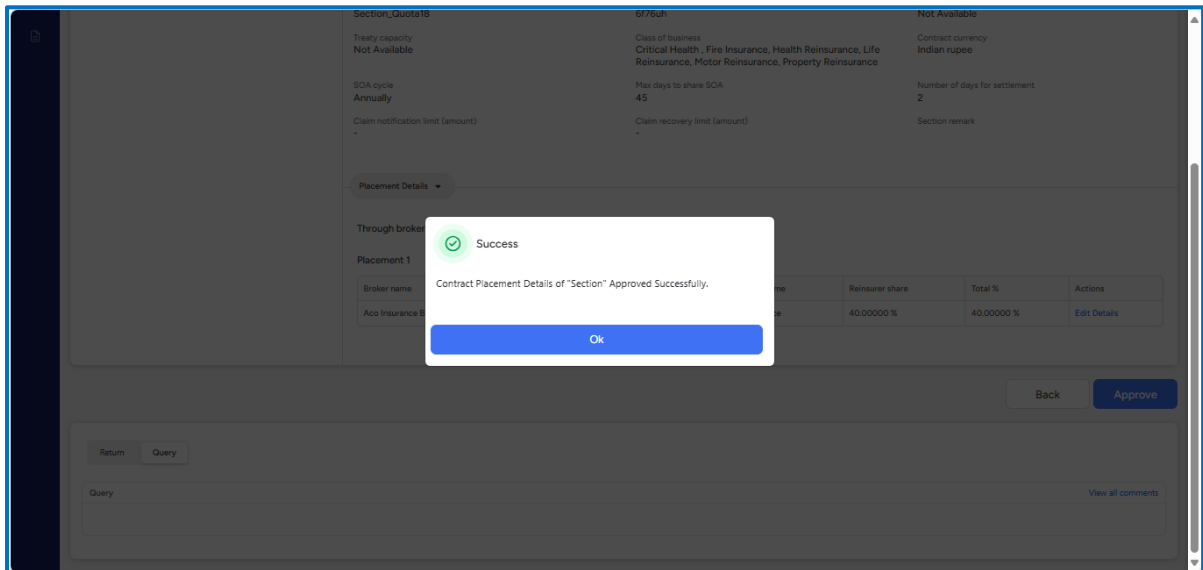
Return
Query

Query

[View all comments](#)

Step 7: Complete Approval Process

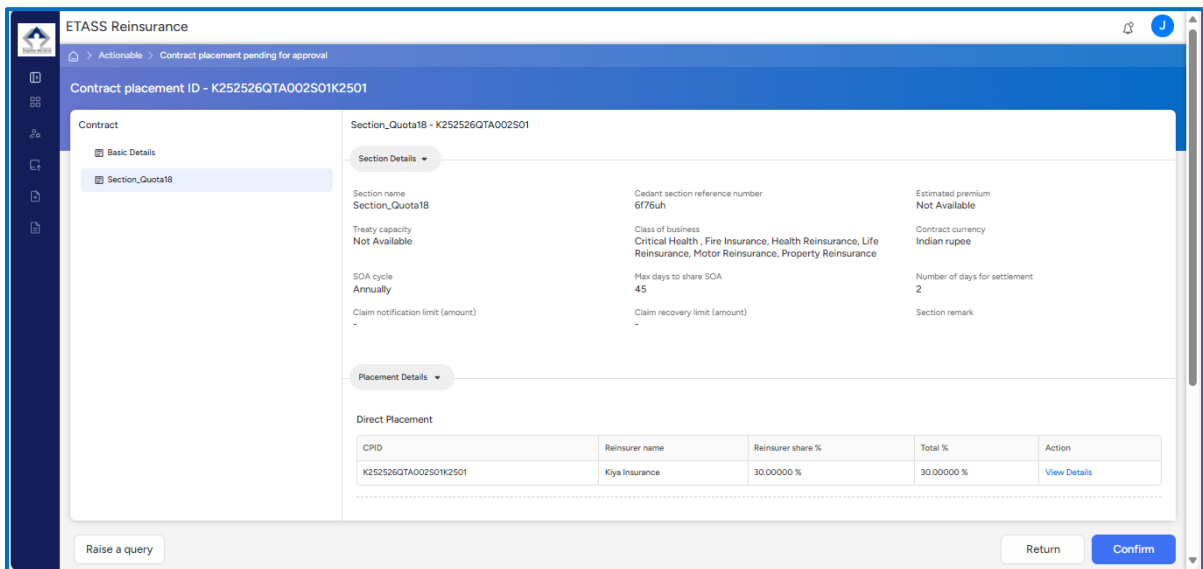
On clicking "Approve", a success message is displayed.



Step 8: Return to Pending Contracts

Click "OK" to be redirected to the View Contracts Pending Approval screen.

Note: The same steps apply to Direct Placement. The following screenshot illustrates the Direct Placement screen.



Treaty Type: Non-Proportional

The following screens show the Non- Proportional treaty process:

ETASS Reinsurance

Home > Actionable > Contract placement pending for approval

Contract placement ID - NIA2526CXL008S01K2502

Contract: L TN_0307_1420 - NIA2526CXL008S01

Layer Details

Layer name * L TN_0307_1420 Cedant Layer Reference Number * TN_0307_1420

Cover Details
Figures are in INR.

Class of Business	Description of COB	EGNPI	Deductible	Coverage	No. of Reinstatements
Business	23	23.00000	23.00000	23.00	2

Installment Details

Number of Installments * 1

Installment 1 Due Date * 03/07/2025

ETASS Reinsurance

Home > Actionable > Contract placement pending for approval

Contract placement ID - NIA2526CXL008S01K2502

Contract: L TN_0307_1420 - NIA2526CXL008S01

Layer Details

Layer name * L TN_0307_1420 Cedant Layer Reference Number * TN_0307_1420

Cover Details
Figures are in INR.

Class of Business	Description of COB	EGNPI	Deductible	Coverage	No. of Reinstatements
Business	23	23.00000	23.00000	23.00	2

Installment Details

Number of Installments * 1

Installment 1 Due Date * 03/07/2025

03/07/2025

Placement Details

Through broker placement

Placement 1

Broker name	Source broker name	Reinsurer name	Reinsurer share	Total %	Actions
ICICI Lombard	IFKO Insurance Company	KIYAINSURANCE	50.00000 %	50.00000 %	View Details

Raise a query

Return **Confirm**

Return Query

Query [View all comments](#)

Treaty Type: Proportional FAC

The following screens show the Proportional FAC process:

ETASS Reinsurance

Actionable > Contract pending for approvals

Contract placement ID - NIA2526FAC066K2501

Contract

- Basic details
- Placement details

Basic details

Treaty / FAC	Cedant policy number	Insured name
Proportional FAC	CDPN001105	TestClientDemo 01-02
Policy start date	Policy end date	UW year
07-05-2025	05-07-2026	-
Class of business	Sub class of business	Risk location
-		Pune
SI 100%	Fac out 100% of policy SI	Contract currency
53678.00000	56.00000	INR
Occupancy	Loss limit	Policy deductible
ASER	₹ 70,000.00	₹ 10,000.00
Cedant name	Additional details	Contract remarks
New India Assurance	-	
Contract creation date		
07-05-2025		

Cover details
Figures are in INR.

Coverage	Description of coverage	Amount
Name	Description	₹ 1,233,567.00

Installment details

Number of installments
1

Installment 1 due date
23-06-2025

Back
Next

Return
Query

Query [View all comments](#)

ETASS Reinsurance
J

> Actionable > Contract pending for approvals

Contract placement ID - NIA2526FAC066K2501

Contract

- Basic details
- Placement details

Placement details

Direct placement

Reinsurer name	Reinsurer share %	Total %	Status	Action
KIYAINSURANCE	100.00000 %	100.00000 %	Sent to reinsurer	View Details

Raise a query
Return
Confirm

Return
Query

Query [View all comments](#)

View Details
✕

Cedant name New India Assurance	Treaty name -	Under writing year -	Contract ID NIA2526FAC066
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Reinsurer details

Reinsurer code K25	Reinsurer name KIYAINSURANCE	IRDAI registration number IRDAI/2026/CHK25	Reinsurer country name India
Reinsurer share % 100.00000	Reinsurer section reference number RRT5678		
Commission type -	Commission % -	Contract currency	Settlement currency
Withhold % -	Margin % -	Premium entry % -	Loss entry % -
Premium withdrawal % -	Loss withdrawal % -	Commutation date -	PF transfer date -
LPC range -	Profit commission -	Other details -	Is this a related party? -

ETASS Reinsurance
🔔 J

🏠 > Actionable > Contract pending for approvals

Contract placement ID - NIA2526FAC066K2501

Contract

- Basic details
- Placement details

Placement details

Direct placement

Reinsurer name	Reinsurer share %	Total %	Status	Action
KIYAINSURANCE	100.00000 %	100.00000 %	Confirmed by reinsurer	✎

Back
Approve

Return
Query

Query [View all comments](#)

Edit Details
✕

Cedant name New India Assurance	Treaty name -	Under writing year -	Contract ID NIA2526FAC066
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Reinsurer broker required

Reinsurer details

Reinsurer code K25	Reinsurer name KIYAINSURANCE	IRDAI registration number IRDAI/2026/CHK25	Reinsurer country name India
Reinsurer share % 100.00000	Reinsurer section reference number * <input style="width: 100%;" type="text"/>	<small>Reinsurer section ref no. is required.</small>	
Commission type -	Commission % -	Contract currency	Settlement currency
Withhold % -	Margin % -	Premium entry % -	Loss entry % -
Premium withdrawal % -	Loss withdrawal % -	Commutation date -	PF transfer date
LPC range	Profit commission	Other details	Is this a related party?

Back
Save

Edit Details
✕

New India Assurance	-	-	NIA2526FAC066
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Reinsurer broker required

Reinsurer details

Reinsurer code K25	Reinsurer name KIYAINSURANCE	IRDAI registration number IRDAI/2026/CHK25	Reinsurer country name India
Reinsurer share % 100.00000	Reinsurer section reference number * <input style="width: 100%; border: 1px solid #007bff;" type="text" value="AZ00125"/>		
Commission type -	Commission % -	Contract currency	Settlement currency
Withhold % -	Margin % -	Premium entry % -	Loss entry % -
Premium withdrawal % -	Loss withdrawal % -	Commutation date -	PF transfer date
LPC range	Profit commission	Other details	Is this a related party?

Back
Save

ETASS Reinsurance

Home > Actionable > Contract pending for approvals

Contract placement ID - NIA2526FAC066K2501

Contract

- Basic details
- Placement details

Placement details

Direct placement

Reinsurer name	Reinsurer share %	Total %	Status	Action
KIYAINSURANCE	100.00000 %	100.00000 %	Reinsurer added details	✎

Return Query

Query [View all comments](#)

ETASS Reinsurance

Home > Actionable > Contract pending for approvals

Contract placement ID - NIA2526FAC066K2501

Contract

- Basic details
- Placement details

Placement details

Direct placement

Reinsurer name	Reinsurer share %	Total %	Status	Action
KIYAINSURANCE	100.00000 %	100.00000 %	Reinsurer added details	✎

Return Query

Query [View all comments](#)

✔ Success

Contract Placement Details Approved successfully.

4. View Contract Placement

Navigation Path: View → Contract Placement

Purpose: This screen provides users with a comprehensive overview of all contract placements in which they are currently involved. It serves as a centralized interface for users to monitor and review key information related to their contract assignments without the ability to modify any data.

As the name implies, the primary function of this screen is to allow users to **view**—rather than edit or manage—the details associated with their placements. This read-only access ensures data integrity while keeping users informed of their status and involvement in various contracts.

Contract placement ID	Contract ID	Company name	Contract name	Contract type	Start date	End date	Status
K252526QFA002501K2503	K252526QFA002	Kiya Insurance	Treaty_Quota_A	Quota	18-07-2025	03-08-2025	Sent to Cedant
K252526QFA002501K2501	K252526QFA002	Kiya Insurance	Treaty_Quota_A	Quota	18-07-2025	03-08-2025	-
K252526QFA002501K2502	K252526QFA002	Kiya Insurance	Treaty_Quota_A	Quota	18-07-2025	03-08-2025	Completed
NI24255UR017501K2501	NI24255UR017	New India Assurance	Treaty/July	Surplus	17-03-2025	30-06-2025	Sent to Cedant
NI24256MCP001501K2501	NI24256MCP001	New India Assurance	treaty1	Marine Cargo Pool	01-06-2025	24-06-2025	Return from Reinsurer
SR12425RC003L02K2501	SR12425RC003	Swiss Re	Tinae99	Risk Cum Cat.Xol	04-01-2025	07-10-2026	Sent to Broker
SR12526SCQ001501K2501	SR12526SCQ001	Swiss Re	TNAME291555	Surplus Cum Quota	29-06-2025	30-05-2026	Sent to Reinsurer
VAL2526RC001L01K2501	VAL2526RC001	GIC Re	Trea	Risk Cum Cat.Xol	18-07-2025	10-08-2025	Sent to Broker

Available Actions:

1. **Contract Selection:** Users can select any contract placement by clicking on the placement number in the list, which will redirect them to the detailed Contract Placement screen.
2. **Global Search:** Searches the entered text within the columns displayed in the list and filters records accordingly
3. **Export XLS:** Enables users to download the complete result set in .xls file format
4. **Expander:** Expands the result set for better visibility
5. **Column-wise Search:** Filter the result set using column-wise search options
6. **Pagination:** Each page displays a maximum of 10 records with navigation controls

5. Raise a Query

Purpose: Users can raise a query using the "Raise a Query" option available on the Section Details screen. A component box appears when raising a query. The raised query is sent to the Cedant or Broker, depending on the type of placement.

The screenshot shows the 'Raise a Query' dialog box overlaid on the 'Section Details' screen. The dialog box contains the following fields and elements:

- Contract ID:** NIA2526MCP001
- Section ID:** NIA2526MCP001S01
- Placement ID:** NIA2526MCP001S01K2501
- Query reason:** Please Select (dropdown menu)
- Query Description:** Enter Description (text input field)
- Submit:** A blue button at the bottom of the dialog.

The background screen shows the 'Section Details' for section 's01' with various fields like 'Treaty capacity', 'SOA cycle', and 'Estimated premium'.

Required Actions:

1. **Query Reason:** User must select query reason from the dropdown menu
2. **Query Description:** Enter the description of the query
3. **Submit:** Button to send the query

The screenshot shows the 'Raise a Query' dialog box overlaid on the 'Section Details' screen. The dialog box contains the following fields and elements:

- Contract ID:** NIA2526MCP001
- Section ID:** NIA2526MCP001S01
- Placement ID:** NIA2526MCP001S01K2501
- Query reason:** Reason 1 (dropdown menu)
- Query Description:** Reinsurer share is not correct (text input field)
- Submit:** A blue button at the bottom of the dialog.

The background screen shows the 'Section Details' for section 's01' with various fields like 'Treaty capacity', 'SOA cycle', and 'Estimated premium'.

6. Return

Purpose: This option allows users to reject the contract placement. Upon rejection, the contract placement is sent back to Cedant or Broker, depending on the placement type.

The screenshot displays a web interface for managing contract placements. The main content area is divided into two sections: 'Section Details' and 'Placement Details'. The 'Section Details' section contains the following information:

Section name s01	Cedant section reference number 456789	Estimated premium ₹ 987,654.00
Treaty capacity Not Available	Class of business Health Reinsurance	Contract currency Indian rupee
SOA cycle Half Yearly	Max days to share SOA 2	Number of days for settlement 2
Claim notification limit (amount) -	Claim recovery limit (amount) -	Section remark 2

The 'Placement Details' section shows a table for 'Direct Placement':

CPID	Reinsurer name	Reinsurer share %	Total %	Action
NIA2526MCP001501W2501	KiYa Insurance	50.00000 %	50.00000 %	View Details

At the bottom of the interface, there are buttons for 'Raise a query', 'Return', and 'Confirm'. Below these is a 'Query' input field with a 'View all comments' link.

A component box appears when rejecting a placement:

The screenshot shows the same interface as above, but with a 'Return Reason' dialog box open. The dialog box contains the following information:

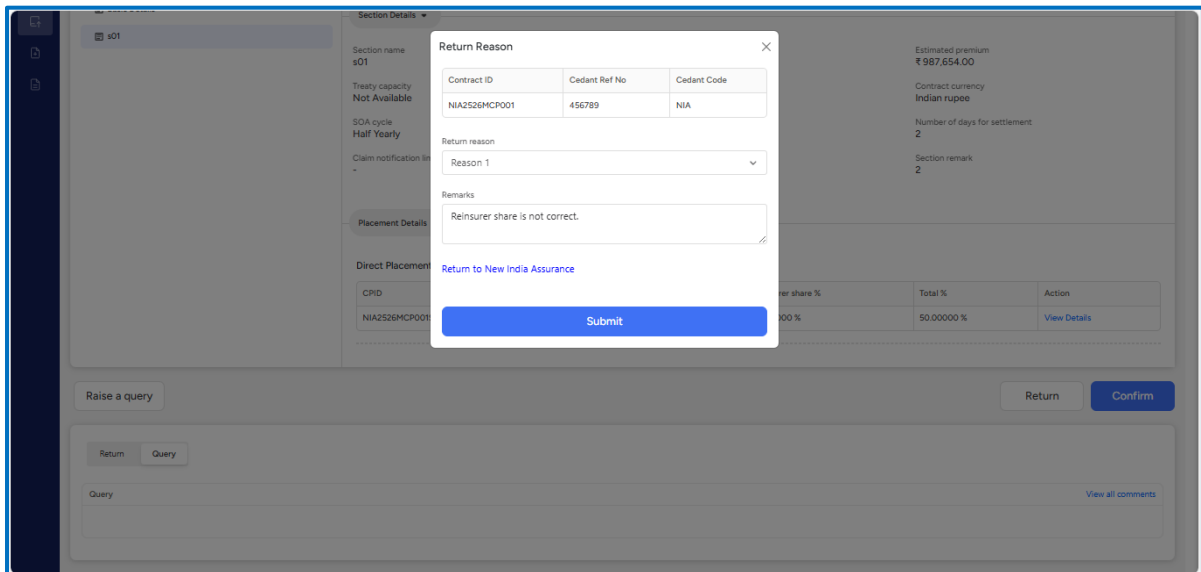
Contract ID	Cedant Ref No	Cedant Code
NIA2526MCP001	456789	NIA

Below the table, there is a 'Return reason' dropdown menu with 'Please Select' as the current selection. There is also a 'Remarks' text area with the placeholder text 'Enter Remark'. At the bottom of the dialog, there is a 'Submit' button and a link that says 'Return to New India Assurance'.

Required Actions:

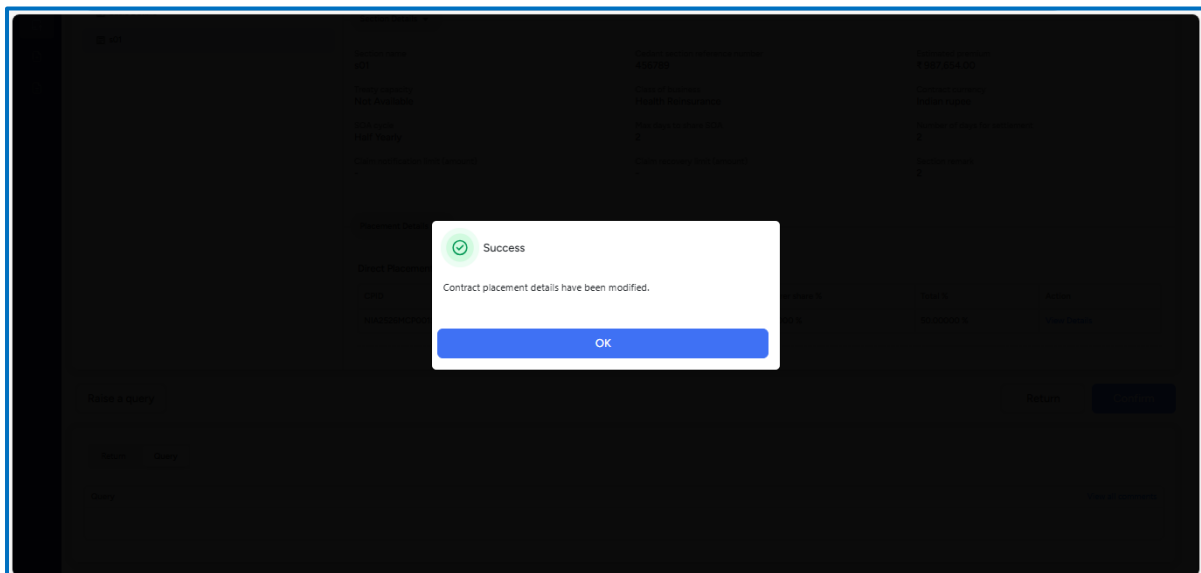
1. **Return Reason:** User must select rejection reason from the dropdown menu
2. **Remarks:** Enter remarks for the rejection

3. **Submit:** Button to return the contract placement



Success Confirmation

Clicking the "Submit" button displays a success message popup:



Once the user clicks "OK," they are redirected to the "View Contracts Pending Approval" screen.

7. Return & Query

Purpose: This is a separate component displayed at the bottom of the Section Details screen. Users can toggle between the Return and Query tabs. A blue blinking dot appears on the Query tab to indicate any unanswered queries pending for the placement.

The screenshot displays the 'Return & Query' interface. At the top, there are three columns of details: Treaty capacity (Not Available), Class of business (Health Reinsurance), and Contract currency (Indian rupee). Below this is a 'Placement Details' section with a table for 'Direct Placement'.

CPID	Reinsurer name	Reinsurer share %	Total %	Action
NIA2526MCP001501K2501	Kiya Insurance	50.00000 %	50.00000 %	View Details

Below the table, there are buttons for 'Raise a query', 'Return', and 'Confirm'. The 'Query' tab is active, showing a query from user K25 at 9/11/2025 3:33:51 PM. The query text is 'Query: Reason 1 Remarks: Reinsurer share is not correct'. There is a 'View all comments' link and a 'Reply' button.

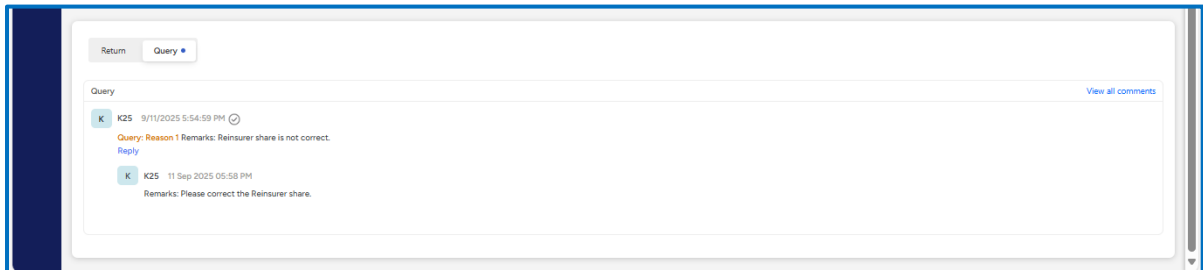
Query Management Features:

Users can reply to a query or mark it as resolved by clicking the circled right check mark next to the date and timestamp of the query.

This screenshot shows the query management interface with a reply input field. The query is the same as in the previous screenshot. Below the query, there is a text input field with the placeholder 'Enter here' and a 'Send' button.

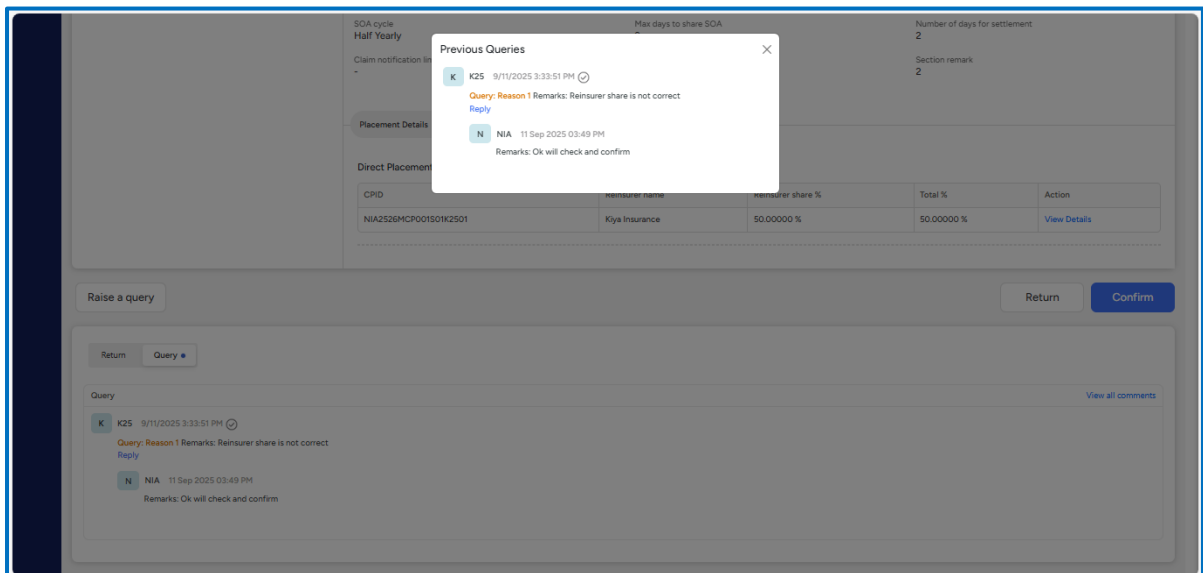
This screenshot shows the query management interface with the query resolved. The query text is 'Please correct the Reinsurer share.' and the 'Send' button is now disabled. The timestamp of the query is updated to 9/11/2025 5:54:59 PM, and a circled checkmark is visible next to it.

Replies to the query are added directly below the original query:



View All Comments

Clicking on 'View All Comments' displays all queries and their responses in a popup screen:



End of Document