



----- **ISO/IEC 27001:2013 certified** -----

**TOR for Asst. Manager-Reinsurance Department**

1. Analyzing Treaty and FAC proposal, verifying the documents and submit to head of department for further verification to convey, accept and decline the proposal.
2. Treaty, FAC and Claim entries in system
3. Generating of EPI reports and claim reports
4. Scanning of Treaty, FAC & Claims related documents and maintaining both hard and soft copy.
5. Acknowledging Treaty & FAC claims, intimation and processing the claim payment on receipt of complete and final set of documents.
6. In case of Partial payment or PLA intimation, verify the documents and provide provision for loss and acknowledge brokers.
7. Maintaining records and updating CAT losses periodically.
8. Any tasks assigned by Head of Department and Management