

# ANNUITIES – THE ELECTRONIC COMMON QUOTATION FORM

## DRIVING A BETTER RETIREMENT

### WHAT IS THE ELECTRONIC COMMON QUOTATION FORM?

The electronic common quotation form is a fully automated online version of the traditional common quotation request form.

The Annuity Detailed Quote service offers a full electronic representation of the Common Quotation Request Form with real time underwritten rates, agreed and approved by the major providers of enhanced annuities. Previously existing in paper form only, its aim is to simplify and speed up the process of retrieving rates from enhanced annuity providers for clients with health problems.

The form is intuitive with rich data capture and validation to ensure information is correctly formatted.

Our easy to use user interface allows you to process Annuity business more efficiently while saving you money.

## FEATURES:

### COMPREHENSIVE MEDICAL INPUTS

The following medical conditions will be able to be added to the health questionnaire for annuitant and dependent: Heart, Diabetes, Stroke, Cancer, Multiple Sclerosis, Respiratory, Neurological and Other.

### ACTIVITIES OF DAILY QUESTIONNAIRE

When major conditions are entered an additional Activities of Daily Living questionnaire is offered where impairments to key activities can be entered and associated with the conditions.

### GUARANTEED RATES

Enhanced Providers offer fully guaranteed rates through the service that can be applied for without further underwriting. We are working with all the providers to return guaranteed rates in as many instances as possible.

“iPipeline is dedicated to offering excellent retirement planning solutions through innovative technology. Our enhanced service enables advisers to research and then select the best annuity product to suit their client, quickly and efficiently.”

**Ian Teague, Managing Director, iPipeline UK**

## I CURRENTLY USE THE PAPER VERSION, WHY SHOULD I CHANGE TO ASSUREWEB'S ELECTRONIC FORM?

### SAVE TIME

The paper form can be very admin heavy and therefore time consuming to complete. Assureweb's electronic form removes all the manual processing.

### SAFE AND SECURE

The electronic form means you only have to complete it once, with no need to post, fax or email and wait for responses. With one click you submit the form electronically and immediately you will receive fully guaranteed rates back from providers. Your quotes will be stored securely on Assureweb for up to 30 days. Everything is kept in one location with no risk of forms getting lost.

### SAVE MONEY

Assureweb's Portal, and their Annuity service, is completely free of charge. At a time when other technology partners are charging monthly fees and/or per quote for their services, Assureweb's comprehensive offering may prove a welcome cost effective solution among advisers for all their clients' annuity needs.



For more information or to request free training:

Call: 0345 408 4022

Email: [uk.customer.services@ipipeline.com](mailto:uk.customer.services@ipipeline.com)

## QUICK QUOTE SERVICE

The Annuity Quick Quote service provides you with an initial indication of the rates available by inviting you to enter basic information about your clients. The service will produce enhanced rates based on answers to the Smoker and Any Health Issues questions, however, these enhanced rates will be based on assumed conditions only as there are no detailed medical questions on the Quick Quote service. Should you wish to obtain a full quote; the basic information can be carried forward into the Detailed Annuity Service by clicking on a button on the Quick Quote Results screen.

## DETAILED QUOTE SERVICE

The Annuity Detailed Quote service is an electronic representation of the Common Quotation Request Form (CQRF) which has been agreed and approved by the major providers of enhanced annuities. Previously existing in paper form only, its aim is to simplify and speed up the process of getting offer terms from enhanced annuity providers for those clients who qualify for their rates. All questions asked are relevant, and your client must provide full and accurate information about their health and lifestyle, as the amount of annuity income will be based on this.

## UNDERWRITTEN QUOTES

Fully underwritten quotes are available on the Detailed Quote service based on the health of the annuitant and dependent. In order to access the health questionnaire, you should enter 'Yes' to the "Any Health Issues" question on the Client Details screen.

Any health issues \*

Yes  No

Yes  No

If you enter 'Yes' further health and lifestyle questions will be available to determine the rates available. You should enter 'Yes' for smoker rates.

## ANNUITANT HEALTH "ACCORDION"

The Annuitant Health tab allows you to add all the medical condition categories that are applicable to your client. There are 9 medical condition categories: Cancer, Diabetes, Heart, High Cholesterol, Hypertension (High Blood Pressure), Multiple Sclerosis, Neurological, Respiratory, Stroke and Other.

There will always be a Lifestyle pane at the top of the Accordion as this information is mandatory and must be completed in all cases. Smoker/height/weight/waist measurement/alcohol consumption questions can be found here.

A number of questions throughout the Annuitant health tab are optional; however you should endeavour to complete all the information as fully as possible to ensure providers can offer the best rate.

Upon your first visit to the Annuitant Health tab, the Lifestyle pane will be highlighted red with a warning triangle highlighting that it contains one or more incomplete fields. To complete the pane, you must click on the plus symbol which will expand the pane to display all the available fields.

**Lifestyle** ✔ Valid data entered

\* mandatory fields

Currently smoking \*  Yes  New

Previous smoking history

Manufactured cigarettes per day

Cigars per day

Rolling tobacco per week  g  Grams  Ounces

Pipe tobacco per week  g  Grams  Ounces

Date started (continuously until present) \*

Date stopped \*

Alcohol consumption (units per week)

Height \*  ft  in  Metric  Imperial

Weight \*  st  lb  Metric  Imperial

Waist measurement  in  Metric  Imperial

As it expands it will turn white, indicating that it is an active panel. If no medical conditions are applicable and you have completed all the mandatory fields on the Lifestyle screen, you can move forward by either clicking "Next" or on the actual tab you wish to visit.

**Annuity Comparison - Detailed Quotes**

Clear Save Quote

Client Details
Annuitant Health
Annuitant ADL
Contract Basis
Remuneration
Product Selection

**Add medical conditions**

Please use the drop down list to add all the medical condition categories that apply. You should ensure every condition is entered in the list of categories shown. You can add multiple 'Other' conditions and multiple Cancers if applicable (a maximum of 5 of each). Although you should endeavour to complete all information as fully as possible to ensure providers can offer the best rate. They will be completed in all cases.

Please select a category to add...

**Lifestyle** ✔ Valid data entered

**Diabetes** Fields contain incomplete data

Clear Quote

If medical conditions do apply, you can add these by selecting a condition category from the dropdown list and clicking "Add category." As you do this, the Lifestyle tab will contract and turn green, now highlighting that valid data has been entered.

You can add as many categories as you wish at this point, including multiple cancers and multiple other conditions (a maximum of 5 each), however all panes will be highlighted red until they have been completed. You cannot move forward until these have either been completed or deleted. Any added condition categories can be deleted by clicking on the "delete this category" text located on the far right hand side of the pane.

## MEDICATIONS

Depending on the condition selected the medication entry will vary:

**Diabetes** ✔ Valid data entered

\* mandatory fields

Date of first diagnosis \*

Type \*  Type 1  Type 2  Not known

Method of control  Diet only  Non-insulin (tablet/injection)  Insulin

**Current medications (for this condition)**

Add medication

Medication name	Dose	Dose unit	No. of doses	Frequency	Date started	
<input type="text" value="Start typing..."/>	<input type="text"/>	<input type="text" value="Please select..."/>	<input type="text"/>	<input type="text" value="Please select..."/>	<input type="text" value="mm/yyyy"/>	Remove

**Previous medications, if changed (for this condition)**

Add medication

Medication name	Dose	Dose unit	No. of doses	Frequency	Date ended	
<input type="text" value="Start typing..."/>	<input type="text"/>	<input type="text" value="Please select..."/>	<input type="text"/>	<input type="text" value="Please select..."/>	<input type="text" value="mm/yyyy"/>	Remove

The Diabetes condition allows you to enter current medications and any previous medications.

**Current medications**

Add medication

Medication name	Dose	Dose unit	No. of doses	Frequency	
<input type="text" value="Start typing..."/>	<input type="text"/>	<input type="text" value="Please select..."/>	<input type="text"/>	<input type="text" value="Please select..."/>	Remove

General Medical Condition Current Medication ("Other" medical condition category only)

**Current medications**

Add medication

Medication name	Dose	Dose unit	No. of doses	Frequency	Date started	
<input type="text" value="Start typing..."/>	<input type="text"/>	<input type="text" value="Please select..."/>	<input type="text"/>	<input type="text" value="Please select..."/>	<input type="text" value="mm/yyyy"/>	Remove

Specific Medical Condition Current Medication (All other medical condition categories)

If any data is entered on a line then the entire line is mandatory with the exception of the Date started field. You will not be able to move onto the next screen unless this data is either completed or the medications block removed. For Diabetes Previous Medications, the Date Ended field is mandatory.

## ACTIVITIES OF DAILY LIVING (ADL)

If a serious condition category (all except High Cholesterol and Hypertension) has been added in the Annuitant Health tab, you must complete an Activities of Daily Living questionnaire.

**Annuity Comparison - Detailed Quotes**

Clear Save Quote Blank Data

21 products available, 18

Client Details Annuitant Health Annuitant ADL Contract

**Activities of Daily Living**

**Note:** The following new conditions have been added

\* mandatory fields

Please ensure that you have added all conditions before completing the following questions and then select all conditions which have led to each impairment.

Please indicate if there are any issues with the following activities \*  Yes  No

**Dressing**

Independent (including buttons, zips, laces, etc.)  Needs help, but can do about half unaided

Dependent, requires full assistance

Diabetes

**Mobility**

Independent (needs no assistance)  Walks with assistance (frame/stick, etc.)

Wheelchair user - non-permanent  Wheelchair user - permanent

In need of daily nursing care  Bedridden

Diabetes

You will first be asked to indicate if there are any issues with the activities. If you answer No, no further questions are applicable. If you answer Yes, you must answer each question relating to each impairment and where impairments exist, indicate which conditions (if any) have led to each impairment.

## QUOTE INPUT DECLARATION

This form displays all the information that was entered in the Detailed Quote.

Quote Details		Products Not Quoting	
Provider and Product	Apply	Annual Annuity (£)	Guaranteed Maturity Value (£)
Partnership Pension Annuity		35530.80	
Legal & General Pension Annuity		35505.36	
Canada Life Lifetime Annuity		35198.28	
Primetime Retirement 5 Year Fixed Term Annuity		32250.00	653984.80
Primetime Retirement 6 Year Fixed Term Annuity		32250.00	653984.80
	APPLY via provider	29779.20	
	APPLY via provider	1060.00	10001.00
	APPLY via provider	1055.00	10001.00

The Quote Input Declaration can be accessed from the Comparison results page. It will include all the information that was entered in your detailed quote and can be saved and printed.

Requote
Quote Input Declaration

Some providers will require this to be printed and signed by the annuitant (and dependent if applicable) to confirm that the information entered is correct in order to proceed with the application. An insurer may also seek to obtain independent verification of this information from the client's doctor. If it is subsequently found that the questions were not answered accurately or completely then that could result in your client's income being reduced.

## PART SAVE

At any point during the entry of the quote request you can Part Save. For example, if you did not have all the client medical information, you can complete what you know and save the quote request to retrieve it at a later date from the 'Review Quotes and Apps' area.



**Annuity Comparison - Detailed Quotes**

Clear Save Quote

Client Details Annuitant Health Annuitant ADL Contract Basis

**Add medical conditions**

Please use the drop down list to add all the medical conditions from the list of categories shown. You can add multiple 'Other' conditions and multiple Cancers if applicable (a maximum of 5 of each). A nurse however you should endeavour to complete all information as fully as possible to ensure providers can offer the best rate. There is no exception completed in all cases.

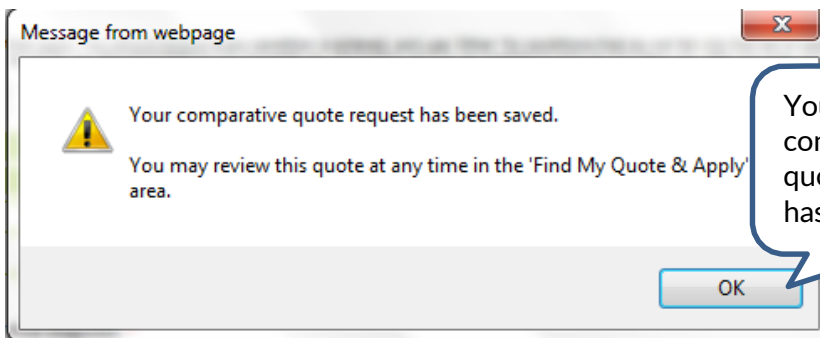
Please select a category to add... Add category

- + Lifestyle ✓ Valid data entered
- + Diabetes ✓ Valid data entered
- Respiratory ⚠ One or more fields contain incomplete data

\* mandatory fields

Respiratory/Lung disease conditions *	Date of first diagnosis *
Chronic obstructive airways/pulmonary disease (COAD/COPD) <input type="checkbox"/>	
Emphysema <input type="checkbox"/>	
Bronchiectasis <input checked="" type="checkbox"/>	mm/yyyy
Pneumoconiosis (a type of lung disease related to occupation) <input type="checkbox"/>	
Asbestosis disease <input type="checkbox"/>	
Asthma <input checked="" type="checkbox"/>	mm/yyyy

If you are unable to complete a screen with the relevant information to successfully validate it, select "Save" which will save the quote request in its current state.



You will receive confirmation the quote request has been saved.

**Find My Quote**

Enter client name:  
Banks

Last 7 days GO

The quote request can be retrieved for up to 30 days from the saved date. Simply use the "Find My Quote" on the left hand side of the screen to find the saved quote.

Type	Request Date	Expiry Date*	Client Ref.	Client Name	Company & Product	Apply	View	Delete
CQ	04/05/2013 20:51	03/06/2013	75000	Mr Tom Banks	Annuity Comparison Detailed Quotes		<a href="#">Saved</a>	<input type="checkbox"/>

Select "Saved" to view the quote and continue with the input.

**Annuity Comparison - Detailed Quotes**

Clear Save Quote Blank Data Capture Form

21 products available, 18 products able to quote  
<< Back Next >>

Client Details Annuitant Health Annuitant ADL Contract Basis Remuneration Product Selection

**Add medical conditions**

Please use the drop down list to add all the medical condition categories to the list of categories shown. You can add multiple 'Other' conditions and multiple 'Other' conditions however you should endeavour to complete all information as fully as possible in all cases.

Please select a category to add...

+ Lifestyle	Valid data entered	
+ Diabetes	Valid data entered	<input type="button" value="delete this category"/>
+ Respiratory	One or more fields contain incomplete data	<input type="button" value="delete this category"/>

do not fall into the conditions are optional, it should be

Clear Save Quote Blank Data Capture Form

<< Back Next >>

You can then continue through the quote request completing the information to obtain the annuity comparison quote.

There is a link to a blank form to capture all the data needed to quote, which allows the client to complete a paper form before it is entered into the system.