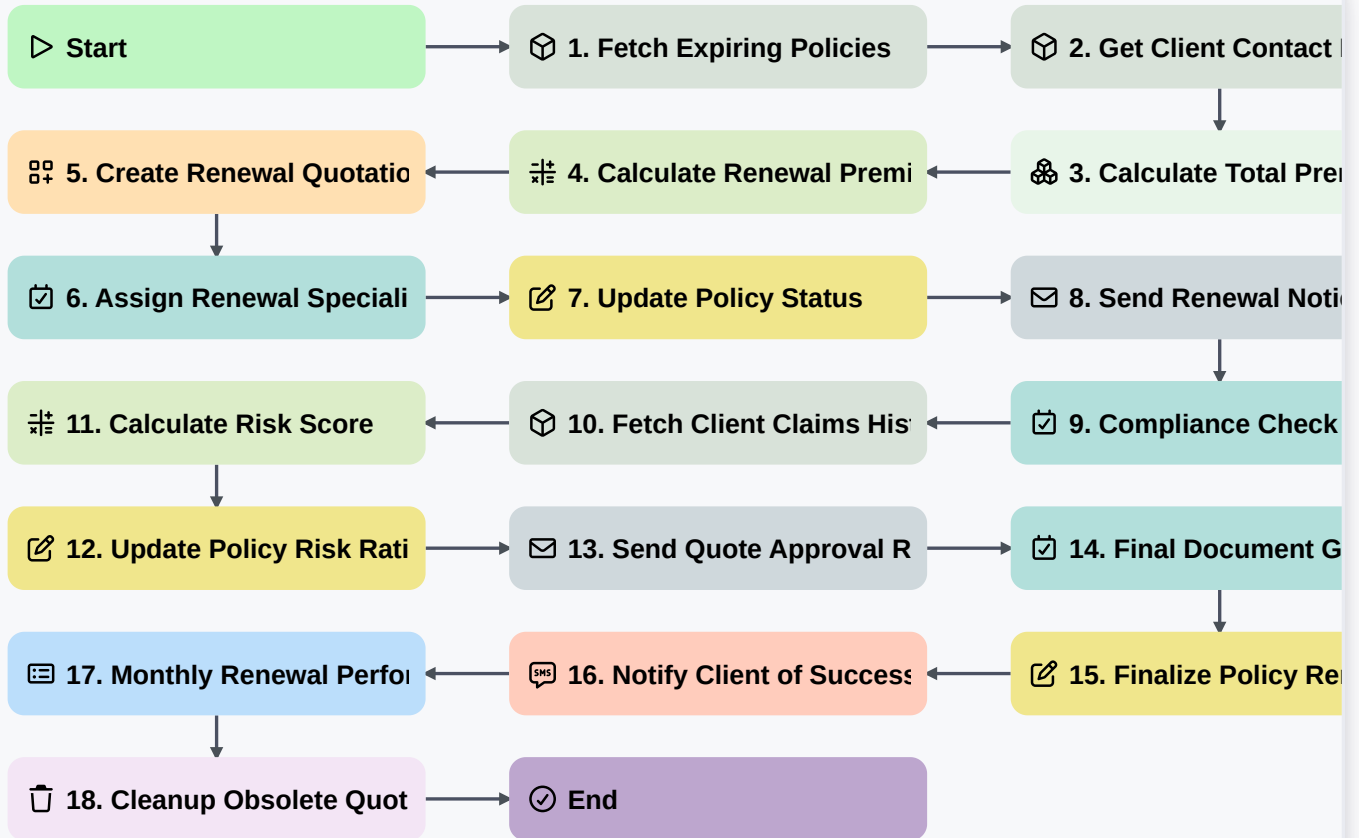


Policy Renewal Automation Workflow



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Expiring Policies

Retrieve all policy entries where the expiration date is within the next 60 days.

📦 2. Get Client Contact Details

Retrieve contact information (email/phone) linked to the identified policies.

🔗 3. Calculate Total Premium at Risk

Sum the total premium value of all policies currently in the renewal window.

🔗 4. Calculate Renewal Premium Estimate

Apply inflation and risk adjustment percentage to the current premium to generate a new quote.

📄 5. Create Renewal Quotation

Generate a new entry in the Quotations data model linked to the original policy.

✅ 6. Assign Renewal Specialist Task

Create a task for the Account Manager to review the calculated renewal premium.

7. Update Policy Status

Update the status of the original policy entry to 'In Renewal Process'.

8. Send Renewal Notice to Client

Send an automated email to the client containing the new premium estimate and renewal options.

9. Compliance Check Task

Create a task for the Compliance Officer to verify that the new premium meets regulatory standards.

10. Fetch Client Claims History

Retrieve all claim entries associated with the client to assess risk for the renewal.

11. Calculate Risk Score

Calculate a new risk score based on the frequency and severity of claims retrieved.

12. Update Policy Risk Rating

Update the risk rating field in the original Policy entry based on the new calculation.

13. Send Quote Approval Request

Send an internal email to the Department Head for approval if the premium increase exceeds 10%.

14. Final Document Generation

Create a task to generate the legal renewal addendum and binding documents.

15. Finalize Policy Renewal

Update the original policy entry to 'Active' and set the new expiration date.

16. Notify Client of Successful Renewal

Send a brief SMS notification to the client confirming the policy has been renewed.

17. Monthly Renewal Performance Report

Generate a monthly report summarizing total premiums renewed vs. lapsed policies.

18. Cleanup Obsolete Quotes

Delete expired or rejected quotation entries that are no longer relevant to the current cycle.

End

End of the Workflow/Process.