



## **ICPAK MEMBERS BENEVOLENT SCHEME**

### **RULES & REGULATIONS**

#### **1. Introduction**

During 333rd Council meeting held in May 2016 the Council approved the proposal to establish a Benevolent Scheme for the members. Subsequently this proposal was presented during the 38th Annual General Meeting and was adopted and approved by the members. The benefits were further enhanced in June 2020 during the 42<sup>nd</sup> Annual General Meeting.

The Scheme has been put in place to support members and their families by supplementing last expense budgets.

#### **2. Qualifications**

- 2.1 Every member of the Institute qualifies for membership to the scheme. The member must;
  - Be up to date in payment of their annual subscription
  - Have no disciplinary issue(s) with the Institute.
- 2.2 The scheme is envisaged to cover;
  - Principal member
  - Spouse and
  - A maximum of four (4) primary dependents of the principal member (registered as a beneficiary of the scheme
  - Parents
  - Parents In-Law

- 2.3 The admissible age limits within the cover are
- 18-79 for adults
  - From birth to 18 years for children, with a provision for extension to 25 years where proof of study is mandatory.

### **3. Rules and regulations**

- 3.1 A member of the Institute shall pay full annual contribution of such an amount towards the scheme along with the annual subscription fee of the Institute, or as prescribed by the Council of the Institute from time to time on the recommendation of the Sub-Committee. This contribution is non-refundable.
- 3.2 A one-off settlement of any claim made upon the death of either principal member, spouse or dependent (up to a maximum of four), parents and parents In-Law.
- 3.3 To access the benefit, the member will be required to have submitted their annual contribution for the year before demise.
- 3.4 Payable amounts to be paid will be reviewed regularly subject to Council's approval.
- 3.5 All claims should be submitted within two (2) weeks upon occurrence of the misfortune. A duly- filled and signed claim form and attachments of the required documents must be submitted for the claim to be valid

These documents are;

- 3.5.1 Claim for Principal Member
- a. Copy of Burial Permit or Death Certificate
  - b. Copy of the Deceased ID
  - c. Copy of Spouse ID
  - d. Marriage Certificate or an affidavit for other forms of marriage (Where the spouse is the next of kin)
- 3.5.2 Principal Claiming for Spouse
- a. Marriage Certificate or an affidavit for other forms of marriage
  - b. Copy of Burial Permit or Death Certificate
  - c. Copy of the Deceased ID
  - d. Copy of Principal Member Identity Card

### 3.5.3 Principal Claiming for Parents

- a. Copy of Identity card for the deceased parent
- b. Copy of the Principal member's Birth Certificate
- c. Copy of the Burial Permit or Death Certificate
- d. Copy of Principal Member Identity Card

### 3.5.4 Principal Claiming for Parents In-Law

- a. Copy of Identity card for the deceased parent in – Law
- b. Principal member's copy of marriage certificate or an affidavit for other form of marriage
- c. Copy of the Burial Permit or Death Certificate
- d. Copy of the Principal Member Identity card
- e. Copy of spouse birth certificate

### 3.5.5 Principal Claiming for Child

- a. Copy of Birth certificate (for any of the 4 dependents) below 18 years. If above 18 years, proof of on-going studies e.g. Letter of admission.
- b. Copy of Burial Permit or Death Certificate
- c. Copy of the Principal Member Identity card

3.6 Only one claim is honored in the case of several contributors.

3.7 Claims shall be settled within seven (7) working days from the time of submission subject to absence of any reasonable impediment

#### **4. Governance of the Scheme**

##### **4.1 The Benevolent Scheme Oversight Sub-Committee**

**4.1.1** The management of the Scheme is the responsibility of the Council of the Institute. The Council has delegated this responsibility to a Sub-Committee called “The Benevolent Scheme Oversight Sub-Committee”.

**4.1.2** The Oversight Sub-Committee shall report to the Council through the Member Services Committee on its activities on a bi-annual basis.

**4.1.3** The Sub-Committee shall consist of seven members as follows;

- The Convener of Member Services Committee (Chair)
- Two members nominated by the Convener of Member Services Committee
- Chief Executive Officer of the Institute
- Chief Manager, Member Services (Secretary)
- Chief Manager, Finance & Strategy
- Manager, Marketing & Customer Service

**4.1.4** The Sub- Committee may co-opt additional members for specific tasks by a majority vote for their proven expertise in a field considered valuable for the Scheme.

**4.1.5** The Sub-Committee shall meet at the Institute on a quarterly basis or as when need arises. Four members including the Chairman shall form the quorum. A member of the Sub-Committee not attending two consecutive meetings of the Sub-Committee shall cease to be the member of the Sub-Committee unless prior leave of absence is sought and granted by the Sub-Committee.

#### *4.2 Powers of the Sub- Committee*

The Committee shall have powers to manage its affairs in pursuance of these rules, including the following:

- 4.2.1 To appoint and compensate consultant/expert to meet the objectives of the Scheme in consultation with the Institute's Council.
- 4.2.2 To direct the expansion of benefits package of the scheme, investment of the surplus funds and their divestment when so required
- 4.2.3 To annually evaluate and propose the premium amounts payable and amount of financial assistance to be paid out.
- 4.2.4 To undertake such acts or activities as it may deem fit in pursuance of the objectives of the Scheme.
- 4.2.5 To make and amend rules of the Scheme from time to time as deemed necessary
- 4.2.6 To plan and implement member sensitization and progress update forums

#### *4.3 Scheme Manager*

4.3.1. The Scheme shall have a Scheme Manager who shall not be an employee of the Institute to;

4.3.1.1 Organize the day to day running of the Scheme

4.3.1.2 Manage and disburse funds for any claims done

4.3.1.3 Assist in formulating rules, regulations, applicable limits, exclusions, payable amounts, projections, risk analysis and any other pertinent information required

4.3.1.4 Prepare and submit all reports as required to the Oversight Committee

4.3.2. The Scheme Manager will be in place for a limited period. Thereafter, a review of performance will be done to inform the next cause of action.

- 4.3.3. The Institute shall designate one Secretariat staff to liaise with the Scheme Manager on need basis.

## **5. Disbursement of funds**

- 5.1. All disbursements from the Benevolent Scheme shall be made directly to the party or entity to whom payment is due.
- 5.2. Payment shall be done by the Scheme Manager or by the Institute (in exceptional cases)
- 5.3. Payments shall be done either through cheque or direct deposit into the claimant's account.