



Renewal Onboarding Checklist for UAE



Basic Mandatory Documents (for ALL policies)

1. Trade License Copy for Parent Company and ALL Subsidiaries
2. Signed & stamped Renewal Letter
3. Member Census List (in MetLife format)
4. Signed Know Your Customer (KYC) form

Other Mandatory Documents

Select

Condition when required

Other Mandatory Documents	Select	Condition when required
5. Memorandum of Association	<input type="checkbox"/>	For LLC / Public Stock holding companies
6. Articles of Association	<input type="checkbox"/>	For LLC / Public Stock holding companies
7. VAT certificate / TRN number	<input type="checkbox"/>	If it wasn't provided in the past
8. intermediary Appointment letter	<input type="checkbox"/>	If there is a change in the intermediary (only applicable for intermediary channel)
9. Individual Enrollment Form-G42	<input type="checkbox"/>	For over-age members and certain B+ policies ²
10. Certificate of continuity	<input type="checkbox"/>	Any new enrollment under AUH plan for existing insured with other insurer
11. Newcomer visa	<input type="checkbox"/>	Any new enrollment under AUH plan for newcomers to UAE

1. Includes partners and shareholders. For public shareholding companies, the names and addresses of the Chairman, members of the Board of Directors and shareholders whose holdings are more than 5% each must also be obtained
2. G42 is needed in case – a. TM Medical plan if one of the members is an overage (above 70 years) b. B+ plan if no. of members are 10 person and below c. NextCare packaged plan if member is an overage (above 65 years) d. TTD benefits for employees below 10 e. Late additions