



# CorSol Instructions

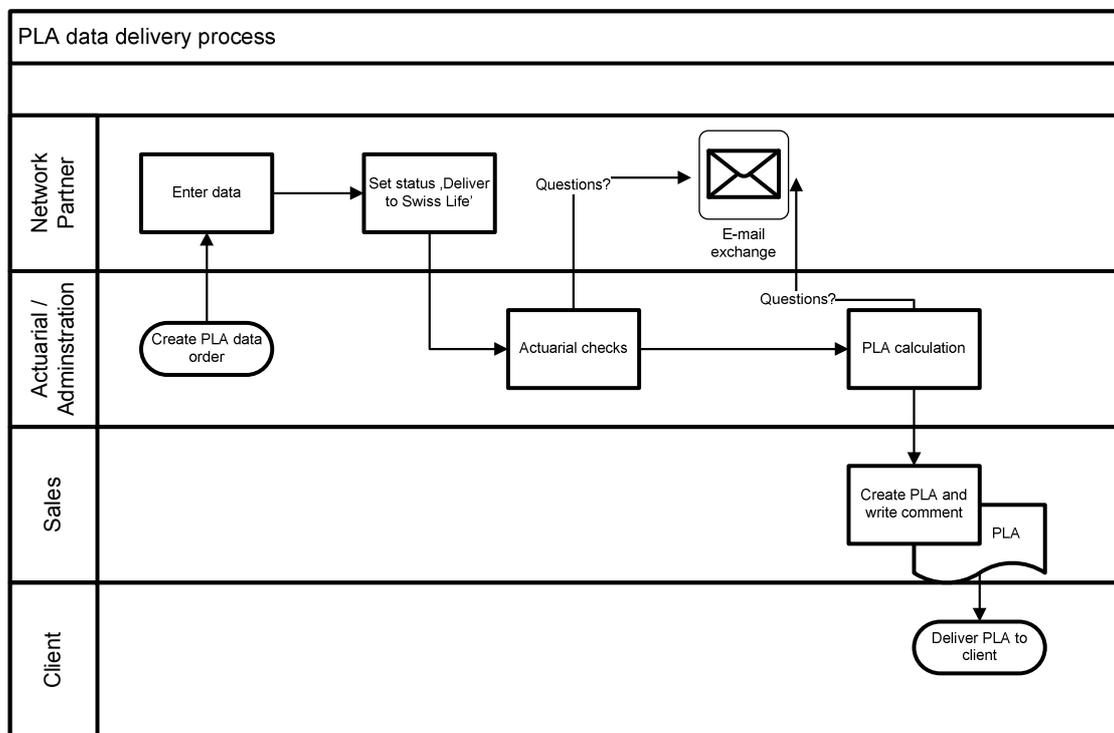
## Data delivery process

### 1 General information

For the general functionalities of CorSol please refer to the general instructions (CorSol Network Partners).

### 2 Process

#### 2.1 Overview



Around mid December of each year the ,PLA data order' for the current year will be created. There will be two orders: one for the pooled contracts and another one for the not pooled contracts. If you click on an order you will see in main window the list of the contracts for which we expect figures. As with all lists it can be organized to your needs (columns and ordering) and exported into Excel.

On the list you see the contract number (Project No), the name of the contract (Project short name) and the insured company (Customer). In addition you see the related international agreement and – for the one's where we have an agreed delivery date – by when the PLA has to be delivered to the client (Agreed delivery date).

## CorSol Instructions – Data delivery process

Network partner	Network partner Swiss Life CH - PLA data orders - PLA 2010 pooled				
<ul style="list-style-type: none"> <li>Network partner Swiss Life CH           <ul style="list-style-type: none"> <li>Headquarters</li> <li>Network partners</li> <li>Contact persons</li> <li>Local contracts</li> <li>International agreements</li> <li>PLA data orders               <ul style="list-style-type: none"> <li>PLA 2010 pooled</li> <li>PLA 2010 not pooled</li> <li>PLA 2006</li> </ul> </li> <li>Current campaigns</li> <li>Processes</li> <li>Activities</li> <li>Tasks</li> </ul> </li> </ul>	Project short name	Project No.	Customer	Pooling status	Status
	ABB Ergänzungsversicherung CH	28374	ABB Ergänzungsversicherung CH Baden	Pooled	Data requested
	Abbott Liestal AG CH	19958	Abbott Liestal AG CH Liestal	Pooled	Data requested
	Abbott Liestal AG CH 2	G3502	Abbott Liestal AG CH Liestal	Pooled	Data requested
	Adam Touring GmbH CH	G1342	Adam Touring GmbH CH Dietikon	Pooled	Data requested
	AGA AB CH 4	G0596	AGA AB SE Lidingö HQ	Pooled	Data requested
	Akzo Nobel Coatings AG CH 1	G0538	Akzo Nobel Coatings AG CH Lucerne	Pooled	Data requested
	Alpha Umwelttechnik CH	G4165	Alpha Umwelttechnik CH Nidau	Pooled	Data requested
	Amgen Europe AG CH	D3752	Amgen Europe AG CH Zug	Pooled	Data requested
	Amgen Switzerland AG CH	G0053	Amgen Switzerland AG CH Zug	Pooled	Data requested
	Aon Schweiz AG CH	G1882	Aon Schweiz AG CH Zurich	Pooled	Data requested
	Armaceil Switzerland AG CH 5	G1542	Armaceil Switzerland AG CH Pfaffnau1	Pooled	Data requested
	AT&T Global Network Services CH 1	28411	AT&T Global Network Services CH Zurich	Pooled	Data requested
	AT&T International SA CH	F4533	AT&T International SA CH Geneva	Pooled	Data requested
	Autodesk (Europe) SA CH 2	16552	Autodesk (Europe) SA CH Geneva1	Pooled	Data requested
	AV Chemie GmbH CH	15111	AV Chemie GmbH CH Kreuzlingen	Pooled	Data requested

By drilling further down you can get to the details page for each contract and the needed reporting periods. Only the items relevant for you are shown.

There are some attributes which are read only and either they are calculated based on the values you have reported for the related attributes or they are prefilled according to general information related to the specific contract (such as TERM, KENA, PTOT, ZINS).

Premiums	PTOT	Sub-Total Premiums (B)
Interest (Yield)	ZAS	Interest on assets
Interest (Yield)	ZASS	Interest on separate account
Interest (Yield)	ZINS	Sub-Total Interest (C)

In the column 'Description' you see what we expect to be reported in the corresponding item as well as an explanation in case you have an Error for it.

Network partner	Network partner Swiss Life CH - PLA data orders - PLA 2010 pooled - Akzo Nobel Coatings AG CH 1 (G0538) - 01.01.2010 - 31.12.2010						
<ul style="list-style-type: none"> <li>Network partner Swiss Life CH           <ul style="list-style-type: none"> <li>Headquarters</li> <li>Network partners</li> <li>Contact persons</li> <li>Local contracts</li> <li>International agreements</li> <li>PLA data orders               <ul style="list-style-type: none"> <li>PLA 2010 pooled                   <ul style="list-style-type: none"> <li>ABB Ergänzungsversicherung CH (28374)</li> <li>Abbott Liestal AG CH (19958)</li> <li>Abbott Liestal AG CH 2 (G3502)</li> <li>Adam Touring GmbH CH (G1342)</li> <li>AGA AB CH 4 (G0596)</li> <li>Akzo Nobel Coatings AG CH 1 (G0538)                       <ul style="list-style-type: none"> <li>01.01.2010 - 31.12.2010</li> <li>Alpha Umwelttechnik CH (G4165)</li> <li>Amgen Europe AG CH (D3752)</li> <li>Amgen Switzerland AG CH (G0053)</li> <li>Aon Schweiz AG CH (G1882)</li> <li>Armaceil Switzerland AG CH 5 (G1542)</li> <li>AT&amp;T Global Network Services CH 1 (28411)</li> <li>AT&amp;T International SA CH (F4533)</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>	Category	ID	Attribute	Value	Comment	Description	Status
	General Information	TAR3	Type of benefits: Supplementary accidental death capital			Type of benefits: OK	OK
	General Information	TAR2	Type of benefits: lump sum death	Selected		Type of benefits: OK	OK
	General Information	LSLP	Local stop-loss premium (only if loc. exp. rating)			Local stop-loss	OK
	General Information	LOCEX	Local profit sharing formula (only if loc. exp. rating)			Local profit shar	OK
	General Information	LERF	Local experience rating?			Local experience	OK
	General Information	TAR10	Type of benefits: medical			Type of benefits: OK	OK
	General Information	TAR9	Type of benefits: premium waiver	Selected		Type of benefits: OK	OK
	General Information	TAR8	Type of benefits: disability pensions	Selected		Type of benefits: OK	OK
	General Information	TAR7	Type of benefits: orphan's pensions	Selected		Type of benefits: OK	OK
	General Information	TAR6	Type of benefits: widower's pensions	Selected		Type of benefits: OK	OK
	General Information	TAR5	Type of benefits: old age pensions	Selected		Type of benefits: OK	OK
	General Information	TAR4	Type of benefits: lump sum disability			Type of benefits: OK	OK
	General Information	TAR1	Type of benefits: endowment insurance	Selected		Type of benefits: OK	OK
	Premiums	PKOMB	Mixed premium			Mixed premium	OK
	Premiums	PSPR	Premium for savings benefits			Premium for sav	OK
	Premiums	RPBU	Effectif risk premium			Effectif risk prem	OK
	Premiums	RPST	Actuarial risk premium			Actuarial risk pre	OK
	Premiums	EESK	Annual single premiums			Annual single pr	OK
	Premiums	EE	Single premiums			Single premium	OK

The Attribute description is also displayed on the attribute dialog.

PLA Data

Category: General Information  Value

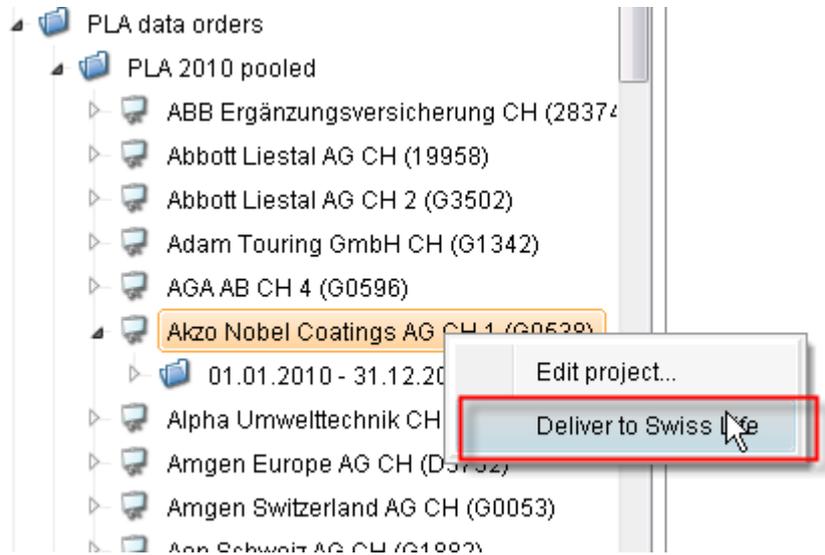
Attribute: Local experience rating?

Note:

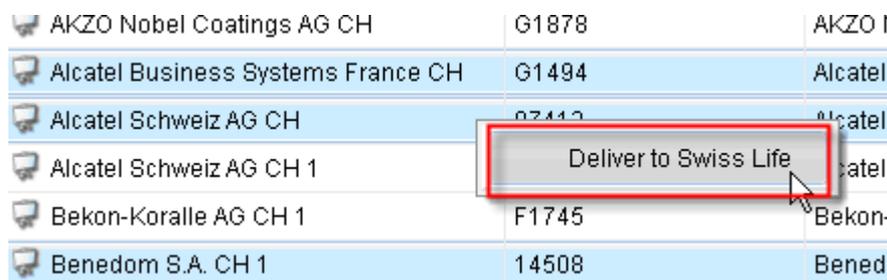
Description: If the local dividend (SYDI) has been determined by applying a profit sharing formula or a local profit & loss account please indicate with "X". If this applies you must also fill in the positions LOEX and LSLP.

Save and edit next attribute... OK Cancel

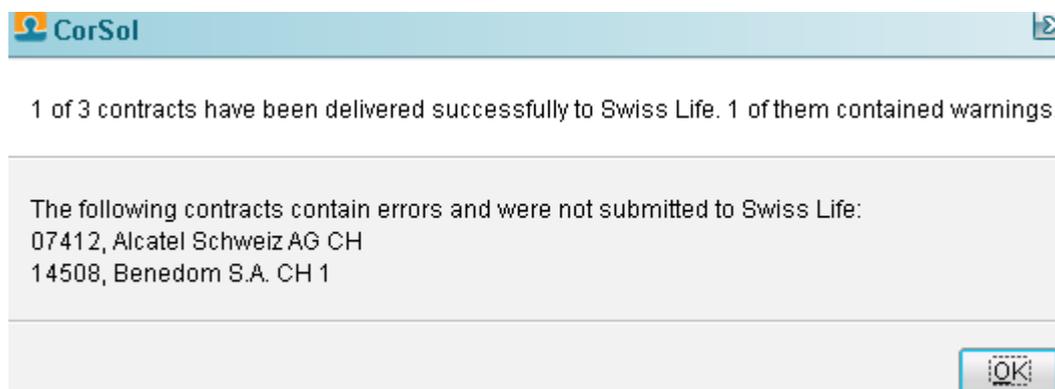
You can either enter the data manually (see chapter 3) or upload via \*.csv file (chapter 4). You can track in the 'Status' column the status for each individual item. As long as there are items with status 'Error' it is not possible to submit it. Once you have filled all items for a contract and no Errors appear, you can change the status to 'Deliver to Swiss Life'.



A multi-select menu is also possible which allows you to submit the data for several contracts in one go. To do so please proceed as following: mark and select the contracts you want to deliver by pushing the Ctrl button. Then choose 'Deliver to Swiss Life'.



Then a message box is shown containing the following message:



You will be informed about which contracts have been delivered successfully to Swiss Life and which of them contained warnings. Furthermore the not submitted contracts will be listed in the box.

After having executed the menu successfully on one or more local contracts, the status of these contracts changes from “Data requested” to “Ready for EARE” and the PLA attributes in the reporting periods of these contracts are not editable anymore but will remain still visible to you. If you need to change the figures, please contact us.

The screenshot shows a web interface titled "Find PLA". It contains a search form with the following fields: "Project short name", "Project No.", "Customer" (with a search icon), and "Status" (with a search icon). The "Status" field is currently set to "Ready for EARE". Below the form is a dropdown menu with three options: "Data requested", "Ready / data processed", and "Ready for EARE". The "Ready for EARE" option is highlighted with a red box, and a mouse cursor is pointing at it.

Please use the search mask and search contracts with status “Ready for EARE” to have an overview of which contracts have been delivered yet or sort the contracts to be reported by clicking on the column header ‘status’.

In case additional contracts are needed, the PLA data order will be updated automatically. After you have delivered the data, actuarial checks will be performed and in case of questions we will contact you by e-mail. If the checks are done, the PLA will be calculated. Once this is done, the status changes to ‘Ready/data processed’.

## 2.2 Pooled contracts

For the pooled contracts you have to deliver the full set of figures.

## 2.3 Not pooled contracts

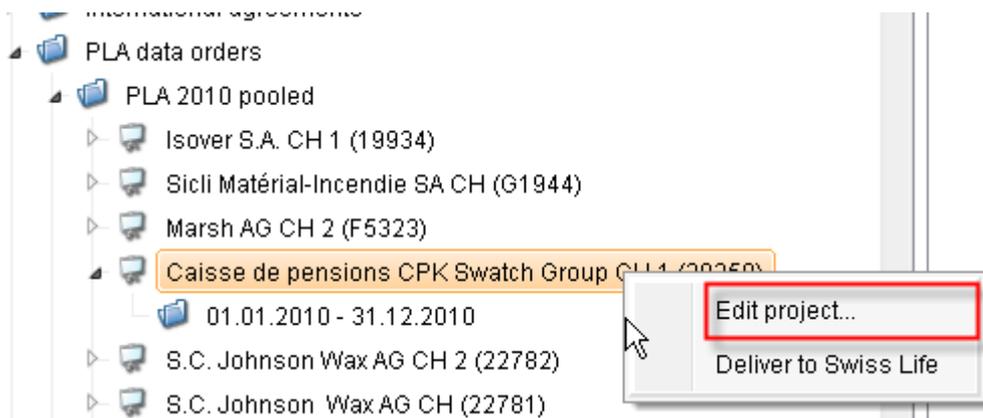
For the not pooled contracts we need only the items of the categories ‘General information’ and ‘Premiums’ and – if possible item ‘ISTOT’ (Total insured sum). The validation rules are therefore different than for pooled contracts – taking into account the reduced set of attributes to be reported.

The information will appear in the client’s PLA document for information only.

## 2.4 Changes in general information of a contract

If you need to change information like contract number, name of the company, the related broker etc or terminate the contract, you can not do this in the PLA data order. Instead you have to navigate into the contract itself and make the necessary change. The easiest way to do this is by opening the contract (=project) with the right mouse click (Edit project).

## CorSol Instructions – Data delivery process

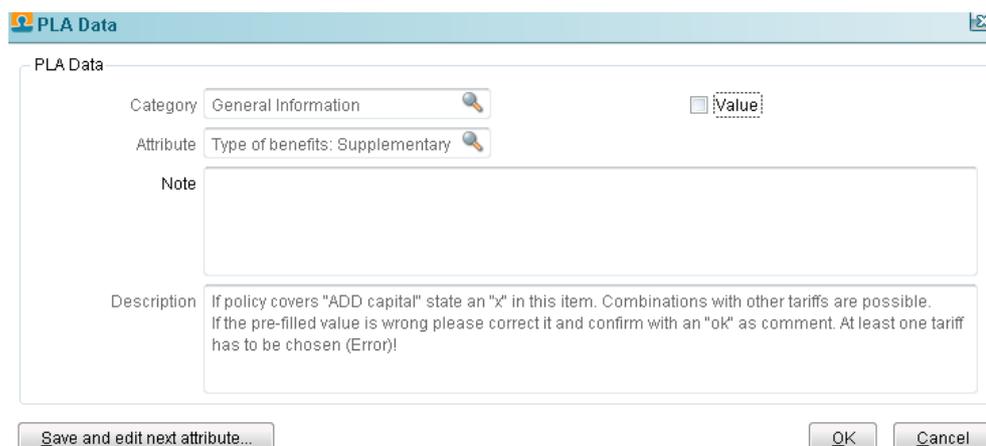


### 3 Manual data entry

For a manual update of the figures choose the contract and reporting period you want to update. With the right-mouse click in the 'Value' column you choose 'Edit'.



A pop-up appears where you can enter the value for the chosen item and add a 'Note' which will appear in the column 'Comment'. Depending on the item the field for the value might look different (checkbox, field for text or number). With 'OK' your entry is saved and the pop-up closed. With 'Save and edit next attribute' the next item in the list is shown for editing.



The result of your entries is visible immediately and the status of the item will change as well.

Network partner Swiss Life CH - PLA data orders - PLA 2010 not pooled - Volvo AB CH 3 (31084) - 01.01.2010 - 31.12.2010						
Category	ID	Attribute	Value	Comment	Description	Status
General Information	TAR3	Type of benefits: Supplementary accidental death capital	Selected		Type of benefits:	Warning
General Information	TAR2	Type of benefits: lump sum death	Selected	new benefit	Type of benefits:	Warning
General Information	LSLP	Local stop-loss premium (only if loc. exp. rating)	1000		Local stop-loss	OK
General Information	LOCEX	Local profit sharing formula (only if loc. exp. rating)			Local profit shar	OK
General Information	LERF	Local experience rating?	Selected		Local experience	OK

Once you have entered all necessary items please check the status (you can easily sort by status). You can only deliver if no item has the status 'Error'.

#### 4 Upload via \*.csv file

There are two possibilities to upload data from \*.csv file:

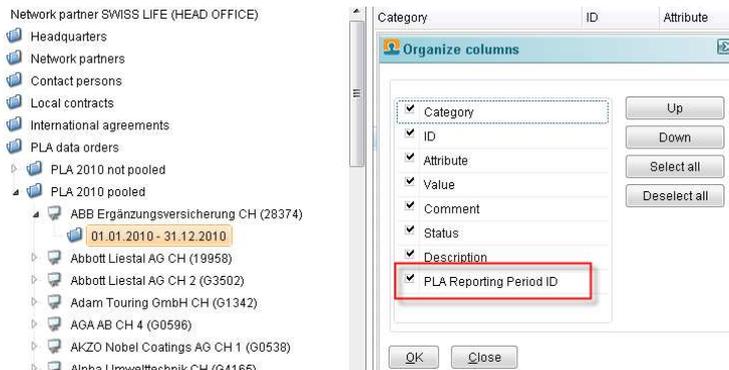
- Upload for 1 contract
- Upload for several contracts

For both types you can upload all data at once or upload only selected items. The later version could be used if you get the data out of different systems – you don't have to consolidate them before the upload.

However to upload the data in batches for several contracts from \*.csv file, we need you to provide with an additional file with internal PLAReportingPeriodIDs. Please let us know if you intend to do so.

To access the PLAReporting PeriodID for a specific contract, please proceed as following:

- go to a specific contract
- select the column PLA Reporting Period ID via drop-down menu 'Organize columns'



Network partner SWISS LIFE (HEAD OFFICE) - PLA d		
Category	ID	PLA Reporting Period ID
General Information	ZART	1759520
General Information	WAE	1759520
General Information	TERM	1759520
General Information	TAR9	1759520
General Information	TAR8	1759520
General Information	TAR7	1759520

## 4.1 Upload for 1 contract

### 4.1.1 Format

The file needs to have the following format:

Columns: ID|Attribute|Value|Comment

- ID: Key of the Attribute
- Attribute: Optional Description of Attribute
- Value: Value to set for this Attribute
- Comment: Comment to set for this Attribute

Example:

ID|ATTRIBUTE|VALUE|COMMENT

STTT|Renewal date: day|22|Test 1

It will look like this if stored via Excel:

	A	B	C	D
1	ID Description Value Comment			
2	PTOD 25000 higher premium due to higher rate			
3	AKT 2 2 new people joined			
4	MAAK 30			
5				

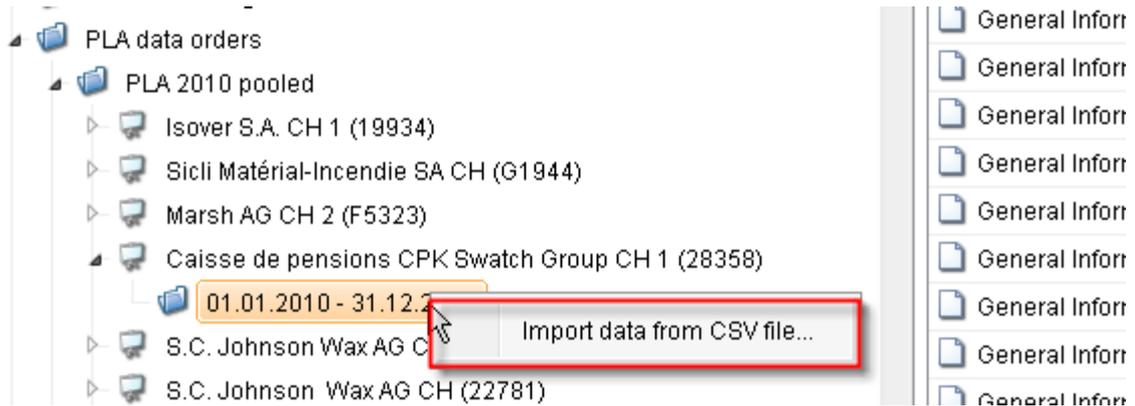
The ID is visible in the details of each record.

PLA data orders - PLA Data order 2010 (Default Testdata) - LC ABB Genf (65536) - 01.01.2010 - 31.12.2010					
Category	ID	Attribute	Value	Comment	Status
<input type="checkbox"/> Benefits Paid	AHLR	Old age and survivor's pensions (mixed)			
<input type="checkbox"/> Figures for Stop Loss /	AKT	Number of actives	10		OK
<input type="checkbox"/> Figures for Stop Loss /	ALT	Number of old age pensioners			

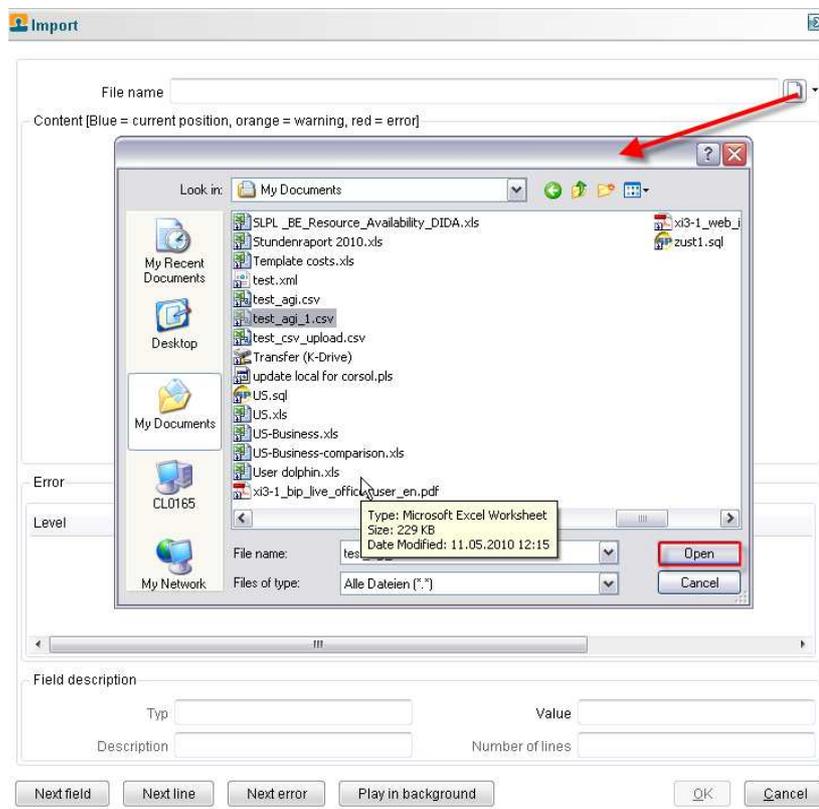
### 4.1.2 Navigation

Navigate to the contract and period you want to update. Choose 'Import data from CSV file ...'

## CorSol Instructions – Data delivery process



Choose the file by clicking on the icon right of 'File name'.



### 4.1.3 Result

You will see what is done during the import by jumping to errors or by choosing validation of format. Once the import is finished, click 'OK' and you will see the result.

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**Import**

File name: DK\_contract\_68301006253.csv

Content [Blue = current position, orange = warning, red = error]

AKT|Number of actives|25||  
 ANZ|Number of lives insured||  
 DPN|Number of dependents|0||  
 GCOM|General Comments||  
 INVS|Disability lump sum, cash value for pensions||  
 ISINV|Insured sum disability||  
 ISTOD|Insured sum death||  
 ISTOT|Total insured sum||  
 KENA|Commission recipient, name||  
 KOMM|Commissions||  
 KRL|Medical benefits||  
 KRTL|Medical benefits for daily allowance||  
 MAAK|Average age of actives||  
 MRAB|Quantity rebate||  
 NCINV|No. of claims, disability|0||  
 NCPKRT|No. of claims, STD|0||  
 NCTOD|No. of claims, group life, ADD capital|0||  
 PINVI|Disability premium||

**Error**

Level	Line number	Identifier

**Field description**

Typ: KEY Value: AKT  
 Description: Number of lines: 43

Next error Validation of format OK Cancel

And how it looks like after the import:

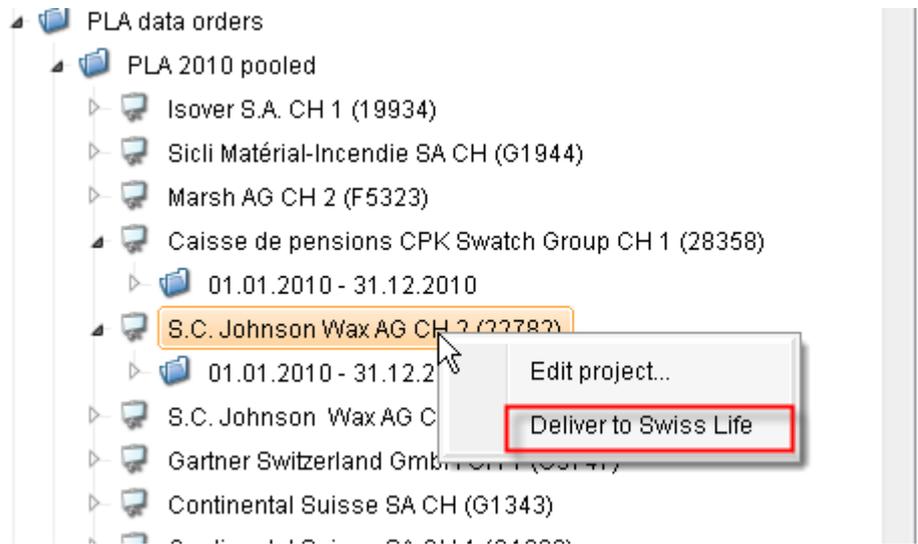
**Network partner**

- Network partner Swiss Life CH
  - Headquarters
  - Network partners
  - Contact persons
  - Local contracts
  - International agreements
  - PLA data orders
    - PLA 2010 pooled
      - Isover S.A. CH 1 (19934)
      - Sicli Matèrial-Incendie SA CH (G1944)
      - Marsh AG CH 2 (F5323)
      - Caisse de pensions CPK Swatch Group CH 1 (28358)
        - 01.01.2010 - 31.12.2010
      - S.C. Johnson Wax AG CH 2 (22782)
        - 01.01.2010 - 31.12.2010
      - S.C. Johnson Wax AG CH (22781)
      - Gartner Switzerland GmbH CH 1 (G5747)

**Network partner Swiss Life CH - PLA data orders - PLA 2010 pooled - Caisse de pensions CPK Sw**

Category	ID	Value	Status	Commer
General Information	TAR3		OK	
General Information	TAR2		Warning	
General Information	LSLP		OK	
General Information	LOCEX		OK	
General Information	LERF	Selected	OK	Included
General Information	TAR10		OK	
General Information	TAR9	Selected	OK	
General Information	TAR8	Selected	OK	
General Information	TAR7	Selected	OK	
General Information	TAR6	Selected	OK	
General Information	TAR5	Selected	Warning	
General Information	TAR4	Selected	Warning	
General Information	TAR1	Selected	Warning	
Premiums	PKOMB	81265077	OK	
Premiums	PSPR		OK	

As with the manual data entry you then have to check the status of the items and – if no one has an Error – change the status of the contract to 'Deliver to Swiss Life'.



## 4.2 Upload for several contracts

### 4.2.1 Format

Columns:

PLAReportingPeriodID|LocalContractNo|ReportingPeriodFrom|ReportingPeriodTo|ID|Attribute|Value|Comment

- PLAReportingPeriodID: CorSol key of the reporting period; identifies the local contract as well
- LocalContractNo: The contract number of the local contract. For information only.
- ReportingPeriodFrom: The start date of the reporting period. For information only.
- ReportingPeriodTo: The end date of the reporting period For information only
- ID: Key of the Attribute
- Attribute: Optional Description of Attribute
- Value: Value to set for this Attribute
- Comment: Comment to set for this Attribute

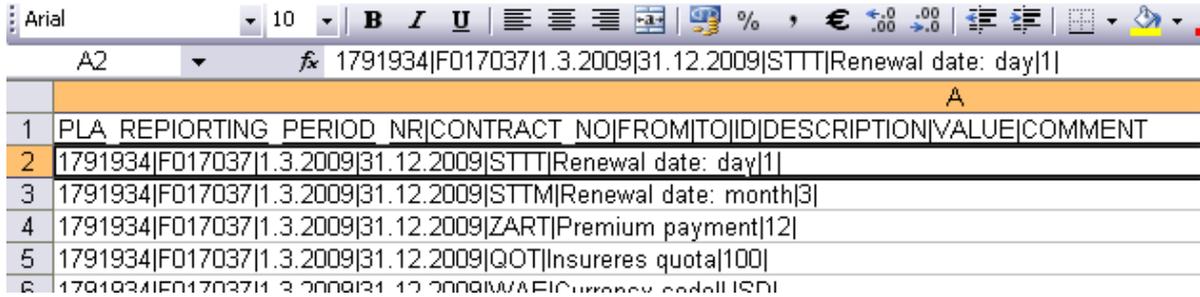
Example:

PLA\_REPORTING\_PERIOD\_ID|CONTRACT\_NO|FROM|TO|ID|ATTRIBUTE|VALUE|COMMENT

1017690|10-15|01.06.2011|31.01.2012|1|Renewal date: day|22|Test 1

Or as it will look like if done via Excel:

## CorSol Instructions – Data delivery process



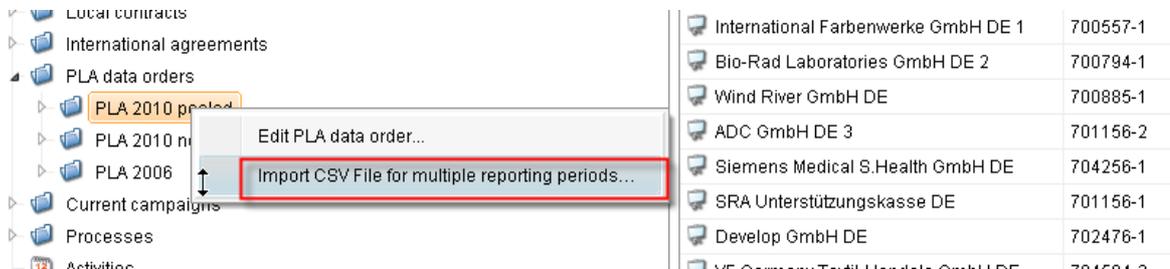
The screenshot shows an Excel spreadsheet with the following data:

	A
1	PLA REPIORTING PERIOD NR CONTRACT_NO FROM TO ID DESCRIPTION VALUE COMMENT
2	1791934 F017037 1.3.2009 31.12.2009 STTT Renewal date: day 1
3	1791934 F017037 1.3.2009 31.12.2009 STTM Renewal date: month 3
4	1791934 F017037 1.3.2009 31.12.2009 ZART Premium payment 12
5	1791934 F017037 1.3.2009 31.12.2009 QOT Insureres quota 100
6	1791934 F017037 1.3.2009 31.12.2009 WAF Currency code  USD

You will receive the necessary attributes and ID's in a separate excel file as well as the PLA\_REPORTING\_PERIOD\_ID.

### 4.2.2 Navigation

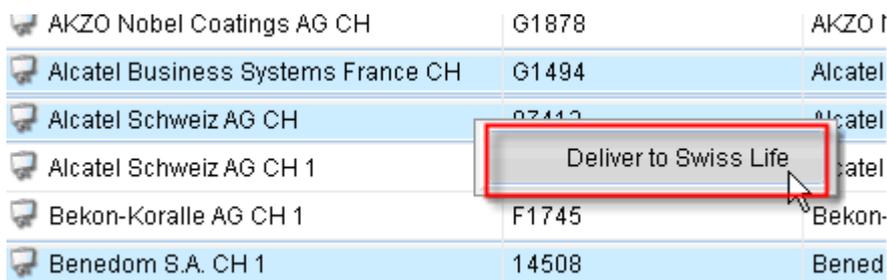
Choose the PLA data order you want to make an upload for. Then choose 'Import CSV File for multiple reporting periods ...'



Choose the file by clicking on the icon right of 'File name' (as described in chapter 4.1.2).

### 4.2.3 Result

As described in chapter 4.1.3. Once the data is saved in the system we recommend to use the multi select-menu to submit to Swiss Life.



The screenshot shows a table with the following data:

AKZO Nobel Coatings AG CH	G1878	AKZO I
Alcatel Business Systems France CH	G1494	Alcatel
Alcatel Schweiz AG CH	07412	Alcatel
Alcatel Schweiz AG CH 1		Alcatel
Bekon-Koralle AG CH 1	F1745	Bekon-
Benedom S.A. CH 1	14508	Bened

A red box highlights a button labeled 'Deliver to Swiss Life' positioned over the 'Alcatel Schweiz AG CH 1' row.

## 5 Status

The following table gives you an overview of the different status in CorSol for the PLA data delivery:

Level	Status	Description
Item	OK	Item is ok, can be delivered to Swiss Life
Item	Warning	Please have a look at it, but if you think the value is correct you can deliver to Swiss Life; However it might be helpful for us either to confirm the value with OK or another additional explanation in the related comment field
Item	Error	The value for this item is not possible, please correct it. You can find a possible cause for the Error in the column 'Description'
Contract	Data requested	You can enter your data
Contract	Ready for EARE	You have delivered the data, it will be transferred to EARE (software to calculate the PLA)
Contract	Ready / data processed	PLA has been calculated

## 6 Support

In case of questions, please mail to [corsol@swisslife.ch](mailto:corsol@swisslife.ch).