

# Contract Management



## What do you need to send us to issue the contract?

We need your company to provide us the following documents:

- The quotation, dully signed and stamped.
- The final member Census List with the respective ID details as per the provided template.
- A copy of your Trade License (for companies with subsidiaries or sister companies, the Trade License of each subsidiary or sister company is required).



## How do I know the contract has been issued?

Upon issuance we will send you:

- The Policy Schedule, confirming the benefits and the start date of the contract.
- The initial invoice, and a Broker Letter when applicable.



## How long does it take to issue the contract?

We commit to issuing the contract within three working days from reception of all completed documents.



## What is my responsibility during the contract period?

Your company has to communicate the following information on a quarterly basis:\*

- New recruits or resigned employees.
- Changes in the risk profile due to a change of the type of employment (e.g. office work vs. factory work).

\* Unless otherwise specified.



## How long does it take to update the contract?

We commit to process any modification to your contract, and send you the respective invoice/refund, within two working days from receiving all completed documents.

## How do I contact AXA?

Please contact us on:  
LifeOperations@axa-gulf.com  
+971 2 408 4788  
PO Box 63323, AXA Insurance, Abu Dhabi