**QA Report**

**Date**: 30-January-2026

**Tester Name**: Deeksha Singh

**Test Summary**

|  |  |
| --- | --- |
| Total Test Cases | 3 |
| Executed | 3 |
| Passed | 3 |
| Failed | 0 |
| Blocked | 0 |

**Test Cases**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Case ID** | **Scenario** | **Expected Result** | **Actual Result** | **Status** |
| TC\_01 | |  | | --- | |  |  |  | | --- | | Trigger Overdue 2nd Notice after continued non-payment | | System should generate second overdue notice after first overdue remains unpaid | |  | | --- | | Overdue 2nd notice triggered successfully |  |  | | --- | |  | | Pass |
| TC\_02 | |  | | --- | |  |  |  | | --- | | Verify email content and escalation messaging | | Outstanding amount, due date, cancellation warning, IPF reference, and payment link should populate correctly | Content populated correctly | Pass |
| TC\_03 | |  | | --- | |  |  |  | | --- | | Verify email delivery to configured recipients | | Overdue 2nd notice should be received by Broker | Email received successfully | Pass |

**Remarks**

* **Overdue – 2nd Notice email is generated automatically by the FCIF system when an installment remains unpaid after the first overdue notice.**
* **Email subject follows the standard format:  
  *“Second Overdue Notice – Immediate Payment Required | [Client Name] | [IPF-####]”*.**
* **Email body correctly displays:**
  + **Confirmation that the installment remains overdue**
  + **Original due date**
  + **Escalation warning regarding possible cancellation action**
  + **IPF reference number**
  + **Payment link**
* **FCIF standard footer and signature block are applied consistently.**
* **Notification configuration validated:**
  + **Group: Broker**
  + **Sub-Group: Renewal**
  + **Reason: Decline Advisory**
  + **Type: System-generated response**
  + **Recipient: Broker**
  + **Frequency: Triggered automatically based on overdue escalation rules**
* **No content, formatting, or delivery issues observed.**
* **Overdue – 2nd Notice email notification is working as expected.**

**Final Status**

Overdue – 2nd Notice (Immediate Payment Required) email notification is working as expected and approved for production deployment.