**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 FINAL NOTICE after prolonged non-payment | | System should generate second overdue notice after first overdue remains unpaid | |  | | --- | | Overdue 2nd notice triggered successfully |  |  | | --- | |  | | Pass |
| TC\_02 | Verify Final Notice email content | Cancellation warning, total due amount, IPF reference, payment link, and FCIF contact details should display correctly | Content populated correctly | Pass |
| TC\_03 | |  | | --- | |  |  |  | | --- | | Verify email delivery to configured recipients | | Final Notice email should be received by Broker | Email received successfully | Pass |

**Remarks**

* **FINAL NOTICE email is generated automatically by the FCIF system when an account remains unpaid after all prior reminders and intent-to-cancel notices.**
* **Email subject follows the standard format:  
  *“FINAL NOTICE – POLICY CANCELLATION FOR NON-PAYMENT | [Client Name] | [Policy #] | [IPF-####]”*.**
* **Email body correctly displays:**
  + **Clear final cancellation warning**
  + **Policy and IPF agreement references**
  + **Total amount due now**
  + **Payment link**
  + **FCIF contact details for immediate assistance**
* **FCIF standard footer and signature block are applied consistently.**
* **Notification configuration validated:**
  + **Group: Broker**
  + **Sub-Group: Operational**
  + **Reason: Installment update**
  + **Type: System-generated correspondence**
  + **Recipient: Broker**
  + **Frequency: Event-based**
* **No content, formatting, or delivery issues observed.**
* **FINAL NOTICE email notification is working as expected.**

**Final Status**

FINAL NOTICE – Policy Cancellation for Non-Payment email notification is working as expected and approved for production deployment.