



For HDFC Life Unit Linked Plans Only <b>Additional Single Premium Top-up</b> (Please use a separate request form for each Policy)	For Official Use Only Branch Name: _____ Received by: _____ Interaction ID: _____ Dt & Time: _____	For Official Use Only Current Day NAV: <input type="checkbox"/> Next Day NAV: <input type="checkbox"/> Employee Code: _____ Signature: _____
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Name of the Policyholder/Assignee (If policy is Assigned): \_\_\_\_\_ (First Name) \_\_\_\_\_ (Middle Name) \_\_\_\_\_ (Last Name)

Policy No.: \_\_\_\_\_ E-Insurance Account No.:

Plan Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Policy holder/Payer's ID & Address proof along with PAN card to be submitted. In case, Policy holder/Payer does not have a PANCard, then please submit Form 60.

I have paid the Additional Single Premium Top-up amount of INR \_\_\_\_\_ online.  
 I would like to pay an Additional Single Premium Top-up amount of INR \_\_\_\_\_ by Cheque/DD No. \_\_\_\_\_ dated dd/mm/yyyy drawn on \_\_\_\_\_ for INR(in words) \_\_\_\_\_ to be invested in the funds as mentioned in the table below.

Fund Name	Additional Single Premium Top-up*
	Percentage
<b>Total Percentage</b> (the total % of fund allocation should be 100%)	<b>100%</b>

\*Additional Single Premium Top-up (ASPTP)- In case you have not mentioned any percentage above, ASPTP amount will be invested as per the current fund allocation. The ASPTP will not be adjusted towards renewal premium due. Please note the allocation specified above is applicable only for the above transaction & not for regular premium. If the aggregate of your annualised premium and the Top-up amount paid by you equals or exceeds INR 1 lakh, then you are required to submit income proof. The income proof should be commensurate with your annualised premium and Top-up paid by you in a financial year. In case of non-fulfilment of the above requirement, the request will be declined. You can submit a fresh request post completion of the previous request. The NAV applicable will be as of the date of the new request.

My current gross total income from all sources is INR \_\_\_\_\_ per annum. If the said amount plus the aggregate regular premium payable in the financial year is equal to or exceeds INR 1lakh, enclose self-attested copies of the documents mentioned below and information

- a. Proof of identity and proof of residence. (In case your policy is not older than 5 years, proofs are not required)      b. Proof of income e.g. latest income tax returns etc. (The proofs are not required if provided earlier)

Source of funds: (please state % under each head - totaling upto 100%) (Top-up only)

Salaries	Business Property	House	Capital Gains	Investments	Agriculture	Others	Total

**General Rules:**

1. Request for the above transactions are acceptable subject to cut-off rules followed by HDFC Life in accordance with IRDAI. The current cut-off timing for accepting requests to be processed with same day NAV is 3pm IST. 2. In case a prior unit allocation is pending, your current request will be processed on the successive working day. 3. If a Fund Switch & Top-up request is received together, Fund Switch transaction will be processed first. In case a prior unit allocation is pending, your current request will be processed on the successive working day. 4. Top-up premiums can be remitted to HDFC Life during the period of contract only, where due basic regular premiums are paid up to date and if expressly allowed in the terms and conditions of the policy. 5. Top-up premiums once paid cannot be withdrawn from the fund for a period of 5 years from the date of payment of the Top-up premium, except in case of complete surrender of the policy.

**I confirm having read all the relevant Policy provisions before making this request and having understood them and its consequences. I further Confirm that the premium paid above is derived out of legitimate sources of funds. I understand and agree that all the instructions authorised by me through this form are made under my consent and are not provided under any duress or compulsion and HDFC Life has agreed to carry out the same on my behalf. I undertake not to raise any action / claim whatsoever against HDFC Life for any reasons thereto.**

Policyholder's / Assignee's Name: \_\_\_\_\_ \* (Assignees details are required in case of assigned policies) SIGN HERE  
 Date: dd/mm/yyyy Place: \_\_\_\_\_ Signature of Policyholder/Assignee

**Declaration to be made by a third person where:**

The life assured has affixed his/her thumb impression / has signed in vernacular / has not filled the application. I hereby declare that I have explained the contents of this application form to the life to be assured in \_\_\_\_\_ language and have truthfully recorded the answers provided to me. I further declare that the life to be assured has signed/affixed his/her thumb impression in my presence.

Declarant Name: \_\_\_\_\_ Date: dd/mm/yyyy Place: \_\_\_\_\_ SIGN HERE  
 Declarant Address: \_\_\_\_\_ Signature of Declarant

### KYC Declaration

I hereby confirm that there is no change in my KYC information previously provided/updated by me and currently available in your records.

Yes  No  ( If no, please share the KYC document as per the below list to update the KYC details)

- Valid Passport
- Masked Aadhaar (First 8 digits of Aadhaar should be masked)
- Valid Permanent Driving License
- Voter's Identity Card issued by Election Commission of India

### Consent for usage of Aadhaar information

I voluntarily consent for Aadhaar based KYC, Aadhaar authentication or offline verification to be done through HDFC Life either now or anytime in future. I am aware that my Aadhaar number, Virtual ID, e-Aadhaar, XML, Masked Aadhaar, face authentication details and/or biometric information, Aadhaar demographic data including my name, address, gender, date of birth and photograph shall be shared by UIDAI with HDFC Life for KYC purposes/ due diligence. I confirm that I was provided an option for submitting other acceptable KYC Documents besides Aadhaar. I confirm that this consent is valid for KYC purposes/ due diligence done for issuance/ servicing of insurance policy(ies), claim related purposes or for any other regulatory/ statutory related requirements.

**NOTE**  
With reference to recent regulatory changes, please submit PAN or Form 60 ( If you do not have a PAN ) with HDFC Life with Immediate effect. Please update via My Account/service@hdfclife.com/022-68446530 HDFC Life branch. Ignore if submitted.

### Customer Acknowledgement Copy ( Additional Single Premium Top- up Form )

Policy No. \_\_\_\_\_ Interaction ID No: \_\_\_\_\_ Policyholder Name: \_\_\_\_\_

Plan Name: \_\_\_\_\_ UIN: \_\_\_\_\_ Document accepted (Specify): \_\_\_\_\_ Customer Relations Officer: \_\_\_\_\_

Date: dd/mm/yyyy Time: \_\_\_\_\_

For queries or more information, call us on **022-68446530** (Call charges apply). Available Mon-Sat from 10 am to 7 pm. DO NOT prefix any country code e.g. +91 or 00. | Email – [service@hdfclife.com](mailto:service@hdfclife.com) | [nriservice@hdfclife.com](mailto:nriservice@hdfclife.com) (For NRI customers only) Visit – [www.hdfclife.com](http://www.hdfclife.com)

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[service@hdfclife.com](mailto:service@hdfclife.com)

[nriservice@hdfclife.com](mailto:nriservice@hdfclife.com)

(For NRI customers only)



[www.hdfclife.com](http://www.hdfclife.com)

MSCNO 398302041507

HDFC Life Insurance Company Limited (HDFC Life), CIN: L65110MH2000PLC128245. IRDAI Registration No 101.

Regd. Off: 13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

**BEWARE OF SPURIOUS PHONE CALLS AND FICTITIOUS/FRAUDULENT OFFERS**

- IRDAI is not involved in activities like selling insurance policies, announcing bonus or investment of premiums. Public receiving such phone calls are requested to lodge a police complaint.

  
*Sar utha ke jayo!*