

HDFC Standard Life Insurance Company Limited

Request for Information – Change in cover



Policy Number :

Policy Name :

Employee Information

List of employees whose cover under the the above policy is to be changed:

I. Employees working in the office and/or on field and NOT involved in ANY MANUAL WORK.

Name of employee	Identification number of employee	Date of joining the Company (DD/MM/Y Y)	Date of becoming eligible (DD/MM/YY)	Date of birth (DD/MM/Y Y)	Sex	Sum Assured Amount (Rs.) at present	Effective Date of change in cover (DD/MM/YY)	New Sum Assured (Rs.)	Department	Job title / designation	% of time spent in work-related travel	Reason for the Change in cover

II. Please indicate staff involved in any manual work separately, e.g. peons, drivers , security guards, etc.

Name of employee	Identification number of employee	Date of joining the Company (DD/MM/Y Y)	Date of becoming eligible (DD/MM/YY)	Date of birth (DD/MM/Y Y)	Sex	Sum Assured Amount (Rs.) at present	Effective Date of change in cover (DD/MM/YY)	New Sum Assured (Rs.)	Department	Job title / designation	% of time spent in work-related travel	Reason for the change in cover

III. Please answer the following questions in respect of the employees whose cover will be changed :

1. Do any of these employees currently work overseas?

If so please list these employees and the country in which they are working.

Please list any employees who are likely to work overseas in the next year and the location of that work.

2. If a bank or financial institution, please list separately any of the above employees handling cash

- Within the bank (e.g. cashier)
- Involved in carrying/transferring cash or financial instruments from the bank to other locations.

3. Please list any of the above employees (if any) who travel by helicopters/ privately owned planes.

4. Please list any of the above employees whose job involves work with hazardous and heavy machinery or exposure to hazardous chemicals / fumes / gases / acids / explosives / fire / high temperatures / height.

In particular please tell us about any of the above employees involved in:

- Extraction or construction, underground or in/under water
- Chemical or other industries involving toxic or explosive substances
- Manufacture of ammunition, explosives or fireworks
- Collective travelling, such as airline crew

**HDFC Standard Life Insurance Company Limited**

We declare that the information provided as regards these members is both true and accurate to the best of our knowledge. We confirm cover for these members is subject to the Rules of this policy.

Signed for and on behalf of the Company / Group

Signed By : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Signature \_\_\_\_\_  
(Authorised Signatory)  
{Rubber stamp and address}