Policy Servicing Request form (Only for Group Insurance Policies)

(Name/Address/Nominee/Appointee/Date of Birth change)

 For office use only:

 Branch:
 Date:

 Received by:

 Ticket No:

 OSV:
 Yes



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T (D)	Date of Request*: I ype of Request*: Call 022-68446530 DO NOT prefix any country code e.g. +91 or 00. Available Mon-Sat from 10 am to 7 pm	Date of Request*:	Type of Re				

Email – service@hdfclife.com | nriservice@hdfclife.com (For NRI customers only) Visit – www.hdfclife.com

Please refer the below KYC documents to be submitted for each of the policy servicing requests: 1. Address change • Address proof 2. Name change • ID proof • If you are a married woman with a change in surname, please submit a copy of your marriage certinificate. For any other request involving significant changes in the name, please submit a 'Gazette Copy' 3. Change in registered contact details and Email ID: • ID proof 4. Change in Date of Birth • ID proof 5. Addition/Change in Nominee • ID & Address proof of Life assured • ID & Address proof of Nominee 6. Addition/Change in Appointee (only if the Nominee is Minor) • ID & Address proof of Life assured

• ID & Address proof of Appointee

Sr. No	Documents	ldentity Proofs	Address Proofs
1	Aadhaar Card	Y	Y
2	PAN Card	Y	_
З	Passport	Y	Y
4	Permanent Driving License	Y	Y
5	Voter's Identity Card issued by Election Commission of India	Y	Y
6	Identity card with applicant's photograph issued by Central/ State Departments Statutory/ Regulatory Authorities, Public Sector Undertakings,Scheduled Commercials Banks, Public Finance Institutions	Y	_
7	Letter issued by a gazetted officer not more than 6 months old, mentioning the address along with a duly attested photograph of the person	Y	Y
8	Bank account statement /Passbook not older than six months as on date of acceptance (If it contains photograph)	Y	Y
9	Documents (not more than 3 months old) issued by Government departments of foreign jurisdiction and letter issued by Foreign Embassy or Mission in India (If it contains photograph)	Y	Y
10	Central KYC Identifier (can be accepted, if there is no change in the current address of the client	Y	Y

PAN/Form 60 (if you do not have a PAN) has been made mandatory irrespective of premium amount.

Declaration by the Po	olicy holder / Assignee					
information provided	that the particulars given above are correct. If the transaction is delayed or not effected at all for reason of incomplete or incorrect d by me/us above, I/We would not hold HDFC Life Insurance Company Limited or any of its associates/employees/agents responsible. to indemnify or keep indemnifying HDFC Life against any loss, claim, damage or expenses arising out of any incomplete or incorrect d by me/us above.					
2. I have understood the meaning and the scope of this form and take complete responsibility for the changes submitted by me here in.						
3. I/We further undertake to refund any excess amount whether demanded by HDFC Life or not, which has been credited in excess to my/our account at any time due to any reason						
4. I hereby consent to l	be contacted on WhatsApp for all my policy related services.					
Date:	SIGN HERE					
Place:						
	Signature of Life Assured 1					
Third Party Declarati						
this application form ha	ffixed his/her thumb impression or has signed in vernacular/ has not filled this application form. I hereby declare that the content of has been explained to him/her and I have truthfully recorded the answers provided to me. I further declare that the said person has her thumb impression in my presence.					
Name:	SIGN HERE					
Address:						
Date:	Place: Signature					
NOTE:						
 With reference to rec 	cent regulatory changes, please submit PAN or Form 60 (if you do not have a PAN) with HDFC Life with immediate effect. Please					
update via service@h	ndfclife.com/022-68446530/HDFC Life branch. Ignore if submitted.					
HDEC Life Insurance Comp	pany 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.					
•	n, 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. n nriservice@hdfclife.com (For NRI customers only) Visit – www.hdfclife.com					
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