

Owner Change Form
(Incase of Death of the Proposed
Policyholder)

For Official Use Only

Branch Name: _____

Received at branch on: _____

Received by: _____



Personal Details

Policy Number: _____ E-Insurance Account No.:

Email ID *: _____

Full name of the Life Assured: _____ (First Name) _____ (Middle Name) _____ (Last Name)

Full name of the Deceased Owner: _____ (First Name) _____ (Middle Name) _____ (Last Name)

Address: _____

Contact* No.: (Off) _____ / (Res) _____ / (Mob) _____ (Mobile number is preferable)

* Contact details provided herein will be updated for all future communications. For the customers registered under National Do Not Call Registry, this response will be treated as valid discharge.

New Owner Details (To be filled up in cases where Life Assured is Minor)

Name: _____

Father's/Spouse's Name: _____ Date of Birth: _____ (DD/MM/YYYY)

Residence Address: _____

Name and Address of place of work: _____

City _____ State _____ Pin Code: _____

Tel No: _____ Email: _____

Permanent Account Number <PAN>: _____

Proof of Identity: Passport Pan card Voters Identity Card Others: _____

Address Proof: Telephone Bill Ration Card Electricity Bill Others: _____

Income Proof: ITR Audited P & L Account CA Certificate Others: _____

Occupation (Please tick):

Salaried Self Employed/Business Unemployed Housewife Others

Current gross total income from all sources is ₹ _____ per annum

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

(Note: If annual premium is equal or more than ₹1 lac, please enclose proof of income e.g. Income Tax Return, etc.)

Salaried	Business	House Property	Capital Gains	Investments	Agriculture	Others	Total
%	%	%	%	%	%	%	

Nature of occupation (e.g. Architect, Garment dealer, etc.): _____ Industry: _____

Details of any previous Policies held with HDFC Standard Life where the new Proposer is either a Policyholder, Life Assured or Assignee:

Policy Number(s): _____

Are you a Non Resident Indian (NRI)? Yes No

If 'Yes', please state the country where currently residing _____

Are you a "Politically Exposed Person"? Yes No

A "Politically Exposed Person" is a person who performs important functions for the state. This would include individuals who have or have had positions of public trust such as government officials, senior executives of government corporations, politicians, important political party officials, member of parliament, member of legislative assembly, etc. and their families and close associates.

Relationship with Life Assured: _____ Relationship with Deceased Owner: _____

New Owner's Signature: _____ Date: _____ Place: _____

Declarations

We hereby declare and solemnly state the following:

The Life Assured is a Minor.

The Proposer expired on _____ and we declare and state that we are the only Class I heirs entitled to succeed to his/her estate.

We hereby declare that we have no objection to Mr/Ms _____ becoming the absolute owner of the above Policy. We are aware that the New Owner shall have all the rights and benefits under the above Policy henceforth and the Premiums will be paid from bona

We are aware and fully understand that in case of the Life Assured being minor at the time of death of the proposer, the owner selected by us now shall remain as owner of the Policy only till the Life Assured attains majority.

Or

We are desirous of surrendering the above Policy and hence request the Company to terminate the Policy and pay the surrender value there under in the proportion specified in the table below. We hereby declare that on payment of the surrender value, the Company would have discharged all its liabilities under the Policy to the full and final settlement of our rights. We request the Company to dispatch the surrender payment(s) at this address

Contact* No.: (Off) _____ / (Res) _____ / (Mob) _____ (Mobile number is preferable)

Note: Surrender is subject to the conditions stated in the Policy Document and the Policy can be surrendered only if the Policy has acquired a surrender value

Authorisation of all the Class I Legal Heirs of the deceased Proposer for the option selected above

For any legal heir who is minor, his/her guardian should sign on his/her behalf. Please attach a separate sheet in case of more names.

Full name & Signature Date & Place	Date of birth	Complete Address	Relation with the deceased Proposer	Percentage% (to be specified in case of Surrender)

Note: We, the signatories to the authorisation above do hereby declare that we are the only Class I Legal Heirs of the deceased and are entitled to succeed to the estate of the deceased Policyholder. We hereby declare that the particulars furnished above are true, complete and correct in all respects. In the event any of the particulars is found to be incorrect / false, we undertake to indemnify the Company against all losses, damages, costs and expenses (including the costs of any litigations) that the Company may incur or may be put to as a consequence thereof.

Customer Acknowledgement Copy (Owner Change Form)

Policy No: _____ Policyholder Name: _____

Branch Stamp

Branch: _____ Customer Relations Officer: _____ Date: _____

For queries or more information, call us on 1860-267-9999 (Local charges apply). DO NOT prefix any country code e.g. +91 or 00. Available Mon-Sat from 10 am to 7 pm | Email - service@hdfclife.com | NRIService@hdfclife.com (For NRI customers only) | Visit - www.hdfclife.com

Authorisation of the Assignee for the option selected above (If the Policy is assigned)

Full name & Signature Date & Place	Date of birth	Complete Address	Relation with the deceased Proposer	Percentage% (to be specified in case of Surrender)

Guidelines

- ✍ The Proposer of an Insurance Policy is the owner of the Policy (also referred to as the Policyholder) entitled to receive any benefit thereunder, and has the right to carry out any transaction under the Policy.
- ✍ Change in the Owner is allowed only in case of death of the Proposer.(i.e. where the Life Assured and the Proposer are two different persons). The form is to be duly filled and signed by all the Class I legal heirs.
- ✍ Filling up this form and submitting the same would help the Company in recording the new owner for the above mentioned Policy.
- ✍ Class I legal heirs are the immediate family members of the deceased person. E.g. As per the Hindu Succession Act, the legal heirs of a man are wife, children and the mother/ father. In case of surrender please submit the original Policy Document along with this form. Surrender is subject to Policy terms and conditions.
- ✍ (Only if Life Assured is minor, will this form be applicable)All benefits / rights are subject to the conditions stated in the Policy.
- ✍ If Life Assured is Major please provide Automatic Vesting Age form along with Nominee details. (please provide the Appointee details in cases where nominee is minor)
- ✍ Where the Life Assured is minor, the New Owner shall remain as the Owner of the Policy only till the Life Assured turns major. The Policy automatically vests in the Life Assured on he/she becoming major.
- ✍ All future communications will be sent in the name of the new Owner.
- ✍ In case the Policy is assigned, the request for Policy Owner change should be authorised by the Assignee.
- ✍ Policy servicing charges may be levied as applicable. Please refer to your Policy document for details.

List of Documents that need to be submitted along with the Owner Change Form

1. ID Proof of the New Owner
2. Address Proof of the New Owner
3. Age Proof of the New Owner

HDFC Standard Life Insurance Company Limited. In partnership with Standard Life Plc. CIN:U99999MH2000PLC128245. IRDAI Registration No. 101.
Regd. Off: Lodha Excelus, 13th Floor, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

View Premium Calendar, Pay Premium Online, Track fluctuations in the fund value, Print your Annual Premium Statement & lots more! Visit www.hdfclife.com and register for My Account today!

Call **1860-267-9999** (local charges apply). DO NOT prefix any country code e.g. +91 or 00. Available Mon-Sat from 10 am to 7 pm |
 Email – service@hdfclife.com | NRIservice@hdfclife.com
 (For NRI customers only) Visit – www.hdfclife.com

