



Group Operations,
HDFC Standard Life Insurance Company Ltd.,
12th & 13th Floor, Lodha Excelus,
Apollo Mills Compound,
N M Joshi Marg,
Mumbai - 400 011.

Dear Sir/Madam,

Subject: Renewal of the Group Term Insurance Policy

Policy Name :

Current Policy Number :

Current Policy start date :

PAN No. of the Company :

(Copy of PAN & PAN No details is mandatory for annualized

Premium equal to or above Rs.1 lac.)

With reference to your letter and attached quotation regarding renewal of the above said Policy, we are pleased to confirm that we are agreeable to renew the Policy on the terms and conditions as shown in the table below.

We understand that the quote is based on these below mentioned conditions:

Current policy conditions	
Sum Assured Definition	
Riders Opted for	
Eligibility Condition	

We have highlighted the changes (if any) that are required at the time of renewal as shown in the table below. We understand that these changes would be made effective only on renewal of the policy and only after we pay the differential premium, if any, which would be intimated to us by HDFC SL.

Policy conditions at renewal	
Sum Assured Definition	
Riders Opted for	
Eligibility Condition	



We certify that each employee satisfies

“Actively at work” clause means that the employee shall not be absent on the grounds of ill health or maternity leave at the time of joining the group insurance scheme or should not have availed any leave on the grounds of ill-health for a continuous period of 15 days or more in the year preceding his/her admission into the group insurance scheme.

“Temporary Absence” clause allows cover to be extended to scheme members who are temporarily absent from their employment. This can mean that the employee is still regarded as a scheme member although he may no longer be paid by the company. However, the employee in question should remain on the company’s payroll and the employment contract not be terminated by either party. Conditions under which such a continuation of cover can be granted are:

- Limited period of temporary absence less than 180 days
- This clause would apply to all scheme members but not to mid-joiners

We enclose herewith a Cheque/Demand Draft No. _____ dated _____ drawn on _____ Bank, _____ Branch for Rs. _____ as per the attached quotation received from you towards the premium payable for renewal of the aforesaid Policy.

We request you to kindly renew the Policy and send the necessary documents to us at the earliest.

Signed for and on behalf of the Company/Group:

Date:

Signature
(Authorised Officer)
[Rubber stamp and address]

Witness:

Signature: _____

Name: _____

Address: _____
