Go Green, Go paper free
Register for e-statement & e-notices on www.gogreenbirlasunlife.com

Birla Sun Life Insurance

POLICY SERVICE REQUEST FORM

Any alterations/corrections made in the form need to be duly signed by the policy owner. Tick (✓) the relevant box
Kindly fill in BLOCK LETTERS ONLY

Policy no.1 : Policy No.2 : Policy No.3 :

Client ID :

Name of the Policy Owner

Title First Name Middle Name Surname

PERSONAL DETAILS

☐ **Name Change**

The change will be affected in all the policies where the Client ID is the same. Women who wish to change their name/surname post marriage are requested to forward a copy of the Marriage Certificate. For all other requests with significant name change, a copy of the gazetted notification is required. Certified true copy(ies) of the supporting document should also be enclosed. Address proof and Photo ID proof with DOB -Self attested and attested by BSLI authorized signatory

☐ Policy Owner ☐ Life Insured

From

Title First Name Middle Name Surname

To

Title First Name Middle Name Surname

☐ **Change/registration of contact details:** Tel. No. Update (R) STD code

Tel. No. Update (O) STD code Mobile No. Update

One self attested valid photo id proof (Mandatory) Please carry originals for verification at branch.

Email ID Update

Kindly note, this email id will be used for registration of 'Go Green' and will lead to discontinuance of physical statements. In case you do not wish to opt for e-statements under 'Go Green', please tick ☐ the check box.

☐ **PAN card updation** Self attested photocopy (Mandatory) Please carry originals for verification at branch.

☐ **Change of Address**

Landmark City

State Pin code (Mandatory)

One self attested valid address proof along with a valid photo id proof (Mandatory) : Copy of Telephone bill, Electricity bill (not older than 6 months), Bank Account Statement, Letter from any recognized Public Authority, Ration card, Passport,Letter issued by Unique Identification (UIN) Authority of India containing details of name, address and Aadhar number is accepted as valid KYC Identification (Photo Id) and Address proofs. Please carry originals for verification at branch. Address proof and Photo ID proof with DOB -Self attested and attested by BSLI authorized signatory.

PREMIUM PAYMENT MODE

Do you want to change your premium payment mode ? ☐ **YES** ☐ **NO**

Do you want to change your premium payment method to Direct Bill ? ☐ **YES** ☐ **NO**

From ☐ Annual ☐ Semi Annual ☐ Quarterly | **To** ☐ Annual ☐ Semi Annual ☐ Quarterly

I hereby declare that I understand and agree to all the conditions and information given above.

Date d d m m y y y y

_____

Signature of the Policy Owner / Assignee

Please collect stamped, signed and duly filled acknowledgement slip, which you can refer to for all your communication in regard to this request.

Birla Sun Life Insurance Company Limited

Regn. No.: 109, Regd. Office: One Indiabulls Centre, Tower 1, 15th & 16th Floor, Jupiter Mill Compound, 841, Senapati Bapat Marg, Elphinstone Road Mumbai - 400013.
Contact us: 1-800-270-7000 (Toll Free). www.birlasunlife.com Insurance is the subject matter of the solicitation.

Acknowledgement slip

Received a request for _____ against Policy number

On___/___/___ at _____ am/pm.

BSLI Staff's Name and Sign:_____

Inward Reg. Sr. No.:_____ Stamp/Seal of the branch

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www.birlasunlife.com Insurance is the subject matter of the solicitation.

Note: Please produce this acknowledgement slip for any communication with regard to this request in future.

Birla Sun Life Insurance

PRP No. FOR/2/11-12/5059