

Checklist for Original Policy Document lost cases

Policy Number : _____

Name of Claimant / Policy Holder : _____

Mark (✓) on the relevant options:

If Indemnity received:

- | | |
|---|---------|
| 1. Policy is assigned in the system | Yes/ No |
| 2. If yes, then Indemnity bond received from the Bank/ Assignee | Yes/ No |
| a) If no then whether requirement for Reassignment Form & OPD is called for | Yes/ No |
| b) If yes then whether reassignment form & OPD is received | Yes/ No |
| 3. Customer walked into Branch | Yes/ No |
| 4. Photograph attached on Indemnity | Yes/ No |
| 5. Indemnity is Notarized | Yes/ No |
| 6. KYC documents verified with original | Yes/ No |
| 7. Bank Account Proof received | Yes/ No |
| 8. Any of the SBI Life Communications submitted | Yes/ No |
| 9. If the net claim payable is greater than Rs. 5 Lac: | |
| a) Surety and KYC of Surety received | Yes/ No |
| b) Income proof of Surety having income equal to or more than maturity amount received. | Yes/ No |

OR

- | | |
|--|--------------------|
| Advertisement in Local Newspaper | Yes/ No |
| 10. If Indemnity Bond is signed outside India,
Has the Indian Embassy witnessed it? | Yes/ No
Yes/ No |

All the documents are verified and the genuineness of the claimant / policyholder is confirmed.

PC/State Name: _____

Name of the Officer: _____

Designation of Officer: _____

Employee Code: _____ Signature _____

Date: _____

Note: The above checklist should be signed by Dy PCHead/ PC Head/ State Head only.

Check List for OPD lost cases – Claims Department