

Checklist for Original Policy Document lost cases

Policy Number	:	
Name of Claimant / Policy Holder	:	
Mark ($\sqrt{\ }$) on the relevant options:		
If Indemnity received: 1. Policy is assigned in the system		Yes/ No
2. If yes, then Indemnity bond receiveda) If no then whether requirement forb) If yes then whether reassignment for	Reassignment Form & OPD is called for	Yes/ No Yes/ No 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 that a) Surety and KYC of Surety received	an Rs. 5 Lac:	Yes/ No
b) Income proof of Surety having incon OR	ne equal to or more than maturity amount received.	Yes/ No
Advertisement in Local Newspaper		Yes/ No
10. If Indemnity Bond is signed outside Has the Indian Embassy witnessed i		Yes/ No Yes/ No
All the documents are verified and the	he 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

SBI Life Insurance Company Limited: Registered and Corporate Office: Natraj, M.V. Road & Western Express Highway Junction, Andheri (East), Mumbai- 400 069. Tel.: (022) 61910000. Central Processing Center: 7th Level (D-Wing) & 8th Level, Seawoods Grand Central, Tower 2, Plot No. R-1, Sector - 40, Seawoods, Nerul Node, Navi Mumbai- 400 706. Tel.: (022) 66456000. IRDAI Registration No. 111. CIN: L99999MH2000PLC129113. Toll Free No. 1800 267 9090 (Customer Service timing: 24X7). Visit: www.sbilife.co.in E-mail: info@sbilife.co.in