

Date:

To  
The Head-Group Operations  
7th Level (D Wing) & 8th Level.  
Seawoods Grand Central, Tower 2,  
Plot No. R-1, Sector-40  
Seawoods, Nerul Node, Dist. Thane,  
Navi Mumbai-400 706

Dear Sir,

**Ref: - Master Policy Holder Name** \_\_\_\_\_ **Master Policy No** \_\_\_\_\_  
**Sub: - Surrender of Master Policy**

We the Trustees / Master Policy Holder / Authorised Signatories of the above mentioned Group Master Policy hereby submit our request for surrender for the reason stated below:

Merger of Company Winding of the Trust Closure of the Company  
Others (Please Specify) \_\_\_\_\_

We request you to settle the surrender value as per the policy conditions. We understand that upon surrender of the master policy, the life cover and other benefits offered under the scheme will be terminated and the policy will become null and void.

Further, we declare that the surrender of the above policy is duly authorized by the Trust / Board resolution and the copy of which is enclosed herewith. We hereby undertake to inform the decision of surrendering the master policy to the Income Tax Authorities, member beneficiaries and all concerned.

Signature of Witness:  
Name:  
Address:

Yours Faithfully

Signature of Trustees / Authorised Signatory  
Name/s:

Enclosure:  
Master Policy Document  
Trust / Board resolution  
Cancelled Cheque copy

Company Seal /Trust

Advance Discharge Voucher

I/We..... do hereby acknowledge receipt from SBI Life Insurance Co. Ltd., a sum of

Rupees ..... only (in words) being the Surrender Value of the above-mentioned policy

which is herewith delivered upto the said Company for cancellation

1. Surrender Amount: Rs. \_\_\_\_\_

2. Others (please specify): Rs. \_\_\_\_\_

TOTAL : Rs. \_\_\_\_\_

Please affix

Re.1/-

Place: -

Revenue stamp

Date: -