

Change in Address/Contact Details Update Form

Policy Number

Date

Name of the Policy holder

Change in Address/Contact Details

Address

Contact details

New Address

Landmark

City State Pincode

E-mail

Mobile Telephone

Signature of Policy Holder

Date

Place

Note: It is mandatory to provide a copy of self-attested supporting address proof for new address.

ACKNOWLEDGEMENT FOR Change in Address/Contact Details Update

Policy No.

Stamp/Time Stamp

Name of Policy Holder

Received by

Branch Name

Date

List of Address Proof

- Electricity Bill, Telephone bill including mobile, landline, wireless, etc type of connections, not more than 6 months old.
- Ration card
- Driving License
- Bank account statement (including statements relating to Current A/c, Savings A/c, Term Deposits, Credit Cards and Demat Accounts / Bank Pass Book (Showing any transaction within last six months)
- Consumer Gas connection card/book (with transactions within the last 3 months)
- Gas Bill / Gas connection letter (less than 3 months old)
- Letter from any recognized public authority or public servant
- Credit card statement
- Valid lease agreement along with rent receipt, which is not more than 3 months old
- Employer's certificate for residence proof. (Certificates of employers who have in place systematic procedures for recruitment along with maintenance of mandatory records of its employees)
- Written confirmation from the banks where the prospect is a customer.
- Water Tax Bill mentioning flat number or owner's name (less than 3 months old)