





Track your policy with ease. Log on to [www.insurance.birlasunlife.com](http://www.insurance.birlasunlife.com), generate your own Username/Password to manage your policy efficiently.

**Birla Sun Life**  
Insurance

## POLICY SERVICE REQUEST FORM

### PREMIUM PAYMENT MODE

Do you want to change your premium payment mode ?  YES

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 provide my consent to receive a call with regards to my request as given herein.

Date

\_\_\_\_\_  
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, 16th Floor, Jupiter Mill Compound, 841, Senapati Bapart Marg, Elphinstone Road, Mumbai - 400013.

Write to us: G Corp Tech Park, 6th Floor, Kasar Wadavali, Ghodbunder Road, Thane - 400601. Contact Us: 1800-270-7000 (Toll Free), Tel. No. 6723 9100.

Email: [customerservice@birlasunlife.com](mailto:customerservice@birlasunlife.com) | [www.insurance.birlasunlife.com](http://www.insurance.birlasunlife.com) | Corporate Identity Number: U99999MH2000PLC128110.

Insurance is the subject matter of the solicitation.

### Mandatory Requirements

- Please submit Original Cancelled Cheque with pre printed name & account number
- Please submit pass book copy / Bank Statement bearing pre printed name, residence address & account number; incase cancelled cheque does not have printed name & account number, carry original for verification at branch
- In case of the cancelled cheque carries pre-printed name and account number, but has "New Account" printed on it, kindly submit an attested copy of the passbook/bank statement bearing preprinted or handwritten name and account number. Please carry original passbook/bank statement to the branch for verification purposes
- Valid address KYC proof, carry originals for verification at branch
- Self attested valid ID proof, carry originals for verification at branch
- All documents needs to be self attested by the Policy owner & attested by BSLI Authorized branch personnel.

**Note:** • Direct Transfers are not applicable for NRE accounts. • The bank account details will be linked to all your policies under your client id. • In case of changes made in existing bank account details, there will be a waithing period of 30 days from the date of registration of these changes before processing of any payout request.

### Valid Photo ID Proofs

- Passport
- Pan Card
- Voter's Identity Card
- Driving License
- PIO card with photograph
- Bankers Certificate with photograph
- Employer's Certificate with photograph
- Valid Debit / Credit Card with photograph
- Employees ID Card with photograph
- ESIC card with photograph
- Armed Force ID cards with photograph
- Post office savings A/c, PPF Account with photograph
- Bar Council ID for Lawyers with photograph
- Letter from a recognized public Authority or public servant on individual/department letter head with stamp/seal verifying the identity of the customer.
- Aadhar ID (UID)

### Valid Photo KYC Proofs

- Telephone Bill / Mobile Bills (Not older than 6 months)
- Electricity Bill (Not older than 6 months)
- Bank Statement / Employer's Letter (Not older than 6 months)
- Passport Copy
- Letter from a recognized public Authority or public servant on individual/department letter head with stamp/seal verifying the residence of the customer
- Ration card
- Lease agreement + rent receipt (not older than 3 months from the date of acceptance)

### KYC Related Information:-

One self attested valid address proff along with a valid photo id proof (Mandaroty): Copy of Telephone bill, Electricity bil (not older than 6 months), Bank Account Statement, Letter form any reconized Public Authority, Ration Card, Passort Letter issued by Unique Identification (UIN) Authority of indian containing details of name, address and aadhar number is accepted as valid KYC Identification (Photo Id) and Address proofs. Please carry for verification at branch. Address proof and Photo ID proof with DOB-Self attested and attested by BSLI authorized signatory.

### Name Change Related Information :-

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 request 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.