

IMPORTANT POINTS

- This form is meant for an individual to open an e-Insurance Account (eIA)
- An eIA enables an individual to hold the various types of insurance policies in electronic format in a single account
- This will eliminate the need of holding the insurance policies in physical form
- This account will also act as a single point of contact for the policyholders to update their demographic details with all the insurance companies from where the policies are acquired

AN INDIVIDUAL CAN HOLD ONLY A SINGLE eIA

AUTHORISED REPRESENTATIVE

An Authorised Representative is a person appointed by eIA holder who can access eIA in the event of the eIA holder's demise or in his incapacity to access the eIA. The Authorised Representative can only access the e-Insurance Account to know the portfolio of insurance policies. The Authorised Representative may be different from the nominee. The eIA holder has the right to change the

Authorised Representative during the term of eIA. The eIA holder should change the Authorised Representative on the Authorised Representative's demise. Where an eIA is operated by the Authorised Representative of eIA holder, the Insurance Repository may block the eIA for any further transactions. In such a case, every transaction shall be routed through the respective insurers.

GUIDELINES FOR FILLING THE eIA FORM

- The fields marked in asterisk (*) are mandatory
- The application form should be completed in ENGLISH and in BLOCK LETTERS
- Fill the form in black ink or ball point pen
- The application form should be filled in legible handwriting and overwriting should be avoided
- Please tick the appropriate box wherever applicable
- Affix a recent photograph
- Please ensure that the form is completed and signed by the person opening the eIA
- The application form complete in all aspects along with the documents should be submitted to the Approved Person
- Proof of Identity, Proof of Address and Date of Birth Proof are mandatory for opening an eIA
- The eIA applicant is required to present the original KYC documents for verification while submitting the eIA form to Approved Person/Insurance companies
- The list of documents required to be submitted is provided in the Annexure

FOLLOWING ARE THE LIST OF DOCUMENTS FOR DATE OF BIRTH PROOF, PROOF OF IDENTITY AND PROOF OF ADDRESS

ANNEXURE I: DATE OF BIRTH PROOF (any one of the following)

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| 01 PAN Card | 15 Identity card/ document with address, issued by Colleges affiliated to universities |
| 02 Domicile Certificate | 16 Central Govt. Health scheme certificate for their employees/family members/dependants |
| 03 Ration Card | 17 Govt. service registers extract/certificates issued by Govt. to its employees |
| 04 Driving License | 18 Employer's PF statement |
| 05 Passport | 19 ESIS Card (Employees State Insurance Scheme) |
| 06 Voter ID Card | 20 Employer's certificate from Govt., Semi Govt., MNC, Public Ltd., Reputed Private Ltd. Organizations only. The certificate must be on the letterhead, duly signed & stamped by the authorised signatory |
| 07 Municipal Birth Certificate | 21 Certified School/ College Extract including School/ College leaving certificate/ Degree certificates/ mark sheet or hall ticket or admit card issued by Educational Board (10 & 12th std) reflecting DOB of eIA applicant |
| 08 Notarized Birth Certificate | 22 Policy Document of other private insurers |
| 09 Baptism Certificate | 23 LIC Policy |
| 10 Marriage Certificate issued by Church | 24 Islander cards for Residents of Andaman & Nicobar Island |
| 11 Identity card/ document with address, issued by Central/State Government and its Departments | 25 Pilgrim pass issued for Haj Pilgrimage |
| 12 Gram Panchayat Certificate | |
| 13 Identity card/ document with address, issued by Public Sector Undertakings | |
| 14 Defense ID including Ex-serviceman card issued to Defense personnel/ certificate of DOB issued by commanding officer with his seal & signature on the same | |

ANNEXURE II: PROOF OF IDENTITY (any one of the following)

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| 01 PAN | 02 Aadhar Card/UID |
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ANNEXURE I: PROOF OF ADDRESS (any one of the following)

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| 01 Regd. Lease and License Agreement/ Agreement for sale | 11 Identity card/ document with address, issued by Central/State Government and its Departments |
| 02 Aadhar Letter | 12 Identity card/ document with address, issued by Statutory/Regulatory Authorities |
| 03 Ration Card | 13 Identity card/ document with address, issued by PublicSector Undertakings |
| 04 Driving License | 14 Identity card/ document with address, issued by Scheduled Commercial Banks |
| 05 Passport | 15 Identity card/ document with address, issued by Public Financial Institutions |
| 06 Voter ID Card | 16 Identity card/ document with address, issued by Colleges affiliated to universities |
| 07 Bank Passbook (not more than 6 months old) | 17 Identity card/ document with address, issued by Professional Bodies such as ICAI, ICWAI, Bar Council etc. to their Members |
| 08 Electricity Bill (not more than 6 months old) | |
| 09 Residence Telephone Bill (not more than 6 months old) | |
| 10 Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts | |