

Annex – VII

(Format for Communication to Claimant in case any document is not submitted or required)

To

Shri/Smt./Ms.....
.....
.....
..... Pincode.....

Dear Sir/Madam,

Claim Application for Policy No. _____ submitted by you on _____ with Service request no.
was scrutinized and the following documents are not found. You are requested to submit the requisite following documents within 15
(fifteen) days of receipt of this letter.

(Tick whichever document is required to be submitted)

- 1. Original Policy Bond or Letter of Indemnity
- 2. Self Attested copy of Death Certificate (issued by Local Administration/register of local board/village panchayat/Medical Practitioner or Certificate from Doctor who last attended the insurer clearly mentioning reason of death)
- 3. Self Attested copy of Succession Cert./Letter of Administration/Probate of Will if nomination is not available
- 4. Self Attested copy of ID proof of the Claimant(s)
- 5. Self Attested copy of address proof of the Claimant(s)
- 6. Self Attested copy of FIR (in case of unnatural death of Insurant)
- 7. Self Attested Post-mortem report (in case of unnatural death of Insurant)
- 8. Cancelled Cheque of Claimant(s)'s Bank Account(s) for Bank Mandate
- 9. Documents of Credit or Premium Receipt Book (D.O.C. if Pay policy or Premium Receipt Book if Cash Policy and all the paid premium not updated on McCamish Software)
- 10. Loan Receipt Book (if Loan taken on Policy)
- 11. Indemnity Bond (in case of Unantural death)
- 12. Any other document(s), pls specify

Date:-

Signature of CPC in-Charge
Name :
Designation:
Office Stamp: