REQUEST FORM FOR PARTIAL WITHDRAWAL AND FREELOOK CANCELLATION PAYOUT OF POLICY



a)	Any alterations / corrections made in the form need to be duly signed
	by the Policy Owner / both Policy Owner (Joint Life) / Assignee

b) One Payout Form can be used for multiple policies with same type of request and refund sought in same A/c.

c) You will receive a call for verification of facts prior to settlement.

Please affix recent colored photograph (required for all request submitted)

(F	OR OFFICE USE ONLY)
Se	ervice Request ID:
_	
A	ffix date & time stamp
	·

Must Read				
In accordance with IRDA of India Guidelines, if the request is submitted along with complete documents at Aviva office before 3:00 pm, the request would be processed as per the closing NAV of the same day and if the request is submitted along with complete documents after 3:00 pm, the request would be				
processed as per the closing NAV of the next business day.				
PARTIAL WITHDRAWAL: If the request is for more than the amount eligible, the request shall be declined.				
Customer Details				
Policy Number Date of Birth DDMMYYYYY				
Name of the Policyholder / Assignee / Trustee				
For quicker processing & to update any change in communication address, kindly provide LATEST contact information (In case of any change in communication address, a valid address proof of the current communication address is mandatory) (TO BE FILLED IN CAPITAL LETTERS ONLY)				
Dia sada				
Pin code Telephone No (Residence)* Telephone No (Office)				
Mobile No* Email Address				
*Residence Number or Mobile Number is a mandatory requirement REQUEST DETAILS (Tick as applicable):				
Freelook Cancellation Reason:				
Partial Withdrawal: ₹				
Basic Mandatory Documents (Tick As Applicable)				
Original Policy Documents (Mandatory) Cancelled Cheque of the A/c where NEFT is required (Mandatory)				
Self Attested copy of Photo Identity Proof** (Mandatory) Self Attested copy of Bank statement / copy of Bank passbook				
Recent Coloured Photograph (Mandatory) from which Premium is remitted showing remittance entry OR Latest Six Month Bank Statement**/***(Mandatory)				
Additional Documents Required (Tick As Applicable)				
Self Attested copy of communication Address Proof** (Mandatory if address has been changed within last one year) Duplicate Policy Documents				
Self Attested copy of Bank statement / copy of Bank passbook from which Promium is remitted showing remittance entry OP. Self Attested Copy of Police complaint / FIR OR Indemnity Bond (on ₹100 Stamp Paper)				
from which Premium is remitted showing remittance entry OR latest one year Bank statement***. (Of Cloud Staffing Paper) (If original / duplicate policy documents not submitted)				
(If original policy documents not submitted)				
Reason for not submitting original policy documents:				
Please Note a) All supporting documents should be self attested by the policyholder.				
b) The policyholder is required to visit the branch in person for submission of request. However there is an exception for NRI & PIO.				
c) Exception for NRI & PIO: The NRI & PIO policyholders will have the option to get the photo ID attested as a true copy by either of the below: 1. The embassy in the country of residence 2. Banker of the policyholder 3. Notary / Gazetted officer equivalent who is authorized to attest documents in the country of residence.				
d) The policyholder is required to carry original documents for verification to the branch. e) In case ECS/ Direct Debit is opted for, either a cancelled cheque or Bank statement (specifying name of policyholder) is required and payout will be processed in same A/c (atleast one Premium should be				
remitted from registered ECS / Direct Debit/A/c). f) If Premium received in the policy is yet to be realized and in the meanwhile Payout Request is submitted then your request will be processed subject to the Credit Realization status only. The Payout Processing				
TAT will be 10 Days from the date of Credit Realization. NAV of request will be allocated according to credit realization date. g) If you have submitted the request (no policy document/ duplicate policy document) and address endorsement is initiated (within last 15 days / along with payout request), your request will be processed after				
15 days from the payout request received date. h) Remittance Proof is a mandatory requirement where request is submitted with duplicate policy document.				
i) In case all Premiums were paid by the policyholder either by cash or DD, the policyholder has to submit the proof (submitted at the inception of the policy) along with the payout request form.				
j) In case online Bank statement is submitted, it is mandatory to get the statement attested by the Bank. (i.e. Bank stamp, signature, employee name & employee code).k) TDS would be deducted as per applicable Income Tax laws.				
Additional Documents Required For Amount Transfer In NRE (Non-Resident External) Account: (Tick As Applicable)				
Cancelled Cheque from NRE A/c (Mandatory) Self Attested Bank statement / copy of Bank passbook of NRE				

A/c from which all Premiums are remitted. (Mandatory)

PAN Number	Current Residential Status Indian Resident NRE			
Country of residence (If NRE)				
Payment Method (NEFT Is Mandatory For All Cancellation Requests)				
DETAILS REQUIRED FOR DIRECT TRANSFER (Please give the Bank Account or remitted from ECS/ Direct Debit): Bank Name Bank Address Bank Account Holder's Name Bank Account Number Account Type Bank Branch NEFT IFSC Code Bank Branch MICR Code (If the cheque attached is 'At Par' please attach the first page of the cheque	details through which you have remitted your Premium / Policy Premium			
If there is a Bank A/c change and payment needs to be processed to the new A/c then please provide the following: (Tick as applicable)				
Cancelled Cheque of the new Bank A/c (Mandatory) Copy of self attested Bank statement of the new A/c for last six months along with originals for physical verification at the branch. (Mandatory) EXCEPTION TO THE ABOVE: Cheque Dispatch to my Communication Address (as registered in our records): Applicable only in the following situations (Tick as applicable): The customer wants the refund in NRE account and is unable to provide sufficient Bank proof (Bank declaration / Statement) which helps us to establish that all the Premiums paid towards the policy have been remitted through NRE A/c. The customer has an account in a Bank which does not provide the NEFT facility. Note: We will not be responsible in case of non-credit to customer's account or if transaction is delayed or not effected at all for reasons of incomplete / incorrect information of customer's account in the above section. In case the requisite documents/information is not received the payout will be made vide cheque. Declaration & Authorisation I am aware of the penalty which will be levied on my payout value for the processing of my request & I agree to the terms & conditions stated in this form. Date: Declarant's PolicyOwner/Assignee*/Trustee**: Declarant's Name*: Declarant's Signature*: Declarant's Address & Contact Number: *In case of signature in vernacular / thumb impression, this declaration should be made by a person of standing whose identity can easily be established but not connected with Aviva Life Insurance Company India Ltd. *A self attested copy of the Photo identity proof of the declarant is required.				
**Please note that Trustee signature will be required if policy is taken under MV Documents received	For Branch Use Only			
Original Policy Documents Recent coloured Photograph Self Attested copy of Photo Identity Proof	Copy of Police complaint / FIR			
Self Attested copy of communication Address Proof Cancelled Cheque of NRE A/c Duplicate Policy Documents Self Attested copy of Bank statement / copy of Bank passbook from which Premium is remitted showing remittance entry Others Original Seen & Verified ID Proof Address Proof Bank Statement Bank Statement Statement Description Bank Statement Description Bank Statement Description Bank Statement Description Description Bank Statement Description Description	Indemnity Bond (on ₹100 Stamp Paper) Cancelled Cheque of the A/c where NEFT is required Self Attested copy of latest six month Bank statement / copy of Pass book of new A/c Self Attested copy of Bank statement / copy of Passbook of NRE A/c Self Attested copy of latest one year Bank statement / copy of Pass book of new A/c Attement Other No (Reason)			
Self Attested copy of communication Address Proof Cancelled Cheque of NRE A/c Duplicate Policy Documents Self Attested copy of Bank statement / copy of Bank passbook from which Premium is remitted showing remittance entry Others Original Seen & Verified ID Proof Address Proof Bank Statement Bank Statement Statement Description Bank Statement Description Bank Statement Description Bank Statement Description Description Bank Statement Description Description	Cancelled Cheque of the A/c where NEFT is required Self Attested copy of latest six month Bank statement / copy of Pass book of new A/c Self Attested copy of Bank statement / copy of Passbook of NRE A/c Self Attested copy of latest one year Bank statement / copy of Pass book of new A/c Attement Other No (Reason)			