REQUEST FORM FOR PARTIAL WITHDRAWAL AND FREELOOK CANCELLATION PAYOUT OF POLICY



- Any alterations/corrections made in the form need to be duly signed by the Policy owner/both Policy owners (Joint Life)/Assignee
- One payout form can be used for multiple Policies with same type of request and refund sought in the same A/C.
- c) You will receive a call for verification of facts prior to settlement.

Please affix recent coloured photograph (required for all requests submitted)

(FOR OFFICE USE ONLY)
Service Request ID:
Affix 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 DDMMYYYY		
Name of the Policyholder/Assignee/Trustee		
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 from		
Recent coloured photograph (Mandatory) Which Premium is remitted showing remittance entry OR latest six month bank statement**/*** (Mandatory)		
FATCA / CRS Declaration Form (Mandatory)		
Additional Documents Required (tick as applicable)		
Self attested copy of communication address proof** (Mandatory, if address has been changed online within last one year)		
Self attested copy of bank statement/copy of bank passbook from which Premium is remitted showing remittance entry OR self attested copy of inception ID/age proof (if original Policy documents are not submitted)		
Duplicate Policy documents		
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 and other supporting documents 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 authorised 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 the 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 realised and in the meanwhile payout request is submitted, then your request will be processed subject to the credit realisation status only. The Payout Processing TAT will be 10 Days from the date of credit realisation. NAV of request will be allocated according to credit realisation date.
- g) Remittance proof or inception ID proof/age proof is a mandatory requirement where request is submitted with duplicate Policy document.
- h) 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).
- i) Section 194DA of the Income Tax Act, 1961 provides for tax deduction at source @ 1% if cumulative payout for all the Policies (of Aviva Life Insurance Company India Limited) to resident Policyholders, which are not exempt under Section 10 (10D), equals or exceeds the amount of ₹ 1 lac for the financial year. In case of non-availability of valid PAN, TDS rate would be 20%. For those cases where valid PAN details are not registered with us, TDS certificate generation will not happen. For non-resident individuals, rate can be up to 30.9% for aggregate payouts upto Rs. 1 cr and upto 35.535% for payouts beyond Rs. 1 cr. Tax laws are subject to change.

Additional Documents required for Amount Transfer in NR	E (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)	
Please note that if Premium is paid through multiple NRE Accounts then Bank statement of all the accounts are to be submitted.		
PAN Number		
Payment Method (NEFT is Mandatory for All Cancellation Requests)		
DETAILS REQUIRED FOR DIRECT TRANSFER (Please give the bank account deremitted from ECS/ Direct Debit):	etails through which you have remitted your Premium/Policy Premium	
Bank Name Bank Address Bank Account Holder's Name Bank Account Number Account Type Bank Branch NEFT IFSC Code Bank Branch MICR Code	NRE NRO (You can obtain this from your bank branch)	
If the cheque attached is 'at par', please attach the first page of the cheque book containing MICR code. Please Note: We will not be responsible in case of non-credit to customer's account or if transaction is delayed or not affected at all for reasons of incomplete/incorrect information of customer's account in the above section Please mention Policy Number on every document submitted In case we require further documentation, we may ask for fresh/further requirements Payment will be processed post completion of documents & verification Company reserves the right to change the method of payment in case the requisite documents/information is not received		
Declaration & Authorisation		
I am aware of the penalty which will be levied on my payout value for the product Date:	cessing of my request & I agree to the terms & conditions stated in this form.	
Signature of 1st Policy Owner/Assignee*/Trustee**:	Signature of 2nd Policy Owner *:	
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 MWPA & Assignee signatures will be required if Policy is assigned.		
For Branch Use Only		
Request Received From Policy Owner	Third Party Courier	
Third Party Relation:		
Original Seen & Verified		
Signature Verified Yes No (Reason):		
Name of the Branch:	Employee Code:	
Name of the Branch Employee:	Signature of the Branch Staff:	