

**Policy Servicing Request Form 2**

**Refund of Excess Deposit  
Free Look Cancellation  
Withdrawal of Proposal and refund  
of deposit**

*For Official Use Only*

Branch Name: \_\_\_\_\_

Receipt Date &amp; Time: \_\_\_\_\_

Received by: \_\_\_\_\_

Branch Stamp



Policy Number: \_\_\_\_\_ Email ID\*: \_\_\_\_\_

Policyholder's name: \_\_\_\_\_ (First Name) \_\_\_\_\_ (Middle Name) \_\_\_\_\_ (Last Name)

Contact No\*: (STD Code) \_\_\_\_\_ / (STD Code) \_\_\_\_\_ / \_\_\_\_\_ **Mobile number is preferable.**

\*Contact details provided herein will be updated for all future communications. For customer registered for UCC, response would be treated as valid discharge

 **Excess refund**

**A.** Refund of Excess Deposit- Please refund the excess amount lying in deposit under my policy.

 **Free Look Cancellation**

**B.** I request you to allow me to exercise the Free Look option under the above mentioned policy as I do not agree to the following terms and condition mentioned in the policy document on page no: \_\_\_\_\_

\_\_\_\_\_

I am returning the original policy document which I received on \_\_\_\_\_ within the specified period, to enable you to consider this request and refund the premium paid by me after deducting the free look charges.

(To enable the company to consider the free look request, please mention the terms and conditions of the policy document which you are not agreeable to while exercising the Free Look Option).

 **Withdrawal of Proposal**

**C.** I would like to withdraw my proposal for the reason(s) mentioned below:

 Financial Reasons (Financial Crunch, Purchase of Asset, Etc)

 Personal Reasons (Marriage, Education, Death etc)

 Unsatisfactory Returns

 Change in Plan

 Others (Please specify): \_\_\_\_\_

As per IRDA guidelines, the cut off timings for NAV application and redemption of units is 3pm IST with effect from June 1, 2007. This implies that if the application for free look cancellation (unit linked) is received upto 3pm IST on a working weekday (Mon-Fri), the same day's unit value will be applicable. However, if the application for free look cancellation (unit linked) is received after 3pm IST on a working weekday, then the next working day's value will be applicable (when the applicable day is not a valuation day, NAV of the next immediate valuation day would be considered.) The same is subject to changes as and when amended by IRDA. In case a prior unit allocation is pending, your current request will be processed on the successive working day.

I confirm having read all the relevant policy provisions before making this application and having understood them and its consequences.

Policy Holder/ Assignee's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

Policy Holder/ Assignee's Signature: \_\_\_\_\_

Signature Verified Stamp

**Declaration to be made by a third person where:**

The life assured has affixed his/her thumb impression / has signed in vernacular / has not filled the application. I hereby declare that I have explained the contents of this application form to the life to be assured in \_\_\_\_\_ language and have truthfully recorded the answers provided to me.

I further declare that the life to be assured has signed/affixed his/her thumb impression in my presence

Declarant Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

Declarant Address: \_\_\_\_\_

**Please fill the NEFT Mandate on the reverse side to enable direct credit into your account for refunds / payouts the reverse side of this form for NEFT facility.**

**Customer Acknowledgement Copy (Excess Refund/ Free Look Cancellation/ Withdrawal of Proposal)**

Policy No: \_\_\_\_\_ Interaction ID No: \_\_\_\_\_ Policyholder name: \_\_\_\_\_

PS Request: \_\_\_\_\_ Documents accepted:  Original Policy Document  Others (specify): \_\_\_\_\_

Branch Operations Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Branch Stamp

## NEFT Mandate

Bank A/C No.

(Cancelled cheque copy of the above mentioned a/c no. is mandatory)

A/c Type:  Savings  Current

9 Digit MICR no:

A/c holder name: \_\_\_\_\_

IFSC Code\*:  (Mandatory for credit via NEFT/ RTGS)

*If you do not find this on your cheque leaf, please consult your bank.*

### To be filled in by the account holder's bank

(Only where the cancelled cheque copy does not contain the IFSC code)

Certified that the bank details furnished above are correct as per our records.

Bank Name: \_\_\_\_\_

Branch Name & Address: \_\_\_\_\_

City: \_\_\_\_\_

Pin code: \_\_\_\_\_

Bank Stamp:

Date :

Authorised Signatory of the Bank:

### Note:

1. Kindly read the terms & conditions for NEFT below & sign the declaration. This is applicable for all policies held. In case of a beneficiary who is a major in Unit Linked Young Star plans, kindly provide the beneficiary's account details.
2. If the cheque copy submitted does not contain the name/ account number; then kindly submit a copy of your Bank Passbook/ Statement duly signed by account holder with details of name, address and account number

## DECLARATIONS

1. I/We hereby declare that the particulars given above are correct and complete and no blanks have been left. If the transaction is delayed or not effected at all or the credit is given to an incorrect account for reason of incomplete or incorrect information provided here, I/we would not hold HDFC Life (HDFC SL) or any of its associates / agents responsible.
2. I/ We further undertake to refund any amount credited to my account either in excess or which is not due to me/us, at anytime due to any reason, whether by HDFC Life or not and to this effect I authorize HDFC Life to exercise lien on any amounts payable to me by HDFC Life in order to recover such excess amount credited to my account.
3. I/We agree that any refund/payout will be credited starting from the date that occurs after the date of this Mandate unless the Mandate is revoked and issuance of relevant credit instruction from HDFC Life into the aforesaid account will be a valid discharge to HDFC Life.
4. I/We further confirm that I/we understand this mode as a method of payment introduced by Reserve Bank of India, which provides us an option to collect our refund/payout, as and when the become due directly through our bank accounts.
5. I/We further confirm that the account details provided herein do not pertain to a NRE account.
6. I/We further confirm that I/we understand, HDFC Life shall accomplish this by issuing the Payment instruction electronically through its banker \ agent to the Clearing Authority and the Clearing Authority would ensure credit to our specified bank account.
7. I/We further undertake to inform HDFC Life with an advance notice of 6 weeks, in case, I/We desire to change our bank details, due to any reason. However, HDFC Life shall retain the right to accept this or reject the same in case the revised bank details are not enabled under this NEFT framework.
8. I/We further undertake to inform HDFC Life with an advance notice of 6 weeks, in case I/We decide to withdraw from this mode of payment.
9. By furnishing this mandate, I/We revoke any mandate issued earlier for receiving credit of the refund / payout.
10. I/ We understand and agree that for cases where the payout via NEFT cannot be processed by HDFC Life, the payout may be processed through cheque.

Account Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

Policy Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

(If different from Account Holder)

View Premium Calendar, Pay Premium Online, Track fluctuations in the fund value, Print your Annual Premium Statement, Do a Fund Switch, Revive your policy & lots more! Visit [www.hdfclife.com](http://www.hdfclife.com) & register for My Account today!

For more details, call us toll free on 1800-209-7777 (Any phone)/ 1800-228-228 (BSNL/ MTNL)/ Send us a call back request- sms SERVICE to 5676727/ Email us at [service@hdfclife.com](mailto:service@hdfclife.com). The call centre is open from 9am- 9pm all 7 days.

Communication Address: **HDFC Standard Life Insurance Company Limited.**  
11th Floor, Lodha Excelus Apollo Mills Compound, N. M. Joshi Road, Mahalaxmi, Mumbai- 400011 Maharashtra.

