Top Up Premium Request Form

Policy No. ☐☐☐☐☐☐☐☐☐☐

Policy Holder Details:

(First Name) (Middle Name) (Last Name)

Mobile _____ **E Mail** _____

Please read all instructions before signing the form:

- Top Ups will be accepted as per the terms and conditions of your insurance Policy
- Any payment received would be allocated as Top-up only after appropriating such amount towards recovering the Premiums, if any under your Policy.
- The Top up premium will not change the Sum Assured guaranteed under the policy.
- Top up paid will be entitled to the Tax benefits as per the prevailing Tax Laws.
- In case of Unit Linked Life Insurance Plans and Universal Life Plans, the Company will accept the Top up premium amount subject to the minimum of Rs. 1000 and maximum of total amount of Top up premium not exceeding 25% of the total Premiums received towards base Policy. However, there are no such maximum limits on Top Up premiums for Pension Plans without life cover.
- Top Up will be allocated as per your existing fund
- All Top Up premiums and charges levied on Top-up premiums are subject to applicable taxes including service tax, which will be charged to the account of the policyholder and will be recovered by cancellation of units at unit price.
- Top-up premiums received after 3.00 PM will be allocated as per the NAV of next working day.

Details of the Payment:

1 a. Amount Paid: Rs _____ ☐ Cash ☐ Cheque/ DD ☐ Net Transfer

Rupees In words: _____

1 b. Payment details: Cheque/ DD No._____Dated_____Drawee Bank & Branch _____

Cash payment cannot exceed limit of Rs 50000/- per policy/ per month including premium payment / Top up / charges or any other payment.
In case the Top up payment is 1 lakh or more please submit any one of the mandatory Income document stated below.

2. Is Policy Owner/Assignee a Politically Exposed Person*? ☐ Yes ☐ No (Please tick).

*Politically Exposed Persons (PEP) are individuals who are or have been entrusted with prominent public functions, for example Heads/ Ministers of Central /State government, Senior politicians, Senior government/ judicial / military officers, Senior executive of state owned corporations, Important political party officials & immediate family member of above persons (Spouse, Children, Parents, Siblings, In-laws).

Signature of the Policy Owner / Assignee _____

#Acceptable income proofs:

- Latest Year ITR
- Latest Year Form 16
- Bank statement showing salary credit of last 3 months
- Balance Sheet and Profit and Loss Account
- Audited annual accounts of the Proposer/ Payor
- Rental Agreement
- Agriculture Receipts
- Proof of proceeds of lump-sum amount received from which premium is paid. For Example, sale Deed if premium is paid from the sale of property, proof of lump-sum amount received at the time of retirement, proof of maturity of fixed deposits, mutual fund redemption, proof of other insurance policies maturity amount received etc.

Acknowledgement Slip

Received with thanks a request for Top up premium form on _/_____/_____(Date) at_____am/pm (Time).

Total amount received : Rs.
Net Premium towards Top-Up : Rs.
Cheque/DD No. :

MNYL CSE Name & Sign: _____ Stamp/Seal of the branch