

Contact details for annuity service requests

S. No	Type of Services	Process	Documents Required
1	Annuity Payout Not Credit	Please mail to us : groupannuity@sbilife.co.in	Bank statement for coressponding period
2	Life Certificate (COE)	<p>Annuitant can submit the certificate of existence through any of these four methods:</p> <p>1. Download "Easy Access" App from play store (available as Android Phone) for submission of Certificate of Existence/Life Certificate from the mobile.</p> <p>2. Email us attested soft copy of form at "groupannuity@sbilife.co.in"</p> <p>3. Post Certificate of Existence at SBI Life Insurance Company Limited, Central Processing Centre, 7th Level (D-Wing) & 8th Level, Seawoods Grand Central, Tower 2, Plot No. R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai- 400 706. Tel.: (022) 66456000.</p> <p>4. Submit attached form to any of the nearest SBI Life Branch (https://www.sbilife.co.in/en/about-us/contact-us)</p> <p>Please note: Policy No, Annuity No and Date of Submission are mentioned on Annuity Certificate</p>	Certificate of existence form (attached)
3	Change of Nominee	Please mail to us : annuitygroup@sbilife.co.in	Nomination form (attached)
4	Change/Correction of address	Please mail to us: annuitygroup@sbilife.co.in	Alteration Request Form (attached)
5	Change/Correction of bank account details	Please mail to us: annuitygroup@sbilife.co.in	Alteration Request Form (attached)
6	Correction in Name	Please mail to us: annuitygroup@sbilife.co.in	Alteration Request Form (attached)
7	For Death Claim	Please mail claim documents to dhiraj.shrivastava@sbilife.co.in ; mark a copy to samp.sur@sbilife.co.in	<p>1.Death Claim Form (attached)</p> <p>2.Death Certificate</p> <p>3.Copy of Policy Documents (Annuity Certificate)</p> <p>4.Copy of an identity proof and address proof of Secondary Annuitant/ Nominee. (PAN Card, voter card, driving licence etc., AADHAR with the consent form)</p> <p>5.Copy Bank Account proof (Copy bank passbook / bank account statement / Cancelled Cheque with pre-printed name and account number).</p>