

LIFE INSURANCE CORPORATION OF INDIA
P&GS UNIT, JEEVAN PRAKASH, 7th FLOOR
25, KG MARG, NEW DELHI, 110001

Ref: P&GS/Claims/

E-Mail ID - bo_g103annuity@licindia.com

The Trustee,

Date of Death_____

Sir/Madam,

Re: Annuity No._____ Fvglt.Sh/Smt_____

We are in receipt of letter intimating the sudden demise of the above member

Kindly convey our heartfelt condolences to the bereaved family

To enable us to consider the claim, kindly submit us the following requirements.

1. Original Death Certificate or copy attested by trustee.
2. Form "N" duly attested by trustee.
3. Unencashed cheque if any.
4. Enclosed discharge receipt duly attested by the trustee.
5. Forwarding letter of the trustee on their letter head.
6. NEFT Mandate Form & Cancelled cheque &
7. ID proof of beneficiary

While replying, please note to quote the above annuity number.

Yours Faithfully,

Manager (P&GS)

Encl. Form N & Dis Receipt

Note:- Please Submit all Claim Form Through Trustee.

(LETTER OF AUTHORITY FOR PAYMENT OF ANNUITY)

The Sr. Divisional Manager
LIC of India, Divl. Officer, P&GS Dept.
7th floor, 25, Kasturba Gandhi Marg
New Delhi – 110 001.

Dear Sir,

Re : Master Policy No. GS/GGI/GS(CA)

We hereby direct, authorise & empower you to pay on our behalf and as our agent to the under mentioned members, who have left or retired from service, the respective pension amounts shown against their names in the list below after deduction of income tax and other taxes & duties, particulars of which have also been given in the list.

Membership No.	Name of the Member & Address	Due date of Pension	Amount of Pension	Income Tax net deduction amount if payable any
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We likewise direct, authorise & empower you to pay on our behalf and as our agent, to the under mentioned beneficiaries of deceased members the pension payments shown against their names in the list below after deduction of Income Tax and other taxes & duties, particulars of which have also been given in the list.

Master Policy No.	Name of the Beneficiary & Address	Due date of Pension	Amount of Pension	Income Tax deduction if any	Net amount payable
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We hereby admit and acknowledge that the above mentioned payments which shall be made by you shall be in full settlement of payments due to us and we hereby declare that receipts signed by the payee shall be sufficient, valid and legal discharge to you for the respective payments made to them and shall be fully binding on us as if the payments had been made to us and the receipts signed by us.

Dated at _____ this _____ day of _____

Yours faithfully,

(Signature of the Trustees)
for Self and on Behalf of the
Co-Trustees of Superannuation Fund Trust

(Signature of the Beneficiary)



Form No. P.G.S. 37

DISCHARGE RECEIPT

Received a sum of Rupees _____ (Rupees _____) From

The Life Insurance Corporation of India in full and final settlement of all our claims

and demands in respect of _____ Shri _____

Assurance No. _____ under Master Policy No. _____

Who expired/left services/Retired on _____

Dated at _____ on this _____ day of _____

Witness :

Signature : _____ Signature of beneficiary ✓

Designation: _____

Address : _____

Across
 Rs.1/-
 Revenue
 Stamp

.....

Signature of the authorised
 signatory / Trustees

Name _____

Designation _____

Office Stamp