

## PNB MetLife India Insurance Company Limited

Registered office: Unit No. 701, 702 & 703, 7th Floor, West Wing, Raheja Towers, 26/27 M G Road, Bangalore -560001, Karnataka. IRDA of India Registration number 117.

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Email: [indiaservice@pnbmetlife.co.in](mailto:indiaservice@pnbmetlife.co.in)

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### Non-Financial Request – Assignment of Policy

**Definition:** Assignment refers to transferring the ownership of the policy in favor of another person or institution. Once the policy is assigned, all the policy rights are transferred in favor of the assignee.

Sno.	Documents	Submission of Service Request by Policy Owner in PNB MetLife or Bank (PNB/JKB & KBL) or CAMS Branches	Submission of Service Request by Policy Owner through Courier	Submission of Service Request by Third Party in PNB MetLife or Bank (PNB/JKB & KBL) or CAMS Branches	Customer Portal	E-mail from registered email ID
1	Policy Servicing Request form along with Notice of assignment and Endorsement in original duly filled and signed by the Policy Owner	Yes	Yes	No Such Option	No Such Option	No Such Option
2	Original Policy Document	Yes	Yes			
3	Self-attested ID proof of Policy Owner <b>Note</b> : Customer should carry the original documents in case of physical submission	Yes	Yes			
4	Recent Self attested photo of assignee, self-attested ID proof, self-attested address proof and Signature ID proof (like PAN Card, Passport, Driving License etc.) in case of individual assignment	Yes	Yes			
5	Pan card of the assignee is mandatory (If policy premium is Rs. 50,000 or more in a financial year)	Yes	Yes			
6	Income proof of the assignee is mandatory (If annual premium of the policy is greater than or equal to 1 lakh)	Yes	Yes			
7	Promissory Note/Loan Clearance Certificate in case of individual 3rd party assignment and Loan Consideration letter from bank/financial institution in case of assignment to Financial Institution	Yes	Yes			

You may visit our Website (<https://www.pnbmetlife.com>) for information on below points:

- **Assignment Form Version 3.3** for submission of the above mentioned service request  
Go to Download Forms >> Service Forms >> Select Regional Language – **Assignment Form Version 3.3**

- **List of Operational CAMS Branches**  
Go to Customer Service >> Get In Touch >> Service Options – CAMS>> **CAMS Branches**

- **List of Operational PNB MetLife Branches**  
Go to Contact Us >> Select the nearest Branch >> **Enter State, City, Area as per your preference**