

To,
The Branch Service Manager
PNB MetLife India Insurance Co. Ltd.

Dated: _____

_____ Branch

Subject: Authorization Letter for submission of my policy servicing request through representative

Dear Sir/Madam,

This is to inform you that I, Mr. /Mrs. /Ms. _____ is a policy holder/owner with your organization. Through this letter I hereby authorize and instruct Mr. /Mrs. /Ms. _____ to submit the servicing request on my behalf at your PNB MetLife Branch/Office.

Servicing Request Details:

1. Policy Number(s) for which the request is being placed: _____
2. Request Type(s): _____
3. The following Self-Attested Documents/Proofs have been enclosed along with the request for further processing and confirmation:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
4. Relationship with person authorized to submit request: _____
5. If PNB MetLife sales staff, Staff ID mandatory
6. A self-attested ID proof of my authorized representative is enclosed along with this authorization letter.
7. The signature of the authorized representative is as documented below and is verified & confirmed by me.
8. I irrevocably undertake to PNB MetLife that the above acts of my authorized representative shall be binding upon me.

Signature of Authorized Representative

Mr. /Mrs. /Ms. _____

Contact Number: _____

Signature/Thumb impression of Policy Owner / Assignor

Mr. /Mrs. /Ms. _____

Contact Number: _____

Signature/Thumb impression of Assignee (Only in case of Assignment)

Mr. /Mrs. /Ms. _____ Contact Number: _____

Note - PO signature is not required in case of Absolute Assignment

Declaration & Attestation in case of Vernacular/Illiterate/Disabled customers (Witness must be someone other than the advisor/agent/employee of the company)

The contents hereof have been read over & explained to the applicant by me in vernacular & the applicant has filled up the contents after completely understanding the contents hereof in my presence.

Signature of Witness: _____



PNB MetLife India Insurance Company
Limited
(CIN): U66010KA2001PLC028883
IRDAI Registration No: 117.



Registered Office:
Unit No. 701, 702 and 703, 7th floor,
West Wing, Raheja Towers, 26/27
M G Road, Bangalore -560001,
Karnataka



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download our **khUshi**
App and manage your
policy.

BEWARE OF SPURIOUS PHONE CALLS AND FICTITIOUS / FRAUDULENT OFFERS!

IRDAI or its officials do not involve in activities like selling insurance policies, announcing bonus or investment of premiums. Public receiving such calls are requested to lodge a police complaint.



Call us at

1800-425-6969 (India) – Toll-Free
+91-80-26502244 (Intl.), Monday –
Saturday | 10 A.M. – 7 P.M.



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<https://www.pnbmetlife.com/>



Email us at

For queries:
indiaservice@pnbmetlife.co.in