

EXISTENCE CERTIFICATE

Receive timely pension payout by completing the 'Existence Check' process at the earliest.

1. Submit the duly executed Existence Certificate at least 15 days prior to the due date of payment of your pension/annuity
2. At the time of request submission original ID proof of the Policy Holder needs to be mandatorily presented
All supporting proof/s & document/s submitted along with the request should be self-attested by the Policy Holder
3. Attach a copy of attested photo id (PAN, Passport, Voter's ID, Driving License)
4. In case of Third-Party request or received through bank/ courier, submission of photograph of the policyholder is mandatory
5. Please submit a self-attested PAN Card copy for updation of PAN No. Form 97 needs to be in PNB MetLife format if submitted in lieu of PAN Card
6. EVC to be considered from policy anniversary date to the next year policy anniversary date not from the request submission date
7. Existence Certificate can be attested by any one of the following:
 - PNB MetLife Employee (Branch Operations)
 - Bank Manager of any Public Sector Undertaking (PSU)/ Private Bank (Sign, stamp and employee id of the bank employee is mandatory. A copy of recent one-month bank statement is also to be submitted)
 - Designated Official of local Indian Embassy (For NRI/PIO/OCI)
 - Other Indian Diplomatic Representative (For NRI/PIO/OCI)
 - Gazetted Officer
 - Government Doctor* (Confirmation on Hospital Letter Head also needs to be submitted)
 - Government school principal* (Confirmation on School Letter Head also needs to be submitted)
 - Notary Public
 - Head Post Master/Post Master* (Confirmation on Letter Head also needs to be submitted)

Photograph of
Policyholder

Customer can also send scanned images of the request form and required documents at indiaservice@pnbmetlife.co.in only from registered email ID. For email requests, customer to also click a photograph /selfie holding either a Plain paper with current date written on it OR a Current dated newspaper. If the request is submitted by third party, original id proof of the policy holder (Driving License/ Aadhaar Card /Passport) needs to be presented at the time of submission along with the authorization letter.

*All attestation on Letter Head should have the address and contact number of the hospital/ school/postal department.

Customer can submit online Existence Certificate through dlc.pnbmetlife.com/login by using their registered email ID, policy number, and mobile number.

Policy No.:

This is to certify that Mr./ Mrs./ Ms. _____, S/o/D/o, W/o. _____ aged _____ Years
R/o _____ has signed this Existence Certificate physically in
my presence on Date: _____ Place: _____

I confirm that the annuitant has ☐ Remarried/ ☐ Not Married (applies only to Joint Life, where co-applicant is availing annuity on demise of primary applicant)

Verifier's details (Please fill in the appropriate row)

Category	Name of Institution	Employee Code	Name	Signature & Stamp
PNB MetLife Employee (Branch Operations)	NA			
Bank Manager of any PSU Bank				
Designated Official of local Indian Embassy (For NRI/ PIO/ OCI only)				
Other Indian Diplomatic Representative (For NRI/ PIO/ OCI)				
Gazette Officer				
Government Doctor (Confirmation on School Letter Head*)				
Government school principal (Confirmation on School Letter Head*)				
Notary Public				
Head Post Master/ Post Master (Confirmation on School Letter Head*)				

Mobile No. _____ Landline No. _____ Email ID: _____

Alternate Contact: _____ Please mention the relationship _____

PAN No./ Form 97: _____

Is there a Change in Address: Yes ☐ No ☐ (If yes, please submit separate request for address change along with valid proof.)

Date:

Left hand thumb impression/Signature of Annuitant

Declaration and Attestation in case of Vernacular/Illiterate/Disabled customers.

The contents hereof have been read over and explained to the illiterate/vernacular literate applicant/annuitant by me in _____ language known to him/her and have filled up the document as per the instruction of the applicant/annuitant as his scribe and the applicant has affixed his signature in vernacular/ left hand thumb impression after completely understanding the contents hereof in my presence

Name & Address of the Witness: _____

Signature: _____

Date:

Acknowledgement Slip

Received Existence Certificate from Mr./Mrs./Ms. _____ against Policy/Solution No: _____
On _____ at _____ am/pm

Received by: Employee Code _____ Employee Name _____

Branch Stamp



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



Scan the QR code to
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.



Locate us
Find a branch near you
[Branch Locator >](#)



Visit us at
<https://www.pnbmetlife.com/>



Email us at
For queries:
indiaservice@pnbmetlife.co.in