

STAR UNION DAI-ICHI LIFE INSURANCE CO. LTD.

IRDA REGN. NO. 142

Claim Intimation Form													
Policy Type (Please tick the appropriate box):													
■ Group Gratuity Plan ■ Group Leave Encashment Plan													
I: Common details (whether the Scheme is Gratuity, Leave Encashment)													
Name of the Company													
Master Policy No.													
Particulars of the Insured Member:		*		!!!				54	** .		*	rd:	
*Full name of the Employee (As in the data sent to us)													
Employee code / ID													
Date of Birth													
Date of Joining Service													
Date of Entry into the scheme													
Date of Exit													
Mode of Exit (Death/ Retirement / Resignation/ Disability / Others)													
Cause of Death													
Mandatory documents to be attached in case the claim is due to death: 1. Death Certificate issued by Municipality / Nagar Parishad Gram Panchayat (original / attested copy) 2. FIR/ Panchanama / Police Inquest / Post Mortem Report (In case of Accidental Death) 3. Leave Records prior to the date of commencement of policy													
			II: In	case o	f Gra	tuity							
Salary: (As defined in the Rules for Gratuity Calculation) Basic +DA (in Rs)													
Gratuity Benefit Payable (in Rs)													
III: Leave Encashment													
No of days leave eligible for encashment : (in days)													
No of leaves encashed													
Eligible leave salary	Rs.			per day	OR	Rs	S.		pe	r mon	th		
Total leave Encashment benefit													



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		IV: Direct Fund transfer Details							
Name of the Bank									
Bank Account No. & Name									
Bank Branch Name & Code									
Nature of Account									
IFSC code									
MICR Number									
I/We In respect of the above mentioned policy claim, I hereby solemnly declare that the foregoing statements are true and correct to the best of my knowledge. I also certify that the Insured Member was actively at work at the time of joining the policy and was also employed at the time of death/exit. I also confirm that the person claiming the benefits is the beneficiary as designated by the Insured Member and registered with us. Seal of the company Signature of the Authorised Signatory /Trustees of Employees									
Group Gratuity/ Group Leave Encashment.									
Advance Discharge Voucher									
I/We,									
Please affix Re. 1/ Revenue Stamp and sign across the stamp Authorized Signatory should sign across the revenue stamp.	al of the Master Policy Ider	Full postal address of the Master Policy Holder							
Declaration: We hereby declare that the information given above is correct to the best of our knowledge and belief. The information has been received and confirmed at our end and after due diligence is observed, the same has been re-produced herewith while filling this Claim Intimation Form - Groups. We also declare that we are the sole beneficiaries under the Group Claim paid vide this Discharge Form. The amount mentioned is the full and final amount covered under the said master policy for this Life Assured. Signature of the Witness Signature of the Authorized Signatory * All columns have to be filled up compulsorily, without which the claim form cannot be accepted.									



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