

## 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.

CI No. U66010KA2001PLC028883, call us Toll-free at 1-800-425-6969, Website: [www.pnbmetlife.com](http://www.pnbmetlife.com),

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

Or write to us at 1st Floor, Techniplex -1, Techniplex Complex, Off Veer Savarkar Flyover, Goregaon (West), Mumbai – 400062. Phone: +91-22-41790000, Fax: +91-22-41790203

### Non-Financial Request – Change in Date of Birth

**Definition:** DOB change request is an option where the Policy Owner/ Nominee/ Person Insured can change the date of birth or ask for correction with supporting documents.

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 duly filled and signed by the Policy Owner	Yes	Yes	Yes	No Such Option	No Such Option
2	Self-attested ID proof of Policy Owner <b>Note :</b> Customer should carry the original documents in case of physical submission	Yes	Yes	Yes		
3	Acceptable and Valid proof of age with correct / requested DOB	Yes	Yes	Yes		
4	Policy Owner Authorization Letter and ID proof of the person submitting the request on behalf of Policy Owner	No	No	Yes		

**Note:**

- Any Date of Birth Correction shall be subject to underwriting guidelines of PNB MetLife and the age eligibility criteria, if any, of the concerned insurance product
- Any change in DOB may result in increase/decrease of premium or Sum Assured

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

- Customer Details and Policy Feature Change Request Form Version 1.0** for submission of the above mentioned service request  
Go to Download Forms >> Service Forms >> Select Regional Language – Customer Details and Policy Feature Request Form Version 1.0

- Customer Authorization Letter – Policy Owner Servicing Request Version 1.0** if request is being submitted through Third-Party  
Go to Download Forms >> Service Forms >> Select Regional Language – Customer Authorization Letter – Policy Owner Servicing Request Version 1.0

- 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