

## 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)

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### Non-Financial Request – Change in Signature

**Definition:** Signature change is an option available with policy owner to change his/her current signature any time during the policy tenure.

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	No	No	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	No	No		
3	Supporting documents as proof of new signature (For E.g.: PAN Card, Passport, Driving license, bank certification etc.)	Yes	No	No		
4	Original Policy Document (only if old signature does not match with PNB MetLife records at the time of submission of change in signature request)	Yes	No	No		
5	Policy Owner Authorization Letter and ID proof of the person submitting the request on behalf of Policy Owner	No	No	No		

**Note:**

- Policy Owner Walk-in is mandatory for submission of Signature change request

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