

## 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.

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

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### Non-Financial Request – Change of Policy Owner

**Definition:** Policy Owner Change Request is request received from the policy insured or the legal heir of the existing policy owner to become the owner in event of death of the existing policy owner.

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 Owner Change request form duly filled and signed by Proposed Policy Owner and Person Insured	Yes	Yes	No Such Option	No Such Option	No Such Option
2	Proof of relationship between existing and proposed PO	Yes	Yes			
2	Death Certificate of the existing Policy Owner	Yes	Yes			
2	Original Policy Document	Yes	Yes			
3	Photograph, Self-Attested ID and address Proof of proposed Policy Owner <b>Note</b> : Customer should carry the original documents in case of physical submission	Yes	Yes			
4	Proposed policy holder's ID Proof along with Signature (like PAN, Driving License, Passport) proof for Signature validation	Yes	Yes			
5	If Person Insured will be the new Policy Owner then new nomination request to be given for updating Beneficiary in policy records	Yes	Yes			
6	If Policy Owner expired and new Policy Owner change request to be submitted along with Beneficiary change request (Only if PI becomes the PO)	Yes	Yes			
7	No Objection Certificate (Revised declaration cum Indemnity) from all Legal heirs	Yes	Yes			

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

- **Policy Owner Change Request Form Version 4.1** for submission of the above mentioned service request

Go to Download Forms >> Service Forms >> Select Regional Language – **Policy Owner Change Request Form Version 4.1**

- **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**

- **Declaration Cum Indemnity – Policy Owner Change**

Go to Download Forms >> Service Forms >> Select Regional Language – **Declaration Cum Indemnity – Policy Owner Change**