

To,
The Branch Service Manager
PNB MetLife India Insurance Co. Ltd.
_____ Branch

Dated: _____

Subject: Authorization Letter for submission of my policy servicing request through representative

Dear Sir/Madam,

This is to inform you that I, Mr. /Mrs. /Ms. _____ is a policy holder/owner with your organization. Through this letter I hereby authorize and instruct Mr. /Mrs. /Ms. _____ to submit the servicing request on my behalf at your PNB MetLife Branch/Office.

Servicing Request Details:

1. Policy Number(s) for which the request is being placed: _____
2. Request Type(s): _____
3. The following Self-Attested Documents/Proofs have been enclosed along with the request for further processing and confirmation:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
4. Relationship with person authorized to submit request: _____
5. A self-attested ID proof of my authorized representative is enclosed along with this authorization letter.
6. The signature of the authorized representative is as documented below and is verified & confirmed by me.
7. I irrevocably undertake to PNB MetLife that the above acts of my authorized representative shall be binding upon me.

Signature of Authorized Representative
Mr. /Mrs. /Ms. _____
Contact Number - _____

Signature/Thumb impression of Policy Owner / Assignor
Mr. /Mrs. /Ms. _____
Contact Number - _____

Signature/Thumb impression of Assignee (Only in case of Assignment)
Mr. /Mrs. /Ms. _____ Contact Number - _____

Note - PO signature is not required in case of Absolute Assignment

Declaration & Attestation in case of Vernacular/Illiterate/Disabled customers (Witness must be someone other than the advisor/agent/employee of the company)

The contents hereof have been read over & explained to the applicant by me in vernacular & the applicant has filled up the contents after completely understanding the contents hereof in my presence

Signature of Witness: _____