Circular No. FCIDCPS-01/2019

Subject: Submission of Life / Existence Certificate and forms related to final claim settlement on the death of annuitant under FCI Defined Contribution Pension Scheme.

The field offices of the Corporation and ex-employees are seeking information related to submission of Life / Existence certificate to be furnished to annuity providers in order to get uninterrupted annuity under FCI Defined Contribution Pension Scheme and formalities to be completed by the beneficiaries of the deceased annuitant and by the office, where the annuitant has served the last, for the final settlement with the annuity provider.

These issues were taken up with the annuity providers viz. LIC of India, HDFC Life and SBI Life Insurance Co. Ltd., and it is learnt that all annuity providers are sending the copy of Life / Existence Certificate to the annuitants at their given address in the pension claim form as and when its becomes due. However, to facilitate the members of FCI Defined Contribution Pension Scheme, copies of said certificates in respect of LIC of India, SBI Life Insurance Co. Ltd. and HDFC Life annuity providers are enclosed herewith as Annexures 'A', 'B' and 'C' respectively.

These certificates duly filed by the annuitants are to be certified / witnessed by the designated officers as stated on the certificates itself and these certificates are to be submitted by the annuitants as per given schedule hereunder:

A) For the annuitants drawing annuity from LIC of India:

**Periodicity of its submission:**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Options of Annuity Scheme</th>
<th>Certificate to be submitted from the date of commencement of annuity.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Life Plan (refer sl.no.12 / 13 (i), (vii),(viii) &amp; (ix) of claim forms)</td>
<td>Every year.</td>
</tr>
<tr>
<td>2.</td>
<td>Return of Capital (ROC) (refer sl.no.12 / 13 (ii), (x) of claim forms)</td>
<td>On completion of every 05 (Five) years.</td>
</tr>
<tr>
<td>3.</td>
<td>Guaranteed Plan (refer sl.no.12 / 13 (iii), (iv), (v) &amp; (vi) of claim forms)</td>
<td>Certificate to be submitted every year on completion of guaranteed period. However, in case of death of the annuitant during the guaranteed period, the beneficiary(ies) are required to furnish the copy of Death certificate (in original) alongwith relevant details of beneficiary (ies) for availing the annuity benefits for the remaining period.</td>
</tr>
</tbody>
</table>
The annuitants drawing annuity from LIC of India may send the Life / Existence Certificate directly to the following address for further necessary action.

Manager (P & GS)  
Life Insurance Corporation of India  
Delhi Division Office – 1  
6th Floor, Jeevan Prakash Building  
25, K.G.Marg,  
New Delhi-110001.

B) **For the annuitants drawing annuity from SBI Life Insurance:**

**Periodicity of its submission:**

The existence certificate is required every year 03 (Three) months before the annual renewal date of annuity payment.

The annuitants drawing annuity from SBI Life Insurance may send the Existence Certificate directly to the following address for further necessary action.

Manager (Annuity Claims)  
SBI Life Insurance Co. Ltd.  
CPC Seawoods Grand Central  
8th Floor, Tower – 2  
Seawoods, Nerul Node  
Navi Mumbai -400706  
Mumbai

(Phone Number: 022-6645 6180)

C) **For the annuitants drawing annuity from HDFC Life:**

**Periodicity of its submission:**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Options of Annuity Scheme</th>
<th>Certificate to be submitted from the date of commencement of annuity.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Life Plan (refer sl.no.12 / 13 (i) of claim forms)</td>
<td>Every year.</td>
</tr>
<tr>
<td>2.</td>
<td>Return of Purchase Price (ROP) (refer sl.no.12 / 13 (ii), (ix) &amp; (x) of claim forms)</td>
<td>On completion of every 03 (Three) years.</td>
</tr>
</tbody>
</table>
### Table

| 3. | Guaranteed Plan (refer sl.no.12 / 13 (iii), (iv), (v) & (vi) of claim forms) | Certificate to be submitted every year on completion of guaranteed period. However, in case of death of the annuitant during the guaranteed period, the beneficiary(ies) are required to furnish the copy of Death certificate (in original) along with relevant details of beneficiary(ies) for availing the annuity benefits for the remaining period. |

The annuitants are required to submit their Life Certificate to the Branch Manager of the nearest HDFC Standard Life Insurance Company Limited or the scanned copy of the same may be send through annuitants registered Email ID to service@hdfclife.com / annuitysupport@hdfclife.com.

Further, annuitants may call on HDFC Life Helpline Number 1860 267 9999 for any further assistance in the matter.

In case of death of an annuitant, the nominee / beneficiary(ies) are required to submit the prescribed Forms of respective Annuity Providers duly filed along with requisite documents viz. original Death certificate of the annuitant, Mandate form for electronic transfer of annuity / Return of Capital (ROC), Discharge Slip, Cancelled Cheque and copy of Pass Book (First page) to the Corporation’s Unit Office where the deceased ex-employee has served the last.

The Unit Office may forward the Final Claim Settlement Form to the Headquarters (Pension Division) for further necessary action. However, before sending the forms to the Headquarters, the Unit Offices are required to verify and countersign each paper of the Form and the annexures attached therewith.

The documents are to be countersigned by the Area Manager in District Offices and Assistant General Manager (Admin./ Pers.) in Regional Offices, Zonal Offices, IFS and Headquarters with name and stamp.

The final claim forms in respect of LIC of India, SBI Life Insurance Co. Ltd. and HDFC Life are enclosed herewith as **Annexures ‘D’, ‘E’ and ‘F’** respectively.

Encl: As above.

(D.P.Saini)

General Manager (Pension)

Distribution:
As per standard mailing list.

Hindi version follows.