

Duplicate Policy Issuance

In case of loss or destruction of the Policy Document, the Policyholder should request to SBI Life for issuance of a Duplicate Policy. The process of issuance of a Duplicate Policy Bond is mentioned below:-

- a) Policyholder / Assignee should mandatorily **visit a SBI Life Branch** with the [Duplicate Policy Questionnaire](#) and required documents. (The Latest version of the Questionnaire is available on Bancassurance Online)
- b) The Policyholder should submit an **Indemnity Bond** which should be duly notarized and executed of appropriate value for the State in which the indemnity is prepared.
- c) Self attested **recent Photograph** should be affixed on the Indemnity Bond.
- d) Self attested **KYC** documents should be attached with Duplicate Policy Request.
- e) Necessary **fees** should be enclosed with the Duplicate Policy Request. The exact amount can be ascertained from the nearest SBI Life Branch..
- f) The Policy Holder need to submit any of the following documents in addition to the above :-
 - **Old Premium Receipts(s)** (within the six months from the current date)
 - Copy of his/her **Bank Pass Book** showing the debit towards SBI Life premium.

OR

- **Any other communication from SBI Life** to the customer (RPN/Revival/Change of Address/Assignment Endorsement etc.)
- g) Wherever **Sum Assured exceeds Rs 5 lakhs**, besides the above mentioned mandatory requirements, additional requirements are to be complied as mentioned below:
- **Surety** of a person of sound financial status to be a part of the Indemnity submitted. KYC documents of the Surety to be obtained.
 - Policyholder / Assignee needs to give an **Advertisement in local News Paper** and after completion of 30 days waiting period, needs to apply for a Duplicate Policy along with News Paper cuttings (with the name of the Publication displayed with date). This is required in case the Policy Holder is unable to provide the Surety.
 - An SBI Life Branch Head (in PC- PC Head / State Head and in SO/MPC – BSM/DSM) or Operational Staff of the rank of Manager & above shall verify the Policy details, signature and KYC details submitted by the customer with the details in our system.
 - The Policy Holder should **self attest the copies of KYC documents** in front of the employee of the SBI Life and show original KYC documents to the concerned SBI Life employee.
 - An SBI Life officer shall identify the customer comparing Signature, Photograph and Identity and Address (KYC) documents with our records.

Process for NRIs submitting Indemnity Bond

- a) **Signing Indemnity Bond in India**

- The same process as mentioned above shall be applicable for NRI cases if the NRI is signing the Indemnity Bond in India.
- An NRI should enclose self attested Passport Copy with pages evidencing his/her entry date into India.

b) Signing indemnity bond outside India

- In case an NRI is outside India he should execute an Indemnity Bond duly witnessed by an authorized person from an Indian embassy in the country in which he resides in addition to other requirements mentioned above.

The latest Duplicate Policy Issuance Questionnaire Form and Indemnity format is available at http://www.sbilife.co.in/sbilife/content/17_3104.