

## **4. Duplicate policy form**

### **(Form no 3756)**

Applying for a duplicate policy bond in LIC (Life Insurance Corporation of India) is necessary if the original policy document is lost or damaged.

#### Understand the Need for a Duplicate Policy Bond

Importance of Policy Bond: The policy bond is a crucial document that serves as proof of your insurance contract with LIC. It is a legal document that indemnifies LIC against any future claims on the lost policy bond.

#### Report the Loss of the Policy Bond

FIR/Loss Report: If the policy bond is lost, it's advisable to file a First Information Report (FIR) at the nearest police station. This report is a legal document that proves the loss of the original policy bond.

#### Prepare Necessary Documents

Indemnity Bond (Form No. 3756): This is a legal document that indemnifies LIC against any future claims on the lost policy bond.

Policyholder's Declaration of Loss (Form No. 3815): A form where the policyholder declares the loss of the original policy bond.

Policy Schedule: If available, provide a copy of the policy schedule or any correspondence from LIC showing your policy details.

ID Proof: A valid government-issued ID proof (e.g., Aadhaar, PAN, Voter ID).

Address Proof: Proof of current address (e.g., utility bill, Aadhaar, passport).

Original Premium Receipts: If available, submit the original or photocopies of premium receipts.

Policy Bond Advertisement: In some cases, LIC may require you to publish a notice in a widely circulated newspaper announcing the loss of the original policy bond.

#### Fill Out the Indemnity Bond (Form No. 3756)

Form Details: The indemnity bond must include your name, address, policy number, and the circumstances under which the original policy bond was lost.

The bond should state that you will indemnify LIC against any loss arising from issuing the duplicate bond.

The indemnity bond must be signed by you and notarized or signed in the presence of a LIC official.

#### Fill Out the Policyholder's Declaration of Loss (Form No. 3815)

Form Details: Fill in your policy details, personal information, and the circumstances under which the policy bond was lost.

Attach the required documents, such as the FIR or loss report, and any premium receipts.

#### Visit the Nearest LIC Branch

Submission of Documents: Visit the LIC branch where your policy is serviced or any other LIC office.

Submit all the required documents, including the indemnity bond, policyholder's declaration, ID proof, address proof, and premium receipts.

Document Verification: An LIC official will verify your documents. You may be asked to provide additional information if necessary.

Receive Acknowledgment: After submitting the documents, you should receive an acknowledgment receipt from LIC.

#### LIC's Processing of the Application

Verification: LIC will verify the documents submitted. If all documents are in order, they will process your request.

#### Issuance of Duplicate Policy Bond

Processing Time: The processing time for issuing a duplicate policy bond may vary, typically taking a few weeks.

Receipt of Duplicate Bond: Once processed, LIC will issue the duplicate policy bond. It will be either handed over at the branch or sent to your address.

#### Costs Involved

Charges: LIC may levy a nominal fee for issuing a duplicate policy bond. The cost of the stamp paper for the indemnity bond is also applicable.

s lost, misplaced, or damaged. The following steps will guide you through the process of obtaining a duplicate policy bond:

is required for various claims, loans, and other policy-related transactions.

Obtain a copy of the FIR or loss report as it may be required by LIC.

ond. It must be executed on a non-judicial stamp paper of the value specified by your state, usually Rs. 200 or more, and signed.  
ails.

icing the loss of the policy bond. The advertisement must contain details like your name, policy number, and a declaration that the  
bond was lost.

mium receipts.  
ssary.

ch office or sent to your registered address by post.

ned by the policyholder.

it if anyone finds the original bond, they should return it to LIC.