

Life Insurance

Aditya Birla Sun Life Insurance Company Ltd.



**ADITYA BIRLA
CAPITAL**

PROTECTING INVESTING FINANCING ADVISING

NON ULIP GRATUITY CLAIM FORM

(To be completed by the Group Policyholder on Retirement/Voluntary Retirement/Death/Resignation/Termination of a Member)

Group Policy Number

Name of Group Policyholder

Emp ID	Name of Member	Date of Birth	Date of Joining	Date of Exit	Reason for Exit	Last drawn basic Salary	Accrued Gratuity Benefit Amount Payable(₹)

(In case of more than 5 claims please provide us the details in the aforesaid format as an attachment duly stamped and signed by Group Policyholder)

We hereby certify that the above Member(s) is/are eligible for Gratuity and the accrued gratuity benefit(s), as claimed above, has/have been calculated in accordance with the Rules of the Scheme. We further understand that we are and will remain solely responsible for the above accrued gratuity benefit calculation(s) and confirm that we will not hold Aditya Birla Sun Life Insurance Company Limited liable for payment of the above claim, under whatsoever circumstances.

Please read all instructions before signing the form

- To enable us to process the claim this form should be duly completed. Transaction will be effected at a unit price declared on the date the request is received and accepted at the Company's office on or before 3.00 pm and on the next unit price declared if the request is received and accepted at the Company's office after 3.00 pm or as specified by IRDA.
- In case of Death-Attested Photocopy of Death certificate issued by Municipal Authority along with Death Claim Form
- In case of any Communication please write to us at absli.grouphelpline@adityabirlacapital.com

Advance Discharge Receipt

We, hereby acknowledge receipt from Aditya Birla Sun Life Insurance Company Limited, an amount of ₹ _____ (₹ _____ only) in full satisfaction and discharge of _____ (number) claim/s as per list attached, under Group Gratuity Policy No. _____

Signature of the Trustee(s) with Group Policyholder's stamp

Date



Aditya Birla Sun Life Insurance Company Limited
IRDAI Regn. No.: 109. Regd Office: One Indiabulls Centre, Tower 1,
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Elphinstone Road, Mumbai - 400013
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Life Insurance

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1800-270-7000

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