

## Group Leave Encashment Scheme – Discharge Form

**Master Policy No:** <<->>

**Date:** <<MMDDYYYY>>

We acknowledge receipt of the sum of **Rs. <<Amount in figures>>** (<<Amount in word>>) >>) from Reliance Nippon Life Insurance Company Ltd, being the discharge of instructions received from the Master Policyholder towards Leave Encashment Benefit / being the Death claim proceeds in respect of the assurance effected on the life / lives of the following member/s:

S No	Claim Intimation No's	Emp No	Member Name	Amount Payable Rs.	Cheque No	Cheque Date
1	<<>>	<<>>	<<>>	<<>>	<<>>	<<>>

Signature of the Authorized person with Co. Seal

Place :

Date :

Reliance Nippon Life Insurance Company Limited. IRDAI Registration No: 121.

Corporate Office: Unit Nos. 401B, 402, 403 & 404, 4th Floor, Inspire-BKC, G Block, BKC Main Road, Bandra Kurla Complex, Bandra East, Mumbai - 400051. India.  
CIN: U66010MH2001PLC167089

**Reliance Nippon Life Insurance Company Limited**

**This form is to be filled by the non-individual accountholder**

**Section 1: Entity Identification Details**

Please tick / fill and complete as appropriate.

- (a) Policy Number: .....
- (b) Name of the Entity:
- (c) Customer Id:
- (d) Entity Constitution Type
  - A - Sole Proprietorship     B - Partnership Firm     C - HUF
  - D - Private Limited Company     E- Public Limited Company     F - Society
  - G- AOP/BOI     H - Trust     I - Liquidator
  - J – Limited Liability Partnership     K- Artificial Juridical Person
  - Z – Others     X – Not Categorised
- (e) Date of incorporation
- (f) Place of incorporation
- (g) Country of Incorporation
- (h) Address Type
  - 1 - Residential or Business     2 - Residential     3 - Business
  - 4 - Registered Office     5 - Unspecified
- (i) Address :
- (j) Permanent Account Number:
- (k) Identification Type (tick as applicable)
  - Tax Identification Number     Company Identification Number
  - US GIIN     Global Entity Identification No.
  - Other
- (l) Identification Number:
- (m) Identification issuing Country:
- (n) Nature of Business (kindly fill in details from Annexure 6):

**Section 2: Declaration of Tax Residency**

**RESIDENCE FOR TAX PURPOSES IN JURISDICTION(S) OUTSIDE INDIA: Yes / No**

If Yes, Please indicate the Entity’s country of tax residence (if resident in more than one country please detail all countries and associated tax identification number/ functional equivalent and TIN issuing country).

Country/ies of Tax Residency	Address in the jurisdiction where entity is resident outside India for tax purposes	Tax Identification number (TIN)/ functional equivalent number	TIN/ functional equivalent number Issuing Country	Document Type# attached (Tax Residence Certificate and/or TIN Card or others)	Date up to which documentary evidence valid

## #(Documentary evidence to be provided for foreign country of tax residence and TIN)

### If tax resident of Country outside India, kindly provide confirmation as under:

(1) If US tax resident, are you US Specified Person - Yes / No

If No, kindly provide exclusion no. from **Annexure 1**-

If Other than India and USA, then Other Reportable Person: Yes / No.

If No, provide exclusion No. from Annexure 2:

### Section 3: Classification of Entity

#### (A) Financial Institution:

(1) Reportable Financial Institution: Yes / No. If Yes Provide GIIN:

(2) Non-reportable financial Institution: Yes / No. If Yes provide category from Annexure 3:

(3) Sponsored Investment Entity / Trustee Documented Trust: Yes / No.

If Yes: Name of the Sponsor / Trustee:

GIIN of the Sponsor / Trustee:

(4) Non- Participating Financial Institution: Yes/ No

(5) Owner documented Financial Institution: Yes / No. If yes, each controlling person should fill Annexure A.

#### (B) Non- Financial Entity (NFE):

(1) Active NFE: Yes / No. If Yes, provide category from Annexure 4.

If listed Company, Name of the stock exchange on which listed:

If related entity of listed Company, name of the company and name of the stock exchange on which listed:

(2) Passive NFE: Yes/ No. If Yes, provide category from Annexure 5.

Any Controlling Person of the Passive NFE is a resident of jurisdiction outside India for tax purposes; Yes / No

If Yes, then each of such controlling Person should fill Form A.

(3) Direct Reporting NFE: Yes / No. If yes, provide GIIN:

### Section 4: Declaration and Undertakings

I / We certify that:

- The information provided in the Form is in accordance with section 285BA of the Income Tax Act, 1961 read with Rules 114F to 114H of the Income tax Rules, 1962.
- The information provided by me/us in the Form, its supporting Annexures as well as in the documentary evidence provided by me/us are, to the best of our knowledge and belief, true, correct and complete and that I/We have not withheld any material information that may affect the assessment/categorization of the account as a Reportable account or otherwise.
- I/We permit/authorise the Company to collect, store, communicate and process information relating to the Account and all transactions therein, by the Company and any of its affiliates wherever situated including sharing, transfer and disclosure between them and to the authorities in and/or outside India of any confidential information for compliance with any law or regulation whether domestic or foreign.
- I/We undertake the responsibility to declare and disclose within 30 days from the date of change, any changes that may take place in the information provided in the Form, its supporting Annexures as well as in the documentary evidence provided by us or if any certification becomes incorrect and to provide fresh self-certification alongwith documentary evidence.

Entity Self certification

- e) I / We also agree that our failure to disclose any material fact known to us, now or in future, may invalidate our application and the Company would be within its right to put restrictions in the operations of my/our account or close it or report to any regulator and/or any authority designated by the Government of India (GOI) /IRDA for the purpose or take any other action as may be deemed appropriate by the Company if the deficiency is not remedied by us within the stipulated period.
- f) I / We hereby accept and acknowledge that the Company shall have the right and authority to carry out investigations from the information available in public domain for confirming the information provided by me / us to the Company.
- g) It shall be my / our responsibilities to educate myself / ourself and to comply at all times with all relevant laws relating to reporting under section 285BA of the Act read with the Rules thereunder.
- h) I/We also agree to furnish such information and/or documents as the Company may require from time to time on account of any change in law either in India or abroad in the subject matter herein.
- i) I/We shall indemnify the Company for any loss that may arise to the Company on account of providing incorrect or incomplete information.
- j) The personal KYC details may be shared with Central KYC Registry.
- k) I/We hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.
- l) I / We certify that I/we have the capacity to sign for the Entity as per CBDT rules/IRDA guidelines.

Authorised Signature: \_\_\_\_\_

Name \_\_\_\_\_

Position/Title: \_\_\_\_\_

Date: (dd/mm/yyyy) \_\_\_\_\_

Seal and Stamp of the Entity

**\*Instructions:**

1. All the information is mandatory. Dates should be filled in the DD/MM/YYYY format.
2. Self-Certification of documents is mandatory.
3. No part of the declaration in section 4 should be struck /cancelled.
4. The above Annexure to the proposal form should be signed by all the Authorized Signatories.
5. For Proof of Identity, if driving license or passport is provided as proof of identity, then expiry date is to be mandatorily provided.
6. Please mention identification / reference number if 'Others' (any document notified by Central Government) is ticked in the proof of Identity.

Entity Self certification

## **Form A : Controlling Person Details**

[to be filled by each Controlling Person resident outside India for tax purposes]

### (A) Details of Controlling Person

1. Controlling Person Type:

(a) In case of legal Person:  Ownership  Other means  Senior Managing Official

(b) In case of legal Arrangement - Trust:  Settlor  Trustee  Protector  beneficiary  Others

(c) In case of legal Arrangement - others

Settlor Equivalent  Trustee Equivalent  Protector Equivalent  Beneficiary equivalent

Others Equivalent

(d)  Unknown

2. Name of the Controlling Person:

3. Customer ID, if allotted:

4. Father's Name

5. Gender:  Male  Female  Others

6. PAN:

7. Identification Type:

(Certified copy of any one of the following Proof of Identity of needs to be submitted) (please refer instruction no. 1 and 2)

A- Passport no. \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_

B-Voter ID Card \_\_\_\_\_

C- PAN Card \_\_\_\_\_

D-Driving License \_\_\_\_\_ Driving Licence Expiry Date: \_\_\_\_\_

E-UID (Aadhaar) \_\_\_\_\_

H-NREGA Job Card \_\_\_\_\_

Z-Other \_\_\_\_\_ Identification Number \_\_\_\_\_

8. Identification Number (mentioned in identification document):

9. Occupation Type:  S-Service  B-Business  O-Others  X- Not categorised

10. Date of Birth (DD/MM/YYYY):

11. Nationality:

12. Place of Birth:

13. Country of Birth:

14. Address Type of Controlling Person:  1-Residential or Business  2-Residential  3-Business  
 4- Registered Office  5-Unspecified.

15. Address of Controlling Person:

Entity Self certification

**(B) Country of Tax Residency**

Please indicate the Country of tax residence (if resident in more than one country please detail all countries and associated tax identification number and TIN issuing country).

Country/countries of tax residency	Tax Identification number (TIN)/Functional Equivalent Number	TIN /Functional Equivalent Number Issuing Country	Documentary Evidence enclosed for country of tax residence and TIN	Date up to which documentary evidence is valid

**(Kindly attach documentary evidence of country of tax residence and the tax identification number)**

**(C) Declaration and Undertakings**

I / We certify that:

- a) The information provided in the Form is in accordance with section 285BA of the Income Tax Act, 1961 read with Rules 114F to 114H of the Income tax Rules, 1962.
- b) The information provided by me/us in the Form, its supporting Annexures as well as in the documentary evidence provided by me/us are, to the best of our knowledge and belief, true, correct and complete and that I/We have not withheld any material information that may affect the assessment/categorization of the account as a Reportable account or otherwise.
- c) I/We permit/authorise the Company to collect, store, communicate and process information relating to the Account and all transactions therein, by the Company and any of its affiliates wherever situated including sharing, transfer and disclosure between them and to the authorities in and/or outside India of any confidential information for compliance with any law or regulation whether domestic or foreign.
- d) I / We undertake the responsibility to declare and disclose within 30 days from the date of change, any changes that may take place in the information provided in the Form, its supporting Annexures as well as in the documentary evidence provided by us or if any certification becomes incorrect and to provide fresh self-certification alongwith documentary evidence.
- e) I / We also agree that our failure to disclose any material fact known to us, now or in future, may invalidate our application and the Company would be within its right to put restrictions in the operations of my/our account or close it or report to any regulator and/or any authority designated by the Government of India (GOI) /IRDA for the purpose or take any other action as may be deemed appropriate by the Company if the deficiency is not remedied by us within the stipulated period.
- f) I / We hereby accept and acknowledge that the Company shall have the right and authority to carry out investigations from the information available in public domain for confirming the information provided by me / us to the Company.
- g) It shall be my / our responsibilities to educate myself / ourself and to comply at all times with all relevant laws relating to reporting under section 285BA of the Act read with the Rules thereunder.
- h) I/We also agree to furnish such information and/or documents as the Company may require from time to time on account of any change in law either in India or abroad in the subject matter herein.
- i) I/We shall indemnify the Company for any loss that may arise to the Company on account of providing incorrect or incomplete information.
- j) My/Our personal KYC details may be shared with Central KYC Registry.
- k) I/We hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.
- l) I / We certify that I/we have the capacity to sign for the Entity as per CBDT rules/IRDA guidelines.

Entity Self certification

Authorised Signature: \_\_\_\_\_  
Name \_\_\_\_\_ Position/Title: \_\_\_\_\_  
Date: (dd/mm/yyyy) \_\_\_\_\_

## Seal and Stamp of the Entity

### Instructions for filling Form A pertaining to Controlling Persons

1. For Proof of Identity, if driving license or passport is provided as proof of identity, then expiry date is to be mandatorily provided.
2. Please mention identification / reference number if 'Others' (any document notified by Central Government) is ticked in the proof of Identity.
3. Self-certification of documents is mandatory
4. In case PAN is not available father's name is mandatory

## Entity Self certification

**Reliance Nippon Life Insurance Company Limited.** IRDAI Registration No: 121. Registered & Corporate Office: Unit Nos. 401B, 402, 403 & 404, 4th Floor, Inspire-BKC, G Block, BKC Main Road, Bandra Kurla Complex, Bandra East, Mumbai - 400051. India. T +91 22 6896 5000. For more information or any grievance, 1. Call us between 9am to 6pm, Monday to Saturday on our Toll-Free Number 1800 102 1010 or 2. Visit us at [www.reliancenipponlife.com](http://www.reliancenipponlife.com) or 3. Email us at: [rnlife.customerservice@relianceada.com](mailto:rnlife.customerservice@relianceada.com). Trade logo displayed above belongs to Anil Dhirubhai Ambani Ventures Private Limited & Nippon Life Insurance Company and used by Reliance Nippon Life Insurance Company Limited under license.

Beware of Spurious / Fraud Phone calls: IRDAI is not involved in activities like selling insurance policies, announcing bonus or investment of premiums. Public receiving such phone calls are requested to lodge a police complaint.