

# Existence Certificate



**Receive timely pension payout by completing the 'Existence Check' process at the earliest.**

1. Submit the duly executed Existence Certificate at least 15 days prior to the due date of payment of your pension/ annuity
2. At the time of request submission original ID proof of the Policy Holder needs to be mandatorily presented  
All supporting proof/s & document/s submitted along with the request should be self-attested by the Policy Holder
3. Attach a copy of attested photo id (PAN, Passport, Voter's ID, Driving License)
4. In case of Third-Party request or received through bank/ courier, submission of photograph of the policyholder is mandatory
5. Please submit a self-attested PAN Card copy for updation of PAN No. Form 60 needs to be in PNB MetLife format if submitted in lieu of PAN Card
6. EVC to be considered from policy anniversary date to the next year policy anniversary date not from the request submission date
7. Existence Certificate can be attested by any one of the following:
  - PNB MetLife Employee (Branch Operations)
  - Computer Age Management Service (CAMS) Employee
  - Bank Manager of any Public Sector Undertaking (PSU)/ Private Bank (Sign, stamp and employee id of the bank employee is mandatory. A copy of recent one-month bank statement is also to be submitted)
  - Designated Official of local Indian Embassy (For NRI/PIO/OCI)
  - Other Indian Diplomatic Representative (For NRI/PIO/OCI)
  - Gazetted Officer
  - Government Doctor\* (Confirmation on Hospital Letter Head also needs to be submitted)
  - Government school principal\* (Confirmation on School Letter Head also needs to be submitted)
  - Notary Public
  - Head Post Master/Post Master\* (Confirmation on Letter Head also needs to be submitted)

Submit the duly filled and attested Existence Certificate at your nearest PNB MetLife branch office or any of the partner Bank Branch or CAMS location. Please visit PNB MetLife website to view nearest PMLI office and CAMS location.

Customer can also send scanned images of the request form and required documents at [indiaservice@pnbmetlife.co.in](mailto:indiaservice@pnbmetlife.co.in) only from registered email ID. For email requests, customer to also click a photograph /selfie holding either a Plain paper with current date written on it OR a Current dated newspaper. If the request is submitted by third party, original id proof of the policy holder (Driving License/ Aadhaar Card /Passport) needs to be presented at the time of submission along with the authorization letter.

\*All attestation on Letter Head should have the address and contact number of the hospital/ school/postal department.

Policy No.: 

--	--	--	--	--	--	--	--	--	--

This is to certify that Mr./ Mrs./ Ms. \_\_\_\_\_, S/o/D/o, W/o.....aged..... Years  
R/o..... has signed this Existence Certificate physically in  
my presence on Date: \_\_\_\_\_ Place: \_\_\_\_\_

I confirm that the annuitant has  remarried/  not married (applies only to Joint Life, where co-applicant is availing annuity on demise of primary applicant)

**Verifier's details (Please fill the appropriate row)**

Category	Name of Institution	Employee Code	Name	Signature & Stamp
PNB MetLife Employee (Branch Operations)	NA			
CAMS Employee	NA			
Bank Manager of any PSU Bank				
Designated Official of local Indian Embassy (For NRI/ PIO/ OCI only)				
Other Indian Diplomatic Representative (For NRI/ PIO/ OCI)				
Gazette Officer				
Government Doctor (Confirmation on School Letter Head*)				
Government school principal (Confirmation on School Letter Head*)				
Notary Public				
Head Post Master/ Post Master (Confirmation on School Letter Head*)				

Mobile no. \_\_\_\_\_ Landline No. \_\_\_\_\_ Email id: \_\_\_\_\_  
 Alternate contact: \_\_\_\_\_ Please mention the relationship \_\_\_\_\_  
 PAN No./ Form 60: \_\_\_\_\_

Is there a Change in Address: Yes  No  (If yes, please submit separate request for address change along with valid proof.)

Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**Left hand thumb impression/Signature of Annuitant**

**Declaration and Attestation in case of Vernacular/Illiterate/Disabled customers.**

The contents hereof have been read over and explained to the illiterate/vernacular literate applicant/annuitant by me in ..... language known to him/her and have filled up the document as per the instruction of the applicant/annuitant as his scribe and the applicant has affixed his signature in vernacular/ left hand thumb impression after completely understanding the contents hereof in my presence

Name & Address of the Witness: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Acknowledgement Slip

Received Existence Certificate from Mr./Mrs./Ms. \_\_\_\_\_ against Policy/Solution No: \_\_\_\_\_  
 On \_\_\_\_\_ at \_\_\_\_\_ am/pm

Received by: Employee Code \_\_\_\_\_ Employee Name \_\_\_\_\_

