

## **Procedure for submission of Family Pension applications on Pensioner's death**

1. All details in Annexure 19 should be filled in bold capital letters. Annexure 20 need not be submitted for Pensioner's death.
2. Attestation/verification can be done by any Class-1 Officer of the Company irrespective of place of work before retirement. However, both attestation and verification should not be signed by the same Officer. In case of any query, you may contact HO Pension Dept.
3. Kindly refer to General Insurance Employees' Pension scheme 1995 for eligibility criteria; In case of remarriage by Employee, kindly mention specifically regarding the same while application is submitted by 2<sup>nd</sup> wife/husband and 1st wife's/husband's children.
4. Proof of age of the beneficiary/children should be attached. For age proof, acceptable documents are PAN card/Aadhar card/Birth certificate. In case there is discrepancy in date of birth of beneficiary mentioned in our office records and PAN/Aadhar etc., suitable affidavit duly notarized is to be provided.
5. Copy of death certificate duly attested by Officer of UIIC should be enclosed; Translated version in English attested by an officer should be enclosed, if issued in vernacular
6. **ECS mandate form and passbook copy/cancelled cheque leaf is to be enclosed;** ECS mandate should be filled completely, signed by the applicant and attested/signed by the bank branch manager; ECS mandate form is available in HO Intranet site and UIIC company website under Retirees information portal. The bank account should compulsorily be a single account (Joint account or ERS account will not be accepted). Passbook copy/Cancelled cheque leaf should clearly contain the name of the beneficiary along with account number and IFS code.
7. For excess pension paid by LIC post Pensioner's death, the same needs to be refunded to LIC by way of Demand draft favouring 'LIC of India' payable at Chennai and the same needs to be sent along with other forms. Kindly check your bank account before refunding the excess pension.
8. Copy of Pan card is mandatory without which family pension application will not be processed.
9. Address proof is mandatory and should have full communication address including pin code. Acceptable proof of address documents is Aadhar/voters' ID/passport.
10. Application of identity card is to be submitted to the respective regional office only.
11. Kindly provide mobile number and Email ID for easier correspondence and to receive communication regarding pension credit/Life certificate etc.

Complying with the procedure mentioned above shall enable speedy and timely processing of Family pension applications. For any clarification, you may reach HO Pension department at [hopenension@uiic.co.in](mailto:hopenension@uiic.co.in) or contact at 044-28575331/332/329/330.