

NB Checklist			
Date :	FA /CRO Code	FA /CRO Name :	
	Branch name :		
Please ensure that all the sales relates codes are properly captured			Yes No
Area	Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Application Form	All the Questions filled & overwriting/ whiteouts ---countersigned (initials Not Allowed)	<input type="checkbox"/>	<input type="checkbox"/>
Payin slip	Is the office copy of the pay in slip along with stamp & signed is attached to the proposal form	<input type="checkbox"/>	<input type="checkbox"/>
Age Proof	Std / Non Std Age Proof collected / In case of Non STD age proof , consent letter received	<input type="checkbox"/>	<input type="checkbox"/>
	DOB on proposal form should match with age proof & Signature of Life Assured / Proposer should be available on the age proof	<input type="checkbox"/>	<input type="checkbox"/>
	Age proof in vernacular language should be translated in English & signed off by CRO	<input type="checkbox"/>	<input type="checkbox"/>
Address Proof	Life Assured has ticked the preferred address for receiving all communications & Landmark, Pin code and at least one land line number written.	<input type="checkbox"/>	<input type="checkbox"/>
	Address Proof collected for mailing address , in case of permanent and mailing address are different > address proof collected for both the address	<input type="checkbox"/>	<input type="checkbox"/>
Identification Proof	Photo Identity Proof submitted	<input type="checkbox"/>	<input type="checkbox"/>
	In absence of Identity Proof, is customer photo Identify form submitted (for premium received more than INR 10,000)	<input type="checkbox"/>	<input type="checkbox"/>
Income Proof (For SA > 15 lac OR Premium > 1 lac)	Income Tax assessment orders / Tax returns / Employers Certificate, Audited accounts, CA certificate, Agricultural Income	<input type="checkbox"/>	<input type="checkbox"/>
	Certificate, Bank Statements, Pass-book, Bank statement, Agricultural-land details (indicative list)	<input type="checkbox"/>	<input type="checkbox"/>
Occupation	Occupational extra - On Basic & Accident rider as applicable/Consent Letter & questionnaire collected	<input type="checkbox"/>	<input type="checkbox"/>
Plan Details	SA mentioned in the application form matches with BI including all riders	<input type="checkbox"/>	<input type="checkbox"/>
	Fund Allocation written and adds up to 100%	<input type="checkbox"/>	<input type="checkbox"/>
Previous/ Simultaneous Policies	In case of previous / simultaneous Life Cover complete details written including all rider.	<input type="checkbox"/>	<input type="checkbox"/>
Family History / life style questions	Family History complete with health status been captured	<input type="checkbox"/>	<input type="checkbox"/>
	Life Style details of Life Assured completed with Quantity specified	<input type="checkbox"/>	<input type="checkbox"/>
Nominee or Proposer optioned correctly ticked	If Proposer is other than Life Assured , proposer details are completely written.	<input type="checkbox"/>	<input type="checkbox"/>
	If nominee is a minor, Appointee details written along with signature of Appointee.	<input type="checkbox"/>	<input type="checkbox"/>
Females Lives	In case of Female life to be assured correct occupation code is ticked as working / not working.	<input type="checkbox"/>	<input type="checkbox"/>
	In case of female life not working , Husband's Insurance Details, salary and occupation to be mentioned.	<input type="checkbox"/>	<input type="checkbox"/>
Minor Lives	Please collect School certificate if minor is studying in school/Birth Certificate,etc	<input type="checkbox"/>	<input type="checkbox"/>
	Parents insurance should be equal the sum proposed on minor	<input type="checkbox"/>	<input type="checkbox"/>
Questionnaires	Hypertension or Diabetes or Deformity or NRI... etc <u>as per the case</u>	<input type="checkbox"/>	<input type="checkbox"/>
	Reports collected where applicable regarding previous illness	<input type="checkbox"/>	<input type="checkbox"/>
BI	Is Benefit illustration (BI) attached and signed by LA/Proposer	<input type="checkbox"/>	<input type="checkbox"/>
Pan Card	Is PAN card copy collected For INR One Lakh Premium and above.	<input type="checkbox"/>	<input type="checkbox"/>
Proposal Sign & Date	Life Assured / Proposer/Witness---- Sign, Name, Place, Date as applicable	<input type="checkbox"/>	<input type="checkbox"/>
	Vernacular declaration required if LA / Proposer signs other than English	<input type="checkbox"/>	<input type="checkbox"/>
	Declaration for signing vernacular language signed by LA/Proposer and witnessed by Advisor/Third Party	<input type="checkbox"/>	<input type="checkbox"/>
ACR	Confidential Report :Delegation	<input type="checkbox"/>	<input type="checkbox"/>
	In case the Life Assured is a relative of the CRO ,CCR has to be countersigned by BDM	<input type="checkbox"/>	<input type="checkbox"/>
FA/CRO Signature			