

## e-Insurance Account (eIA) Opening Form for Individuals

(Please fill this form in ENGLISH and in BLOCK LETTERS.  
Fields marked with asterisk (\*) are compulsory)

Signature

Please sign in the box

Please affix your recent colour photograph

### eIA Applicant Details

First Name*	<input type="text"/>											
Middle Name	<input type="text"/>											
Last Name	<input type="text"/>											
Father's/Husband's Name	<input type="text"/>											
Gender*	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Others <input type="checkbox"/>	Date of Birth*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
ID Proof*	PAN <input type="text"/>	& / or		UID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
ID Proof Submitted*	<input type="text"/>	<input type="text"/>	# /	<input type="text"/>								§
DOB Document Submitted*	<input type="text"/>	<input type="text"/>	# /	<input type="text"/>								§

### Permanent Address

Address Line 1*	<input type="text"/>											
Address Line 2	<input type="text"/>											
Address Line 3	<input type="text"/>											
Landmark	<input type="text"/>											
City*	<input type="text"/>											
Country*	<input type="text"/>	State*	<input type="text"/>									
Pincode*	<input type="text"/>											
Address Proof Submitted*	<input type="text"/>	<input type="text"/>	# /	<input type="text"/>								§

### Correspondence Address

Same as above    Yes     No

Address Line 1*	<input type="text"/>											
Address Line 2	<input type="text"/>											
Address Line 3	<input type="text"/>											
Landmark	<input type="text"/>											
City*	<input type="text"/>											
Country*	<input type="text"/>	State*	<input type="text"/>									
Pincode*	<input type="text"/>											
Address Proof Submitted*	<input type="text"/>	<input type="text"/>	# /	<input type="text"/>								§

### Contact Details

Telephone No.	<input type="text"/>
Mobile No.*	<input type="text"/>
Fax No.	<input type="text"/>
E-mail ID*	<input type="text"/>

# Please mention the document code. List of documents and their respective codes is provided in the Annexure | <https://nir.ndml.in/>  
§ For list of valid documents, please refer the Annexure | <https://nir.ndml.in/>

(For office use only)

eIA No.: <input type="text"/>	Approved Person ID: <input type="text"/>
Date of Receipt of Application: <input type="text"/>	Application No.: <input type="text"/>
Insurance Company: <input type="text"/>	



## Important Points

- This form is meant for an individual to open an e-Insurance Account (eIA)
- An eIA enables an individual to hold the various types of insurance policies in electronic format in a single account
- This will eliminate the need of holding the insurance policies in physical form
- This account will also act as a single point of contact for the policyholders to update their demographic details with all the insurance companies from where the policies are acquired

## An individual can hold only a single eIA

## Authorised Representative:

An Authorised Representative is a person appointed by eIA holder who can access eIA in the event of the eIA holder's demise or in his incapacity to access the eIA. The Authorised Representative can only access the e-Insurance Account to know the portfolio of insurance policies. The Authorised Representative may be different from the nominee. The eIA holder has the right to change the Authorised Representative during the term of eIA. The eIA holder should change the Authorised Representative on the Authorised Representative's demise. Where an eIA is operated by the Authorised Representative of eIA holder, the Insurance Repository may block the eIA for any further transactions. In such a case, every transaction shall be routed through the respective insurers.

## Guidelines for Filling the eIA Form

- The fields marked in asterisk (\*) are mandatory
- The application form should be completed in ENGLISH and in BLOCK LETTERS
- Fill the form in black ink or ball point pen
- The application form should be filled in legible handwriting and overwriting should be avoided
- Please tick the appropriate box wherever applicable
- Affix a recent photograph
- Please ensure that the form is completed and signed by the person opening the eIA
- The application form complete in all aspects alongwith the documents should be submitted to the Approved Person
- Proof of Identity, Proof of Address and Date of Birth Proof are mandatory for opening an eIA
- The eIA applicant is required to present the original KYC documents for verification while submitting the eIA form to Approved Person/Insurance companies
- The list of documents required to be submitted is provided in the Annexure

## Following are the list of documents for Date of Birth Proof, Proof of Identity and Proof of Address

### ANNEXURE I: Date of Birth Proof (any one of the following)

- |   |  |
|---|--|
| 01 PAN Card   | 16 Central Govt. Health scheme certificate for their employees/ family members/ dependants   |
| 02 Domicile Certificate   | 17 Govt. service registers extract/certificates issued by Govt. to its employees   |
| 03 Ration Card  | 18 Employer's PF statement   |
| 04 Driving License  | 19 ESIS Card ( Employees State Insurance Scheme )  |
| 05 Passport   | 20 Employer's certificate from Govt., Semi Govt., MNC, Public Ltd., Reputed Private Ltd. Organizations only. The certificate must be on the letterhead, duly signed & stamped by the authorised signatory                    |
| 06 Voter ID Card  | 21 Certified School/ College Extract including School/ College leaving certificate/ Degree certificates/ mark sheet or hall ticket or admit card issued by Educational Board (10 & 12th std) reflecting DOB of eIA applicant |
| 07 Municipal Birth Certificate  | 22 Policy Document of other private insurers   |
| 08 Notarized Birth Certificate  | 23 LIC Policy  |
| 09 Baptism Certificate  | 24 Islander cards for Residents of Andaman & Nicobar Island  |
| 10 Marriage Certificate issued by Church  | 25 Pilgrim pass issued for Haj Pilgrimage  |
| 11 Identity card/ document with address, issued by Central/ State Government and its Departments  |  |
| 12 Gram Panchayat Certificate   |  |
| 13 Identity card/ document with address, issued by Public Sector Undertakings   |  |
| 14 Defense ID including Ex-serviceman card issued to Defense personnel/ certificate of DOB issued by commanding officer with his seal & signature on the same |  |
| 15 Identity card/ document with address, issued by Colleges affiliated to universities  |  |

### ANNEXURE II: Proof of Identity (any one of the following)

- |        |        |
|--------|--------|
| 01 PAN | 02 UID |
|--------|--------|

### ANNEXURE III: Proof of Address (any one of the following)

- |   |   |
|---|---|
| 01 Regd. Lease and License Agreement/ Agreement for sale  | 12 Identity card/ document with address, issued by Statutory/ Regulatory Authorities  |
| 02 Aadhar Letter  | 13 Identity card/ document with address, issued by Public Sector Undertakings   |
| 03 Ration Card  | 14 Identity card/ document with address, issued by Scheduled Commercial Banks   |
| 04 Driving License  | 15 Identity card/ document with address, issued by Public Financial Institutions  |
| 05 Passport   | 16 Identity card/ document with address, issued by Colleges affiliated to universities  |
| 06 Voter ID Card  | 17 Identity card/ document with address, issued by Professional Bodies such as ICAI, ICWAI, Bar Council etc. to their Members |
| 07 Bank Passbook (not more than 6 months old)   |   |
| 08 Electricity Bill (not more than 6 months old)  |   |
| 09 Residence Telephone Bill (not more than 6 months old)  |   |
| 10 Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts |   |
| 11 Identity card/ document with address, issued by Central/ State Government and its Departments                    |   |