

The Manager(P&GS)
L.I.C. of India,
Divisional Office
25 K G Marg
New Delhi – 110 001

Dear Sir,

Re : Master Policy No. **GSCA/GS/** _____
Fvg. Sh/Smt. _____

We are enclosing herewith claim papers Form C, Form N and two discharge receipts duly signed by member and one of our existing trustees. The stamps are duly affixed on discharge receipts. The particulars of member are given hereunder:

1. Address at which pension payment is to be made

_____ PIN _____

2. Date of Appointment

3. Date of entry into the scheme

4. Date of exit (leaving)

5. Mode of exit (Retirement / Resignation) (Specify)

6. Date of birth of member

(figures & words) _____

7. Option to chose pension

- i) Life pension ceasing at death, No purchase price shall be paid on death to beneficiary, No guaranteed payments.
- ii) Life Pension with guaranteed payments for 5/10/15 years. No purchase price shall be paid on death or at end of 5/10/15 years guarantee. On survival to guaranteed payment pension shall be continued to be payable till life survives. (Please specify period _____)
- iii) Life pension ceasing at death of member with return of capital (purchase price) to beneficiary along with group pension terminal bonus declared by LIC. (**Normal Pension**)
- iv) Joint life and last survivor pension to member and his/her spouse (without any guaranteed payments as in case of 1)

8. Mode of payment of pension (specify specifically) (MLY/QLY/HLY/YLY)

9. State whether member wants commutation of pension (Yes/No) _____ as per prevalent Income Tax (Please note that at present member can commute to 1/3 (33.33%). This portion may range maximum upto 1/2 (50%) if member is not eligible to get group gratuity.)

10. Do you want to transfer your Annuity Servicing to your nearest LIC Divl. Office specify area _____

11. Remittance particulars after Last Schedule (Please attach separate sheet)

12. PAN No.

Yours faithfully,

Signature of the member

Name & Address
(TRUSTEE)

Dated : _____

P.S. Please note that pension is paid in arrears. Suppose member retires on 30.06.1999 and opts for half yearly more, the pension shall be due on 1-7-99 and paid six months after i.e., 1-1-2000. In case your fund is small please chose yearly or half yearly mode of pension so that pension amount is reasonable.

(LETTER OF AUTHORITY FOR PAYMENT OF ANNUITY)

The Sr. Divisional Manager
 LIC of India, Divl. Officer, P&GS Dept.
 7th floor, 25, Kasturba Gandhi Marg
 New Delhi – 110 001.

Dear Sir,

Re : Master Policy No GS/GGI/GS(CA) _____

We hereby direct, authorise & empower you to pay on our behalf and as our agent to the under mentioned members, who have left or retired from service, the respective pension amounts shown against their names in the list below after deduction of income tax and other taxes & duties, particulars of which have also been given in the list.

Membership No.	Name of the Member & Address	Due date of Pension	Amount of Pension	Income Tax net deduction amount if payable any
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We likewise direct , authorise & empower you to pay on our behalf and as our agent, to the under mentioned beneficiaries of deceased members the pension payments shown against their names in the list below after deduction of Income Tax and other taxes & duties, particulars of which have also been given in the list.

Master Policy No.	Name of the Beneficiary & Address	Due date of Pension	Amount of Pension	Income Tax deduction if any	Net amount payable
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We hereby admit and acknowledge that the above mentioned payments which shall be made by you shall be in full settlement of payments due to us and we hereby declare that receipts signed by the payee shall be sufficient, valid and legal discharge to you for the respective payments made to them and shall be fully binding on us as if the payments had been made to us and the receipts signed by us.

Dated at _____ this _____ day of _____

Yours faithfully,

(Signature of the Trustees)
 for Self and on Behalf of the
 Co-Trustees of _____
 Superannuation Fund Trust

 (Signature of the Annuitant) ✓

To be completed by Trustees on Leaving Services
Retirement of Member

The Manager
L I C of India
P&GS Deptt. 7th Floor
25 Kasturba Gandhi Marg
New Delhi – 110 001.

Reg: Master Policy No. GS/GSI/GSCA _____

Name of Member : _____

(Assce. No.) _____

Dear Sir,

We hereby give you notice that the above member has left/retired from the services of _____ with effect from _____ and in accordance with the option exercised by him, he is entitled to receive from the said date a pension of Rs. _____ (Rupees _____) payable as per option exercised option no. _____ First instalment of pension becomes due on _____.

We shall be passing to you, every year, letters of authority to pay, on our behalf and as our agent, to the members who have left the service/retired from service (including the above member and the beneficiaries of deceased members) the pension shown against their names in such letters and we agree and declare that the receipts signed by the said member shall be sufficient, valid and legal discharge to you for the payment that may be made by you from time to time in respect of such letters of authority.

We hereby agree that, if any time you are called upon to make payment to the Govt. of India of any sums towards Income Tax and any other taxes and duties in respect of the said member in excess of the amounts deducted by the Corporation on the basis of deductions advised by us in the said letters of authority for payments, we shall reimburse the Corporation such excess sums on receipts of the appropriate advice from them.

Upon the death of the member the outstanding instalment of the pension, if any, or the balance of the guaranteed instalments of the pension, if any shall be paid to us or under our instructions, to the nominee of the member as intimated by us.

Dated at _____ this _____ day of _____

1. _____

2. _____

Trustees _____

DISCHARGE RECEIPT

Received a sum of Rupees _____ (Rupees _____
_____)

From the Life Insurance Corporation of India in full and final settlement of all our claims
and demands in respect of _____ Shri _____
Assurance No. _____ under Master Policy No. **GSCA**
who expired/left services/Retired on _____

Dated at _____ on this _____ day of _____

Witness :

Signature : _____

Designation: _____

Address : _____

✓
Across
Rs.1/-
Revenue
Stamp

.....
Signature of the authorised
signatory / Trustees
Name _____
Designation _____
Office Stamp

DISCHARGE RECEIPT

Received from Life Insurance Corporation of India a sum of Rs. _____ (Rupees
_____) being amount of
refund of deposit under Master Policy No. **GSCA** _____

Dated at _____ on this _____ day of _____

Witness :

Signature : _____

Designation: _____

Address : _____

Across
Rs.1/-
Revenue
Stamp

.....
Signature of the authorised signatory

Name _____

Designation _____

ANNEXURE -I

(i) OPTIONAL LIFE PENSION CEASING AT DEATH

A pension payable throughout the lifetime of the member . No payments are guaranteed and no lumpsum money is payable at the death of the member.

(ii- a) OPTIONAL LIFE PENSION GUARANTEED FOR 15 YEARS

A pension guaranteed for 15 years (even if the member dies within 15 years after retirement) and continued thereafter during the lifetime of the member (i.e. if the member lives beyond the period of 15 years). In the event of the member's death within 15 years after retirement , the pension will continue to be paid to the Beneficiary for the balance of the guaranteed period of 15 years from the retirement date.

(ii- b) OPTIONAL LIFE PENSION GUARANTEED FOR 10 YEARS

A pension guaranteed for 10 years (even if the member dies within 10 years after retirement) and continued thereafter during the lifetime of the member (i.e. if the member lives beyond the period of 10 years). In the event of the member's death within 10 years after retirement, the pension will continue to be paid to the Beneficiary for the balance of the guaranteed period of 10 years from the retirement date.

(ii- c) OPTIONAL LIFE PENSION GUARANTEED FOR 5 YEARS

A pension guaranteed for 5 years (even if the member dies within 5 years after retirement) and continued thereafter during the lifetime of the member (i.e. if the member lives beyond the period of 15 years). In the event of the member's death within 5 years after retirement , the pension will continue to be paid to the Beneficiary for the balance of the guaranteed period of 5 years from the retirement date.

(iii) NORMAL PENSION - Life pension ceasing at death of the member with return of Capital

A pension payable throughout the lifetime of the member. On death of the member the lumpsum balance in the account of the member as on the date of his/her death is paid to the beneficiary of the member. This type of pension will automatically apply to the member in case the member doesn't exercise this option.

(iv) OPTIONAL JOINT LIFE AND LAST SURVIVOR PENSION

A pension payable to the member **and** his/her spouse so long as both of them are alive and continued thereafter to the survivor of them until his or her death.