



Central Insurance Repository Limited.

e-Insurance Account (eIA) Opening Form (For Individuals Only)

(For office use only)

eIA No.:					Approved Person ID:	
Date of Receipt of Application:					Application No.:	
Insurance Company:						

Please fill this form in **ENGLISH** and in **BLOCK LETTERS**

Fields marked with asterisk (*) are compulsory

eIA Applicant Details

1. First Name*	
2. Middle Name	
3. Last Name	
4. Father's/Husband's Name	
5. Gender*	Male ☐ Female ☐ Others ☐ Date of Birth*
6. DOB Document Submitted*	#/
7. ID Proof Submitted*	#/
PAN*	&/or UID
8. Type of eIA*	☐ Ordinary Resident ☐ NRI

Please affix recent passport size colour photograph

Signature

Permanent Address

1. Address Line 1*	
2. Address Line 2	
3. Address Line 3	
4. Landmark	
5. City*	
6. Pincode*	
7. State*	
8. Country*	
9. Address Proof Submitted*	#/

Correspondence Address

Same as above Y ☐ N ☐

1. Address Line 1*	
2. Address Line 2	
3. Address Line 3	
4. Landmark	
5. City*	
6. Pincode*	
7. State*	
8. Country*	
9. Address Proof Submitted*	#/

Contact Details

1. Telephone No.		2. Alt. Tel. No.	
3. Mobile No.*		4. Fax No.	
5. E-mail ID*			
6. Alternate E-mail ID			

(*) Please mention the document code. List of documents and their respective codes is provided in the Annexure / CIRL website.

Acknowledgment Slip

Application No.	
☐ PAN ☐ UID	

For office use only

Received with thanks from _____ For opening of e Insurance Account (Individual)

Place _____ Date

AP Seal and Signature

Bank Details

1. Account Type*	Savings ☐	Current ☐	2. ECS / Original Cancelled Cheque Leaf given* Yes ☐ No ☐
3. Account Number*			
4. Bank Name*			
5. Branch Name*			
6. City Name*		7. Pin Code*	
8. MICR Code		9. IFSC Code	
(Compulsory in case of ECS)		(Compulsory in case of NEFT)	

Authorised Representative Details

1. Relationship with eIA holder*	#/
2. First Name*	
3. Middle Name	
4. Last Name	
5. Gender*	☐ Male ☐ Female ☐ Others
6. Date of Birth*	d d m m y y y y
7. PAN	and /or UID

Address of Authorised Representative Same as eIA applicant ☐ Permanent ☐ Correspondence

1. Address Line 1*	
2. Address Line 2	
3. Address Line 3	
4. Landmark	
5. City*	
6. Pincode*	
7. State*	
8. Country*	

Contact Details of Authorised Representative

1. Telephone No.	
2. Mobile No.*	
3. E-mail id*	

Do you want to notify Authorised Representative about his/her appointment?* Yes ☐ No ☐ (if none of the option is selected, it will be considered as YES)

DECLARATION

The rules and regulations of Insurance Regulatory and Development Authority & CIRL pertaining to an e-Insurance Account which are in force now have been read by me and I have understood the same and I agree to abide by and to be bound by the rules as are in force from time to time for such e-Insurance Account. I hereby declare that the particulars given herein are true, correct and complete to the best of my knowledge and belief, the documents submitted along with this application are genuine and I am not making this application for the purpose of contravention of any Act, Rules, Regulations or any statute or legislation or any Notifications, Directions issued by any governmental or statutory authority from time to time. I authorise the CIRL to send any policy and account related information through email and SMS on the contact details given by me.

In case of any physical policies being issued by the Insurance Company from whom I obtain an e-policy, the address in the e-Insurance Account shall override the address provided for the physical policies. I understand that all the communication relating to any physical/ e-policy will be sent to the address registered with the CIRL. I agree to inform CIRL of any changes in the details mentioned in this form and in case of delay CIRL shall not be liable in case it acts on the said information which has not been updated. Further, in case I update the details with the Insurance Company, I authorise them to submit the same to you for update in the e-Insurance account and the said update will be applicable to all policies of any Insurer that I hold/will hold in the said account. I authorise CIRL to pass on the information to any insurance co that I have approached for availing of Insurance cover.

I further agree that any false / misleading information given by me or suppression of any material fact will render my e-Insurance Account liable for termination and further action.

I hereby authorise CIRL/Insurance Company to disclose, share, remit in any form, mode or manner, all / any of the information provided by me to the respective Insurance Companies and / or to their authorised agents and representatives in which I may transact / have transacted including all changes, updates to such information as and when provided by me. I hereby agree to provide any additional information / documentation that may be required by the Authorised Parties, in connection with this application. I hereby confirm that this is a unique e-Insurance Account opening application and I have not applied to CIRL or any other Insurance Repository for an e-Insurance Account in the past or simultaneously.

I would like to receive my insurance policy and all the information related to the proposed insurance policy through CIRL.

Place Date d d m m y y y y

Name of the eIA Holder

Signature of the eIA Holder



Central Insurance Repository Limited
Aaj Digital... Toh Kal Befikar.

**Benefits of
e-Insurance
Account (eIA)**

- One time KYC for all your Insurance policies
- Quote eIA number while buying a new policy
- Receive credit of new policies in your eIA
- Convert your existing physical policies to electronic form
- Access and monitor your policies online with CIRL's value added services
- One stop address change for all policies in eIA

GUIDELINES FOR FILLING UP THE eIA FORM

- This form is meant for an individual to open an e Insurance Account (eIA).
- An eIA enables an individual the various types of insurance policies in e 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 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 and 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. eIA holder should change the Authorised Representative on the Authorised representative's demise. Where an eIA is operated by an Authorized Representative, CIRL may block the eIA for any further transactions. In such case every transaction shall be routed through the respective insurers.

- Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification.
- 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 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 along with the documents should be submitted to the point of services (POS).
- Proof of Identity, Proof of Address and Date of Birth Proof are mandatory for opening an eIA.
- The list of documents required to be submitted is provided in the Annexure.

The following are the list of documents for Proof of Identity, Proof of Address, Date of Birth Proof and Authorised Representative Relationship.

Proof of Identity (any one of the following)

1. PAN
2. UID

Proof of Address (any one of the following)

- 1 Regd. Lease and License Agreement/ Agreement for sale
- 2 Aadhar Letter
- 3 Ration Card
- 4 Driving License
- 5 Passport
- 6 Voter ID Card
- 7 Bank Passbook (not more than 6 months old)
- 8 Electricity Bill (not more than 6 months old)
- 9 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
- 12 Identity card/document with address, issued by Statutory/Regulatory Authorities
- 13 Identity card/document with address, issued by Public Sector Undertakings
- 14 Identity card/document with address, issued by Scheduled Commercial Banks
- 15 Identity card/document with address, issued by Public Financial Institutions
- 16 Identity card/document with address, issued by Colleges affiliated to universities
- 17 Identity card/document with address, issued by Professional Bodies such as ICAI, ICWAI, Bar Council etc. to their Members

Date of Birth Proof (any one of the following)

- | | |
|---|---|
| 1 PAN Card | 16 Central Govt. Health scheme certificate for their employees/ family members/ dependants |
| 2 Domicile Certificate | 17 Govt. service registers extract/certificates issued by Govt. to its employees. |
| 3 Ration Card | 18 Employer's PF statement |
| 4 Driving License | 19 ESIS Card (Employees State Insurance Scheme) |
| 5 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 authorized signatory |
| 6 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 holder. |
| 7 Municipal Birth Certificate | 22 Policy Document of other private insurers |
| 8 Notarized Birth Certificate | 23 LIC Policy |
| 9 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, 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, Colleges affiliated to universities | |

Relationship with the eIA holder (any one of the following)

- | | |
|-------------|------------|
| 01 Self | 06 Husband |
| 02 Father | 07 Wife |
| 03 Mother | 08 Sister |
| 04 Daughter | 09 Brother |
| 05 Son | 99 Other |