

Mr./Mrs./Miss \_\_\_\_\_

Dated: \_\_\_\_\_

Ref: \_\_\_\_\_

Dear Sir / Madam:

Sub: Policy No. \_\_\_\_\_ , Late \_\_\_\_\_

We are sorry to learn about the death of the life insured under above policy. We pray to the Almighty that his or her soul may rest in peace.

For assessment and evaluation of death claim, we need certain information. For this purpose, we are enclosing a set of following claim forms for completion as per the instructions given in each:

- ☐ • Claim Form – A: Claimant's Statement to be completed by the person legally entitled to claim policy money.
  - ☐ • Claim Form – B: Medical Attendant's Certificate to be completed by the medical attendant who had treated the life insured in his or her last illness.
  - ☐ • Claim Form – C: Certificate of Identity to be completed by a person who knew the deceased life insured but is not related to him or her and has no interest in the policy money.
  - ☐ • Claim Form – D: Certificate of Employer to be completed by the employer of the deceased life insured. Please return us the above forms duly completed and attested along with following documents.
- 1) Original policy document
  - 2) Attested Photostat of Death Certificate issued by the concerned Union Council/ Cantonment Board.
  - 3) Attested Photostat of National Identity Card of the life insured the claimant and identifier (who filled Claim Form – C).
  - 4) If age of the life insured is not admitted, please send us an attested copy of his or her age proof such as educational certificate, birth certificate or employment record.
  - 5) If nominee under the policy was minor at the time of appointment and is now major, please provide us attested copy of his age or her age proof.
  - 6) Receipt of last paid premium.
- In case the life insured has expired as a result of an accident or was murdered, please provide following additional documents:
- 7) Police reports – FIR and investigation.
  - 8) Postmortem report.
  - 9) Clipping of the newspaper where news of accident or murder was published.

If the life insured has expired outside of Pakistan the claim forms, relevant reports and documents, executed abroad and issued by the foreign authorities, must be attested by the concerned Embassy of Pakistan in that particular country. If burial has taken place in Pakistan, documents related to the carriage of dead body to Pakistan and burial here must be provided.

This is for your kind information that issuance of claim forms does not mean that your claim under the policy has been accepted or that the Corporation has been acquitted of the rights vested to it through the policy contract. State Life reserves the right to call for any other information, documents and evidences, as it deems necessary. If you face any difficulty in completion of claim forms or other requirements, you may please contact us on the address given above. We will be glade to assist you in this connection.

**Manager (Claims)**

Enc: As mentioned above