

## **Information to policy holders regarding premium payment through ECS/Direct Debit**

ECS and Direct Debit are the most convenient mode for premium payment where standing instructions for debiting the Bank Account are given to the Bank for payment of LIC Premium. Advantages for premium payment through these facilities are :

1. As premium payment is through standing instructions, premium payment due date need not be remembered. Premium is paid in time thus penalty for delayed payment is avoided.
2. There are least chances of lapsation of the policy, if premiums are paid in time.
3. 5% extra premium charged for Monthly mode policies is waived under ECS/Direct debit.
4. There are several plans where option for Monthly mode is not available, however premium payment through ECS/Direct Debit is allowed under Mly mode.

Policy holders are requested to scrupulously follow the following and avoid dishonours of ECS mandates:

1. Proper mandate form attested by the Bank must be submitted to LIC office.
2. Copy of the mandate form must be submitted to the Bank also.
3. Sufficient funds must be available in the Bank Account on the debit date.
4. Carefully read the terms and conditions mentioned on the Mandate form and follow the same.

**LIFE INSURANCE CORPORATION OF INDIA**  
**POLICYHOLDERS' MANDATE FORM FOR PAYING PREMIUM THROUGH**  
**ELECTRONIC CLEARANCE SERVICE (DEBIT CLEARING) OR DIRECT DEBIT**

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**FORM A : ECS / DIRECT DEBIT Mandate Form.**(Direct Debit facility is for ICICI, Corporation bank & SBI Account Holders)  
**( MANDATE FORM IS TO BE SUBMITTED TO BANK AS WELL AS LIC BRANCH OFFICE )**  
**IMPORTANT : Kindly go through the terms & conditions on page-2 before filling the form**

<b>NEW APPLICATION</b>	<b>CHANGE IN BANK DETAILS</b>	<b>CANCELLATION</b>
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(Tick which is applicable and strike off the others; 3 copies of the mandate form to be taken one each for Bank (except SBI), LIC and for self)

**LIC's User code(Utility Code) for ECS is 4009056**

1.(a) Name of the policyholder/s \_\_\_\_\_

(b) **Policy Details:**

Sr. No.	New proposal/* Policy No.	Name of the Insured Self &/spouse/children	Mode	AMOUNT WITH UPPER LIMIT (Kindly put amount at least 20% more than premium amount and in multiples of 100 to cover Service Tax amt, if applicable)
1.				
2.				
3.				

(c) Tel. No. Res : \_\_\_\_\_ Off : \_\_\_\_\_ Mobile No. (Mandatory) :

**2. Particulars of Bank A/C** (from which you want to pay the premium) :

- a) Bank Name \_\_\_\_\_
- b) Bank Address \_\_\_\_\_
- c) Name of the Account Holder/s (As appearing in the Bank account) \_\_\_\_\_
- d) Account Type (Savings Bank Account -10 /Current A/c-11 or Cash/Credit - 13) \_\_\_\_\_
- e) Account Number (as appearing on the Cheque Book)
- f) 9 Digit MICR CODE NUMBER of the Bank and Branch  
(Should not begin or end with "000")
- g) IFSC Code

- 3.(a) **I / We hereby authorize and instruct the bank to debit my/our above Account No. and pay LIC Premium** of as per demand sent by LIC with upper limit of Rs. \_\_\_\_\_.
- (b) If in future my/our Bank Account is transferred to a city where ECS facility is not available, a change of mode will be necessary which will involve change in premium ( in case of ECS(MLY) mode)
- (c) I/We agree that this Mandate will form an integral part of my/our proposal (Only for new proposals)

I/we, hereby, declare that the particulars given above are correct and complete. I/we being the holder/s of the above policy/policies express my/our willingness to remit the premium/s referred to above through participation in ECS of National Clearing Cell of Reserve Bank of India/Auto Debit and **hereby authorize the Life Insurance Corporation of India to raise the debits on my/our Bank Account towards the said premium/s due referred above. I also authorize my bank to debit my account for LIC premium as per the invoice raised by LIC of India.** If any transaction is delayed or not effected at all for the reasons of incomplete or incorrect information or non-availability of funds or closure of Accounts etc. I would not hold LIC or the user institution responsible. I understand that the first transaction after authorization may take one month time in getting the process commenced. I also understand that I can pay the premium only on behalf of my near relatives as prescribed by the Income-Tax Act, 1961. **I/We have read the terms and conditions and I/we agree to the same.**

Place: \_\_\_\_\_ Date : \_\_\_\_\_ Signature/s of the Policyholder/s

**Relation of A/C holder to the policy holder (1st Policy)** \_\_\_\_\_ **Signature of the A/c holder**  
 (in case the policyholder differs from that of the A/c holder)

1. We certify that the Bank particulars furnished above are correct as per our records and the account is active.  
 2. We acknowledge the receipt of the mandate and note to carry out the customer' instructions as per mandate given.

Date : \_\_\_\_\_ Bank Seal Signature of the Bank Official

1. ECS is allowed at NB stage for new Policies and also at PS stage for the completed policies for all mode (Yly, Hly, Qly and Mly). Extra 5% premium charged for MLY mode is waived under ECS(MLY) mode.
2. At the time of opting for ECS all the premiums due till that date must be paid. Arrears of premium cannot be collected through ECS.
3. ECS mandate form can be submitted in any LIC Branch Office subject to at least one policy being serviced at that branch. ECS facility can be opted if the bank account is in any city where LIC ECS facility is enabled, in other cities premium deduction can be through Direct debit through select banks as mentioned in point 20.
4. ECS mandate form must be attested by the bank and copy of same should be submitted to the bank for their records. Banks may charge some amount for signature verification and/or ECS/Direct Debit registration. The applicable charges may be enquired from the bank which may be charged at the counter or debited to the account by the bank. Policy holders are advised to keep a copy of the mandate form acknowledged by the bank and LIC with them for their records.
5. Debit dates allowed: only 7<sup>th</sup>, 15<sup>th</sup> and 28<sup>th</sup> of the month. (Both at NB & PS Stage) which are calculated automatically on the basis of Date of commencement as follows :  
Date of commencement 1<sup>st</sup> to 7<sup>th</sup> – 7<sup>th</sup> of the same month  
8<sup>th</sup> to 15<sup>th</sup> – 15<sup>th</sup> of the same month  
16<sup>th</sup> to 31<sup>st</sup> - 28<sup>th</sup> of the same month.
6. There is no option to choose the debit date at the time of registration at present and complete grace period for premium payment may not be available.
7. Premium for ECS mode policies cannot be paid at the Branch cash counter or through any other alternate channels. Premium can be paid at cash counter only for dishonoured cases or after the grace period.
8. Policy holder must maintain sufficient balance on the debit date. If mandate is dishonoured, premium is to be paid at any branch cash counter in cash or by DD with dishonour charges (as applicable) and interest due for late payment (if due) up to the date of payment. For dishonours, banks too may charge some amount as applicable for the bank.
9. While making the payment for dishonoured installment, all the premiums due till the month of payment including the installment due in that month irrespective of the debit date is to be paid. If any premium is due within 15 days of the next month that too should be paid.
10. **LIC will not be responsible for any dishonour raised by the Bank for whatsoever reason. Any dispute regarding dishonour should be taken up with the bank only.**
11. For changing the bank details, request is to be given to the respective service branch only. A new mandate form duly attested by the bank is to be submitted and a copy is to be submitted in the bank also.
12. For ECS(MLY) mode no receipt or notices will be dispatched. Premium payment certificate can be obtained through LIC website [www.licindia.in](http://www.licindia.in) after enrolling the policies.
13. For other modes receipts will be sent by ordinary post to the address mentioned in the branch policy master. Receipts may be received from 15 to 20 days. If receipt is not received due to any reason, premium payment certificate can be obtained from any LIC Branch office or from LIC website.
14. Sometimes it is possible that due to some technical or other reason premium is not debited on the debit date and is delayed or advanced by a few days. Kindly ensure the availability of funds for at least 7 days before and after debit date to avoid dishonours.
15. If any Ban Orders are issued by RBI to the bank from where premium is to be debited or the bank is not participating in clearing operations due to any reason, ECS demand will not be raised by LIC and premium for that duration of non-participation is to be paid by the policy holder to LIC directly.
16. If a policy holder desires to discontinue the ECS facility, request for same should be given to the servicing branch at least 20 days in advance of the debit date for MLY mode policies and 30 days in advance for other modes.
17. If your account number is of less than 15 digits, same might have been changed or may change with the bank's migration to Core Banking System. Kindly provide the correct and modified CBS compatible account number only after confirming from the Bank. This account number may be modified if the bank provides any modified number.
18. Acknowledgement letter received from the branch must be verified and any discrepancy should immediately be informed to the branch..
19. Direct Debit facility is available Pan India for ICICI, Corporation Bank and State Bank of India account holders at present and will be extended to a few more banks in future. If bank account is in any of these banks, debit of the premium will be through Direct Debit, all the conditions for ECS are applicable for Direct Debit also.
20. In case of direct debit mandates with SBI, the mandate form duly filled in and verified by the SBI Branch is to be submitted only to LIC. SBI will not retain any copy of the same. In addition to applicable fees for signature verification, Bank will charge fees for registration of Direct Debit mandate.

**Signature/s of the Policyholder/s :**