

(ANNEXURE-A)

APPLICATION FORM FOR EMPANELMENT

Work(s) for which applied for		
Sl.No.	Information Sought	Information Provided
1.	Name of the firm (In Block Letters)	
2.	Date of Establishment / Incorporation of the Firm	
3.	Registration No. (Please enclose Photocopy of Certificate)	
4.	Nature of Ownership: Propriety/Partnership/Private Limited Company/Public Limited Company	
5.	Correspondence address and Telephone Nos, Mobile No & Email ID	
6.	Address of Head of Office (If separate) and Telephone Nos, Mobile No & Email ID	
7.	Names of the Proprietors / Partners / Directors If firm is a partnership, enclose attested copy of Partnership Deed	
8.	Name(s) of the representative(s) with Designation who should be calling on us and attending our works and their mobile number(s)	
9.	Nature/Type of Products Manufactured / sold/dealt with/supplied/distributed/arranged (Full details of all activities & services)	
10.	Name of the Banker with address and Telephone No.	
11.	Bank Account Details: [Please enclose a cancelled cheque or copy of Bank Statement)	Bank: Branch: IFSC: Account No: Type of Account:
12.	PAN No. of Income Tax Department (Please enclose photocopy)	

13.	GST No. (Please enclose photocopy of certificate)		
14.	Latest Income Tax Assessed Year	FY	
	Amount of Assessed Tax pertaining to FY in SI No 14 (copies of IT Returns, Balance Sheet and P & L A/C last 3 years' to be enclosed)		
15.	Turn over for last 3 Years :	Gross Revenue	Net Income
	F.Y. 2022-23		
	F.Y. 2023-24		
	F.Y. 2024-25		
15	Details of empanelment with any office of LIC of India? If yes, please give full details and enclose the copy of the empanelment letter.		
16	Have your firm ever blacklisted/removed by any Govt. Dept/PSUs or any office of LIC of India? If yes, then give details	Yes / No	
17.	Mention any other specialties & services of Your establishment		
18..	Are you agreeable to make free deliveries of material & service to our Divisional Office, Tirunelveli and its all Branch Offices / Satellite Offices?	Yes / No	
19.	Details of previous Work Experience		
20.	Are you agreeable to abide strictly by the Terms and Conditions for Empanelment [Annexure B] and for Contract/s, if awarded, from time to time as per LIC Rules prevailing?	Yes / No	
21	Name and addresses and telephone numbers if three if your most valued clients		
22	Details of Application Fee of Rs 118/- Mention DD No/ Date/Bank OR LIC Miscellaneous Receipt No / Date		

I/We _____
request Life Insurance Corporation of India, Divisional Office Tirunelveli to consider inclusion of my/our firm/company in the list of their approved Firms/Vendors/Suppliers/Dealers/Service Providers. I/We hereby assure to extend full cooperation to the satisfaction of LIC of India upon being considered / selected for empanelment.

I/We agree to abide by the rules and instructions of LIC of India given from time to time and render our services to the full satisfaction of the Corporation if considered/selected for empanelment. I / We have read the 'Terms and Conditions for empanelment listed by LIC of India' in 'Annexure B' and understand that if any false information is detected at a later date, any future contract made between ourselves and Corporation, on the basis of the information given by me/us, can be treated as invalid by the Corporation and I/We will be solely responsible for the consequences.

I/We understand and agree that mere submission of Application form for empanelment does not confer the right of Empanelment and agree that LIC of India reserves the right to decide / modify / change / alter the empanelment criteria/process and/or accept or reject any application for empanelment or cancel the process of empanelment without assigning any reason thereof for which LIC of India will not be liable in any way whatsoever.

I/We understand that the application for empanelment or selection in empanelled list does not confer on me/us/our firm any right whatsoever in any aspect pertaining to the process of empanelment or initiation of purchase/calling for purchase/selection for purchase or any other decision as may be taken by LIC of India or its Officials.

I/We agree that the decision of the Corporation in selection of service providers will be final and binding on me/us. I/We agree that I/We have no objection if enquiries are made about the work performance with our clients.

I/We understand that my/our application and declarations and documents submitted will form the basis of any decision of LIC of India regarding empanelment / selection for purchase etc and in case of any doubt/clarification/dispute etc, the decision of LIC of India or its Officials will be binding on me/us/our firm.

Dated at _____ this _____ day of _____ 2025

Signature with Seal

Name:

Designation :

Please type in this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

All the pages of the Application Form and required documents should be self-attested with seal and signature. All original certificates / documents should be submitted for verification, if required by LIC of India.

Refer Annexure B for Terms and Conditions. Submit Annexure B duly signed with seal, along with Application [Annexure A] and other documents and Application Fee of Rs 118 [DD / LIC Miscellaneous Receipt].