



NSDL Database Management Limited

# e-Insurance Account (eIA) Opening Form for Individual

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- Mention the eIA number while buying a new policy
- Open eIA to receive online credit of insurance policy
- Check your eIA details registered with NIR

- Convert your physical policies to electronic at the earliest
- Check the policy after it is credited to your account
- Avail electronic services and information available through eIA

Website: https://nir.ndml.in/ | Email: helpdesk.nir@nsdl.co.in

### Important Points

- This form is meant for an individual to open an e-Insurance Account (eIA)
- An elA enables an individual to hold the various types of insurance policies in electronic 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 a single elA

### Authorised Representative:

An Authorised Representative is a person appointed by elA holder who can access elA in the event of the elA holder's demise or in his incapacity to access the elA. The Authorised Representative can only access the e-Insurance Account to know the portfolio of insurance policies. The Authorised Representative may be different from the nominee. The elA holder has the right to change the Authorised Representative during the term of elA. The elA holder should change the Authorised Representative on the Authorised Representative's demise. Where an elA is operated by the Authorised Representative of elA holder, the Insurance Repository may block the elA for any further transactions. In such a case, every transaction shall be routed through the respective insurers.

#### Guidelines for Filling the elA Form

- 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 ball point 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 elA
- The application form complete in all aspects alongwith the documents should be submitted to the Approved Person
- 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

## Following are the list of documents for Date of Birth Proof, Proof of Identity and Proof of Address

#### ANNEXURE I: Date of Birth Proof (any one of the following)

- 01 PAN Card
- 02 Domicile Certificate
- 03 Ration Card
- 04 Driving License
- 05 Passport
- 06 Voter ID Card
- 07 Municipal birth Certificate
- 08 Notarized Birth Certificate
- 09 Baptism Certificate
- 10 Marriage Certificate issued by Church
- 11 Identity card/ document with address, issued by Central/ State Government and its Departments
- 12 Gram Panchayat Certificate
- 13 Identity card/ document with address, issued by 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, issued by Colleges affiliated to universities

- 16 Central Govt. Health scheme certificate for their employees/ family members/ dependants
- 17 Govt. service registers extract/certificates issued by Govt. to its employees
- 18 Employer's PF statement
- 19 ESIS Card (Employees State Insurance Scheme)
- 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 authorised signatory
- 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 elA applicant
- 22 Policy Document of other private insurers
- 23 LIC Policy
- 24 Islander cards for Residents of Andaman & Nicobar Island
- 25 Pilgrim pass issued for Haj Pilgrimage

### ANNEXURE II: Proof of Identity (any one of the following)

01 PAN 02 UID

#### ANNEXURE III: Proof of Address (any one of the following)

- 01 Regd. Lease and License Agreement/ Agreement for sale
- 02 Aadhar Letter
- 03 Ration Card
- 04 Driving License
- 05 Passport
- 06 Voter ID Card
- 07 Bank Passbook (not more than 6 months old)
- 08 Electricity Bill (not more than 6 months old)
- 09 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