

# HDFC ERGO General Insurance Company Limited

## REQUEST FOR TRANSFER OF INSURANCE

(All fields are mandatory and fill in CAPITALS only)



Policy No.

Name of Previous Owner (Seller) \_\_\_\_\_

### CUSTOMER INFORMATION (New Proposer)

Proposer Name\*  (First Name)  (Middle Name)  (Last Name)

Mobile No.\*  Tel.\*   STD Code

Corr. Add : Building Name/ Block No.\*

Street Name\*  Locality\*

City\*  Pin Code\*  State\*

Email \*

### VEHICLE DETAILS

Vehicle Make and Model

Registration No.

I, the undersigned Mr./ Ms./ M/s \_\_\_\_\_ have purchased a vehicle insured with HDFC ERGO General Insurance Company Ltd and wish to transfer the said vehicle in my name, as per the details mentioned above.

I am attaching the below mentioned documents and premium amount cheque (as applicable) in support of my request for the Transfer of Insurance:

RC has been transferred in my name	RC has not been transferred in my name
<input type="checkbox"/> 1. Transferred RC Copy	<input type="checkbox"/> 1. Form No. 29 and 30 duly filled and signed OR RTO Transfer fee receipt
<input type="checkbox"/> 2. NOC from previous Insured for transfer of policy	<input type="checkbox"/> 2. Sale Deed
<input type="checkbox"/> 3. RTO Transfer fee receipt (Mandatory for Smart Cards)	<input type="checkbox"/> 3. NOC from previous Insured for transfer of policy

Date of Transfer as per RC

- Vehicle Inspection (Physical Risk Inspection)** of the vehicle would be required if request for Transfer is received after 14 days from the RC Transfer date.
- No Objection Letter (NOC)** from Financer would be required in case the vehicle is under a Lease / Hire Purchase agreement with HDFC Bank.
- Additional Premium:**
  - Additional Premium would be required from New Owner (Purchaser) in case the previous insured as per current policy was enjoying discounts on account of No Claim Bonus, Age or Profession discount, Automobile Association discount etc. These discounts would be withdrawn and premium as applicable for the balance of the policy would be charged from the New Owner (Purchaser).
  - Additional Premium - Break in Loading would be charged for Transfer requests received after 45 days from the RC transfer date.
- Additional Documents:**
  - Death certificate and Legal Heir Certificate would be required in addition to the above mentioned documents for Transfer of Insurance on account of Demise of Insured.
  - Letter from employer in case Transfer of vehicle from Employer (Company) to Employee (Insured Person).

Yours Sincerely,

(Name and Signature of New Owner)

Where to Submit	Branch	Courier	FAX	Email
	Visit our nearest branch with the documents. Kindly visit the below link for list of branches <a href="http://www.hdfcergo.com/customer-care/branch.html">http://www.hdfcergo.com/customer-care/branch.html</a>	Manager-CEM HDFC ERGO General Insurance Company Ltd. 6th Floor, Leela Business Park, Andheri- Kurla Road, Andheri (E) Mumbai – 400059	<b>022-66383699</b> Please mention your policy/Interaction reference number (In case no additional premium is required)	Send us the scanned copy of the document, at <a href="mailto:care@hdfcergo.com">care@hdfcergo.com</a> (In case no additional premium is required)