REQUEST FOR MEMBERSHIP CHANGE

IGI Life Insurance Limited
Window Takaful Operations

IGI | Life
Window Takaful Operations

THE UNDERSIGNED. Owner of Membership No. _____ issued on the life of _____ hereby request IGI Life Insurance Limited Window Takaful Operations to effect the change(s) as detailed below by any means acceptable to the Window Takaful Operator. This change shall be effectives as of _____ (not applicable for beneficiary changes).
(Current Due Date)

Change of Mode of Payment (MOP)

From _____ To _____ as of contribution due _____

Plan Changes

☐ Increase Basic Amount ☐ Reduce Basic Amount From _____ To _____

Change Plan From _____ To _____

ADDITION			DELETION		
Benefit Name	Amount	Term	Benefit Name	Amount	Term

- For Addition of AIB / IBR: State average monthly earned income over the past 12 months Pk _____
- RBR, LTR, IBR and FPR can be included on the Membership Anniversary only.
- Option of Death & Disability only to be mentioned for addition of IBR/FPR

☐ Change of Beneficiary ☐ Addition of Beneficiary

Full Name of New Beneficiary(ies)	Relationship	Date of Birth	Address

Guardian For Minors: Name: _____ Relation To Participant _____ DOB _____
The right to change Beneficiary is ☐ Reserved ☐ Not reserved, subject to the provisions in said membership

Change of Name / Correction of Name / Signature: ☐ Covered Person ☐ Participant

From _____ To _____
Due to marriage
(Other reason) please explain _____ supporting document attached _____

Old Signature New Signature

Special Request _____

H O Endorsement: _____

I have paid PKR _____ with this request
Notwithstanding anything to the contrary in the Takaful Membership or in the Supplementary Contracts attached there to the Company may rely solely upon this request to effect the required change(s) without need to any endorsement what so ever

Signed at _____ day _____ month _____ year _____

Witnessed by | Irrevocable Beneficiary/Assignee | Covered | Participant

In case the Participant Covered person has more than one signature, please provide all specimen signature(s).

Complaints in Respect of Takaful Membership

If you have any complaint or grievance against the Window Takaful Operator, Broker, Agent, Surveyor or Bank Representative in respect of your membership document, you may file your complaint with the following offices:

1. **Federal Insurance Ombudsman**
   2nd Floor, Pakistan Red Crescent Society, Annexe Building, Plot # 197/5, Dr. Daud Pota Road, Karachi.
   Tel: (021) 99207761-62 Website: www.fio.gov.pk

2. **Official Coordinator, Small Disputes Resolution Committee – Islamabad**
   The Management Executive, Insurance Division, 3rd Floor, NIC Building, 63 Jinnah Avenue, Blue Area, Islamabad.
   Tel: (051) 9207091 to 94 - Ext: 439 E-mail: complaints@secp.gov.pk

3. **Official Coordinator, Small Disputes Resolution Committee – Karachi**
   The Deputy Director, Specialized Companies Division, 5th Floor, State Life Building No. 2, Wallace Road, Off I.I. Chundrigar Road, Karachi.
   Tel: (021) 32414204 E-mail: complaints@secp.gov.pk

4. **Official Coordinator, Small Disputes Resolution Committee – Lahore**
   The Deputy Registrar of Companies, Company Registration Office, 3rd & 4th Floor, Associate House, 7 - Egerton Road, Lahore
   Tel: (042) 99204962 to 66 - Ext: 28 E-mail: complaints@secp.gov.pk

تکافل ممبر شپ کے متعلق شکایات

اگر آپ کو اپنی تکافل ممبر شپ کے متعلق ونڈو تکافل آپریٹر، بروکر، ایجنٹ، سروئیر یا بینک نمائندے کے خلاف کوئی شکایت ہو تو درج ذیل دفاتر میں رابطہ کر سکتے ہیں:۔

وفاقی انشورنس محتسب،
سیکنڈ فلور، پاکستان ریڈ کریسنٹ سوسائٹی، انیکسی بلڈنگ،
پلاٹ نمبر 197/5، ڈاکٹر داؤد پوتا روڈ، کراچی
فون: 021-99207761-62
www.fio.gov.pk

دفتری رابطہ کار (اسلام آباد)
اسمال ڈسپیوٹس ریزولوشن کمیٹی
سیکورٹیز اینڈ ایکسچینج کمیشن آف پاکستان
تھرڈ فلور، این آئی سی ایل بلڈنگ، اسلام آباد
فون: 051-9207091-4 ایکسٹینشن 439
ای میل: complaints@secp.gov.pk

دفتری رابطہ کار (لاہور)
اسمال ڈسپیوٹس ریزولوشن کمیٹی
سیکورٹیز اینڈ ایکسچینج کمیشن آف پاکستان
ایسوسی ایٹ ہاؤس، 3rd فلور، 07، ایجرٹن روڈ، لاہور۔
فون: 042-99204962-66 (Ext 28)
ای میل: complaints@secp.gov.pk

دفتری رابطہ کار (کراچی)
اسمال ڈسپیوٹس ریزولوشن کمیٹی
سیکورٹیز اینڈ ایکسچینج کمیشن آف پاکستان
5th فلور، اسٹیٹ لائف بلڈنگ 02، ولاس روڈ،
آف آئی آئی چندریگر روڈ، کراچی۔
فون: 021-32414204
ای میل: complaints@secp.gov.pk