

**ANNEXURE-I****MAIL ORDER BUSINESS UNDER MEDICAL SCHEME**

1. Proposal form may please be filled completely and precisely leaving no question unanswered.
2. The signature of the proposer on the proposal form must be witnessed by one of the following after due verification of proposer's passport.
  - a) Designated Official of the local Indian Embassy
  - b) Other Indian Diplomatic Representative
  - c) Notary Public or Justice of Peace
  - d) Medical Examiner
  - e) In case of students, by the Dean/Principal of his/her college.
  - f) Employer
  - g) Banker
3. The witness must affix his Office Seal below his signature.
4. Photocopy of the first page of the Passport should be got attested by the witnessing authorities mentioned above and should be produced along with the proposal form. Any fees payable for getting witness or attestation would be borne by the proposer.
- 5. Special Medical Reports:**
  - i. The examiner / pathologist should establish the identity of the proposer on the basis of his passport and should mention this fact on the report.
  - ii. The proposer should sign on the report in the presence of the examiner / pathologist.
  - iii. The proposer should collect the report duly completed and signed from the examiner / pathologist in a closed envelope.
  - iv. The special reports in closed envelopes alongwith the proposal form should be handed over to the doctor conducting medical examination for sending the same to the branch office of the corporation.
6. Medical examination would be done by a qualified doctor as per details given below:  
Post Graduate Doctor with 10 years Standing.
7. Female lives should be examined by a lady doctor only.
8. The proposer would approach the doctor for medical examination along with:
  - a. Completed proposal form with Medical Report form.
  - b. NRI Questionnaire (Annexure-II),
  - c. Passport and its copy,
  - d. Special Questionnaire (Annexure-III),
  - e. Special Reports forms collected in closed envelope.
  - f. A stamped envelope with the address of the LIC Branch Office in India.

The doctor would examine the proposer, obtain signature of the proposer on bottom portion of the proposal form, Medical Report and special reports and sign the proposal form and medical reports form and forward all papers directly to LIC Branch Office. The doctor would return original passport to the proposer after verification and attestation of its copy.