

# Policy Change/Reinstatement Personal Accident



## Request Form

Policy No.

**Gulf Operations**  
P.O. Box 371916, Dubai, United Arab Emirates  
Tel +971 4 415 4555, Fax + 971 4 415 4445

**Instructions:** Use this form to request for changes or reinstatement of your individual Accident & Health policy. If you need any assistance in completing this form, please contact our customer service representatives.

**Requirements:** (1) Policy Change / Reinstatement form; (2a) Valid Passport copy or Copy of Valid I.D. and Valid Residency copy (if applicable) in case of "CHANGE OF BENEFICIARY" or "CHANGE OF OWNERSHIP" (2b) Supporting documents in case of "CHANGE OF NAME"

### Section A

	Full Name of Insured/ Owner/Spouse/Child	Nationality	Residency	Relationship to Policy Owner	Client's ID	Date of Birth	Height	Weight	Current Residence	
									City	Country
1										
2										
3										
4										
5										

	Full Name of Insured/ Owner/Spouse	Employer's Name	Nature of Business	Occupation	Daily Duties	Income Amount
2						
3						
4						
5						

### Correspondence

Country  City / Town  P.O. Box

Area / Street  Building  Flat/Villa No.

Telephone  -  -  E-mail

Do you intend to travel during the next twelve months?  Yes  No If 'Yes', please provide the travel details.

Full Name of Traveler	Destination - City/Country	Purpose	Duration

Irrevocable Beneficiary's  
Signature (If Applicable)

Policy Owner's Signature

**Section B**

**Change of Beneficiary**

Full Name of New Beneficiary	Relationship	Address	Date of Birth								Nationality	Residency	Percentage
			D	D	M	M	Y	Y	Y	Y			
			D	D	M	M	Y	Y	Y	Y			
			D	D	M	M	Y	Y	Y	Y			
			D	D	M	M	Y	Y	Y	Y			
			D	D	M	M	Y	Y	Y	Y			
			D	D	M	M	Y	Y	Y	Y			

**Change Mode of Payment from**  to  as of premium due

**Change of Occupation to**

**Old Signature**  **New Signature**

**Additional Request**

**Section C**

**Schedule of Benefits New Requested (include all benefits, even those not to be changed)**

Currency <input type="text"/>	Insured <input type="text"/> Occupational Class <input type="text"/>		Spouse <input type="text"/> Occupational Class <input type="text"/>		Dependent(s)	
Benefits	Amount	Premium	Amount	Premium	Amount	Premium
Accidental Death, Dismemberment, and Permanent Total Disability	Principal Sum		Principal Sum		Principal Sum	
Accident Medical Expense Reimbursement	Amount		Amount		Amount	
Accident Disability Income 104 weeks	Weekly Benefit		Weekly Benefit		<b>Not Offered</b>	
Accident & Sickness In-Hospital Income (67E)	Weekly Benefit		Weekly Benefit		Weekly Benefit	
In-Hospital Income 50% extra for Heart and Cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Not Offered</b>	
In-Hospital Double Income in USA, Canada, Europe	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Accident & Sickness In-Hospital Surgical Expense (77D)	Maximum Benefit		Maximum Benefit		Maximum Benefit	
Other Benefits						

**Please state your average weekly income over the past 12 months:**

**Reinstatement:** I hereby apply for Reinstatement of the above Policy.

**I have paid**  with this request

**Declaration below pertains to all Named Insureds:**

In case of a female applicant, further state that I am not now pregnant.

- I certify that there has been no change in my condition of health, and that I received no medical attention, consultation or examination whatsoever, nor have I done any medical tests, including blood tests for antibodies to the AIDS Virus (Acquired Immunodeficiency Syndrome), since the date of completion of my application for insurance in American Life Insurance Company (MetLife); further, that all my answers as written in said application, including those relating to my occupation are still true (Except as noted below\*).

**\*Note:** Notwithstanding anything to the contrary in the insurance policy or in the Supplementary Contracts attached thereto, the Company may rely solely upon this request to effect change without need to any endorsement whatsoever.

Irrevocable Beneficiary's Signature (If Applicable)  Signature

Policy Owner's Signature  Signature

## Declarations

- (a) I understand that Coverage and / or Payment under the insurance contract will NOT be made if: (i) the policyholder, insured, or person entitled to receive such payment is residing in a sanctioned country; or (ii) the policyholder, the insured or person entitled to receive such payment is listed on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) list, the OFAC Sectorial Sanctions Identifications list or any international or local sanctions list; or (iii) the payment is claimed for services received in any sanctioned country.

I also understand that the Company shall not be liable to pay any claim or provide any coverage or Benefit to the extent that the provision of such coverage or Benefit would expose the Company to any sanction under any applicable laws.

- (b) I hereby grant MetLife my unambiguous consent, to process, share and transfer my Personal Data\* to a recipient inside or outside this country (including but not limited to MetLife Inc. and / or American Life Insurance Company's Headquarters and their branches, affiliates, reinsurers, business partners and / or to any actual or potential assignee, novatee or transferee of MetLife) where the processing, transferring or sharing of my Personal Data is requested by any of the above mentioned recipients or necessary or required for the performance of MetLife's obligation under this application and / or the insurance policy, or to comply with any obligation which MetLife is subject to.

**\*Personal Data** means all information relating to me (whether marked "personal" or not) disclosed to MetLife by whatever means either directly or indirectly which concerns, including but not limited to, my medical conditions, treatments, prescriptions, business, operations, contact details, account balances / activities or any transactions undertaken with MetLife\*.

- (c) I hereby authorize MetLife to send me notifications and notices via short message service "SMS" and I accept receiving SMS and understand that MetLife makes no warranty that the SMS will be uninterrupted or error free and any such error or interruption shall not be deemed or treated in any way whatsoever to create any liability on MetLife and I acknowledge that I shall not file any complaint or claim against MetLife for any SMS error or interruption or for any reason related to receiving / not receiving SMS.

## U.S.A. Internal Revenue Service (IRS) declaration:

**In submitting and in signing this form, the applicant(s) certify(ies) that the Insured, Joint Insured, Applicant, and any designated Beneficiary(ies):**

(select the answer that applies)

**ARE**  **ARE NOT** United States persons for United States (U.S.) Federal Income Tax purposes <sup>(1)(2)</sup>

The Applicant(s) agree(s) to inform the Company within thirty (30) days of the Applicant(s) knowledge of such change if the Applicant(s) or any designated Beneficiary become(s) a U.S. person of U.S. Federal Income Tax purposes or if the Applicant(s) assign(s) the policy to such a U.S. person.

Please note that a false statement or misrepresentation of tax status by a U.S. person could lead to penalties under U.S. law.

If you are a United States person, fill in the details below:

• **U.S. Tax ID number of Applicant(s) & Insured:**

• **U.S. Tax ID number of Beneficiary(ies):**

1. This question is for U.S. Federal Income Tax purposes. The U.S. Internal Revenue Service requires the Company to report the taxable income paid to persons subject to United States Federal Income Tax. PLEASE NOTE that if you are a U.S. person for U.S. tax purposes and fail to provide a U.S. Tax Identification Number to the Company, the IRS requires the Company to withhold tax from taxable income payments made to you at the rate of up to 31%.
2. For purposes of this declaration a U.S. person is a citizen or resident of the United States, a United States partnership, and trust which is controlled by one or more U.S. persons and is subject to the supervision of a U.S. court.

## Foreign Account Tax Compliance Act (FATCA) declaration:

The Insured / Owner consents to MetLife, its officers and agents disclosing any Confidential Information to:

- (i) Any group member and representatives of MetLife in any jurisdiction (together with MetLife, the "Permitted Parties");
- (ii) Any persons as required by any law (including but not limited to the U.S.A. Foreign Account Tax Compliance Act) or authority (including but not limited to the U.S.A. Internal Revenue Service) with jurisdiction over any of the Permitted Parties;
- (iii) Professional advisers, insurer, reinsurer or insurance broker and service providers of the Permitted Parties who are under a duty of confidentiality to the Permitted Parties;
- (iv) Any actual or potential assignee, novatee or transferee in relation to any of MetLife's rights and / or obligations under this Policy (or any agent or adviser of any of the foregoing);

**"Confidential Information"** means all information relating to the Insured / Owner (whether marked "confidential" or not) disclosed by whatever means either directly or indirectly to MetLife which concerns the business, operations or customers of the Insured / Owner (including but not limited to contact details, tax identification number / social security number, account balances / activities or any transactions undertaken with MetLife)."

MetLife will deduct any withholding required by the US Foreign Account Tax Compliance Act ("FATCA").

MetLife reserves the right, within its sole discretion, to terminate the Policy in the event that appropriate documentation of Insured's / Owner's US or non-US status for purposes of FATCA is not timely provided to MetLife. In particular, in the event that applicable local laws or regulations would prohibit withholding on payments to the account or prohibit the reporting of the account, and no waiver of such local law is obtained, MetLife reserves the right to close the account.

Irrevocable Beneficiary's  
Signature (If Applicable)

Signature

Policy Owner's Signature

Signature

**CRS Individual tax residency Self-Certification declaration:**

The Common Reporting Standard (CRS), is a tax information exchange standard developed by the Organization for Economic Co-operation and Development (“OECD”) and approved on 15 July 2014.

**Please complete the following table indicating (i) where the Account Holder is tax resident and (ii) the Account Holder’s Tax Identification Number for each country/jurisdiction indicated.**

**Note:** If the Account Holder is tax resident in more than three countries/jurisdictions, please use a separate sheet

If a TIN is unavailable please provide the appropriate reason A, B or C where indicated below:

**Reason A**

The country/jurisdiction where the Account Holder is resident does not issue Tax Identification Numbers to its residents

**Reason B**

The Account Holder is otherwise unable to obtain a Tax Identification Number or equivalent number, Please explain why you are unable to provide the required information

**Reason C**

No Tax Identification Number is required. (Note. Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the Tax Identification Number issued by such jurisdiction)

Country/Jurisdiction of tax residence	Tax Identification Number	If no Tax Identification Number available enter Reason A, B or C	If Reason B Selected, please explain
1.			
2.			
3.			

**I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the Account Holder’s relationship with MetLife setting out how MetLife may use and share the information supplied by me. I acknowledge that the information contained in this form and information regarding the Account Holder and any Reportable Account(s) may be provided to the tax authorities of the country/jurisdiction in which this account(s) is/are maintained and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which the Account Holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information. I certify that I am the Account Holder (or am authorized to sign for the Account Holder) of all the account(s) to which this form relates.**

**Declaration:**

**I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.**

I undertake to both advise **MetLife** of any change in circumstances which affects the tax residency status of the individual identified in the application or in this form or causes the information contained herein to become incorrect or incomplete, and to provide **MetLife** with a suitably updated selfcertification and Declaration, within 90 days of such change in circumstances.

**E-mail Declaration:**

By providing your E-mail address and signing this application you agree to receive the policy document, certificate and / or any other documents [“Documents”] via electronic mail [“E-mail”]. Please be aware that having chosen this electronic delivery of Documents, it is your responsibility to ensure that the E-mail address you have provided us is correct at all times.

MetLife is not responsible for non-receipt of E-mails due to invalid E-mail addresses or other technical problems related to your E-mail service.

If you would like to change your E-mail address with MetLife, or if you would like a paper copy of the Documents, or if you believe that you have not received your Documents, please notify us immediately.

By signing this application, you understand and agree that if you wish to discontinue receiving Documents electronically it is your obligation to revoke this Authorization by another written document.

By signing this application also, you declare that you have read and understood MetLife’s privacy policies and Terms of Use on [www.metlife.com /about/privacy](http://www.metlife.com/about/privacy) and you will review any Terms of Use or Privacy Statement of any future service providers used by MetLife. You understand that although MetLife take every precaution to protect the privacy of members’ information, MetLife cannot guarantee safety of your information. You consent to provide your E-mail address to be included in MetLife’s E-mail list and accept any inherent risks involved with E-mail communications.

Policy Owner’s Signature

Signature

## Signatures

Signed at     20

City Country Day Month Year

Full Name of Policy Owner  Full Name in his/her own handwriting Signature

Full Name of Irrevocable Beneficiary or Assignee  Full Name in his/her own handwriting Signature

Full Name of Witness / Agent  Full Name in his/her own handwriting Signature

Agent Code

### Need help?

How to contact us							How to submit the form
Country	UAE	Kuwait	Oman	Bahrain	Qatar	Any other Country	Please send <b>original</b> documents to:  <b>Customer Care</b> - MetLife P.O. Box 371916 Dubai – U.A.E.
<b>Call us</b>	800 - MetLife (800 - 6385433)	+965 2 208 9333	800 70708	800 08033	800 9711	+971 4 415 4555	
<b>Mail us</b>	P.O. Box 371916, Dubai – U.A.E.						
<b>E-mail us</b>	CustomerServices.Gulf@metlife.ae						
<b>Website</b>	www.metlife-gulf.com						

American Life Insurance Company is a MetLife, Inc. Company

Irrevocable Beneficiary's Signature (If Applicable)  Signature

Policy Owner's Signature  Signature