

Annexure II

sIA (Shell Insurance Account) Data Structure for Life Insurers

Sno	Description	Column_name	Type	Length	Mandation	Remarks
1	Shell Insurance Account Number	sIANo	numeric	13		This shall be created by iTrex. Insurers are not expected to send the same in the initial upload.
2	Electronic Insurance Account Number.	eIANo	numeric	13	O	
3	Customer Identification Number	CustomerID	varchar	20	O	
4	Policy Number	PolicyNo	varchar	60	M	
5	Customer First Name	CustomerFName	varchar	25	M	
6	Customer Middle Name	CustomerMName	varchar	25	O	
7	Customer Last Name	CustomerLName	varchar	25	O	
8	Customer Father First Name	CustomerFatherFName	varchar	25	O	
9	Customer Father Middle Name	CustomerFatherMName	varchar	25	O	
10	Customer Father Last Name	CustomerFatherLName	varchar	25	O	
11	Pan Number	PAN	varchar	10	O	
12	Aadhaar number	UID	varchar	12	O	
13	Passport Number	Passport	varchar	10	O	
14	Date Of Birth	DoB	date	8	M	(yyyy-mm-dd)
15	Nature Of Identity Proof	NatureOfIdProof	Numeric	2	M	Nature Of ID and Address Proof(Master List)
16	ID Document Reference Number	IDDocRefNo	varchar	30	O	
17	Address Document Reference Number	AddressDocRefNo	varchar	10	O	
18	AddressLine1	AddressLine1	varchar	35	M	
19	AddressLine2	AddressLine2	varchar	35	O	

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20	AddressLine3	AddressLine3	varchar	35	O	
21	City/Town/Village	Place	varchar	35	M	
22	Pin Code	Pin	varchar	10	O	
23	State	State	varchar	35	M	
24	Country	Country	varchar	35	M	
25	Nature of Address Proof	NatureAddressProof	Numeric	2	M	Nature Of ID and Address Proof(Master List)
26	eMail	eMail	varchar	50	O	
27	Mobile	Mobile	varchar	10	O	
28	KYC Compliant Status	KYC_Compliant	Varchar	1	M	(Y/N)
29	KYC Done Date	KYC_Date	date	8	O	(yyyy-mm-dd)

O- Optional. However, Insurers/IR's to provide the same, if available.

M- Mandatory

Master File for Age and Address proof

Nature of ID and Address Proof (Master List)

ID Number	Description	Contains
1.	Passport	Both (Customer ID & Customer Address)
2.	PAN Card	Customer ID
3.	Voter's Identity Card issued by Election Commission of India	Both (Customer ID & Customer Address)
4.	Driving License	Both (Customer ID & Customer Address)
5.	Job card issued by NREGA duly signed by an officer of the State Government	Both (Customer ID & Customer Address)
6.	Letter issued by the Unique Identification Authority of India or National Population Register containing details of name, address and Aadhaar number	Both (Customer ID & Customer Address)
Provided that where simplified measures are applied for verifying the identity of the clients the following documents shall be deemed to be 'officially valid documents'		
7	Identity card with applicant's Photograph issued by Central/State Government Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings,	Both (Customer ID & Customer Address)

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	Scheduled Commercial Banks, and Public Financial Institutions	
8	letter issued by a gazetted officer, with a duly attested photograph of the person	Both (Customer ID & Customer Address)
Provided further that where simplified measures are applied for verifying the limited purpose of proof of address of the clients, where a prospective customer is unable to produce any proof of address, the following documents shall be deemed to be 'officially valid documents'		
9	utility bill which is not more than two months old of any service provider (electricity, telephone, post paid mobile phone, piped gas, water bill)	Customer Address
10	property or Municipal tax receipt	Customer Address
11	Bank account or Post Office savings account statement	Customer Address
12	pension or family pension payment orders(PPOS) issued to retired employees by Government Department or Public Sector Undertakings, if they contain the address	Both (Customer ID & Customer Address)
13	Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and licence agreements with such employers allotting official accommodation; and	Customer Address
14	Documents issued by Government departments of foreign jurisdiction and letter issued by Foreign Embassy or Mission in India.	Customer Address
15	KYC not done	Not applicable

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