

Pre/post issue checklist

(insert branch information here)

Send to Case co-ordinator: Address: _____ _____ _____ _____	Advisor: _____ Advisor Code: _____ Contact name: _____ Contact email: _____ Date: _____ Insured (s): _____
Application cover page/checklist	
☐ Client name	☐ Plan
☐ Date of birth	☐ Face amount
☐ Address	☐ Beneficiary
☐ Smoking status included	☐ Advisor license #, name and office
☐ Replacement form	☐ Illustration
☐ Surrender form	☐ Yes ☐ No - Initial age and amount requirements ordered
☐ Initial premium cheque \$ _____	☐ Pmed ☐ Vitals ☐ Blood Profile ☐ ECG ☐ Other _____
Settling requirements - policy # _____	
☐ Initial premium cheque \$ _____	☐ Amendment(s)
☐ Void cheque	☐ Questionnaire _____
☐ PAC authorization	☐ Identification # _____
☐ Policy delivery receipt	☐ Declaration of continued insurability
☐ Signed illustration	☐ Other _____
Notes/special instructions:	

Return settling requirements to: _____