

**INSTRUCTIONS**

All BERECHS Member to take note of the following instructions with regard to RENEWAL of Membership:

1. BERECHS Members are requested to send a signed declaration every year as per the format below:
2. The declaration should be sent by 31<sup>st</sup> December of that year so as to renew and continue the membership with Insurance Company.
3. **It is mandatory that both the retired employee and his/her spouse should sign the declaration. Further, if the spouse of the retiree is employed, it is also mandatory to submit No Objection Certificate (NOC) every year along with this form till the retirement of spouse.**
4. **If the declaration is not received by 31<sup>st</sup> December of that year, membership will not be renewed, and the retiree / spouse will not be eligible for any medical facilities under BERECHS Scheme.**

**DECLARATION**

(Declaration should be sent by Registered Post with Acknowledgement Due or handed over personally and acknowledgement taken so as to reach HR Department on or before 31<sup>st</sup> December every year)

I/We, Smt/Sri \_\_\_\_\_ (Retiree) Ex. Staff No. \_\_\_\_\_ aged about \_\_\_\_\_ years and Smt/Sri \_\_\_\_\_ (Spouse) aged about \_\_\_\_\_ years BERECHS Membership No. \_\_\_\_\_ residing at No. \_\_\_\_\_ are the Members of BERECH (BEL Retired Employees' Contributory Health Scheme) (Revised). My/our contact details are as follows:

	Mobile No.	Landline (if any)	e-mail ID (if any)
Retiree			
Spouse			

My spouse is working in \_\_\_\_\_ and his/her normal date of retirement is \_\_\_\_\_. No Objection Certificate (NOC) from the employer is enclosed.

I / We have utilized the Scheme for the year 20\_\_ to 20\_\_ (Financial Year) and I / We will continue to utilize the facilities provided by the Scheme for the year 20\_\_ to 20\_\_ (Financial Year). I / We hereby request you to renew our Membership with Insurance Company for the year 20\_\_ to 20\_\_ (Financial Year).

Note: Both retiree and spouse should affix their signatures for renewal.

**SIGNATURE OF THE RETIREE**

**SIGNATURE OF THE SPOUSE**

To:  
THE HR MANAGER,  
BHARAT ELECTRONICS LTD.,  
\_\_\_\_\_