K-15014/35/2025-SP-IV
Government of India
Ministry of Youth Affairs & Sports
Department of Sports

Shastri Bhawan, New Delhi
Dated the 29th September, 2025

CIRCULAR

Subject: Initialization by LIC for Uploading Life Existence Certificate through LIC Digital App under the Scheme of Sports Fund for Pension to Meritorious Sportspersons – reg.

Life Insurance Corporation of India (LIC) has initiated the facility for uploading the *Life Existence Certificate* through the **LIC Digital App** for all beneficiaries under the *Scheme of Sports Fund for Pension to Meritorious Sportspersons*.

2.   All concerned ex-sportspersons, who are receiving pension under the above scheme, are advised to submit their Life Existence Certificate online through the said application to ensure timely continuation of their monthly pension.

3.   The Department of Sports, Ministry of Youth Affairs and Sports, is implemented this scheme (last amended on 07.06.2018). Under the provisions of the scheme, eligible ex-sportspersons are entitled to receive a **monthly pension ranging from ₹12,000 to ₹20,000**.

4.   As per the guidelines, the Department of Sports releases a consolidated amount to LIC for disbursement of monthly pensions directly into the designated bank accounts of the beneficiaries. Submission of a Life Existence Certificate to LIC on an annual basis is mandatory.

5.   In order to address the difficulties faced earlier by beneficiaries in submitting the Life Existence Certificate, LIC has introduced the "**LIC Digital App**" mobile application, which enables secure and convenient online submission.

Procedure for submission of Life Existence Certificate through LIC Digital App:

Step 1: Download *LIC Digital App* from Google Play Store/App Store → Open the application → Tap on the **Jeevan Saakshya** icon.
Step 2: Register using registered mobile number/email ID → Set MPIN → Login.

Step 3: Select *Generate Certificate* → Choose policy/annuity number.

Step 4: Choose verification method:

(A) Digi Locker Method (Recommended):

- Enter Aadhaar number & capture → Submit Aadhaar OTP.

- Create/Enter DigiLocker PIN → Grant permission for document sharing.

- Verify details & photo as per Aadhaar → Capture selfie → Certificate generated.

- Navigate to Home → View/Download Certificate.

(B) Aadhaar Offline eKYC (ZIP) Method:

- Visit Aadhaar login page → Select Offline eKYC option.

- Create 4-digit Share Code → Download ZIP file.

- Upload ZIP in LIC Digital App → Enter Share Code → Verify details → Capture selfie → Certificate generated → Access via Home → View/Download.

6.   All concerned beneficiaries are requested to follow the above procedure to ensure timely submission of the Life Existence Certificate and uninterrupted disbursement of pension under the scheme.

7.   This is issued with the approval of the Competent Authority.

Yours sincerely,

Digitally signed by
RAJ KUMAR GUPTA
Date: 29-09-2025
14:21:12

(Raj K Gupta)
Under Secretary to the Government of India
Ph. 23386416

Encl: Step by Step guidelines issued by LIC.

User Navigation Guide

For Group Annuitants/Policyholders of LIC of India

Updating the Existence Certificate

1. Introduction

This guide is designed to help Group annuitants /policyholders of the Life Insurance Corporation (LIC) of India navigate the process of updating their Existence Certificate through LIC's application – "LIC Digital." Maintaining an updated Existence Certificate is essential for continuing policy benefits, especially for pensioners.

2. Prerequisites

Before starting the update process, ensure you have the following:
- Valid LIC pension/annuity/policy number(s)
- Registered mobile number linked to your LIC policy
- Access to the internet (for online submission)

3. Step-by-Step Instructions

Step 1: Install LIC Digital App
Download the LIC Digital app from the Google Play Store or Apple App Store.
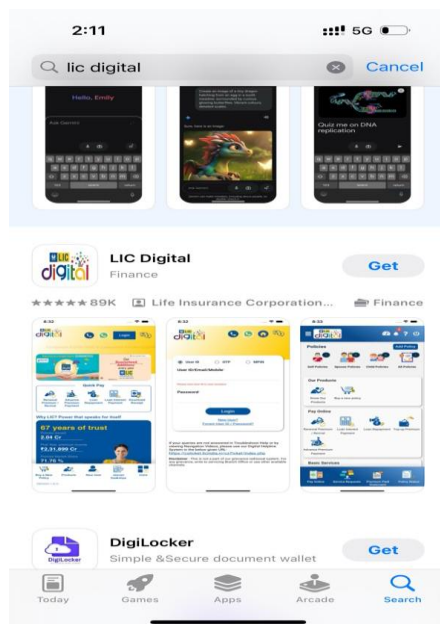
Step 2: Access Jeevan Saakshaya

Once the app is installed, open it and click on the Jeevan Saakshaya icon located at the bottom right of the app's home screen.
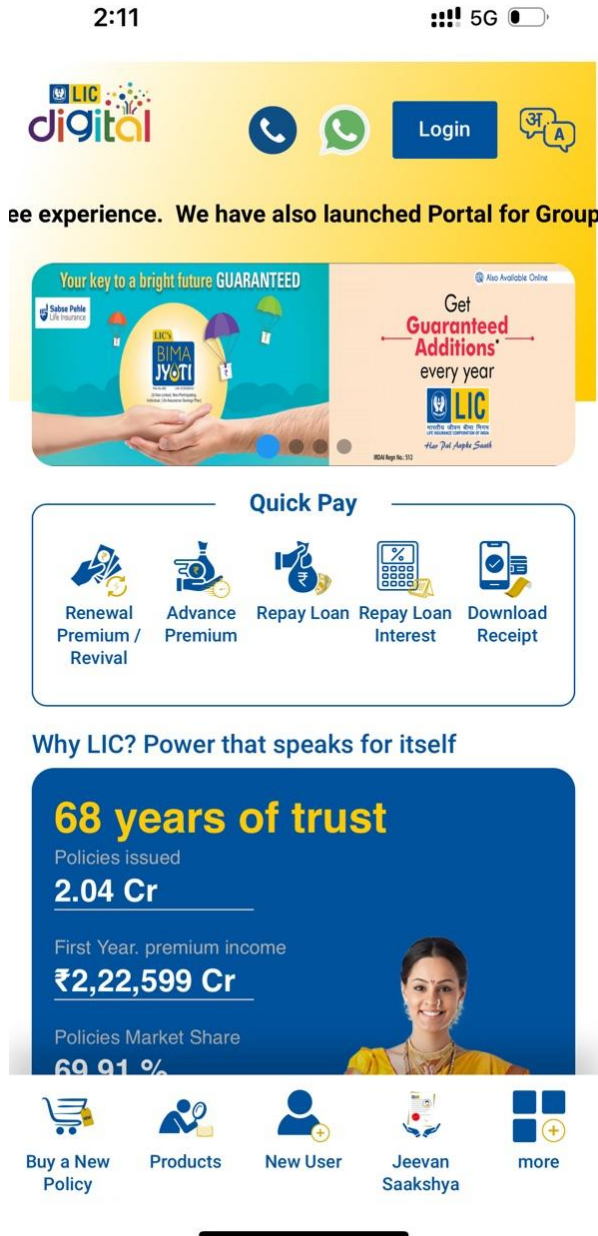
Step 3: Register with Mobile Number/Email ID

Register by entering your registered mobile number or Email ID that is linked with your LIC policy and create MPIN.

Step 4: Login with MPIN

After registration, login using your created MPIN (Mobile Personal Identification Number).

Step 5: Select Generate Certificate

Once logged in, click on the Generate Certificate icon. This will display all the policies linked to your account, along with the status of the Existence Certificate for each policy. Select the pension/policy number for which you want to update the Existence Certificate.
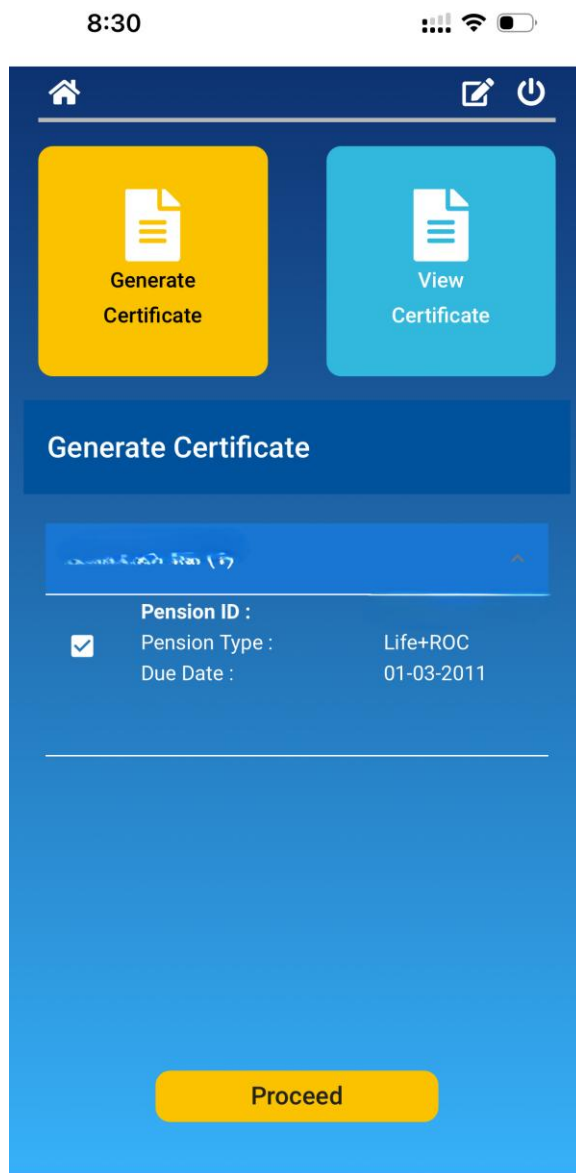
Step 6: Choose Method to Update Existence Certificate

You will now be presented with two options to update your Existence Certificate:
- Option 1: Through DigiLocker
- Option 2: Through Offline Aadhar Zip File

Step 7: Updating Existence Certificate through Digi Locker

Select the method **"Digi Locker"**.
On the next page, enter your **Aadhaar number** and the **captcha** code as shown.

Step 8: Enter Aadhaar OTP for Authentication

You will receive an OTP on your Aadhaar-linked mobile number.
Enter the OTP to proceed with authentication.

Step 9: Digi Locker Security PIN

- If you are already registered with Digi Locker, you will be asked to enter your **6-digit Digi Locker Security PIN**.
- If you are not registered, you will need to **create a Security PIN** by following the instructions provided on-screen.

Step 10: Consent to Share Documents

Digi Locker will ask for your **consent to share documents with LIC**.
Please **allow** access by selecting the appropriate option.

Step 11: Confirm Your Details

Your **basic details and picture** as per Aadhaar will appear on the screen.
Review the information carefully and **click "Yes"** to confirm.

Step 12: Capture a Selfie

The app will prompt you to **capture a selfie**.
Grant the necessary **camera permissions** on your mobile device and take a clear photo of yourself.
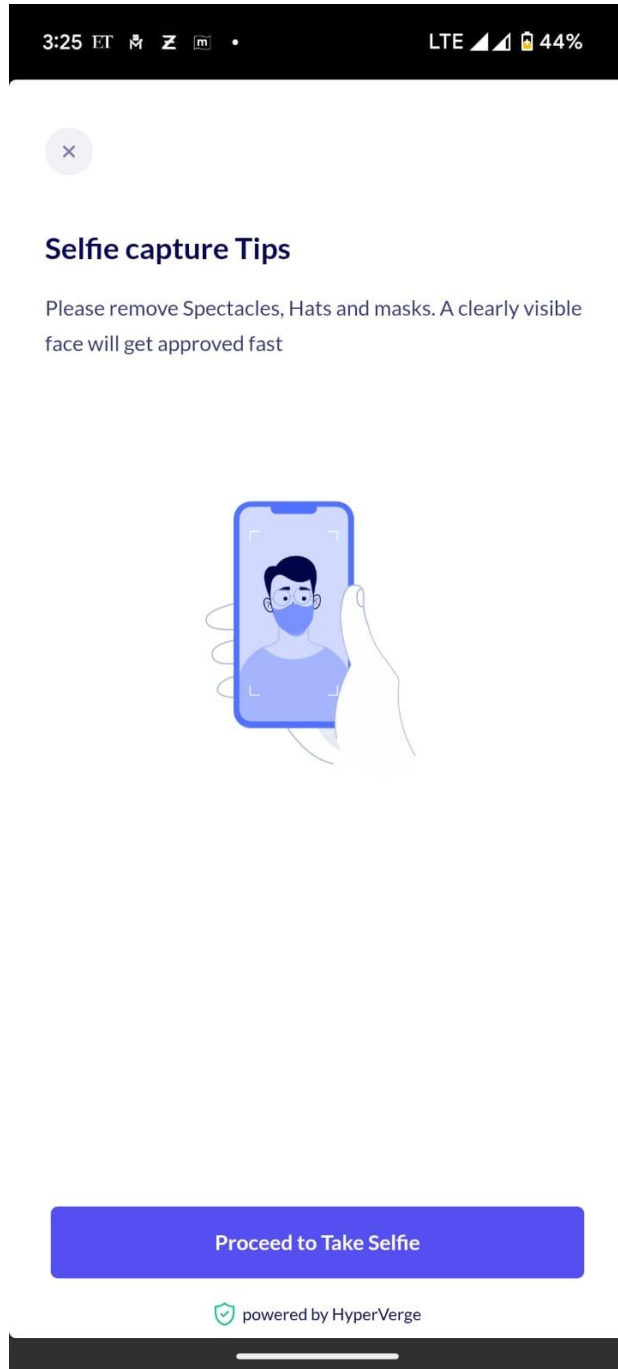
The app will **match your selfie** with your Aadhaar photo.
Upon successful verification, a **"Success" message** will appear and your **Existence Certificate will be generated**.
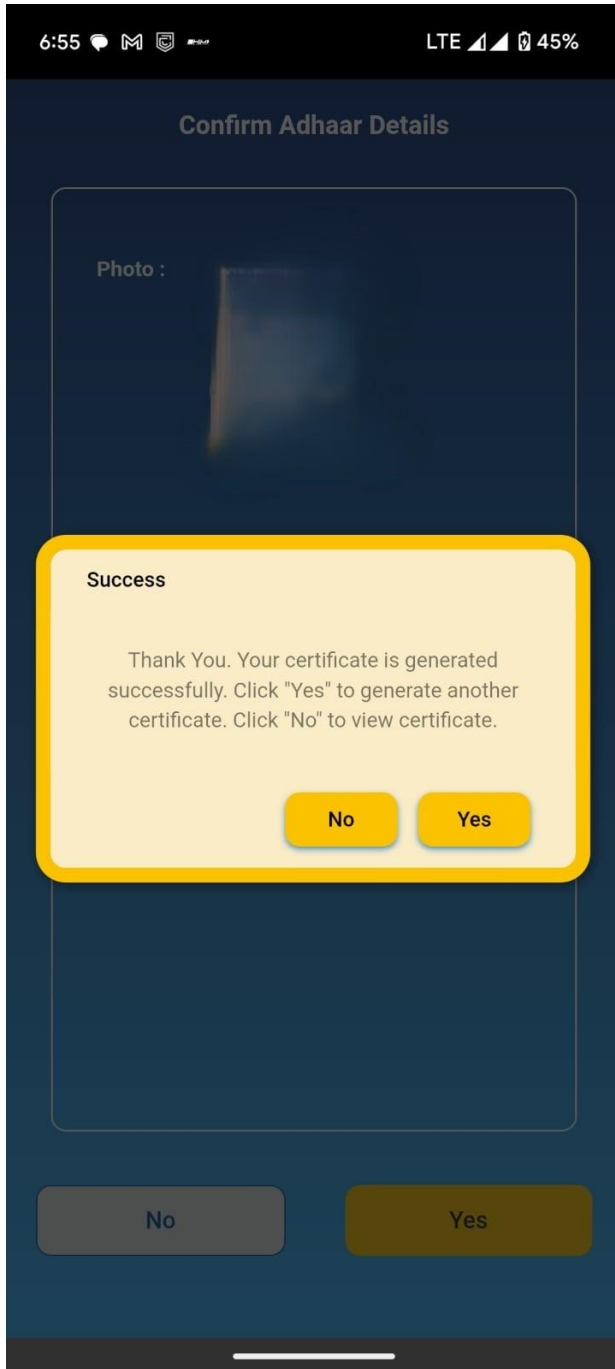
Step 14: Viewing the Generated Certificate

- Go to the **Home Page** and click on **"View Certificate."**
- The system will list all **policies** attached to the user.
- Click on the desired **Annuity Number**, and the respective **Existence Certificate** will be displayed.
- Click on the desired **Annuity Number**, and the respective **Existence Certificate** will be displayed.
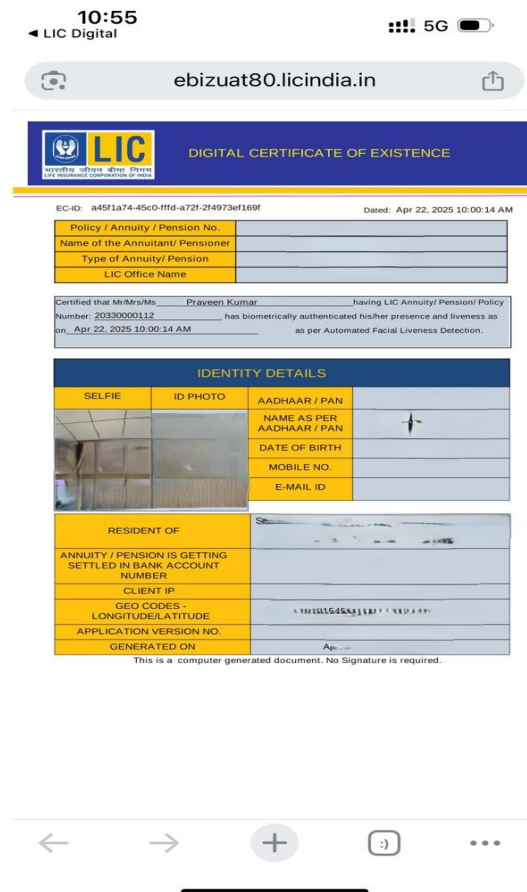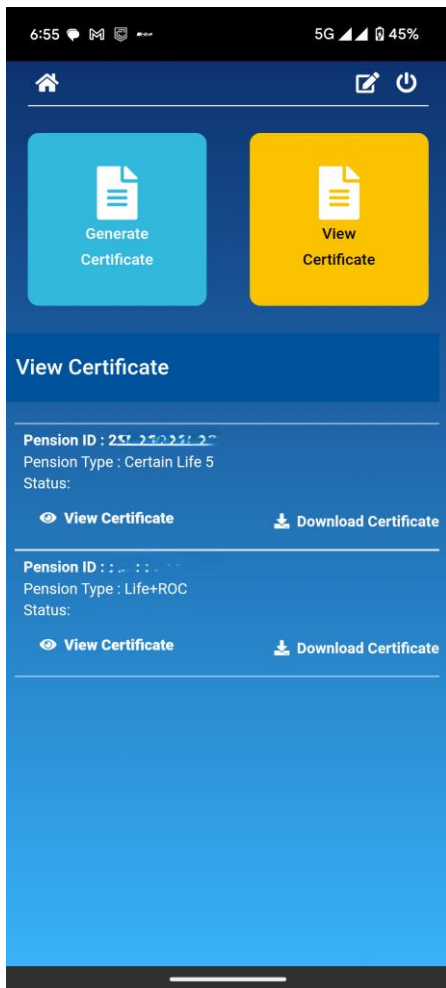
Step 15: Generating Existence Certificate via Aadhar Offline KYC (Second Option)

- At Step 6 (from earlier in the process), select the **second option**: **"Aadhar "**
- Click on **"Next"** to proceed.

Step 16: Login to Aadhar Portal

- You will be redirected to the **Aadhar Login Home Page.**
- Enter the **required credentials** to log in.
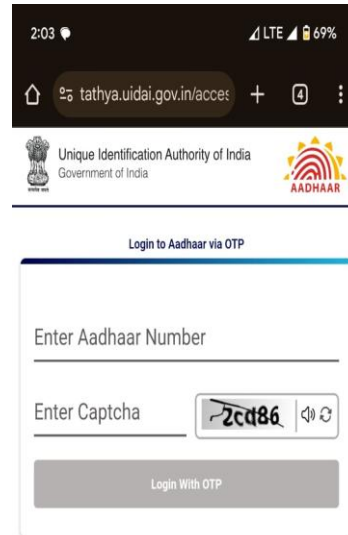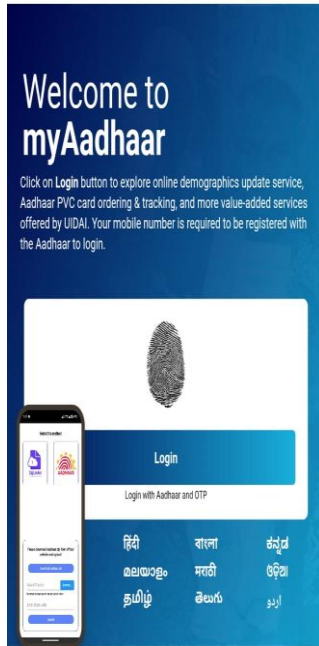
Step 17: Accessing Aadhar Offline eKYC

- Scroll down and locate the option **"Aadhar Offline eKYC."**
- Click on it to proceed further.
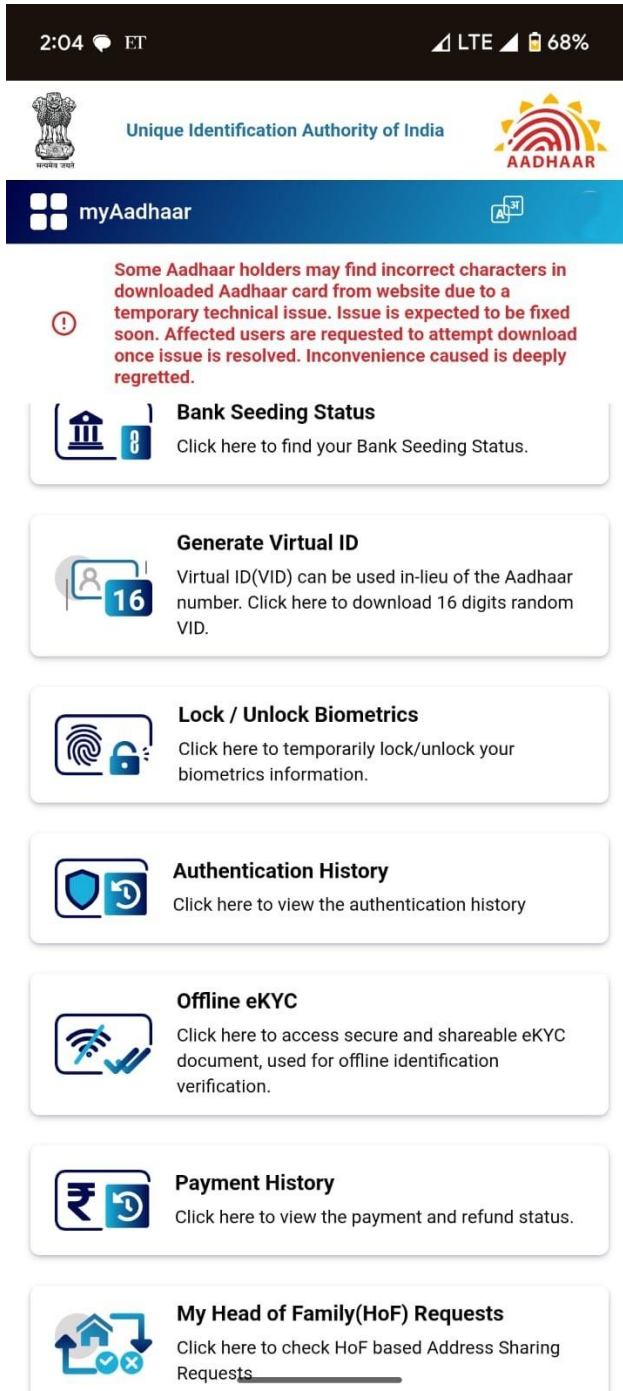
Step 18: Downloading the eKYC ZIP File

- Create a **4-digit Share Code** (make sure to remember this).
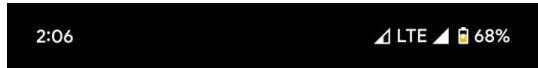- Download the **eKYC ZIP Certificate.**

Step 19: Returning to Dashboard

- After successful download, a **success message** will appear.
- Click on **"Go to Dashboard."**
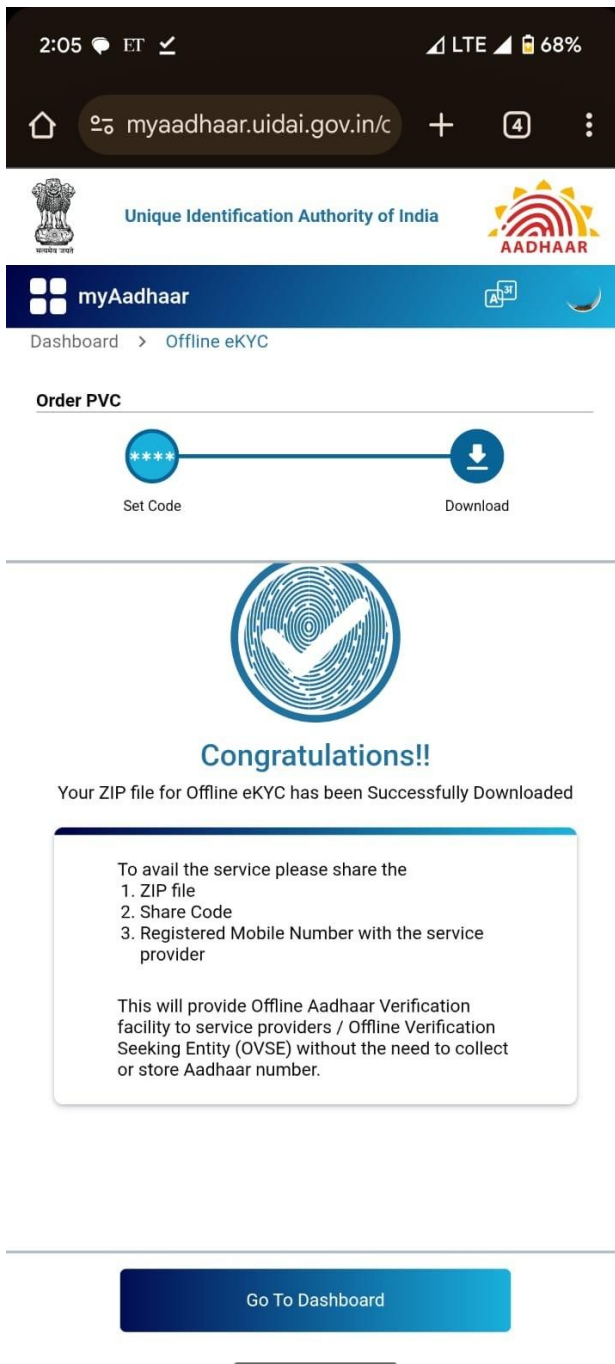
Step 20: Uploading Aadhar ZIP File

- Click **Browse** to select the stored **Aadhar ZIP file**.
- Enter the **4-digit Share Code** created earlier.
- Submit the file to proceed.

Step 21: Confirm Details and Upload Selfie

- Confirm your **basic details** shown on the screen.
- Proceed to **capture and upload Selfie**.
- On successful upload, the **Existence Certificate** will be generated.
- You can now **view it** via the **"View Certificate"** icon on the Home Page.