

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
(Raj Kumar 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

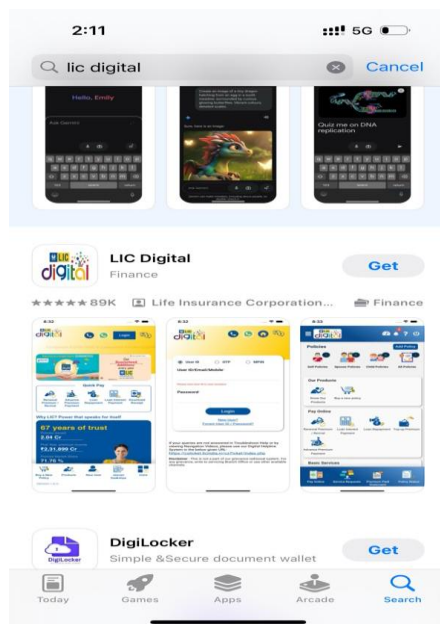
Before starting the update process, ensure you have the following:

- 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

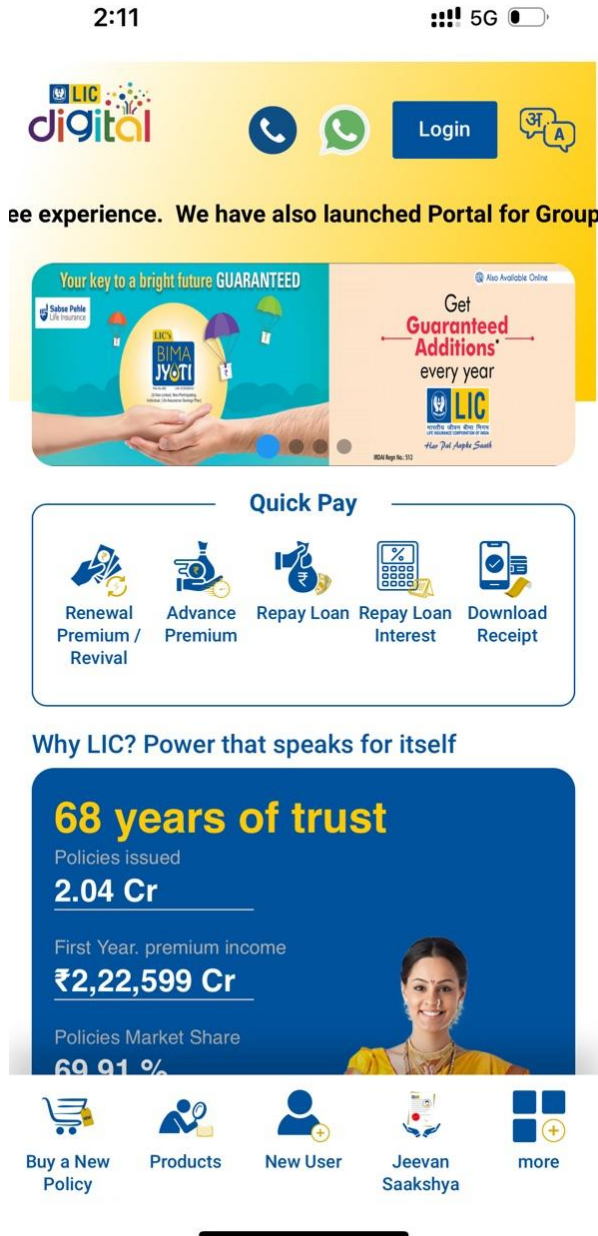
Step 1: Install LIC Digital App

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.

2:12 5G

←





Welcome to Jeevan Saakshya

Register

Register with Mobile Number/Email ID

Register

Cancel

Step 4: Login with MPIN

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

2:29

5G



Welcome

Login with MPIN

Enter MPIN

☐ Remember Me

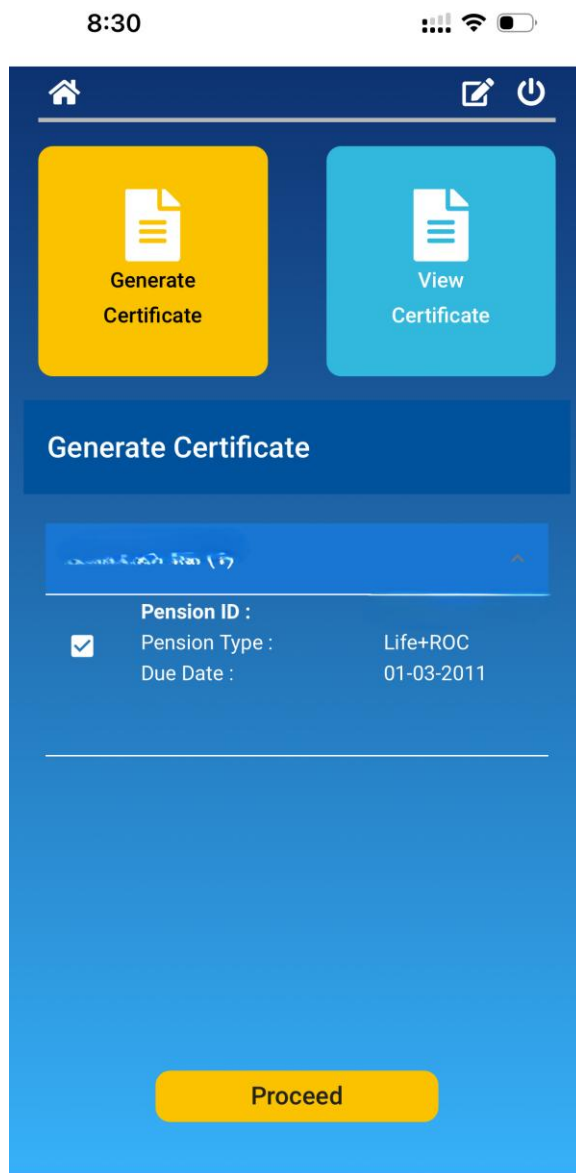
[Forgot MPIN](#)

Login



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.



LIC

You are about to link your DigiLocker account with LIC application of HyperVerge Technologies Private Limited. You will be signed up for DigiLocker account if it does not exist.

Please enter the following text in the box below:



Unable to read the above image? [Try another!](#)

Next

[Return to LIC](#)



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.



LIC

UIDAI has sent a temporary OTP to your mobile
ending in ***** (valid for 10 mins).

Wait few minutes for the OTP,
do not refresh or close!

Continue

[Return to LIC](#)



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.



You are already registered with DigiLocker.

Please enter your 6 digit DigiLocker Security PIN



[Forgot security PIN?](#)

[Return to LIC](#)



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.



Please provide your consent to share the following with LIC:

▼ Issued Documents (3)

Select all

Aadhaar Card


☒

Driving License


☐

PAN Verification Record

☒


 Profile information

Name, Date of Birth, Gender

 Consent validity date (Today + 30 days)

24-May-2025

Edit

 Purpose

Know Your Customer

▼

Deny

Allow

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.



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Confirm Aadhaar Details

Photo : 

Name :

Address : G-
 more

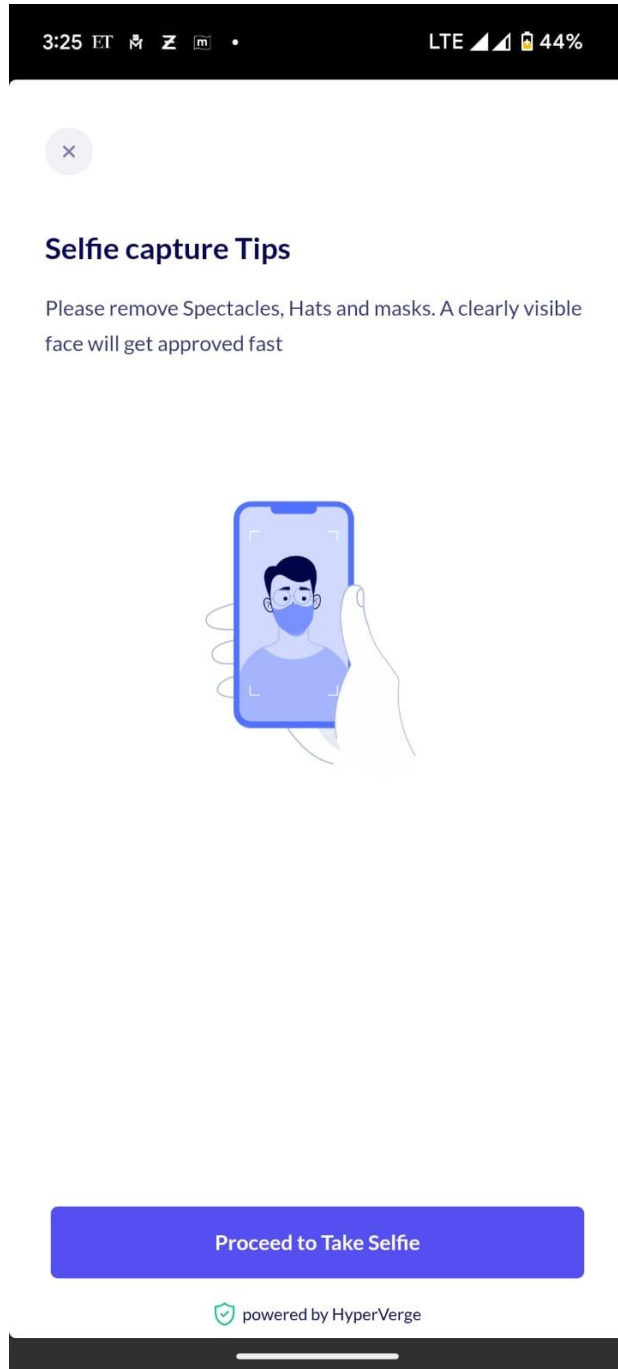
DOB :

No Yes

Step 12: Capture a Selfie

The app will prompt you to **capture a selfie**.

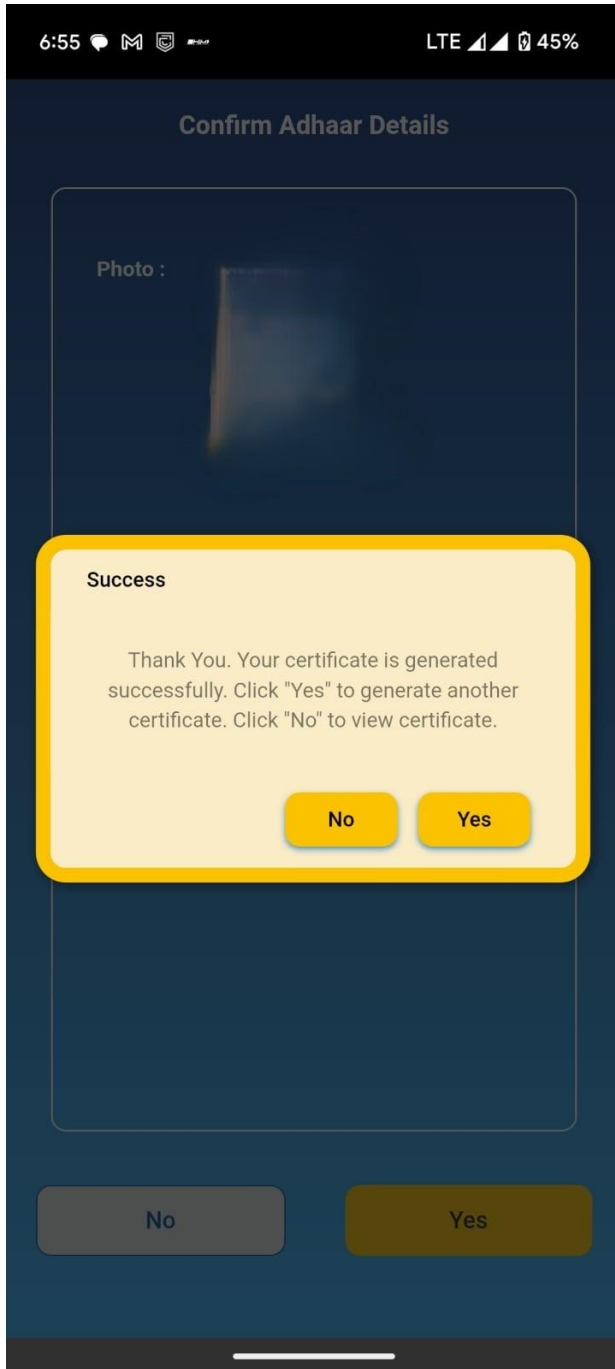
Grant the necessary **camera permissions** on your mobile device and take a clear photo of yourself.



Step 13: Certificate Generation

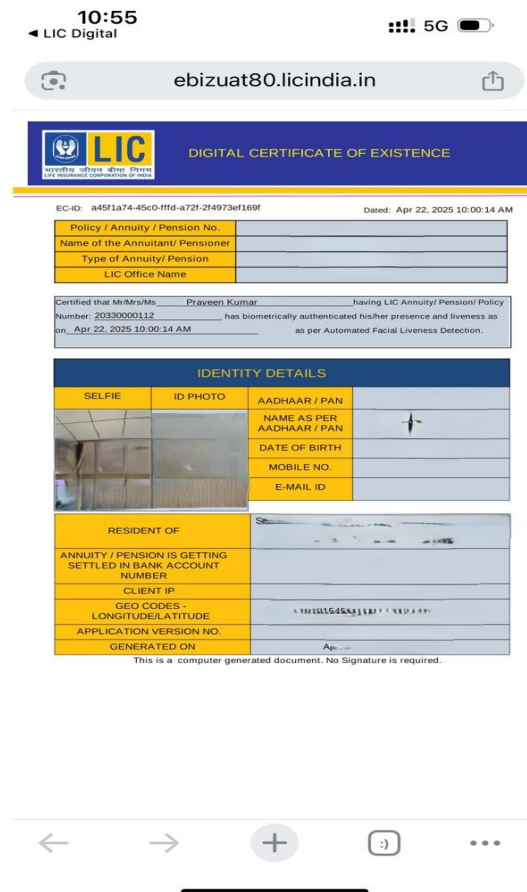
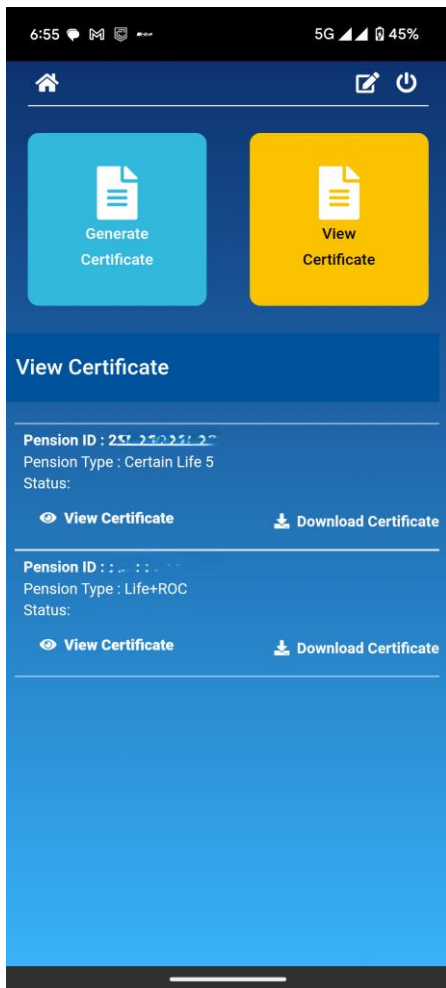
The app will **match your selfie** with your Aadhaar photo.

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.

8:31   

← **Select the method**


DigiLocker
Your documents anytime, anywhere


AADHAAR

Sign Up Steps:

1. Visit the UIDAI website by clicking "Download Aadhaar ZIP" button
2. Enter Aadhaar number & captcha and Click on "Login With OTP" button
3. Enter OTP received on register number and Click on "Login" button
4. After Login, Select **"Offline KYC"** from Services
5. Enter 4 Digit share code and then click "Download" button to get ZIP File
6. After Downloading, Attached ZIP file with share code
7. Confirm Details, Click Selfie and get Digital Certificate

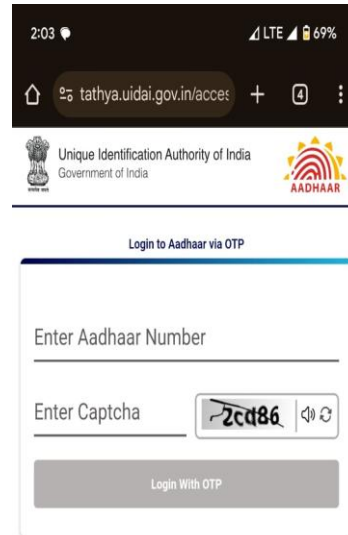
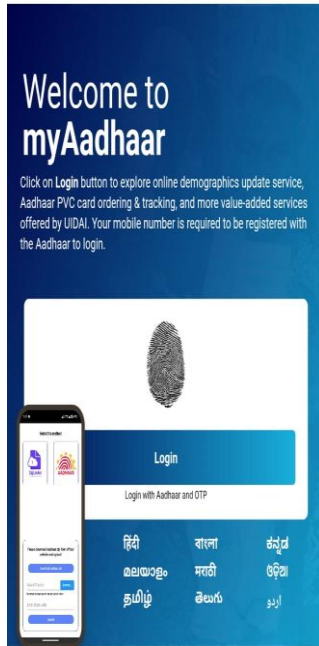
[How to download Offline KYC ZIP?](#)

Please click on Next to continue with Aadhaar

Next

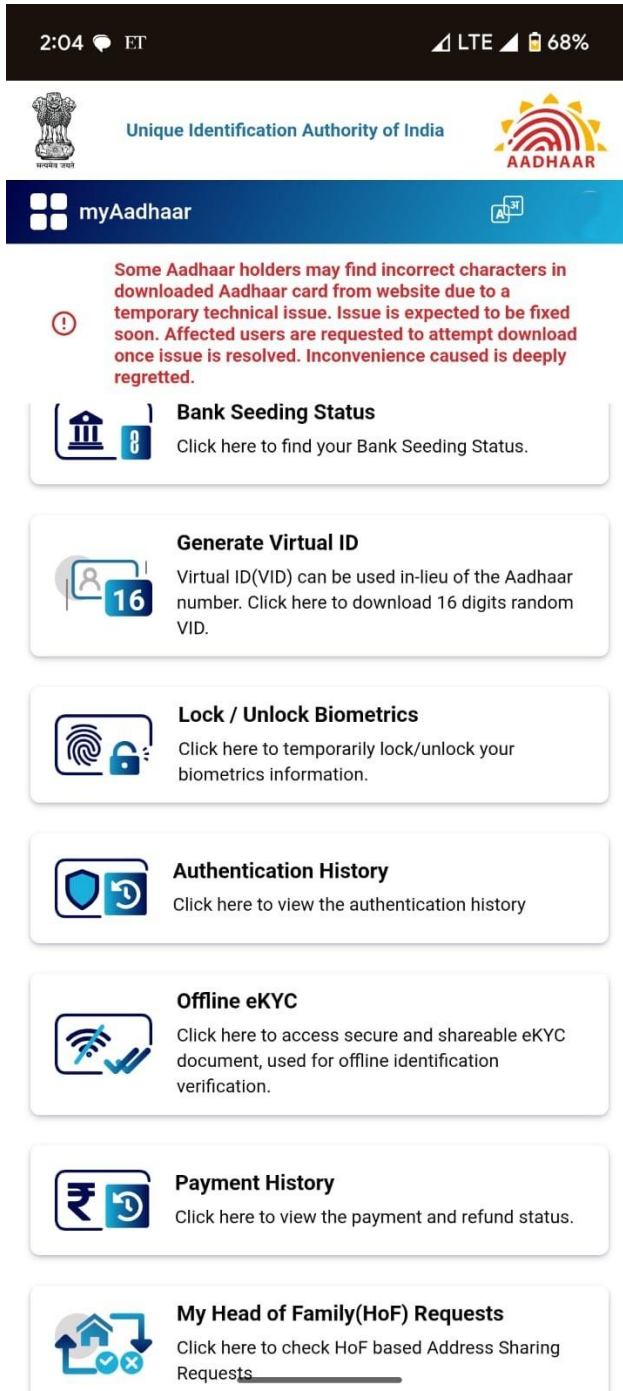
Step 16: Login to Aadhar Portal

- 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**.

The screenshot shows the myAadhaar portal interface. At the top, the status bar displays the time 2:05, ET, LTE signal, and 68% battery. The browser address bar shows the URL myaadhaar.uidai.gov.in/c. The header includes the Unique Identification Authority of India logo and the Aadhaar logo. Below the header, the myAadhaar logo is visible, along with a user profile icon and a moon icon. The navigation bar shows 'Dashboard > Offline eKYC'. The main content area is titled 'Order PVC' and features a progress bar with two steps: 'Set Code' (indicated by a blue circle with four asterisks) and 'Download' (indicated by a blue circle with a download icon). Below the progress bar, the section 'Create a Share Code of 4 Digits' is displayed. It explains that Aadhaar Paperless Offline e-KYC is a secure and shareable document used for offline verification. The details included are Name, Address, Photo, Gender, DoB, hash of registered Mobile Number, hash of registered Email Address, and a reference id containing the last 4 digits of the Aadhaar Number followed by a time stamp in a digitally signed XML. A dialog box titled 'Create a Share Code' is shown, prompting the user to enter a '4 - Digits Share Code to be Created'. Below the input field, a note states: 'A ZIP file containing your eKYC will be password protected using the above Share Code. Upon clicking Download, the file will be downloaded into your device / desktop.' At the bottom of the screen, there are two buttons: 'Back' and 'Download'.

2:05 ET LTE 68%

myaadhaar.uidai.gov.in/c

Unique Identification Authority of India

AADHAAR

myAadhaar

Dashboard > Offline eKYC

Order PVC

Set Code Download

Create a Share Code of 4 Digits

Aadhaar Paperless Offline e-KYC is a secure and shareable document which can be used by any Aadhaar holder for offline verification of identification. The details will contain Name, Address, Photo, Gender, DoB, hash of registered Mobile Number, hash of registered Email Address and reference id which contains last 4 digits of Aadhaar Number followed by time stamp in a digitally signed XML.

Create a Share Code

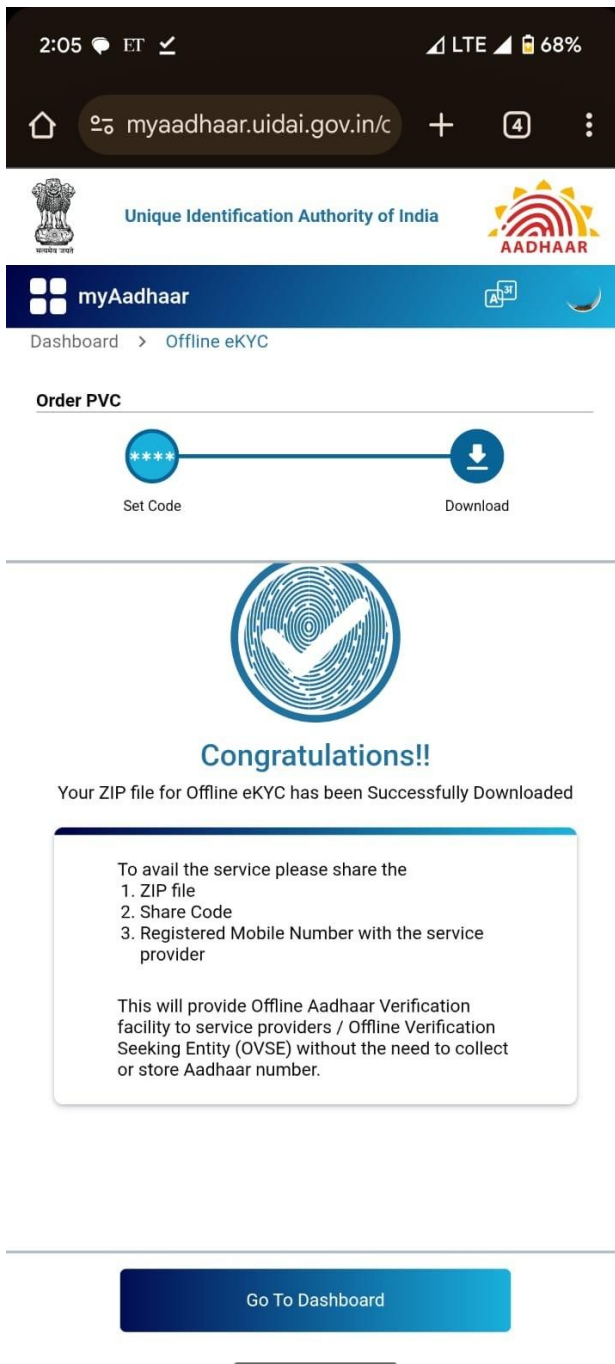
4 - Digits Share Code to be Created

A ZIP file containing your eKYC will be password protected using the above Share Code. Upon clicking Download, the file will be downloaded into your device / desktop.

Back Download

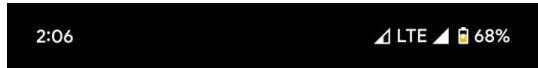
Step 19: Returning to Dashboard

- 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.



Select the method



Please download Aadhaar zip from official website and upload

Download Aadhaar ZIP

offlineaadhaar2021010115

Browse...

Download aadhaar zip/xml file and upload it here

Submit



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.