

Annex

Claim form for Accounts with nominee/survivorship clause

Application Form for Settlement of Claim in Deposit Accounts/Release of Contents of Safe Deposit Lockers/Return of Articles in Safe Custody kept by Deceased Customer (cases with Nomination or Joint Account with survivorship clause)

The Branch Manager

Date:

_____ Bank

_____ Branch

Dear
Madam/Sir,

Claim as *Nominee/ Survivor for Payment of Balances in the *Deposit Accounts/ Release of Contents of Safe Deposit Lockers/ Return of Articles in Safe Custody kept by Shri/ Smt./ Kum. (Name of *Deceased/ Missing Customer)

I/We _____ (Nominee(s)/Survivor(s)) here by declare that I am/we

Are the *Nominee(s)/Survivor(s)/appointed as Guardian of a Minor Nominee/Survivor in the

*Deposit Accounts/Safe Deposit Lockers/Articles in Safe Custody kept by Shri/Smt./Kum.

_____ (Name of Deceased/Missing Customer) who *expired on

_____ /is missing/not trace able since _____.

1. I/We furnish below the required information about the deceased customer:

(a) **Date and Place of Death** _____

(b) **Details of Death Certificate No.** _____ dated _____ Authority _____
(copy enclosed).(Original to be produced for verification)

(c) **Age**(as on the date of death): _____ Yrs.

(d) **Marital Status**(as on the date of death): Married/Unmarried/Widow(er)

(e) **Address:**

City/District: _____ **PIN:** _____ **State:** _____ **Country:** _____

2. I/ We, therefore, submit my/ our Claim as Nominee(s)/ Survivor(s)/ Guardian on behalf of Minor Nominee/ Survivor for *payment of the balance with accrued interest in deposit accounts/release of contents of safe deposit lockers/return of articles in safe custody kept by _____ deceased customer as per details given below:

a. Deposit Accounts

Sr. No.	Nature of Deposits (SB/ CA/ TD, etc.)	Account No.	Amount	Date of Maturity (in case of TD)
1.				
2.				
3.				
4.				
Total				

b. Safe Deposit Locker No. _____ Mode of Holding: _____

Details of Articles (if known): _____

c. Safe Custody Article Receipt No. _____

Details of Articles(if known): _____

3. Details of Nominee(s)/Survivor(s):

I/We request the bank to transfer the balance payable (after making the required adjustments, set-off, if any) in deposit accounts of the deceased to the account(s) given below:

Sr. No.	Detail of nominee(s)/ survivor(s)		Mobile Number	Email Address	Bank Name, Account Type & Number, And IFSC details
	Name	Address			
1					
2					
3					
4					

I/We request the bank to *release the contents of safe deposit lockers/return the articles in safe custody to the following persons:

Sr. No.	Detail of nominee(s)/survivor(s)		Mobile Number	Email Address
	Name	Address		
1				
2				
3				
4				

For the minor nominee(s)/ survivor(s), name of such nominee(s)/ survivor(s) and his/ her natural/ legal guardian are given below:

Sr. No.	Name of the Minor Nominee(s)/ Survivor(s)	Date of Birth	Name of the Guardian	Relationship with Minor	Address of the Guardian	Mobile Number and Email Address of the Guardian
1						
2						

4. I/We undertake that

(i) I/ We shall hold/ receive the aforesaid amount/ articles in a fiduciary capacity as a trustee of the rightful beneficiary(ies) and any settlement made to me/ us shall not affect their rights.

(ii) The aforesaid *accounts/ safe deposit locker/ safe custody articles are not the subject matter of any dispute and that there is no Court order restraining me/ us from claiming or the bank from settling the claim in my/ our favour or otherwise.

(iii) I/We authorize the bank to exercise its right to lien and set-off and accordingly, to deduct the outstanding dues which are payable to the bank in relation to credit facilities availed by the Deceased or any other dues pay able to the bank, from the balance held by the Deceased in the aforementioned account(s).

5. I/We have attached the following documents for the purpose of settlement of my/our claim:

*Death certificate (of deceased customer)/ First Information Report (FIR) and the non-traceable report issued by police authorities (in case of missing person)

Officially Valid Document in support of the identity and address of the Nominee(s)/ Survivor(s) making the claim.

Note: "Officially Valid Document" (OVD) means the passport, the driving licence, proof of possession of Aadhaar number, the Voter's Identity Card issued by the Election Commission of India, job card issued by NREGA duly signed by an officer of the State Government and letter issued by the National Population Register containing details of name and address.

6. The facts stated above are true and correct to the best of my/our knowledge and belief.

7. Name and signature of the *nominee(s)/ survivor(s) who will receive the balance payable/ articles in safe deposit locker/ safe custody:

Sr. No.	Name of nominee(s)/survivor(s)/ Guardian of Minor Nominee	Signature/Thumb impression
1		

2		
3		
4		

Note: In case a claimant is unable to sign, he/ she may place the thumb impression in the presence of a witness known to the bank.

Name and address of witness (in case of claimant(s) placing the thumb impression): Signature of witness:

*(Delete which ever is not applicable)

FOROFFICEUSE

(may be prepared by the bank as per its official requirement)

Annex

Claim form for Accounts without nominee/survivorship clause

Application Form for Settlement of Claim in Deposit Accounts/Release of Contents of Safe Deposit Lockers/Return of Articles in Safe Custody kept by Deceased Customer (cases other than Nomination or Joint Account with survivorship clause)

The Branch Manager

Date:

_____ Bank

_____ Branch

Madam/Dear Sir,

Claim for Payment of Balances in the *Deposit Accounts/ Release of Contents of Safe Deposit Locker/Return of Articles in Safe Custody kept by Shri/Smt./Kum.

_____ (Name of Deceased/Missing Customer)

I/We _____ (Claimant(s)) hereby declare that I am/ we are the claimant(s) in the *Deposit Accounts/ Safe Deposit Locker/ Articles in Safe Custody kept by Shri/Smt./Kum. _____ (Name of Deceased/Missing Customer) who

*expired on _____ /is missing/not traceable since _____.

1. I/We furnish below the required information about the deceased customer:

(a) Date and Place of Death: _____

(b) Details of Death Certificate No. _____ dated _____ Authority _____ (copy enclosed). (Original to be produced for verification)

(c) Age: _____ Yrs.

(d) Marital Status: Married/Unmarried/Widow(er)

(e) Address:

City/District: _____ **PIN:** _____ **State:** _____ **Country:** _____

(f) Religion: _____

Mention which law of succession is applicable _____ (Hindu, Mohammedan, etc.)

(g) Name, Relation & Age of the legal heir(s) of the deceased:

Sr. No.	Name & Address	Age	Relation	Mobile Number & Email Address	Whether signing Letter of Disclaimer/ No Objection (Yes/No)
1					
2					
3					
4					

(h) In case of minor legal heir(s), details of Natural Guardian/Legal Guardian:

Sr. No.	Name of the Minor Legal Heir	Date of Birth	Name of the Guardian	Relationship with Minor	Address of the Guardian	Mobile Number and Email address of the Guardian
1						
2						

2. I/We, therefore, submit my/our Claim for *payment of the balance with accrued interest in deposit accounts/ release of contents of safe deposit lockers/ return of articles in safe custody kept by deceased customer as per details given below:

a. Deposit Accounts

Sr. No.	Nature of Deposits (SB/ CA/ TD, etc.)	Account No.	Amount	Date of Maturity (in case of TD)
1.				
2.				
3.				
4.				
Total				

b. Safe Deposit Locker No. _____ **Mode of Holding:** _____

Details of Articles (if known): _____

c. Safe Custody Article Receipt No. _____

Details of Articles (if known): _____

I/We undertake that

(i) I/We shall hold/receive the aforesaid amount/payment in a fiduciary capacity as a trustee of the rightful beneficiary(ies) and any settlement made to me/ us shall not affect their rights.

(ii) The aforesaid *accounts/ safe deposit lockers/ safe custody articles are not the subject matter of any dispute and that there is no Court order restraining me/ us from claiming or the bank from settling the claim in my/ our favour or otherwise.

(iii) I/We authorise the bank to exercise its right to lien and set-off and accordingly, to deduct the outstanding dues which are payable to the bank in relation to credit facilities availed by the Deceased customer or any other dues payable to the bank, from the balance held by the Deceased customer in the aforementioned account(s).

(iv) To indemnify and hold the bank harmless against any claims, suits, legal proceedings by any legal heirs, executors, administrators, legal representatives, arising out of/ in connection with the settlement of this deceased claim in accordance to this request letter.

I/We declare that
(Select the applicable option)

there is **no** Will left behind by the Deceased to the best of my/our knowledge and belief. The Will submitted by me/ us is the last Will left behind by the Deceased and the same is not the subject matter of any dispute.

I/We lodge my/our claim for the above *balance with accrued interest/ safe deposit locker/ articles in safe custody of the above-named deceased in terms of:
(Select the applicable option)

Will of Late Shri/Smt/Kum. _____ dated _____ (copy enclosed). The Will has neither been Probated nor has any Letter of Administration been obtained with respect to the same.

Will of Late Shri/ Smt/ Kum. _____ dated _____ and a probate granted by the court of _____ located at _____ vide order dated _____ (copy enclosed).

Letter of Administration No. _____ dated _____ issued by _____ at _____ (copy enclosed).

Succession Certificate dated _____ granted by the Court of _____ located at _____ vide order dated _____ (copy enclosed).

Court decree dated _____ issued by the Court of _____ located at _____ (copy enclosed).

Legal Heir Certificate granted by __ at _____ vide order dated __ (copy enclosed).

Declaration/Affidavit from an independent person regarding the legal heir(s) of the deceased depositor (copy enclosed).

I/ We request the bank to transfer the balance payable (after making the required adjustments, set-off,

Sr. No.	Name of Claimant	Bank Name and A/c No.	IFSC	Branch Details
1				
2				
3				
4				

For the minor claimant(s), name of such claimant(s) and his/hernatural/legal guardian are given below:

Sr. No.	Name of the Minor Claimant(s)	Date of Birth	Name of the Guardian	Relationship with Minor
1				
2				

I/We request the bank to *release the contents of safe deposit lockers/return the articles in safe custody to the following persons:

Sr. No.	Name of Claimant
1	
2	
3	
4	

6. I/We have attached the following documents for the purpose of settlement of my/our claim (select the applicable documents):

- *Death certificate (of deceased customer)/ First Information Report (FIR) and the non-traceable report issued by police authorities (in case of missing person)
- Officially Valid Document in support of the identity and address of the Claimant(s) making the claim.
- Will/Probate of Will
- Letter of Administration
- Succession Certificate
- Court Decree/order
- Legal Heir Certificate
- Declaration/ Affidavit from an independent person regarding the legal heir(s) of the deceased customer

- Bond of indemnity signed by Claimant(s)
- Bond of indemnity/surety signed by Third Party(ies)
- Letter of disclaimer/no objection from non-claimant legal heir(s)

Note: "Officially Valid Document" (OVD) means the passport, the driving licence, proof of possession of Aadhaar number, the Voter's Identity Card issued by the Election Commission of India, job card issued by NREGA duly signed by an officer of the State Government and letter issued by the National Population Register containing details of name and address.

7. The facts stated above are true and correct to the best of my/our knowledge and belief.

8. Name and signature of the claimant(s) who will receive the balance payable/articles in safe deposit locker/ safe custody:

Sr. No.	Name of the Claimant/Guardian of Minor Claimant	Signature/Thumb impression
1		
2		
3		
4		

Note: In case a claimant is unable to sign, he/ she may place the thumb impression in the presence of a witness known to the bank.

Name and address of witness (in case of claimant(s) placing the thumb impression): Signature

of witness:

*(Delete which ever is not applicable)

Note: 1. Bank is not responsible for any delay in disposal of the claim due to lack of full particulars furnished in this application and may insist on calling for a Legal Document in case there are disputes among legal heirs and all of them do not join in indemnifying the bank, or give Letter of Disclaimer/ No Objection, or where the bank has reasonable doubt about the genuineness of the claimant(s) being the only heirs of the deceased customer. The bank shall duly advise the claimant(s) in such cases.

2. In case the bank receives multiple claims from legal heirs of the deceased or in cases where there are inter se disputes amongst the legal heirs or a third party produces Will of the deceased, the bank shall not settle the claim unless the concerned party produces an Order/ Decree from

FOR OFFICE USE

(may be prepared by the bank as per its own requirement)

Annex - Bond of indemnity/Surety for Deposit accounts

BONDOFINDEMNITY/SURETY*

(To be duly stamped as per the Stamp Act applicable to the State)

(For Settlement of Claim in Deposit Accounts of Deceased Customer without production of Legal Documents)

The Branch Manager

Date:

_____ Bank

_____ Branch

INCONSIDERATION of your paying or agreeing to pay us,

(Mention here the name of the claimant(s))

1. _____
2. _____
3. _____
4. _____

the sum of Rupees _____ standing at the**credit of following deposit accounts with your bank in the name of Shri/Smt./Kum.

_____ since deceased, **without production of a Court Order or Probate of Will or Letter of Administration or a Succession Certificate** to his/ her estate:

Sr. No.	Nature of Deposits (SB/ CA/ TD, etc.)	Account No.	Amount	Date of Maturity (in case of TD)
1.				
2.				
3.				
4.				
Total				

We, _____, do here byfor

(Mention here the Name of theclaimant(s)/surety(ies))**

ourselves and our heirs, legal representatives, executors and administrators, jointly and severally UNDERTAKE AND AGREE to indemnify you, the bank, its officers/ Directors, and its successors and assignees against all claims, demands, proceedings, losses, damages, charges and expenses which may be raised against or incurred by you by reasons or in

consequence of your having agreed to pay/or paying the said sum to the claimant(s) as aforesaid.

SIGNED AND DELIVERED by the above named

1. _____

2. _____

3. _____

4. _____

(Heir(s)/claimant(s) of the deceased customer)

Signed and delivered by the above named on this _____ day of _____ two thousand _____.

*SIGNED AND DELIVERED by the above named

1. _____

2. _____

(Sureties)

Signed and delivered by the above named on this _____ day of _____ two thousand _____.

*Surety is applicable only incase of claims above the threshold limit.

** (Delete which ever is not applicable)

Opinion Report on Surety

A. Details to be furnished by the surety

1.	Name in Full	
2.	Address	
3.	Academic Qualification	
4.	Age	
5.	Occupation (If employed, please state the name of the employer and since when employed).	
6.	Present Monthly Income/Salary	
7.	Total yearly income from all sources	
8.	No.of dependents	
9.	Personal Assets	
a.	Immoveable Property, viz., land/ Building, etc. (please give details of acquisition, present value, etc.)	
b.	Investments(Term Deposits, Shares, etc., if any)	
c.	Life Insurance Policy	
d.	Other Assets	
e.	Details of Bank Accounts, if any (Name and address of Bank with Account No. (Savings bank/ Current) to be furnished).	
10.	Personal Liability, if any	
11.	Please indicate whether surety is related to claimant(s) Yes/No	
12.	Period for which claimant(s) are known	Yrs.

I confirm that all the statements made by me in this application are true and correct to the best of my knowledge and belief.

Place:

Date:

Signature

(Surety)

B. Remarks of the Bank Official

Annex - Letter of disclaimer/No objection

(To be duly stamped as per the Stamp Act applicable to the State)

The Branch Manager

_____ Bank

_____ Branch

Dear Sir,

Detailsofdepositaccount(s)/safecustodyarticles/safedepositlockerinthenameofShri/

Smt./ Kum. _____ Since decease dare as follows:

a. Deposit Accounts

Sr. No.	Nature of Deposits (SB/ CA/ TD, etc.)	Account No.	Amount	Date of Maturity (in case of TD)
1.				
2.				
3.				
4.				
Total				

b. Safe Deposit Locker No. _____ Mode of Holding: _____

c. Safe Custody Article Receipt No. _____

Details of Articles (if known): _____

2. With reference to the above account(s)/ safe deposit locker/ safe custody articles, I/ We, the legal heirs of Shri/Smt./Kum. _____ (Name of deceased customer),havetoadvise thatwehavenointerest intheabovedeposits/assetsandassuch we have no objection to your paying the *balance amount in the above account(s)/ releasing the contents in safe deposit locker/ returning the safe custody articles lying with you in the name of the aforesaid Shri/ Smt./ Kum. _____ (Name of the deceased customer) to Shri/ Smt./ Kum.:

1. _____

2. _____

3. _____

4. _____

Such payment of the *balance in the above account(s)/release of the contents in a safe deposit locker/return of the safe custody articles would be completely binding on us and we will not

Question the bank's sanction in doing so. I/We undertake to bind our selves, our heirs and legal representatives not to revoke the declaration made herein.

Sr. No.	Name of the Non-claimant Legal Heir(s)(who relinquish their rights)	Age(yrs.)	Signature
1			
2			
3			
4			

Signed on this _____ day of _____ two thousand _____.

*(Delete which ever is not applicable)

Annex-Declaration/Affidavit

(To be duly stamped as per the Stamp Act applicable to the State)

I, _____ S/D/O _____
_____ residing at _____
_____ do hereby make oath*/solemnly affirm and say as follows:

That Shri/Smt./Kum. _____ (Name of the deceased customer) here in after, referred to as "the deceased" died intestate on

_____ at _____.

2. That I know the deceased and his/her family since the last _____ years.
3. That at the time of his/her death, the deceased left surviving him/her the following persons who according to the law by which they are governed, are the only legal heirs of the deceased entitled to succeed to the estate of the deceased on an intestate succession:

Sr. No	Name	Age(yrs.)	Relationship with the deceased
1			
2			
3			
4			

4. That I am not related in any manner whatsoever to the deceased or any of the above- mentioned persons nor have I any claim or interest of whatsoever nature in the estate of the deceased.
5. That I am informed, and I verily believe that the deceased has left certain *deposits/ safe deposit locker/ articles in safe custody with the _____ Bank _____ branch, to which the above-mentioned persons are entitled to claim.
6. That I am making this solemn declaration sincerely and conscientiously believing the same to be true and with full knowledge that it is on the strength of this declaration that the _____ Bank _____ branch, has agreed at my request to make payment of the amount of the deposits and *deliver the articles in safe deposit locker/ safe custody to the above mentioned persons without requiring production of a grant of legal document to the estate of the deceased from a competent Court by them.

*Sworn/solemnly affirmed at this _____ day of _____ two thousand _____.

(Signature of Declarant)

in the presence of _____

before me

Notary Public/Judge/Magistrate**

*(Delete whichever is not applicable)

**The declaration is required to be sworn as an affidavit before a Notary Public/Judge/ Magistrate only if the claim amount is above the threshold limit.

Annex-Inventory form and Acknowledgement for Safe Deposit Lockers

The following inventory of contents of Safe Deposit Locker No. _____

located at _____ Branch of _____ Bank,

*hired in her/his sole name by Shri/Smt./Kum. _____ (deceased),

*hired jointly by Shri/Smt./Kum. (i) _____ (deceased)

(ii) _____

(iii) _____

was taken on this _____ day of _____ two thousand _____.

Sr. No.	Description of Articles in Safe Deposit Locker	Other identifying particulars, If any
1		
2		
3		
4		
5		
6		
7		
8		

2. For the purpose of inventory, access to the locker was given to the nominee/ survivor/legal heirs/ beneficiary named in the Will or their duly authorised representative/s:

- *By breaking open the locker under her/his/their instructions.
- *Who produced the key to the locker

3. The above inventory was taken in the presence of:

(i) Nominee/Legal heir/Beneficiary named in the Will of deceased hirer(s) or their duly authorised representative

Shri/Smt./Kum. _____

Address _____ (Signature)

Shri/ Smt./ Kum. _____

Address _____

(Signature)

And

(ii) Survivors in case of Joint hirers (if applicable)

Shri/ Smt./ Kum. _____

Address _____(Signature)

Shri/ Smt./ Kum. _____

Address _____

(Signature)

(iii) Witness(es)

Shri/ Smt./ Kum. _____

Address _____(Signature)

Shri/ Smt./ Kum. _____

Address _____

(Signature)

(iv) On be half of Bank

Custodian:

Shri/ Smt./ Kum. _____

Address _____

(Signature)

Bank employee other than Custodian:

Shri/Smt./Kum. _____

Address _____

(Signature)

*(Delete which ever is not applicable)

ACKNOWLEDGEMENT

*I/ We, Shri/ Smt./ Kum. _____

(Name of the nominee(s)/legal heir(s)/beneficiary named in the Will or their duly authorised representative and

Shri/ Smt./ Kum. _____

(surviving hirers, if applicable)

_____ hereby acknowledge the receipt of the contents of the safe deposit locker comprised in as set out in the above inventory. Further, all the contents in the locker have been removed and the locker is empty, and I/ we have no objection to allotment of the locker to any other locker hirer as per norms of the bank. _____

Shri/Smt./ Kum. _____

Signature

Shri/ Smt./ Kum. _____

Shri/ Smt./ Kum. _____

Signature

Date _____

Place _____

*(Delete which ever is not applicable)

Annex- Inventory form for Articles in Safe Custody

The following inventory of articles left in safe custody with _____
 _____ Branch of _____ Bank, by
 Shri/Smt./Kum. _____ (deceased), under an
 agreement / receipt number dated _____ was take non this
 _____ day of _____ two thousand _____

Sr. No.	Description of Articles in Safe Custody	Other identifying particulars, if any
1		
2		
3		
4		
5		
6		
7		
8		

2. The above inventory was taken in the presence of:

(i) Nominee or Legal Heir or Person mandated by Nominee (including Minor Nominee) / Legal Heir

Shri/Smt./Kum. _____

Address _____ (Signature)

Shri/ Smt./ Kum. _____

Address _____

(Signature)

(ii) Witness(es)

Shri/ Smt./ Kum. _____

Address _____ (Signature)

Shri/ Smt./ Kum. _____

Address _____

(Signature)

(iii) On behalf of Bank

Custodian:

Shri/Smt./Kum. _____

Address _____ (Signature)

Bank employee other than Custodian:

Shri/ Smt./ Kum. _____

Address _____ (Signature)

ACKNOWLEDGEMENT

*I, Shri/Smt./Kum. _____ nominee/legal heir/
Mandate holder

*We, Shri/ Smt./ Kum. _____

_____ Legal heirs, and

Shri/ Smt./ Kum. _____

_____ Surviving hirers

hereby, acknowledge there receipt of the articles kept in the safe custody comprised in as set out in the above inventory.

Shri/ Smt./ Kum _____

(Legal Heir/Mandate Holder)

Shri/ Smt./ Kum. _____ Signature _____

Shri/ Smt./ Kum. _____ Signature _____

Shri/ Smt./ Kum. _____ Signature _____

Date and Place _____

(*Deletewhicheverisnotapplicable)

Annex-

Bond of indemnity with respect to delivery of contents of Safe

Deposit locker/Articles kept in Safe Custody

(to be submitted in case of claims settled without production of Legal Documents)

(To best Stamped as per the Stamp Act applicable to the State)

The Branch Manager

_____ Bank

_____ Branch

Inconsideration of your delivering or agreeing to deliver to me/ us,

(Claimant(s))

The articles mentioned here under:

Safe Deposit Locker No./ Safe Custody Article Receipt No.	Details of the articles	Description	Weight	Valuation (to be filled in by the bank)

and held in the name of Shri/ Smt./ Kum. _____ Since deceased, without production of any probate of Will/ succession certificate/ letters of administration/ court order

I/ We _____ and _____

(Claimant(s))

do hereby for ourselves and our heirs, legal representatives, executors and administrators, jointly and severally undertake and agree to indemnify you, the bank, its officers/Directors, and its successors and assignees against all claims, demands, proceedings, losses, damages, charges and expenses which may be raised against you or incurred by you by reason or in consequence of having delivered or agreed to have delivered to me/us the above mentioned articles of the deceased from the safe deposit locker/sealed boxes in safe custody.

Signed and delivered by the above named on this _____ day of _____ two thousand _____.

SIGNED AND DELIVERED by the above

named (1) _____

(2) _____

(Claimant(s))