

Policy on Settlement of deceased claim.

1. Settlement of deceased claim in case of will (whether registered or unregistered) :

If the deceased has left any Will (registered as well unregistered), the beneficiaries under the Will, will be the claimants. Branch should call for the Will and scrutinize it to ascertain whether the testator has bequeathed his deposits with our Bank to the claimants.

In case the Will is silent over Bank accounts, the claim will have to be preferred by the legal heirs despite the existence of a Will.

i) In case Beneficiaries under the will are legal heirs of the deceased :

a. In case the beneficiaries under the will are the legal heir of the deceased, the case is not contested one, then the deceased claim upto Rs. 5,00,000/- may be settled in favour of beneficiary without insisting on production of Probate.

b. In case the beneficiaries under the will are the legal heir of the deceased, the case is not contested one, then deceased claim above Rs. 5,00,000/- may be settled **after obtaining the declaration from all the legal heirs stating that the Will submitted to the Bank is the last Will of the deceased and the same was not cancelled or amended during the life time of testator and requesting the Bank to act upon the Will.**

ii) In case Beneficiaries under the will are not legal heirs of the deceased :

a. In case the beneficiaries under the will are not the legal heir of the deceased, the case is not contested one, then the deceased claim upto Rs. 2,00,000/- may be settled in favour of beneficiary without insisting on production of Probate.

b. In case the beneficiaries under the will are not the legal heir of the deceased, the claim above Rs. 2,00,000/- are to be settled in favour of beneficiary only after the production of Probate.

iii) In case of contested cases :

In case of contested cases, copy of probate is mandatory and attached in support of claim to decide the case at any stage.

Probate : means the copy of a Will certified under the seal of a court of competent jurisdiction with a grant of administration of the estate of the testator.

Note :

i) Copy of probate must be obtained with deceased claim and attached in support of claim to decide the case at any stage.

ii) Branches should obtain additional independent sureties having net worth at least equivalent to the claim amount in Letter of Indemnity in settlement of the deceased claim on the basis of the will to safeguard the Bank's interest.

Format of Detail of the Surety annexed Annexure 9.

iii) TESTAMENTARY SUCCESSION DECLARATION FORM annexed Annexure 8



2. Settlement of deceased claim in case of nomination :

Savings Account / Current Account

With Nomination:

The balance outstanding at the time of death of the account holder will be paid to the nominee on verification of his / her identity and proof of death of depositor.

Term Deposit Account

With Nomination:

The balance outstanding will be paid to the nominee on verification of his / her identity and proof of death of depositor on maturity of deposit.

Premature termination of term Deposit Account

With Nomination:

The nominee will have the right to seek premature termination of term deposit account as per terms of contract on verification of his / her identity and proof of death of depositor. Such premature withdrawal would not attract any penal charge.

Note : Instructions regarding nomination :

Branches are advised to give wide publicity and provide guidance to deposit account holders on the benefits of the nomination facility and the survivorship clause. It should be highlighted in the publicity material that in the event of the death of one of the joint account holders, the right to the deposit proceeds does not automatically devolve on the surviving deposit account holder, unless there is a survivorship clause.

"Nomination facility is an ideal tool too mitigate hardships of common persons in settlement of claims in the event of death of the account holder. The nominee, in the event of death of the depositor/s would receive the balance outstanding in the account as a trustee of legal heirs. The right of the nominee to receive payment from the Branches arises only after the death of the depositor in single account and death of all depositors in case of joint accounts."

In case of nomination, if the nominee has expired then the claim is to be settled in favour of legal heirs of the deceased not of the nominee.

Nomination should be a rule (rather than an exception) and every branch incumbent should endeavour to cover all accounts (SB, FD, RD and LTD etc.) existing as well as new under nomination (In case the depositor(s) do(es) not wish to make nomination, the same should be recorded on the nomination form by the depositor(s) with his/her/their full signature. Nomination is available for accounts opened in individual capacity (i.e. Single/ joint accounts as well as proprietary concern) only, i.e. not for accounts opened in representative capacity(as the holder of an office or otherwise). Nomination can be done in favour of one person only.

Nomination can be made in favour of a minor also. Where the nominee is a minor, the depositor(s) while making the nomination, appoint(s) another individual not being a minor, to receive the amount of the deposit on behalf of the nominee in the event of the death of the



depositor(s). In case of a deposit made in the name of the minor, the nomination shall be made by a person lawfully entitled to act on behalf of the minor.

Nomination can be made, cancelled or varied by the account holder anytime during his/ her lifetime. In the case of a deposit held to the credit of more than one depositor the cancellation or variation of a nomination shall not be valid unless it is made by all the depositors surviving at the time of cancellation or variation of the nomination. You are advised to **register in the books, the duly completed form of nomination, cancellation of nomination or variation of the nomination** and also **incorporate the legend 'Nomination Registered' on every pass book or deposit receipt.** Nomination Form, Cancellation of Nomination and Variation of Nomination forms are enclosed herewith for your information and implementation. **Thumb impression(s) shall be attested by two witnesses. The signature of the account holder need not be attested by witnesses.**

To make it clear to the nominees that they are receiving the payment as a trustee of legal heirs of the deceased depositor and such payments released to them shall not affect the right or claim which any person may have against the nominee to whom the payment is made.

3. Settlement of deceased claim without nomination :

Savings Account / Current Account

The balance outstanding will be paid to the legal heirs (or any one of them as mandated by all the legal heirs) on verification of proof of the legal heirship and proof of death of the account holder.

Term Deposit Account

Without Nomination:

The balance outstanding will be paid to the legal heirs (or any one of them as mandated by all the legal heirs) on verification of proof of the legal heirship and proof of death of depositor on maturity of deposit.

Premature termination of term Deposit Account

Premature termination will be permitted on joint request by all legal heirs (or any of them as mandated by all the legal heirs) as per the terms of the contract on verification of proof of the legal heirship and proof of death of depositor. Such premature withdrawal would not attract any penal charge.

In case of contested / disputed cases :

In case of contested cases branches are advised to obtain the Legal Heir Certificate/ Succession Certificate issued by CJM/ Session Judge only. Branches may call for succession certificate from legal heirs of deceased depositors in case where there are disputes and all legal heirs do not join in indemnifying the branch or in certain other exceptional cases where the branch has a



reasonable doubt, about the genuineness of the claimant/s being the only legal heir of the depositor.

Legal Heir Certificate : Legal heir certificate is simply issued to identify the heirs of the deceased person.

Succession Certificate : Succession certificate is issued to establish the validity and legality of the legal heirs and give them the authority related to the assets and securities of the deceased person.

Documents to be obtained in case of contested/ other than contested cases :

Documents to be obtained	Contested cases	Other than contested cases
Legal Heir Certificate	Legal Heir certificate issued by the CJM/ Session Judge.	The Legal Heir Certificate duly issued by the Tehsildar/ Naib Tehsildar
Succession Certificate	Succession Certificate issued by the CJM/ Session Judge	Not required where there is no legal dispute.

4. Settlement of claims in respect of missing persons

The settlement of claims in respect of missing persons would be governed by the provisions of Section 107/108 of the Indian Evidence Act, 1872. Section 107 deals with presumption of continuance and Section 108 deals with presumption of death. As per the provisions of Section 108 of the Indian Evidence Act, presumption of death can be raised only after a lapse of seven years from the date of his/her being reported missing. As such, the nominee/legal heirs have to raise an express presumption of death of the subscriber under Section 107/108 of the Indian Evidence Act before a competent court. If the court presumes that he/she is dead, then the claim in respect of a missing person can be settled on the basis of the same.

To avoid inconvenience and undue hardships to the common person, the claims up to Rs. One Lac only in respect of missing persons after lapse of seven years (from the date of lodging FIR) may be settled without insisting on production of Court Order. In such case following documents are required :-

- (i) Copy of FIR
- (ii) Non traceable report issued by Police authorities and
- (iii) Letter of Indemnity along with other documents required for deceased case settlement.

For any settlement beyond the threshold limit (i.e. above Rs. One Lac) the claimant would be required to submit the Court order (presuming the death of the missing account holder) along with other documents as above.

5. Treatment of flow in the name of the deceased depositor

In order to avoid hardship to survivor (s)/ nominee of a deposit account, branches are advised to obtain appropriate agreement/ authorization from the survivor (s)/ nominee with regard to the



treatment of pipeline flows in the name of the deceased account holder. In this regard, branches could consider adopting either of the following two approaches :

- ◆ The branches could be authorized by the survivor(s)/ nominee of a deceased account holder to open an account styled as 'Estate of Shri _____, the Deceased where all the pipeline flows in the name of the deceased account holder could be allowed to be credited, provided no withdrawals are made.

OR

- ◆ The branches could be authorized by the survivor(s)/ nominee to return the pipeline flows to the remitter with the remark "Account holder deceased" and to intimate the survivor(s) / nominee accordingly. The survivor(s)/ nominee/ legal heir(s) could then approach the remitter to effect payment through a negotiable instrument or through ECS transfer in the name of the appropriate beneficiary.

6. Time limit for settlement of claims

Branches are advised to settle the claims in respect of deceased depositors and release payments to survivor(s)/ nominee(s) within a period not exceeding 15 days from the date of receipt of the claim subject to the production of proof of death of the depositor and suitable identification of the claim(s), to the branch's satisfaction. In the case of accounts without survivor/ nominee clause the claim should be settled within 1 month from the date on which the requisite documents have been submitted.

7. Instructions regarding payment of interest on matured/ prematured deceased deposits

Interest Payable on Term Deposit in Deceased Account

"In the event of death of the depositor before the date of maturity of deposit and amount of the deposit is claimed after the death of maturity, the bank shall pay interest at the contracted rate till the date of maturity. From the date of maturity to the date of payment, the bank shall pay simple interest at the rate prevailing at the time of maturity, for the period for which the deposit remained with the bank beyond the date of maturity: as per the Bank's policy in this regard.

However, in the case of death of the depositor after the date of maturity of the deposit, the bank shall pay interest at Saving Deposit rate (as on the date of maturity) from the date of maturity till the date of payment."

In case of splitting of the amount of term deposit at the request from the claimant/s of deceased depositors or Joint account holders, no penalty for premature withdrawal of the term deposit shall be levied if the period and aggregate amount of the deposit do not undergo any change.

Delegation of powers for deciding the deceased cases are unrevised since 02.09.2010. We may consider the revision of deceased claim sanctioning powers as proposed :



8. Competent Authorities for Settlement of claims:

Sr. No.	Designation	Without nomination		With nomination	
		Existing	Revision proposed	Existing	Revision proposed
1	Br. In charge Gr. III	Rs. 50,000/-	Rs. 2,00,000/-	Rs. 1,00,000/-	Rs. 4,00,000/-
2	Br. In charge Gr. II	Rs. 1,00,000/-	Rs. 4,00,000/-	Rs. 3,00,000/-	Rs. 7,00,000/-
3	Br. In charge Gr. I	Rs. 2,00,000/-	Rs. 8,00,000/-	Rs. 5,00,000/-	Rs. 12,00,000/-
4	Assistant General Manager	Rs. 5,00,000/-	Rs. 10,00,000/-	Rs. 8,00,000/-	Rs. 15,00,000/-
5	Dy. General Manager	Rs. 8,00,000/-	Rs. 15,00,000/-	Rs. 10,00,000/-	Rs. 20,00,000/-
6	General Manager	Rs. 12,00,000/-	Rs. 20,00,000/-	Rs. 15,00,000/-	Rs. 25,00,000/-
7	Managing Director	Above Rs. 12,00,000/-	Above Rs. 20,00,000/-	Above Rs. 15,00,000/-	Above Rs. 25,00,000/-

Note: Claim specific actions/ steps to be taken for settlement in respect of different accounts/ facilities are illustrated in the tabulated form Annexed 1:

Check list of Documents : Annexed 2



Annexure 1

Settlement of claims in various types of accounts / Facilities

1. With Nomination

Sr. No.	Nature of Account	Single Depositor	Joint A/C (Operated Jointly)	Joint A/C (Either or Survivor)	Joint A/C (Former/ Latter or Survivor)	Joint A/C (Anyone or Survivors)
A	Saving A/c Current A/c	Nominee	1. On death of one depositor- Legal Heirs of deceased +Survivors/s 2. On death of all depositors- Nominee	1. On death of one depositor- Survivor 2. On death of both depositors- Nominee	1. On death of Former/ Latter- Survivor 2. On death of both depositors- Nominee	1. On death of one or more depositor/s- Survivor/s 2. On death of all depositors- Nominee
B	Term Deposit Account	Nominee (on maturity of deposit)	-do- (on maturity of deposit)	-do- (on maturity of deposit)	-do- (on maturity of deposit)	-do- (on maturity of deposit)
C	Premature withdrawal of FD	Nominee (As per terms of contract)	-do- (As per terms of contract)	-do- (As per terms of contract)	-do- (As per terms of contract)	-do- (As per terms of contract)

2. Without Nomination

Sr. No.	Nature of Account	Single Depositor	Joint A/C (Operated Jointly)	Joint A/C (Either or Survivor)	Joint A/C (Former/ Latter or Survivor)	Joint A/C (Anyone or Survivors)
A	Saving A/c Current A/c	Legal heirs or person mandated by them	1. On death of one depositor- Legal Heirs of deceased +Survivors/s 2.. On death of all depositors- Legal heirs of all the depositors	1. On death of one depositor- Survivor 2. On death of both depositors- Legal heirs of all the depositors	1. On death of Former/ Latter- Survivor 2. On death of both depositors- Legal heirs of all the depositors	1. On death of one or more depositor/s- Survivor/s 2. On death of all depositors- Legal heirs of all the depositors
B	Term Deposit Account	-do- (on maturity of deposit)	-do- (on maturity of deposit)	-do- (on maturity of deposit)	-do- (on maturity of deposit)	-do- (on maturity of deposit)
C	Premature withdrawal of FD	-do- (As per terms of contract)	-do- (As per terms of contract)	-do- (As per terms of contract)	-do- (As per terms of contract)	-do- (As per terms of contract)



3. Illustrations on joint accounts

A Joint Deposit Accounts (without nomination)

Deposit Account of	With Survivor Clause	Without Survivor Clause
A + B		
A dies	B can operate	B + Legal heirs of A
Both A + B die	Legal heirs of A + Legal heirs of B	Legal heirs of A + Legal heirs of B
A + B + C		
A dies	B + C can operate	B + C + Legal heirs of A
A + B die	C can operate	C + Legal heirs of A + Legal heirs of B
(A + B + C) die	Legal heirs of all	Legal heirs of all

B Joint Deposit Accounts (with nomination)

Deposit Account of	With Survivor Clause	Without Survivor Clause
A + B		
A dies	B can operate	B + Legal heirs of A
Both A + B die	Nominee	Nominee
A + B + C		
A dies	B + C can operate	B + C + Legal heirs of A
A + B die	C can operate	C + Legal heirs of A + Legal heirs of B
(A + B + C) die	Nominee	Nominee



Annexure 2

Check list of Documents :

Sr. No.	Claims	Documents obtained : Yes / No
1	Accounts with Nomination clause :	
(i)	Application for Deceased claim from Nominee / Guardian of nominee (Annexure -3)	
(ii)	Copy of Death Certificate (verified with original)	
(iii)	Identity Proof	
2	Joint Accounts with Either or Survivor clause	
(i)	Application for Deceased claims from survivor(s) (Annexure - 3)	
(ii)	Copy of Death Certificate (Verified with original)	
3	For cases without Nomination (for threshold limit upto Rs. 1,00,000/-)	
(i)	Application for Deceased claims from legal heirs (Annexure - 4a)	
(ii)	Copy of Death Certificate (Verified with original)	
(iii)	Legal heir Certificate	
(iv)	Letter of Indemnity signed by claimant(s) (Annexure - 5)	
(v)	* Letter of Disclaimer (In case the legal heirs who relinquish their claims in favour of other claimant(s)). To be duly STAMPED as per Stamp Act applicable to State. (Annexure -7)	
(vi)	Identity Proof of Legal Heirs.	
4	For cases without Nomination (for threshold limit above Rs. 1,00,000/-)	
(i)	Application for Deceased claims from legal heirs (Annexure - 4b)	
(ii)	Copy of Death Certificate (Verified with original)	
(iii)	Legal heir Certificate/ Succession Certificate/Will/ Probate	
(iv)	Letter of Indemnity signed by claimant(s) (Annexure - 5)	
(v)	* Letter of Disclaimer (In case the legal heirs who relinquish their claims in favour of other claimant(s)).To be duly STAMPED as per Stamp Act applicable to State. (Annexure -7)	
(vi)	Identity Proof of Legal Heirs.	
5	Receipt (Annexure - 6)	
6	For cases in case of will where beneficiary is legal heir	
(i)	Application for Deceased claims from claimants (Annexure - 4c)	
(ii)	Copy of Death Certificate (Verified with original)	
(iii)	Copy of Will	
(iv)	Legal heir Certificate/ Succession Certificate	
(v)	Letter of Indemnity signed by claimant(s) (Annexure - 5)	
(vi)	Testamentary Succession Declaration Form (Annexure -8)	
(vii)	Detail of the Surety (Annexure -9)	
(viii)	Identity Proof of Legal Heirs.	



7	For cases in case of will where beneficiary is not legal heir of the deceased	
(i)	Application for Deceased claims from legal heirs (Annexure - 4c)	
(ii)	Copy of Death Certificate (Verified with original)	
(iii)	Copy of Will	
(iv)	Copy of Probate (if required)	
(v)	Letter of Indemnity signed by claimant(s) (Annexure - 5)	
(vi)	Detail of the Surety (Annexure -9)	
(vii)	Identity Proof of claimant/ beneficiaries.	



Annexure - 3
Application for Deceased claim
(To be used when account has valid nomination or is a joint account with survivor clause)

From

To

The Branch Manager,
The Kangra Central Cooperative Bank Ltd.,
_____ Branch.

Subject : Deceased Deposit Account of Late Sh./ Smt/ _____

Account No(s): SB/RTD/FD _____

Dear Sir,

I/We advise the demise of Shri/ Smt. _____

on _____. He/She hold the above deposit account(s) at your Branch. The account is in the name(s)
of _____.

A. In case where Nomination is available :

I _____ son/ daughter/wife of Shri _____ residing at
_____ am

- i) the registered nominee in the above account(s)
- ii) the person authorised to receive payment on behalf of Master/ Miss _____ who is the nominee in the above account(s) and is a minor as on the date of this claim.

Please settle the balance in the account(s) in the name of the nominee. I/We receive the payment as trustee(s) of the legal heirs of the deceased.

B. In the case of joint account

I/We request you to delete the name of the deceased person and continue the accounts in my/our name(s) with same mode of operations.

I/We submit photocopy of the following documents(s) together with originals. Please return the original to us after verification.

1. Death certificate issued by _____ dated _____
2. Identity Proof (required in nomination cases) _____

Place :

Yours faithfully,

Date:



Signature of the Claimant(s)

Name _____

Phone No. _____

Address _____

Witness :

1. Executive Magistrate or Judicial officer (with Seal & Signature)

or 2. A gazetted officer of the Central or State Government (with Seal & Signature)

or 3. Two persons acceptable to the Bank (having A/C with Bank) / Local Panchayat Pradhan

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Branch Manager's Certificate

Branch Office _____

Date _____

1. I certify that Shri/ Smt _____ has been expired (Copy of death certificate enclosed) and left the following deposit accounts at the time of his/ her death with nomination in favour of Sh./Smt. _____ vide nomination number dated _____. The detail of the deposits are as under :-

Nature of A/c(s)	A/c No.	Balance in Rupees

Recommended That

Branch Manager

Noting of the AGM Office



Annexure -4 (a)
Application for Deceased claim amount upto Rs. 1,00,000/-
(To be used for cases without nomination)

From

To

The Branch Manager,
The Kangra Central Cooperative Bank Ltd.,
_____ Branch.

Subject : Deceased Deposit Account Late Sh./ Smt/ _____

AccountNo(s) :SB/RTD/FD _____

Dear Sir,

I/We advise the demise of Shri/ Smt. _____

on _____. He/She hold the above deposit account(s) at your Branch. The account is in the name(s)
of _____.

I/We lodge my/our claim for the balances with accrued interest lying to the credit of the above named deceased who died intestate (without will). I/ We am/are the legal heirs of the above named deceased and lodge my/our claim for payment as per the bank's rules and discretion. The relevant information about the deceased and the legal heirs are as under.

1. Names in full of the parents of the deceased:

Father : _____

Mother : _____

2. Religion of the deceased : _____

3. Details of living (i) Husband (ii) Wife (iii) Children (iv) Father (v) Mother (vi) Brothers (vii) Sisters (viii) Grand Children. If Hindu Undivided Family, the name and address of the Karta and Co-parceners with their respective ages.

Sr. No.	Full Name	Address	Occupation	Relationship with deceased	Age
(i)	_____	_____	_____	_____	_____
(ii)	_____	_____	_____	_____	_____
(iii)	_____	_____	_____	_____	_____
(iv)	_____	_____	_____	_____	_____
(v)	_____	_____	_____	_____	_____

4. Name or Names of the Guardian/s of the minor Children of the Depositor

a) Whether Natural Guardian _____



b) Whether Guardian appointed by a Court of Law in India. If so, attach a certified copy of or duly attested Copy of such Order. _____

c) In whose custody the Minor/ Minors is are? _____

i) _____

ii) _____

iii) _____

I/we submit the following documents. Please return the original death certificate to us after verification :

1. Death Certificate (Original + 1 photocopy) issued by : _____ dated _____
2. Letter of Indemnity

We request you to pay the balance amount lying to the credit of the above named deceased to _____ on my/ our behalf.

I/We hereby solemnly affirm the above statements are true and correct to the best of my/our knowledge and belief.

Place :

Yours faithfully,

Date :

Signature of the Claimant(s)

Name _____

Address _____

Phone No.

Witness:

1. Executive Magistrate or Judicial officer (with Seal & Signature)

or

2. A gazetted officer of the Central or State Government (with Seal & Signature)

or

3. Two persons acceptable to the Bank (having A/C with Bank) / Local Panchayat Pradhan

Signature _____

Signature _____

Name _____

Name _____



Address _____

Address _____

Phone No. _____

Phone No. _____

Branch Manager's Certificate

Branch Office _____

Date _____

I certify that Shri/ Smt _____ has been expired(copy of death certificate enclosed) and left the following deposit accounts at the time of death the details are as under :-

Nature of A/c(s)	Account Number	Balance in Rupees

I have made proper enquiries and verified that he/she has left the following legal heirs as per the legal heir certificate issued by the competent authority.

Name	Relationship	Name	Relationship

Recommended That

Branch Manager

Noting of the AGM Office :



Annexure -4 (b)
Application for Deceased claim amount above Rs. 1,00,000/-
(To be used for cases without nomination)

From

To

The Branch Manager,
The Kangra Central Cooperative Bank Ltd.,
_____ Branch.

Subject : Deceased Deposit Account Late Sh./ Smt/ _____

Account No(s):SB/RTD/FD _____

Dear Sir,

I/We advise the demise of Shri/ Smt. _____

on _____. He/She hold the above deposit account(s) at your Branch. The account is in the name(s)
of _____.

I/We lodge my/our claim for the balances with accrued interest lying to the credit of the above named deceased who died intestate (without will). I/ We am/are the legal heirs of the above named deceased and lodge my/our claim for payment as per the bank's rules and discretion. The relevant information about the deceased and the legal heirs are as under.

1. Names in full of the parents of the deceased:

Father : _____

Mother : _____

2. Religion of the deceased : _____

3. Details of living (i) Husband (ii) Wife (iii) Children (iv) Father (v) Mother (vi) Brothers (vii) Sisters (viii) Grand Children. If Hindu Undivided Family, the name and address of the Karta and Co-parceners with their respective ages.

Sr. No.	Full Name	Address	Occupation	Relationship with deceased	Age
(i)	_____	_____	_____	_____	_____
(ii)	_____	_____	_____	_____	_____
(iii)	_____	_____	_____	_____	_____
(iv)	_____	_____	_____	_____	_____
(v)	_____	_____	_____	_____	_____

4. Name or Names of the Guardian/s of the minor Children of the Depositor

- a) Whether Natural Guardian _____
b) Whether Guardian appointed by a Court of Law in India. If so, attach a certified copy of or duly attested



Copy of such Order. _____

c) In whose custody the Minor/ Minors is are? _____

i) _____

ii) _____

iii) _____

I/we submit the following documents. Please return the original death certificate to us after verification :

1. Death Certificate (Original + 1 photocopy) issued by : _____ dated _____
2. Letter of Indemnity

We request you to pay the balance amount lying to the credit of the above named deceased to _____ on my/ our behalf.

I/We hereby solemnly affirm the above statements are true and correct to the best of my/our knowledge and belief.

Place :
Date :

Yours faithfully,

Signature of the Claimant(s)

Name _____

Address _____

Phone No. _____

Declared before me by _____
whom I personally know or who has been identified by I
personally know.

Seal of the court of
the Executive Magistrate
or Notary.

Signature of the person
identifying the declarant
before the Magistrate.

Signature of the Magistrate
or Notary before whom the
declaration is made.



Branch Manager's Certificate

Branch Office _____

Date _____

I certify that Shri/ Smt _____ has been expired(copy of death certificate enclosed) and left the following deposit accounts at the time of death the details are as under :-

Nature of A/c(s)	Account Number	Balance in Rupees

I have made proper enquiries and verified that he/she has left the following legal heirs as per the legal heir certificate issued by the competent authority.

Name	Relationship	Name	Relationship

Recommended That

Branch Manager

Noting of the AGM Office :



Annexure -4 (c)
Application for Deceased claim
(To be used for cases in cases of will)

From

To

The Branch Manager,
The Kangra Central Cooperative Bank Ltd.,
_____ Branch.

Subject : Deceased Deposit Account Late Sh./ Smt/ _____

Account No(s): SB/RTD/FD _____

Dear Sir,

I/We advise the demise of Shri/ Smt. _____

on _____. He/She hold the above deposit account(s) at your Branch. The account is in the name(s)
of _____.

I/We lodge my/our claim for the balances with accrued interest lying to the credit of the above named deceased who left a will. I/ We am/are the beneficiaries of the will, executed by deceased and lodge my/our claim for payment as per the bank's rules and discretion. The relevant information about the deceased and the legal heirs are as under.

1. Names in full of the parents of the deceased:

Father : _____

Mother : _____

2. Religion of the deceased : _____

3. Details of living (i) Husband (ii) Wife (iii) Children (iv) Father (v) Mother (vi) Brothers (vii) Sisters (viii) Grand Children. If Hindu Undivided Family, the name and address of the Karta and Co-parceners with their respective ages.

Sr. No.	Full Name	Address	Occupation	Relationship with deceased	Age
(i)	_____	_____	_____	_____	_____
(ii)	_____	_____	_____	_____	_____
(iii)	_____	_____	_____	_____	_____
(iv)	_____	_____	_____	_____	_____
(v)	_____	_____	_____	_____	_____



Branch Manager's Certificate

Branch Office _____

Date _____

I certify that Shri/ Smt _____ has been expired(copy of death certificate enclosed) and left the following deposit accounts at the time of death the details are as under :-

Nature of A/c(s)	Account Number	Balance in Rupees

I have made proper enquiries and verified that he/she has left the following legal heirs as per the legal heir certificate issued by the competent authority.

Name	Relationship	Name	Relationship

Recommended that

Branch Manager

Noting of the AGM Office :



Annexure – 5

Indemnity format (To be duly verified & stamped as per Stamp Act applicable to the State)

**LETTER OF INDEMNITY WITH RESPECT TO PAYMENT OF BALANCE IN THE DECEASED
CONSTITUENT'S ACCOUNT WITHOUT PRODUCTION OF LEGAL REPRESENTATION**

The Branch Manager,
Branch Office _____

IN CONSIDERATION of your paying or agreeing to pay me/us.

The name of the Claimants 1. _____
2. _____
3. _____
4. _____

The sum of Rupees _____ standing at the credit of

Savings Bank / Current / R.D. Account / Fixed Account etc. _____

_____ with your bank in the name of Shri/Smt./Kumari _____ since deceased, without production of Letter of Administration or a Succession Certificate to his/her estate or a Certificate from the Controller of Estate Duty to the effect that estate duty has been paid or will be paid or none is due, I/ we do hereby for myself/ourselves and my/our heirs, legal representatives executors and administrators, jointly and severally UNDERTAKE AND AGREE to indemnify you and your successors and assign against all claims, demands, proceedings, losses, damages, charges and expenses which may be raised against or incurred by you by reason or in consequences of your having agreed to pay or paying me/us the said sum as aforesaid.

Signed and Delivered

By the aboven amed on this day of _____ month _____ year
(Legal heirs / claimants of the deceased))

Surety

1. **Witness**
Occupation
Address

2. **Witness**
Occupation
Address



Annexure – 6

RECEIPT

Received with thanks from The Kangra Central Cooperative Bank Ltd., Branch Office

_____ a sum of Rs. _____ (Rupees _____
_____ only)

by Banker's Cheque No. _____ dated _____ in favour of

_____ in full and final settlement of my / our claim as successor on the balance in _____

Account(s) No(s) _____ standing in the name/s of the deceased Shri/Smt/Kumari

_____. I / we do not have any other claim from the
bank henceforth.

Place:

Date:

(Signature of all the legal heirs over a revenue stamp)

Declaration in case claims are settled in favour of a Minor

I, _____ father and natural guardian of _____

hereby certify that the proceeds of your banker's Cheque No. _____ dated _____ favouring

_____ issued by you in settlement of the balance into Account Number _____ of

Late _____ will be utilized for the benefit of the minor only.



Annexure 7

LETTER OF DISCLAIMER (On stamp paper Rs. 10/-)
(in case all the legal heirs relinquished their claims in favour of other claimant(s))

The Branch Manager,
The Kangra Central Cooperative Bank Ltd.,
_____ Branch.

Dear Sir,

Reg: Settlement of claims in respect of deceased account holder (without nominee)

Sh./Smt.Son/Wife/Daughter of.....who holds the following
account with you expired on

Sr. No.	Nature of Deposit	Account Number	Amount

With reference to the above accounts, I/ We the following legal heirs of the late Sh./ Smt.
_____ (Name of the deceased account holder) have to advise that I/ We have no
interest in the above assets and such we have no objection to your paying the balance amount lying
in the above accounts with you in the name of the aforesaid Sh./ Smt.
_____ (Name of the deceased account holder) to Sh./ Smt. _____.

Such delivery of the payment of the balance in the above account(s) would be completely binding
on us and we will not question the Bank's action in so doing if any proceedings. I/We also
undertake to bind ourselves, our heirs and legal representatives not to revoke the declaration made
herein.

Sr. No.	Name of the claimants	Age	Signature

Signed before me

This day of

Seal

Signature
(Notary Public/ Magistrate)



Annexure 8 (on stamp paper Rs. 10)
TESTAMENTARY SUCCESSION DECLARATION FORM

I/we, (1) _____, S/o. _____, aged _____
_____ years, residing at _____

(2) _____, S/o _____, aged _____
years, residing at _____

(3) _____, S/o. _____, aged _____
years, residing at _____ (legal heirs
of late _____) do hereby declare and state as follows:-

Shri/Smt. _____ who had executed a Will

dated _____ died on _____. We hereby declare that as per the Will

the said Sh./ Smt. _____ has bequeathed his/her bank

deposits/gold pledged with the Bank/articles kept in safe deposit lockers/safe custody in

favour of Shri/Smt. _____. We further confirm that the

Will dated _____ is the last Will executed by the deceased and that no other

Will or Codicil or any other documents has been executed by the deceased account

holder/ depositor in the matter of his assets in the form of Bank Deposits/accounts/assets

lying with the Bank to his/her credit. We further declare that the above information is true

and we know that we maybe liable in damages to the Bank in case it turns out that the

information given by us as stated above is incorrect or false or both. We are further aware

that on account of the Bank relying or depending on the information furnished above, if

the Bank is making any payment/release assets, we are liable to reimburse on demand all

amounts so paid and also all costs, charges, expenses, claims etc. incurred by the Bank.

The liability if any arising on account of our giving this letter shall also be binding on our

legal heirs, executors, administrators and assigns.

Signature

Place:

Date :



Annexure 9

Format of Details of the Surety :

1	Name of the Surety	
2	Address with Phone no.	
3	Academic qualification	
4	Age of the Surety	
5	Occupation (if employed detail of employment)	
6	Present Monthly Income/ Salary	
7	Total annual income from all sources	
8	No. of dependants	
9	DETAILS OF PERSONAL ASSETS:	
a.	Immovable Property viz: Land/ Building, Flat etc. (Give Details)	
b.	Investment (Fixed Deposits / Shares etc.	
c.	Surrender value of Life Insurance Policies	
d.	Other Assets if Any	
	TOTAL ASSETS (Sum of (a) to (d)	
10	Personal Liability if Any	
11	NETWORTH OF SURETY (9-10)	
12	Details of Bank A/c (Bank/Branch Name, A/c No, A/c Type etc.	
13	Whether Surety is related to the Deceased / Claimants	
14	Period for which Claimants are known to Surety	

I confirm that all the statements made by me in this application are true and correct and have been made by me.

Place : _____

Date :

Signature of Surety

Remarks :

Signature of Branch Manager

