Kangra Central Co-operative Bank Ltd

H.O. Dharamshala, District Kangra

Himachal Pradesh

Policy on Nomination facility in Deposit accounts/ Safe Deposit Lockers and Articles kept in Safe Custody

Nomination facility in Deposit accounts/ Safe Deposit Lockers and Articles kept in Safe Custody

A. Short Title and Commencement

These Directions shall be called the Reserve Bank of India (Nomination facility in Deposit Accounts, Safe Deposit Lockers and Articles kept in Safe Custody with the Banks) Directions, 2025.

B. Applicability

The "Bank" refers in the policy means Kangra Central Co-operative Bank Ltd.

C. Definitions

'Act' refers to the Banking Regulation Act, 1949.

'Rules' refers to the Banking Companies (Nomination) Rules, 2025.

D. Nomination Facility

1. The Bank shall offer nomination facility in deposit accounts in accordance with the provisions of sections 45ZA, 45ZB and 45ZG of the Act (read with section 56 of the Act) and the Rules.

2. The Bank shall be guided by the provisions of sections 45ZC to 45ZG of the Act (read with section 56 of the Act) and the Rules in the matter of nomination in safe deposit lockers and articles kept in safe custody.

3. "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 heir.

4. At the time of account opening, the branch shall explicitly inform the prospective customer of the availability and purpose of the nomination facility and offer customer the option to avail the same. The branch shall also clearly explain to the prospective customer the advantages of the nomination facility, including but not limited to simplification of the claim process in the event of the account holder's demise and facilitation of smooth and prompt transfer of funds to the nominee without legal complications.

5. If the prospective customer chooses not to avail the nomination facility despite being fully informed, the bank shall proceed to open the deposit account without imposing any restrictions, if otherwise found eligible, after obtaining a written declaration from the individual confirming that customer does not wish the nomination facility at the time of account opening. If customer refuses to provide the written declaration, the branch shall record the fact of refusal to submit written confirmation in the account opening records.

6. Under no circumstances shall a prospective customer be denied or delayed in opening an account solely on the ground of refusal to make a nomination, provided all other requirements for account opening are satisfactorily met.

7. **Simultaneous Nomination**

Simultaneous nomination shall be applicable only in respect of **deposit accounts**, wherein the depositor may nominate up to four nominees and specify the percentage share payable to each nominee.

For example the percentage share specified by the account holder at the time of nomination is as under :

- Nominee A – 35%
- Nominee B – 30%
- Nominee C – 20%
- Nominee C – 15%

In simultaneous nomination, after the death of the account holder, the bank will pay the deposit amount to all nominees according to the percentage share specified by the account holder at the time of nomination.

8. **Successive Nomination**

Successive nomination shall be applicable in respect of **deposit accounts, safe custody articles, and safe deposit lockers**.

Under this facility, up to four nominees may be appointed in a specified order of priority. No percentage allocation is required under this mode, as only one nominee is entitled to receive the proceeds at a time based on the order of priority.

For example the priority specified by the account holder at the time of nomination is as under :

1. Nominee A – First Priority
2. Nominee B – Second Priority
3. Nominee C – Third Priority
4. Nominee D – Fourth Priority

In the event of the death of the depositor/locker hirer/customer, the Bank shall first pay the proceeds to the nominee placed at the first priority. If the first-priority nominee has predeceased the account holder, the Bank shall pay the same to the nominee placed at the next priority, and so on.

E. Incidental Matters

7. In case of simultaneous nomination, if any nominee dies prior to receiving the deposit from the bank, the nomination in respect of such nominee alone shall become ineffective. Accordingly, a bank shall settle the claims of the amount of deposit made in favour of such nominee in accordance with provisions applicable for accounts without nominee clause as contained in Deceased Claim Policy of the Bank.

8. A bank cannot claim a valid discharge under the provisions of the Act if payments are made to individuals based on nomination made under any other law for specified purposes.

9. The branches should put in place appropriate systems and procedures to register in its books/ CBS the registration, cancellation and variation of the nomination, as per the request of the customers.

10. Branches should establish an effective system for acknowledging receipt of duly completed nomination registration, cancellation, and modification forms. They should also implement appropriate procedures to ensure that all such requests are accurately recorded and updated in the bank's books and Core Banking System (CBS) as requested by customers.

11. The Branches shall verify and ensure that the nomination(s) made by its customers are in accordance with relevant provisions of the Act and the Rules before providing acknowledgement to them.

12. Such acknowledgement shall be given to the customers within three working days of receiving the forms of registration, cancellation and/ or variation of nomination, irrespective of whether the same is asked for by the customers.

13. Where a nomination request is found not to be in conformity with the provisions of the Act or the Rules and is consequently rejected, The Branch shall inform the customer in writing, clearly indicating the reasons for such rejection, within three working days of the receipt of the request form.

F. Details of nomination and name of nominee in Passbook/ Statement of Account and Term Deposit Receipt (TDR)

14. The Branch shall record the status regarding registration of nomination on the face of the passbook / Statement of Account and TDR, with the legend "Nomination Registered".

15. The Branch shall also indicate the name of the Nominee(s) in the Passbook/ Statement of Accounts and TDR in such cases, if the customer so desires.

G. Customer guidance and publicity of benefits of nomination

16. The Branches shall give wide publicity and provide guidance to deposit account holders, locker hirers and depositors of articles in safe custody on the benefits of the nomination facility. This may include printing compatible messages on cheque book, passbook and other literature reaching the customers as well as launching periodical awareness drives.

17. The Bank shall ensure that the form for opening deposit accounts, hiring safe deposit lockers and depositing articles in safe custody contains space for getting the details of nomination, which also serves the purpose of educating the customers about availability of such facility.

H. Nomination in respect of deposits.

18. The nomination by the depositor, or as the case may be, all the depositors together, in respect of a deposit held by a banking company to the credit of one or more individuals, may be made in favour of one or more individuals, but not exceeding four, either successively or simultaneously.

19. The nomination shall be made in the Nomination Form annexed to these rules; or

20. The nomination shall be made only in respect of deposits which are held in the individual capacity of the depositor and not in any representative capacity as the holder of an office or otherwise.

Explanation : If an individual is keeping an account for his/ her proprietorship business, it shall be deemed as that individual's account and the nomination facility shall be offered in such accounts.

21. Where the nominee is a minor, the depositor or, as the case may be, all the depositors together, may, while making the nomination, appoint 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 or, as the case may be, all the depositors during the minority of the nominee.

22. In the case of a deposit made in the name of a minor, the nomination shall be made by an individual lawfully entitled to act on behalf of the minor.

23. The variation or cancellation of the previous nomination made by the depositor or all the depositors together shall be through subsequent nomination.

24. Every subsequent nomination shall cancel the previous nomination, or vary it, as the case may be.

25. A nomination, cancellation of nomination or variation of nomination may be made as aforesaid at any time during which the deposit is held by a banking company to the credit of the depositor or depositors, as the case may be.

26. 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.

27. The branches shall acknowledge in writing to the concerned depositor or depositors, the filing of the Nomination Form, and also the fact of cancellation or variation of nomination.

28. The duly completed nomination form, or a request for cancellation or variation of a nomination, must be recorded in the bank's records and Core Banking System (CBS), either through physical documentation or electronic means.

29. A nomination or cancellation of nomination or variation of nomination shall not cease to be in force merely by reason of the renewal of the deposit.

30. If an individual, or a group of individuals, as the case may be, who has made a nomination in respect of a deposit, desires to have that nomination extended to his or their other accounts in the same branch, a request may be made to the said effect to

the branch, and once accepted by the branch, it shall be treated as if a separate nomination has been made for each of those accounts.

31. If, by mistake or otherwise, a nomination is made in the Nomination Form in favour of more than four individuals, the names of the first four individuals appearing in the order, shall be recognised.

I. Nomination in respect of articles in safe custody

32. The nomination to be made by an individual in respect of articles left in safe custody with a banking company shall be in favour of one or more individuals not exceeding four, successively.

If, by mistake or otherwise, a nomination is made in the Nomination Form in favour of more than four individuals, the names of the first four individuals appearing in the order, shall be recognised.

Sr. No. 18 to 31 shall apply mutatis mutandis to nominations in respect of articles kept in safe custody.

J. Nomination in respect of Safe Deposit Lockers

33. The nomination to be made by an individual or as the case may be, all the individuals together, who hire a locker whether such locker is located in the safe deposit vault of banking company or elsewhere, shall be in favour of one or more individuals not exceeding four, successively.

If, by mistake or otherwise, a nomination is made in the Nomination Form in favour of more than four individuals, the names of the first four individuals appearing in the order, shall be recognised.

Sr. No. 18 to 31 shall apply mutatis mutandis to nominations in respect of articles kept in safe deposit lockers.

K. Right to amendments and addition

34. If any amendment/ addition is required in the Nomination Policy, keeping in view the Regulatory directions, practical aspects/ feedback from branches, Managing Director of the Bank is authorised to circulate the necessary directions as deemed fit and that shall form the part of this policy.

Any ambiguity in interpretation of terms of Nomination Policy, the terms clarified in the RBI circular shall prevail.

Nomination Form

FORM FOR NOMINATION, CANCELLATION OF NOMINATION AND VARIATION OF NOMINATION IN RESPECT OF THE BANK DEPOSITS, ARTICLES IN SAFE CUSTODY AND SAFETY LOCKERS

(See Sections 45-ZA, 45-ZC and 45-ZE read with Section 56 of the Banking Regulation Act, 1949 and rules 2 to 4 of the Banking Companies (Nomination) Rules, 2025)

Bank Name: ....

Branch: ....

Customer ID/Account No./Locker No.: ....

Bank Customer details including deposit/article in safe custody/locker: -

(*Nomination form is in respect of bank deposit/article in safe custody/locker)

*Name of Depositor/individual leaving article in safe custody/Hirer of a locker:

1. ____________________
2. ____________________
3. ____________________
4. ____________________

*Account Number/locker Number/Other identification number of bank customer:

* Nature of deposit/nature of articles/nature of locker:

Distinguishing Number:

Additional details, if any: -

*Strike out whatever is not relevant

Annexure I

FORM FOR NOMINATION IN RESPECT OF THE BANK DEPOSITS

I/We, the undersigned, hereby nominate the following individual(s) to receive the amount of the deposits(s) in respect of the particulars above mentioned in the event of my/our death:

Sr. Number	Name of Nominee	Address	Email/ Mobile number if any	Relationship with Bank customer, if any	Age	Order of priority in case of successive nomination. Priority Order **(Applicable only for Successive Nomination)**	Proportion of amount of deposit in percentage in case of bank deposit. **(Applicable only for Simultaneous Nomination)**
A	B	C	D	E	F	G	H

Note:

(i) Simultaneous nomination refers to nomination of one or more nominee but not exceeding four, with defined percentage and total amounting to 100%.

(ii) Successive nomination refers to 100% nomination in favour of one individual in order of priority and is also limited to four nominees; and the nominee lower in the order shall become effective only after the death of the nominee in the higher order. (In case of successive nomination, the same individual shall not be entered more than once.)

(iii) In respect of the deposits, out of column (G) and (H), only one column is to be filled.

(iv) Total percentage across all nominees in column (H) must equal 100%.

(v) If more than one individual is nominated, the order of priority shall be deemed to be in order in which names appear in column (B).

Guardian details (if any nominee is a minor)

Sr. Number	Name of Nominee	Name of Guardian	Relationship with nominee	Address	Email/ Mobile number of guardian if any
A	B	C	D	E	F

Declaration & Signature

I/We declare that the information provided above is true to the best of my/our knowledge and belief. I/We understand that this nomination will supersede any previous nominations for the above mentioned accounts(s).

Name of Depositor(s) ***Signature/ Thump impression of depositor (s)**

Name (s), Signature(s) and address(es) of witness(es) @

@ In case of individual who cannot read and /or write, the signature means thumb-impression of such individual, which should be attested by two witnesses.

Acknowledgement (For Bank Use Only)

Received Nomination Form from: ____
Customer ID: ______
Date of Receipt: ____/______/______
Recorded on CBS / Core Banking System: Yes / No

Signature of Authorised Official: ___________

Date of Registration in CBS: ___________

Instructions for Bank Customer:
1. You may nominate **more than one individual**, with clearly defined share percentages.
2. You may appoint successive nominees. In case of successive nomination, nomination shall be effective **only in favour of one individual in order of priority** in which their name appears in above table of nomination details. It may be noted that nomination of any nominee lower in the

order of nomination shall become effective only after the death of all the nominees whose names are higher in the order of nomination.

3. Nomination is applicable to **all bank accounts/lockers/articles detailed** above unless otherwise specified.

4. This form or the details in this form, as circumstances may admit, can be submitted electronically where the bank enables **e-nomination.**

5. If deposit is made in the name of minor or article is left in safe custody in the name of minor or locker is solely hired in the name of minor, this nomination form should be signed by an individual lawfully entitled to act on behalf of the minor.

Annexure II

FORM FOR NOMINATION IN RESPECT OF THE ARTICLES IN SAFE CUSTODY AND SAFETY LOCKERS

I/We, the undersigned, hereby nominate the following individual(s) to receive the articles in safe custody or the contents of the locker in respect of the particulars above mentioned in the event of my/our death:

Sr. Number	Name of Nominee	Address	Email/ Mobile number if any	Relationship with Bank customer, if any	Age	Order of priority in case of successive nomination
A	B	C	D	E	F	G

Note:

(i) Successive nomination refers to nomination in favour of one individual in order of priority and is also limited to four nominees; and the nominee lower in the order shall become effective only after the death of the nominee in the higher order.

(ii) If more than one individual is nominated, the order of priority shall be deemed to be in order in which names appear in column (B).

Guardian details (if any nominee is a minor)

Sr. Number	Name of Nominee	Name of Guardian	Relationship with nominee	Address	Email/ Mobile number of guardian if any
A	B	C	D	E	F

Declaration & Signature

I/We declare that the information provided above is true to the best of my/our knowledge and belief. I/We understand that this nomination will supersede any previous nominations for the above mentioned accounts(s).

Name of Depositor(s) ***Signature/ Thump impression of depositor (s)**

Name (s), Signature(s) and address(es) of witness(es) @

@ In case of individual who cannot read and /or write, the signature means thumb-impression of such individual, which **should** be attested by two witnesses.

Acknowledgement (For Bank Use Only)

Received Nomination Form from: ______________________________

Customer ID: ________________

Date of Receipt : ___/______/______

Recorded on CBS / Core Banking System: Yes / No

Signature of Authorised Official: __________

Date of Registration in CBS: __________

Instructions for Bank Customer:

1. You may nominate **more than one individual**, with clearly defined share percentages.
2. You may appoint successive nominees. In case of successive nomination, nomination shall be effective **only in favour of one individual in order of priority** in which their name appears in above table of nomination details. It may be noted that nomination of any nominee lower in the order of nomination shall become effective only after the death of all the nominees whose names are higher in the order of nomination.
3. Nomination is applicable to **all bank deposit accounts/lockers/articles detailed** above unless otherwise specified.
4. This form or the details in this form, as circumstances may admit, can be submitted electronically where the bank enables **e-nomination.**
5. If deposit is made in the name of minor or article is left in safe custody in the name of minor or locker is solely hired in the name of minor, this nomination form should be signed by an individual lawfully entitled to act on behalf of the minor.

Annexure III

FORM FOR CANCELLATION OF NOMINATION AND VARIATION OF NOMINATION IN RESPECT OF THE BANK DEPOSITS

I/We , the undersigned, hereby declare that the above nomination is made in supersession of all the previous nominations, if any, made by me/us in respect of the deposit described above. I/We declare that the above nomination has the effect of cancelling previous nominations in respect of the bank deposit.

And I/We, the undersigned, hereby nominate the following individual(s) to receive the amount of the deposits(s) in respect of the particulars above mentioned in the event of my/our death:

Sr. Number	Name of Nominee	Address	Email/ Mobile number if any	Relationship with Bank customer, if any	Age	Order of priority in case of successive nomination	Proportion of amount of deposit in percentage in case of bank deposit
A	B	C	D	E	F	G	H

Note:

(i) Simultaneous nomination refers to nomination of one more nominee but not exceeding four, with defined percentage and total amounting to 100%.

(ii) Successive nomination refers to 100% nomination in favour of one individual in order of priority and is also limited to four nominees; and the nominee lower in the order shall become effective only after the death of the nominee in the higher order. (In case of successive nomination, the same individual shall not be entered more than once.)

(iii) In respect of the deposits, out of column (G) and (H), only one column is to be filled.

(iv) Total percentage across all nominees in column (H) must equal 100%.

(v) If more than one individual is nominated, the order of priority shall be deemed to be in order in which names appear in column (B)

Guardian details (if any nominee is a minor)

Sr. Number	Name of Nominee	Name of Guardian	Relationship with nominee	Address	Email/ Mobile number of guardian if any
A	B	C	D	E	F

Declaration & Signature
I/We declare that the information provided above is true to the best of my/our knowledge and belief. I/We understand that this nomination will supersede any previous nominations for the above-mentioned accounts(s).

Name of Depositor(s) ***Signature/ Thump impression of depositor (s)**

Name (s), Signature(s) and address(es) of witness(es) @

@ In case of individual who cannot read and /or write, the signature means thumb-impression of such individual, which should be attested by two witnesses.

5. Acknowledgement (For Bank Use Only)

Received Nomination Form from: ______________________________
Customer ID: ____________________
Date of Receipt: ____/______/______
Recorded on CBS / Core Banking System: Yes / No

Signature of Authorised Official: ___________

Date of Registration in CBS: ___________

Instructions for Bank Customer:
1. You may nominate **more than one individual**, with clearly defined share percentages.
2. You may appoint successive nominees. In case of successive nomination, nomination shall be effective **only in favour of one individual in order of priority** in which their name appears in above table of nomination details. It may be noted that nomination of any nominee lower in the order of nomination shall become effective only after the death of all the nominees whose names are higher in the order of nomination.

3. Nomination is applicable to **all bank accounts/lockers/articles detailed** above unless otherwise specified.
4. This form or the details in this form, as circumstances may admit, can be submitted electronically where the bank enables **e-nomination.**
5. If deposit is made in the name of minor or article is left in safe custody in the name of minor or locker is solely hired in the name of minor, this nomination form should be signed by an individual lawfully entitled to act on behalf of the minor.

Annexure IV

FORM FOR CANCELLATION OF NOMINATION AND VARIATION OF NOMINATION IN RESPECT OF, ARTICLES IN SAFE CUSTODY AND SAFETY LOCKERS

I/We , the undersigned, hereby declare that the above nomination is made in supersession of all the previous nominations, if any, made by me/us in respect of the article in safe custody/locker described above. I/We declare that the above nomination has the effect of cancelling previous nominations in respect of the article in custody of bank/locker.

And I/We, the undersigned, hereby nominate the following individual(s) to receive the articles in safe custody or the contents of the locker in respect of the particulars above mentioned in the event of my/our death:

Sr. Number	Name of Nominee	Address	Email/ Mobile number if any	Relationship with Bank customer, if any	Age	Order of priority in case of successive nomination
A	B	C	D	E	F	G

Note:

(i) Successive nomination refers to 100% nomination in favour of one individual in order of priority and is also limited to four nominees; and the nominee lower in the order shall become effective only after the death of the nominee in the higher order. (In case of successive nomination, the same individual shall not be entered more than once.)

(ii) If more than one individual is nominated, the order of priority shall be deemed to be in order in which names appear in column (B)

Guardian details (if any nominee is a minor)

Sr. Number	Name of Nominee	Name of Guardian	Relationship with nominee	Address	Email/ Mobile number of guardian if any
A	B	C	D	E	F

Declaration & Signature

I/We declare that the information provided above is true to the best of my/our knowledge and belief. I/We understand that this nomination will supersede any previous nominations for the above-mentioned accounts(s).

Name of Depositor(s) ***Signature/ Thump impression of depositor (s)**

Name (s), Signature(s) and address(es) of witness(es) @

@ In case of individual who cannot read and /or write, the signature means thumb-impression of such individual, which should be attested by two witnesses.

5. Acknowledgement (For Bank Use Only)

Received Nomination Form from: ______________________________
Customer ID: ______

____

Date of Receipt: _
___/______/______
Recorded on CBS / Core Banking System: Yes / No

Signature of Authorised Official: __________

Date of Registration in CBS: __________

Instructions for Bank Customer:

1. You may nominate **more than one individual**, with clearly defined share percentages.
2. You may appoint successive nominees. In case of successive nomination, nomination shall be effective **only in favour of one individual in order of priority** in which their name appears in above table of nomination details. It may be noted that nomination of any nominee lower in the order of nomination shall become effective only after the death of all the nominees whose names are higher in the order of nomination.
3. Nomination is applicable to **all bank accounts/lockers/articles detailed** above unless otherwise specified.
4. This form or the details in this form, as circumstances may admit, can be submitted electronically where the bank enables **e-nomination.**
5. If deposit is made in the name of minor or article is left in safe custody in the name of minor or locker is solely hired in the name of minor, this nomination form should be signed by an individual lawfully entitled to act on behalf of the minor.