

Annex I-B

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

Date:

The Branch Manager

_____Bank

_____Branch

Madam/ Dear Sir,

Claim for Payment of Balances in the *Deposit Accounts/ Release of Contents of Safe Deposit Locker 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 kept by Shri/ Smt./ Kum. _____ (Name of Deceased/ Missing Customer) who *Expired on _____/ is missing/ not traceable since _____

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: _____
- f) **Religion:** _____ (Mention Hindu Law, Muslim Law, Christian Law 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	Relation with Minor	Address of the Guardian	Mobile Number and Email address of the Guardian
1						
2						
3						
4						

- 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 kept by deceased customer as per details given below:

a) Deposit Accounts

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

b) Safe Deposit Locker No. _____

c) Mode of Holding: _____

Details of Articles (if known): _____

d) CC/OD/TL (credit Balance A/c No. _____ & Amount Rs _____

I/ We undertake that

- (i)** I/ We shall hold/ receive the aforesaid amount/ payment only in a fiduciary capacity as a trustee of the rightful beneficiary(ies) and any settlement made to me/ us shall not in any manner affect their rights.
- (ii)** The aforesaid *accounts/ safe deposit lockers 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 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 _____ at _____ (copy enclosed).
- ☐ issued by _____
- ☐ 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 _____ dated _____ (copy enclosed).
- ☐ Declaration/ Affidavit from an independent person regarding the legal heir(s) of the deceased depositor (copy enclosed).
- ☐ 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) at _____ vide order

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

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/ her natural/ legal guardian are given below:

Sr. No	Name of Claimant	Date of Birth	Name of the Guardian	Relationship with Minor
1				
2				
3				
4				

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

Sr. No	Name of Claimant
1	
2	
3	
4	

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 Document³ 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)

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

Name and signature of the claimant(s) who will receive the balance payable/ articles

in safe deposit locker:_____

³ “Officially Valid Document” (OVD) means the passport, the driving license, 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.

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

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

Sr. No	Name of Claimant		Mobile Number	Email Address
	Name	Address		
1				
2				
3				
4				

Signature of witness: _____

Before me _____

Note:

1. Signatures should be attested.
2. If the Claimant/ Legal heir/Court appointed guardian is an SVC Bank customer then signatures can be attested by the SVC Bank Branch Manager where the claimant/Legal heir/ court appointed guardian maintains an account or any other SVC Branch. In all other cases signatures should be attested either by, Notary Public, Branch Manager, Advocate, Chartered Accountant. Full name and address of the person attesting the signature should be given).

The application should be submitted along with the following: -

- Certified copy of the death certificate/FIR copy & Non-traceable report from police Authority/ Civil Death certificate issued by Court.
 - The Original Share Certificate/s, FD Receipts, SVCC.
 - Pass Book, Unused Cheque leaves.
 - Locker Key
 - Unclaimed dividend warrants.
 - All other relevant papers.
 - Copy of the ration card of the deceased account holder.
 - Proof of the identity (POI and POA) of the claimant.
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 amongst the legal heirs and all of them do not join in indemnifying the bank, or furnish a 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 Competent Court or Probate of the Will (as may be applicable), till such time the claim shall be kept on hold/ pending.

RECOMMENDATION OF THE BRANCH

The Branch confirms the amount/s standing to the credit of the deceased in favour of Mr/Ms. _____ Claimant/ Legal heir/ Court Appointed Guardian as mentioned above and recommends that the amounts as claimed, be released.

Date:

Signature of the Branch Manager