

**Annexure-I**

**Application Form for settlement of claim in deceased  
depositors' accounts**

(To be used when account has nomination or is a joint account with survivorship clause)

**From**

\_\_\_\_\_

**To**

The Branch Manager,  
Bank of India,

\_\_\_\_\_ Branch

**Dear Sir,**

Re: **Deceased Account Late Shri/Smt.**.....

**Account No(s)**.....

1. I/We advise the demise of Shri/Smt. \_\_\_\_\_ on \_\_\_\_\_.

He/She holds the above account(s) at your branch. The account is in the name(s) of: \_\_\_\_\_

**2. A. In case of Nomination \***

I,.....son/daughter of

Shri..... residing at ..... am

(i) the registered nominee in the above account(s).

(ii) the person authorized 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 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 deceased person and continue the account in my /our name(s) with same mode of operations.

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

Death Certificate issued by \_\_\_\_\_

Identity proof (required in nomination cases) \_\_\_\_\_

Place:

Yours faithfully,

Date:

(Claimant(s))

**Witness :**

1. Magistrate or judicial Official  
or

2. An Officer of the Central or  
State Government  
or

3. An officer of a bank  
or

4. Two persons acceptable to the  
bank

1. Name

(\*Strike out whichever is not applicable)



**Annexure-II****Application Form for settlement of claim in deceased depositors' accounts**

(To be used when account has no nomination or is a joint account without survivorship clause)

Date \_\_\_\_\_

To,  
Bank of India,  
\_\_\_\_\_ Branch.

Dear Sirs,

**Re : Claim for payment of Balance of Account of \_\_\_\_\_ (deceased)**

I/We advise the demise of Shri/Smt. \_\_\_\_\_ on \_\_\_\_\_.  
He/She holds the above account(s) at your branch. The account(s) is/are in the name 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. 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 :

	Name	Age	Sex	Occupation	Relationship with the deceased
1.	Deceased			-	-
2.	Claimants/s, Heirs (proof of identity enclosed)	1.			
		2.			
		3.			
3.	Two sureties with address	1.			-
		2.			
4.	Claim Amount (please enclose passbook / cheque book / TDR as applicable)	<b>Type of A/c</b>	<b>No.</b>		<b>Amount</b>
		SB			
		CD			
		RD			
		TDR			
		<b>Total</b>			
5.	Other Assets & Liabilities of the deceased				
(a)	Assets (Movable other than claimed amount. Please include deposits with other Banks/branches, PF & LIC claims/receivables etc.)				
	Details	Value		Their claimant	
(b)	Immovable Properties				
	Details	Value		Their Clamant	
(c)	Liabilities (including tax liability and unsatisfied creditors, if any)				

7.	Whether deceased left a will	Yes/No
8.	Whether any legal representation obtained like succession certificate etc.?	Yes/No
9.	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 or duly attested copy of such Order  (c) In whose custody the Minor/Minors is / are?	: _____  : _____
10	Any other facts which the applicant(s) wants to state in support of his/her/their claim.	

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

1. Death Certificate (Original + 1 photocopy) issued by: \_\_\_\_\_
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 that the above statements are true and correct to the best of my/our knowledge and belief.

Place:  
faithfully,

Yours

Date :  
Encl.:

Name of Claimant  
Claimant(s)

Address

A/c with us,  
if any & Type

Signature of

- 1.
- 2.
- 3.

**Indemnity Letter**  
**for payment of balance in account of deceased depositors**  
**(To be used for cases other than nomination or is a joint account without survivorship clause)**

Name:.....

Address:.....

....

.....

.....

Date :

**To:**

**Bank of India.**

\_\_\_\_\_ **Branch.**

**Dear Sirs.**

Re.: Payment of balance of Rs. \_\_\_\_\_ in the account of  
Mr./Mrs./Miss

(Deceased)

Mr./Mrs./Miss.....had the Current Account No.....Savings Bank Account No..... /Fixed/Short/Monthly Income Certificate / Double Benefit Deposit Account No...../Recurring Deposit Account No.....with your Bank.

2. Mr./Mrs./Miss.....had expired on ..... at .....leaving at the time of his/her death the credit balance(s) in his/her respective account(s) as under :

- (a) Current Account No. : Rs. \_\_\_\_\_
- (b) Savings Bank Account No. : Rs. \_\_\_\_\_
- (c) Fixed/Short/Monthly Income Certificate / Double Benefit Deposit Account no. : Rs. \_\_\_\_\_
- (d) Recurring Deposit Account no. : Rs. \_\_\_\_\_

Total : Rs.....

=====

3. I/We have represented to you :

(a) that the deceased died without leaving a Will and I/We the undersigned

(i)....., (ii)

.....,

(iii).....etc.,

am/are the only heir(s) of the deceased according to the law of intestate succession applicable to him/her

OR

(a) that the deceased died leaving his/her last Will and testament dated.....and we the undersigned

.....

...

(Names of the Executors)

.....

are the executors thereof; and that has he/she died without leaving the Will, We the undersigned namely

.....

(Names of the Heirs)

.....

would have been the heirs of the deceased according to the personal law of intestate succession applicable to him/her;

(b) that we do not intend to obtain any grant of legal representation to the estate of the deceased;

(c) that we are the only persons entitled to the properties and assets of the deceased, as such executors/heirs as on intestacy.

4. We have requested you to pay the said balance in the said account(s) to all/.....of us the undersigned

.....

(Names of persons to whom payment is to be made)

which you have agreed to do on the faith and strength of and relying on my/our above representation and on my/our executing such indemnity in your favour as is hereinafter appearing.

5. In consideration of above premises, I/We so as to bind myself / ourselves jointly and each severally and my/our respective heirs, executors, administrators, estate and effects jointly and severally undertake and agree with you, your successors and assigns as follows:

- (a) to keep you safe and indemnified against all claims, demands, actions, proceedings, losses, damages, costs, charges and expenses ( the legal costs being between attorney and client) which may be made or brought or commenced against you or be paid, sustained, suffered or incurred by you howsoever, as a consequence direct or indirect of your paying the said sum in the above accounts to me/us without insisting on a grant of legal representation
- (b) to pay to you on demand the amount of any such losses, damages, costs, charges and expenses together with interest at.....%p.a. from the date of payment by you until reimbursement by me / us.

Yours faithfully,

.....  
.....  
.....

In consideration of the premises, we the undersigned

.....  
.....

[Name (s) of surety(ies)]

.....  
.....

jointly and severally guarantee to you, Bank of India, the payment of all moneys due under the aforesaid indemnify by the executants thereof

	1	2	3	4
Signature				

Name

Address

RECEIPT

Received with thanks from Bank of India, \_\_\_\_\_ branch, 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 of the deceased Shri/Smt/Kum. \_\_\_\_\_. I/We do not have any other claim from the Bank henceforth.

Place:

Date:



(Signature of all the legal heirs @ Over a revenue stamp)

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Annexure-V

**DECLARATION in case funds 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----- favoring ----- issued by you in settlement of the balance in account number ----- of Late-----will be utilized for the benefit of the minor only.

\_\_\_\_\_  
Father and Natural  
Guardian

**Check-list of Documents****Settlement of Claims in respect of Deceased Depositors**

<b>Claims</b>		<b>Document obtained : Yes/No</b>
<b>1. Accounts with Nomination clause:</b>		
i)	Application for settlement of claim in deceased depositors' accounts from Nominee/ Guardian of nominee – Annexure I	Yes/No
ii)	Copy of Death Certificate (Verified with original)	Yes/No
iii)	Identify proof (Ration Card, Election ID Card, PAN Card or Passport or any other satisfactory proof of identification acceptable to the bank or proof of authority of legal heir(s) wherever applicable)	Yes/No
<b>2. Joint Accounts with Either or Survivorship clause:</b>		
(i)	Application for settlement of claim in deceased depositors' accounts from Survivor(s) – Annexure I	Yes/No
(ii)	Copy of Death Certificate (Verified with original)	Yes/No
<b>3. For cases other than Nomination/Joint Accounts without survivorship clause:</b>		
(i)	Application for settlement of claim in deceased depositors' accounts from legal heirs – Annexure II	Yes/No
(ii)	Copy of Death Certificate	Yes/No
(iii)	Letter of Indemnity signed by claimant(s) and Sureties – Annexure III	Yes/No
<b>4. RECEIPT</b>	- Annexure IV	Yes/No

2\*/Deceased-circular

**Authority Letter for pipeline credits**

**From**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To**

The Branch Manager,  
Bank of India,

\_\_\_\_\_ Branch

**Dear Sir,**

**Re: Deceased Account**

**Late Shri/Smt.....**

**Account No(s).....**

I/We advise the demise of Shri/Smt. \_\_\_\_\_ on \_\_\_\_\_.

He/She holds the above account(s) at your branch. The account is in the name(s) of: \_\_\_\_\_

\_\_\_\_\_.

I/We,.....

.....Spouse/son/daughter/.....

..(if any other relation - pl.specify) of

Shri/Smt..... (deceased) residing

at.....

..... am the registered nominee / joint account holder / legal heirs in the above accounts.

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

Death Certificate issued by \_\_\_\_\_

Identity proof (required in nomination cases) \_\_\_\_\_

Please open an account styled as "Estate of Shri

\_\_\_\_\_, the Deceased' where all the

pipeline flows in the name of the deceased account holder be allowed to be credited

for next \_\_\_\_\_ months and settle our claim as per the rules after the pipeline credits

are received in this account.

Place:

Yours faithfully,

Date:

(Claimant(s))

**Witness :**

- 1. Magistrate or judicial Official  
or
- 2. An Officer of the Central or  
State Government  
or
- 3. An officer of a bank  
or
- 4. Two persons acceptable to the  
bank

1. Name  
.....  
.....

Address  
.....  
.....

.....  
.....  
.....

Signature  
.....  
.....

2. Name  
.....  
.....

Address  
.....  
.....

.....  
.....  
.....

Signature  
.....  
.....

(\*Strike out whichever is not applicable)

**Payment in Missing Person Account.**

**Annexure-I**

**Application Form for settlement of claims in missing depositors' accounts**

(To be used when account has nomination or is a joint account with survivorship clause)

**From**

\_\_\_\_\_  
\_\_\_\_\_

**To**

The Branch Manager,  
Bank of India,  
\_\_\_\_\_ Branch

**Dear Sir,**

Re: **Missing Depositors' Account**  
**Shri/Smt.....**  
**Account No(s).....**

1. I/We advise that Shri/Smt. \_\_\_\_\_ is missing from \_\_\_\_\_ and is not traceable. He/She holds the above account(s) at your branch. The account is in the name(s) of: \_\_\_\_\_.

**A. In case of Nomination \***

I.....son/daughter of  
Shri.....residing at  
.....  
.....am

- (iii) the registered nominee in the above account(s).
- (iv) the person authorized 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 in the name of the nominee. I/we note to receive the payment as trustee(s) of the legal heirs of the missing person.

**C. B. In the case of joint account with survivorship clause \***

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

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

- i) Court Order issued by Hon'ble Judge (if obtained, the following documents listed below need not be submitted)
- ii) Identity proof (of claimants required in all cases)
- iii) Copy of FIR lodged with Police authority.
- iv. Certificate issued by Police authorities that such missing person is not traceable.
- v) The report of non-traceability of missing person by the Police should be of a date after 7 years from the date of registration of FIR and enquiry by the Police authority.
- vi) Declaration by the Nominee /Legal Heirs of the missing person/depositor that the missing person has not been heard of for the last seven years.

Place:  
Date:

Yours faithfully,  
  
(Claimant(s))

**Witness :**

- 1. Magistrate or judicial Official  
or
- 2. An Officer of the Central or  
State Government  
or
- 3. An officer of a bank  
or
- 4. Two persons acceptable to the  
bank

- 3. Name .....
- Address .....
- .....
- .....
- Signature .....
- 4. Name .....
- Address .....
- .....
- .....
- Signature .....

(\*Strike out whichever is not applicable)

**Annexure-II**

**Application Form for settlement of claim in missing depositors' accounts**

(To be used when account has no nomination or is a joint account without survivorship clause)

Date \_\_\_\_\_

To,  
Bank of India,  
\_\_\_\_\_ Branch.

Dear Sirs,

**Re : Claim for payment of Balance in the Account of \_\_\_\_\_ (missing person)**

I/We advise that Shri/Smt. \_\_\_\_\_ is missing from \_\_\_\_\_ and is not traceable. He/She holds the above account(s) at your branch. The account(s) is/are in the name of: \_\_\_\_\_.

I/We lodge my/our claim for the balances with accrued interest lying to the credit of the above named depositor who is missing. I / we am / are the legal heirs of the above named missing depositor and lodge my/our claim for payment as per the bank's rules and discretion. The relevant information about the missing person and the legal heirs are as under :

		Name	Age	Sex	Occupation	Relationship with the missing person
1.	Missing person				-	-
2.	Claimants/s, Hiers (proof of identity enclosed)	1.				
		2.				
3.	Two sureties with address	1.				-
		2.				
4.	Claim Amount (please enclose passbook / cheque book / TDR as applicable)	<b>Type of A/c</b>	<b>No.</b>			<b>Amount</b>
		SB				
		CD				
		RD				
		TDR				
		<b>Total</b>				
5.	Other Assets & Liabilities of the missing person					
(a)	Assets (Movable other than claimed amount. Please include deposits with other Banks/branches, PF & LIC claims/receivables etc.)					
	Details	Value			Their claimant	
(b)	Immovable Properties					
	Details	Value			Their Clamant	
(c)	Liabilities (including tax liability and unsatisfied creditors, if any					

6.	Whether missing person left a will	Yes/No
7.	Whether any legal representation obtained like succession certificate etc.?	Yes/No
8.	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 or duly attested copy of such Order (c) In whose custody the Minor/Minors is / are?	:  _____ _____  :
9	Any other facts which the applicant(s) wants to state in support of his/her/their claim.	

I/We submit the following documents. Please return the original Court Order issued by Hon'ble Judge to us after verification:

- i) Identity proof (of claimants required in all cases)
- ii) Copy of FIR lodged with Police authority.
- iii) Certificate issued by Police authorities that such missing person is not traceable.
- iv) The report of non-traceability of missing person by the Police should be of a date after 7 years from the date of registration of FIR and enquiry by the Police authority.
- v) Declaration by Legal Heirs of the missing person/depositor that the missing person has not been heard of for the last seven years.
- vi) Indemnity letter regarding payment of balance in the account of a missing person/account holder.

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

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

Place:  
faithfully,

Yours

Date :

<u>Name of Claimant</u>	<u>Address</u>	<u>A/c with us, if any &amp; Type</u>	Signature of Claimant(s)
1.			
2.			

**Indemnity Letter**

**(for payment of balance in account of missing depositors' accounts)**  
**(To be used for cases other than nomination or is a joint account without survivorship clause)**

Name:.....

Address:.....

....

.....

.....

Date :

**To:**

**Bank of India.**

**\_\_\_\_\_Branch.**

**Dear Sirs.**

Re.: Payment of balance of Rs. \_\_\_\_\_ in the account of  
Mr./Mrs./Miss \_\_\_\_\_(Missing Depositor)

Mr./Mrs./Miss.....had the Current  
Account No.....Savings Bank Account No.....  
/Fixed/Short/Monthly Income Certificate / Double Benefit Deposit Account  
No...../Recurring Deposit Account No.....with your Bank.

2. Mr./Mrs./Miss..... went missing from  
..... and is not traceable, leaving at the time of his/her going missing the credit  
balance(s) in his/her respective account(s) as under :

- (a) Current Account No. : Rs. \_\_\_\_\_
- (b) Savings Bank Account No. : Rs. \_\_\_\_\_
- (c) Fixed/Short/Monthly Income  
Certificate/ / Double Benefit Deposit  
Account no. : Rs. \_\_\_\_\_
- (d) Recurring Deposit Account no. : Rs. \_\_\_\_\_

Total : Rs. ....

=====

5. I/We have represented to you :

(b) that the depositor went missing without leaving a Will and I/We the undersigned

(i).....  
.....,

etc.,  
am/are the only heir(s) of the missing depositor according to the law of intestate succession applicable to him/her

OR

(d) that the depositor went missing leaving his/her last Will and testament dated.....and we the undersigned

.....  
...

(Names of the Executors)

are the executors thereof; and that has he/she went missing without leaving the Will,  
We the undersigned namely

.....  
.....

(Names of the Heirs)

would have been the heirs of the missing depositor according to the personal law of intestate succession applicable to him/her;

(e) that we do not intend to obtain any grant of legal representation to the estate of the missing depositor;

(f) that we are the only persons entitled to the properties and assets of the missing depositor, as such executors/heirs as on intestacy.

6. We have requested you to pay the said balance in the said account(s) to all/.....of us the undersigned

.....  
(Names of persons to whom payment is to be made)

which you have agreed to do on the faith and strength of and relying on my/our above representation and on my/our executing such indemnity in your favour as is hereinafter appearing.

5. In consideration of above premises, I/We so as to bind myself / ourselves jointly and each severally and my/our respective heirs, executors, administrators, estate and effects jointly and severally undertake and agree with you, your successors and assigns as follows:

- (c) to keep you safe and indemnified against all claims, demands, actions, proceedings, losses, damages, costs, charges and expenses ( the legal costs being between attorney and client) which may be made or brought or commenced against you or be paid, sustained, suffered or incurred by you howsoever, as a consequence direct or indirect of your paying the said sum in the above accounts to me/us without insisting on a grant of legal representation
- (d) to pay to you on demand the amount of any such losses, damages, costs, charges and expenses together with interest at.....%p.a. from the date of payment by you until reimbursement by me / us.

Yours faithfully,

.....

In consideration of the premises, we the undersigned

.....

.....

[Name (s) of surety(ies)]

.....

.....

jointly and severally guarantee to you, Bank of India, the payment of all moneys due under the aforesaid indemnify by the executants thereof

1. Signature\_\_\_\_\_

—

Name

\_\_\_\_\_

Occupation\_\_\_\_\_

—

Address\_\_\_\_\_

—

\_\_\_\_\_

—

RECEIPT

Received with thanks from Bank of India, \_\_\_\_\_ branch, 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 of the missing depositor Shri/Smt/Kum. \_\_\_\_\_. I/We do not have any other claim from the Bank henceforth.

Place:

Date:



(Signature of all the Legal heirs / Nominee Over a revenue stamp)

-----  
-----

**DECLARATION in case funds 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----- favoring ----- issued by you in settlement of the balance in account number ----- of-----will be utilized for the benefit of the minor only.

\_\_\_\_\_  
Father and Natural Guardian

**Check-list of Documents****Settlement of Claims in respect of Missing Depositors**

<b>Claims</b>	<b>Document obtained : Yes/No</b>
<b>3. Accounts with Nomination clause:</b>	
i) Application for settlement of claim in missing depositors' accounts from Nominee – Annexure I	
ii) Court Order issued by Hon'ble Judge	
iii) Identify proof in all cases (Ration Card, Election ID Card, PAN Card or Passport or any other satisfactory proof of identification acceptable to the bank wherever applicable)	
iv) Copy of FIR lodged with Police authority.	
v) Certificate issued by Police authorities that such missing person is not traceable.	
vi) The report of non-traceability of missing person by the Police should be of a date after 7 years from the date of registration of FIR and enquiry by the Police authority.	
vii) Declaration by the Nominee of the missing person/depositor that the missing person has not been heard of for the last seven years.	
<b>4. Joint Accounts with Either or Survivorship or Former or Survivorship clause:</b>	
i) Application for settlement of claim in missing depositors' accounts from Nominee / Survivors– Annexure I	
ii) Court Order issued by Hon'ble Judge	
iii) Identify proof in all cases (Ration Card, Election ID Card, PAN Card or Passport or any other satisfactory proof of identification acceptable to the bank wherever applicable)	
iv) Copy of FIR lodged with Police authority.	
v) Certificate issued by Police authorities that such missing person is not traceable.	
vi) The report of non-traceability of missing person by the Police should be of a date after 7 years from the date of registration of FIR and enquiry by the Police authority.	
vii) Declaration by the Survivors of the missing person/depositor that the missing person has not been heard of for the last seven years.	

<b>3. For cases other than Nomination/Joint Accounts without survivorship clause:</b>	
i) Application for settlement of claim in missing depositors' accounts from legal heirs – Annexure II	
ii) Court Order issued by Hon'ble Judge .	
iii) Identify proof in all cases (Ration Card, Election ID Card, PAN Card or Passport or any other satisfactory proof of identification acceptable to the bank or proof of authority of legal heir(s) wherever applicable)	
iv) Copy of FIR lodged with Police authority.	
v) Certificate issued by Police authorities that such missing person is not traceable.	
vi) The report of non-traceability of missing person by the Police should be of a date after 7 years from the date of registration of FIR and enquiry by the Police authority.	
vii) Declaration by the Nominee of the missing person/depositor that the missing person has not been heard of for the last seven years.	
viii) Indemnity letter regarding payment of balance in the account of a missing person/account holder.	
<b>4. RECEIPT - Annexure IV</b>	