

## Affidavit cum Indemnity Letter

(to be sworn in and attested before a 1st class Magistrate)

In respect of payment of balance(s) in the accounts of the deceased person

(to be stamped with the duty payable for affidavit & Indemnity Bond)

I/We Mr/Ms/Miss (name/names of the claimants)

Address.....age

d.....do hereby solemnly affirm and state as below:

1. I/we am/are the legal heirs of Mr/Ms/Miss (name of the deceased account holder).....and the deceased is my/ our (father/mother/wife/husband/son/daughter etc.)
2. I/we further state that I/we the following legal heirs are the only legal heirs entitled to claim the said money(s)..... lying at the credit of SB/Current/Term Deposit/RD account no:.....

Sl. No	Name	Age	Relationship to the deceased

3. I/We affirm that I/We am/are the sole legal heirs of the deceased who are entitled to receive the money(s) in the said Accounts belonging to the deceased.
4. I/we are aware that the Bank has agreed to settle our claims relying on this Affidavit and I/we agree to Indemnify the Bank in respect of such payment of money(s) lying in said accounts of the deceased, against any claim made by any person.
5. I/we for ourselves and my/our respective heirs, executors, and administrators jointly and severally agree, affirm and undertake that the bank, its successors and assigns and its managers, agents, officers and servants ad their respective estates and effects are and shall from time to time and at all times hereafter be kept safe and saved harmless and indemnified for and in respect of such payment and against all actions, losses, cost, charges, expenses and demands whatsoever in respect of the payment of money(s) towards settlement of claims for the said deposits, Accounts held at your Bank.

All the averments made herein before are true and correct and I/we put my/our signature/mark on this.....day of.....20.....at.....in the presence of.....

**Signature(s) of the Deponents (claimants)**

**Solemnly affirm and signed before me**

**at this date.....of.....**

**Advocate :**

**Before me (1<sup>st</sup> class Magistrate)**

# RECEIPT

Received with thanks from Kangra Co-operative Bank.....(branch), a sum of  
Rs..... ( Rupees.....only)  
by Banker's Cheque No./Account credit.....dated.....in  
favour of .....in full and final settlement  
of my/our claim as successor on the balance inAccount(s) No.....  
standing in the name of the deceased Mr/Ms/Miss.....  
I/We do not have any other claim from the bank henceforth.

Place:

Date:



(signatures of the legal heirs over revenue stamp)

**Application for settlement of claim for Accounts in the name of the deceased  
(To be used for cases other than nomination / joint account with survivor clause)**

From

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

To,  
The Branch Manager

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

**Ref. : Claim settlement for amount/money(s) lying in  
theAccounts \_\_\_\_\_ (specify SB/CA/TD/RD No:) in the name of Late  
Sh./Smt. \_\_\_\_\_**

Dear Sir,

I/we advise, the demise of Shri/Smt. \_\_\_\_\_ on \_\_\_\_\_. He/she  
holds the above Account (SB/CA/TD/RD No.....) at your branch. The said Account(s)  
is/are in the name(s) of \_\_\_\_\_.

I/we lodge me/our claim for the settlement of money(s) in the account(s) 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 settlement of money(s) in the said accounts 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 Joint Family, the name and address  
of the Karta and co-parceners with their respective ages.

	Full Name/address	Occupation	Relationship with deceased	Age
i.	_____	_____	_____	_____
ii.	_____	_____	_____	_____
iii.	_____	_____	_____	_____
iv.	_____	_____	_____	_____

v. \_\_\_\_\_  
vi. \_\_\_\_\_

4. Name or names of the Guardian/s \_\_\_\_\_  
of the minor, children of the depositors

(a) Whether Natural Guardian \_\_\_\_\_

(b) Whether Guardian appointed by Court of Law in India. If so, attach a certified copy of such order \_\_\_\_\_

(c) In whose custody the minor/minors \_\_\_\_\_  
is/are?

5. Claimant/s name/s and address in full

(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 \_\_\_\_\_

2. Affidavit-cum-indemnity letter as per format attached (duly attested by the 1st class magistrate).

We request you to settle the claim for the said accounts in name of 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 :**

**Yours faithfully,**

**Date :**

**Signature of Claimant(s)**

**Name of Claimant**

**Address**

**Signature**

# THE KANGRA CO-OPERATIVE BANK LIMITED

**Ref. No. : KCB/2014-15/86 Date : August 27, 2014**

**From : Chief Executive Officer To : All concerned**

Vide Office note no. 02 dated 01.04.2013 branches were advised to follow guidelines as per RBI directives w.r.t. access to balance in deposit accounts up to Rs. 30,000/- without survivor/nominee clause, copy of the note attached. The Board at its meeting held on 17.08.2014 has approved the following procedure along with proforma of documents to be taken from the family members / heirs of the deceased account holders where nomination(s) have not been made/no survival clause, to settle the claims towards credit/amounts lying in various accounts such as SB/CA/RD/TD or any other standing in the name/s of the deceased :

**1. Wherein the claim amount is up to Rs 30,000/- (Rupees Thirty thousand only), the legal heirs/claimants should furnish the following documents.**

(a) Claim application form with necessary particulars, duly signed by all the claimants/ legal heirs

(b) The Affidavit cum indemnity letter duly signed by all claimants/legal heirs, to be attested by 1st class magistrate on the stamp paper, with duty as payable for Indemnity cum Affidavit, as per rules.

(c) Stamp Receipt duly signed by the claimants/ legal heirs for having received the money/s for settlement of claims.

**2. Wherein the claim amount is more than Rs 30,000/- (above Rupees Thirty thousand only)**

(a) Claim application form with necessary particulars, duly signed by all the claimants/ legal heirs

(b) Succession certificate/ Letter of Administration from the competent court or issuing authority.

(c) Stamp Receipt duly signed by the claimants/legal heirs for having received the money/s for settlement of claims

Documents stated in ((a) and (b) above, for claim amounts above Rs 30,000/- (above Rupees Thirty thousand only) be forwarded to CEO thru the CM for approval.

Branches are advised to follow the above procedure. However, the branches should record all such cases of claim settlement properly in the Claim Settlement Register and report to Head office.

**SANJEEV DHEER**

**Chief Executive Officer**

## THE KANGRA CO-OPERATIVE BANK LIMITED

**Ref. No.: KCB/2013-14/02**

**Date : April 1, 2013**

**From : Managing Director**

**To : All Concerned**

**Sub. : Settlement of claims in respect of deceased depositors**

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Reserve Bank of India vide its circular no. UBD.BPD.(PCB)CIR No. 32/13.01.000/2012-13 dated 21.01.2013 has issued the following guidelines with respect to access to balance in deposits accounts with survivor / nominee clause.

1. While making payment to the survivor(s) / nominee of the deceased depositor, the banks should desist from insisting on production of succession certificate, letter of administration or probate etc., or obtain any bond of indemnity or surety from the survivor(s) / nominee, irrespective of the amount standing to the credit of the deceased account holder.
2. With regard to access to balance in deposits account without survivor / nominee clause, the banks keeping in view their risk management system, should fix a minimum threshold limit, for the balance in the account of the deceased depositor up to which claims in respect of the deceased deposits could be settled without insisting on production of any documentation other than a letter of indemnity.

The Board at its meeting held on 24.03.2013 has approved the above guidelines and fixed a threshold limit of Rs. 30,000/- (Rupees thirty thousand only) in the account of deceased member / depositors falling under column no. '2' above excluding death grant, if any, where payment to the claimant / legal heirs may be made merely on production of letter of indemnity without insisting on production of succession certificate, letter of administration etc.

**A.C. PARMAR**  
**Managing Director**