



DOCUMENTS / INFORMATION REQUIRED FOR SETTLEMENT OF DEATH CLAIM – CHECK LIST

- 1) As soon as death occurs, the branch/es where the deceased has account/s has to be informed immediately by legal heirs/relatives/friends of the deceased for necessary action by the Bank.
- 2) Where the account/s of the deceased has a valid nomination registered with the Bank, the Nominee shall produce death certificate, pass-book, fixed deposit receipt/s etc. of the deceased customer and obtain payment by signing a simple Declaration Form. In all other cases where there is no valid nomination, the following formalities are to be complied with for settlement of death claim.
- 3) i) Claim form – OG -99 available in the branch has to be filled up with all the information without leaving any column blank.
ii) The following documents shall be submitted along with claim form (OG -99)
 - a) Death Certificate issued by Competent Authority viz. Village Head, Corporation/ Municipality/ Panchayath or such other Governmental Body, Parish Priest or a Clergyman, Govt. Hospital etc.
 - b) Succession Certificate issued by a competent Court of Law or Legal Heirship/ survivorship Certificate issued by Revenue Authorities of rank not lower than that of a Tahasildar or Will duly probated by a competent Court of Law whichever is applicable.
 - c) Pass-book, Fixed Deposit Receipts, Locker Key, etc.
 - d) Certificate/ declaration by any two respectable and responsible persons known to the Bank.