

Format of Claim Application from Legal Claimant

[Holder of Succession Certificate, or Letters of Administration, or Probate of Will]

(Death Certificate & Proof of ID and Address of Legal heirs to be submitted at Bank Branch)

The Branch Manager,
HDFC Bank
_____ Branch

Dear Sir,

Re: Claim for Balances and Other Assets

I hereby declare that I have received the legal representation from the appropriate authority entitling me to receive from your Bank the balance(s) in the account(s) and/or the contents of safe deposit locker(s) and/or articles in safe custody and/or shares & securities in safe custody held with the bank in the name of _____, the deceased.

Accordingly, I hereby submit my claim and furnish the requisite particulars/documents for your consideration and necessary action.

1.	Name in Full	
2.	Occupation	
3.	Address – Office	
	- Residence	
4.	Date of Birth and Age	
5.	Name of the Deceased	
6.	Relationship, if any with the deceased	
7.	Details of Deposit Account(s)	Account Number, Balance
8.	Details of Safe Deposit Locker(s)	
9.	Details of Articles in Safe Custody	
10.	Details of Shares & Securities in Safe Custody	
11.	Details of Legal Representations obtained. Original along with a copy enclosed	Type of Legal Representation, Issued by
		1.
		2.
		3.
12.	Whether the claimant is in possession of Cheque Book(s)/ATM Card/Deposit	

	Advice/Locker Key/Safe Custody Receipt, etc. Furnish details and enclose these	
13.	If not, the reasons why the claimant is not in possession of these items	
14.	How did the claimant come to know the details of above referred accounts and other banking relationships of the deceased	
15.	Name of the bank and branch with whom the claimant is having an account	

I hereby request the bank to arrange to pay the balance outstanding in the above referred account(s) of the deceased together with interest, if any, accrued thereon. I also request the bank to hand-over to me the contents of the safe deposit locker and/or articles in safe custody and/or shares & securities in safe custody lying with the bank in the name of the deceased. I also authorise the bank to recover the outstanding together with interest thereon in any overdraft/loan account standing in the name of the deceased. The bank may also recover the outstanding service charges, or any other dues payable by the deceased.

I hereby declare that the above information furnished is all true, correct and full and that I have not omitted or suppressed any information from the bank.

Signature of the Claimant

Thumb Impression of claimant (if illiterate)

Name of the Claimant _____

Witness for Thumb Impression

Name _____

Address _____