

Annexure 2

Request Letter for deceased claim where the amount(s) involved is/ are above
Rs.25,00,000/- (Rupees Twenty-five Lakhs only)

(To be used for single holder account(s) without nomination or joint account(s) without survivorship mandate)

From:

<Name> _____
<Address> _____
<Contact No:> _____
<Email Id> _____

Date:

To,

The Branch Manager
ICICI Bank Limited ("Bank"),
_____ Branch,

**Re: Deceased claim in respect of account(s)/ relationship(s) held by Late
Mr./Mrs./Master/Miss _____.**

Dear Sir/Madam,

1. Notice of demise

1.1. I/We regret to inform you of the demise of Late Mr./Mrs./Master/Miss. _____ on date _____ and at _____ . He/ She held the below mentioned account(s)/relationship(s) with the Bank.

S. No.	Account No. / Loan Account No.	Name of Account	Account Type / Loan Type ¹

2. Deceased's personal information

2.1. I/We furnish below the required information about the deceased and the legal heirs of the deceased:

Age of the deceased	
Religion of the deceased	
Personal law of the deceased on the date of demise <i>i.e.</i> which law of succession is applicable to the deceased (such as Hindu, Mohammedan, Jain, Sikh, Buddhist, Parsi etc.)	

¹ Note: Savings Bank Account, Fixed Deposit, Demat, Others / Overdraft, Term Loan, Others

Following are the legal heirs of the deceased (such as father, mother, sons, daughter, wife, sister, brother etc. as per applicable personal law)²:

S. No.	Name	Age	Relation with the deceased	Address and Contact Number

3. Claim for settlement

3.1. I/We³ Mr. / Mrs. / Ms.

 residing _____ at _____

_____ state that I/ we am/ are the **executor(s) / administrator(s) / holder(s) of succession certificate / beneficiary(ies) under the will** and I/ we request you to settle my/our claim for the balance available in the aforesaid account(s) basis the below documentation/ information and as per Bank’s policy (*Tick which is applicable*):

- 3.1.1. Will of the deceased account holder executed on _____ duly probated by the Court of _____ at _____ vide order dated _____. I/ We being the executor(s) under the probated will, request settlement as per the instructions at part 6 below.
- 3.1.2. Letters of Administration in relation to the estate of the deceased holder issued by _____ at _____ vide order dated _____. I/ We being the administrator(s) appointed by the Court, request settlement as per the instructions at part 6 below.
- 3.1.3. Succession Certificate in relation to the estate of the deceased holder granted by the Court of _____ at _____ vide order dated _____. I/ We being the holder(s) of the succession certificate, request settlement as per the instructions at part 6 below.

² Note: Details to be filled in only where the claim for settlement is basis succession certificate or duly executed will in relation to which no legal representation has been obtained.
³ Note: One can mention “as per above table” where the persons applying as per the succession certificate or the beneficiaries applying basis a will (without legal representation) are the same as the legal heirs listed in the table. ▢

- 3.1.4. The deceased had duly executed a will dated _____ bequeathing the properties set out therein including the amount(s) standing to the credit of the aforesaid account(s). However, no probate, letters of administration or succession certificate has been obtained. I/ We being the **beneficiary(ies) under the will / executor(s) of the will (select as applicable)**, request settlement without probate / letters of administration/ succession certificate in accordance with the Bank's rules and discretion, as per the instructions at part 6 below. I / We confirm that the said will has not been executed in the towns of Mumbai, Chennai and Kolkata and does not deal with any immovable properties in the towns of Mumbai, Chennai and Kolkata. Therefore, the said will is not mandatorily required to be probated.

4. Minor beneficiary (To be filled out only where a beneficiary(ies) under a will is/ are minor(s))

- I, _____, am the natural / legal guardian of Master/Miss _____ (date of birth ___/___/___) who is a beneficiary under the will referred to at part 3.1.4 above and also a minor as on the date of this claim. I am preferring this application for and on behalf of the said minor.
I undertake that any funds that will be settled by the Bank as per the instructions at part 6 below shall be utilised for the benefit of the minor only.

5. Authority to debit/ set-off (tick if applicable)

- I am/ We are aware that the deceased holder had certain outstanding amounts ("Outstanding Dues") payable to the Bank in relation to certain credit facilities availed by him/ her and/ or certain other dues payable to the Bank. I / We hereby authorise the Bank in exercise of its right to lien and set-off, to deduct the Outstanding Dues from the total available balance held by the deceased holder in the aforesaid account(s).

6. Instructions for settlement

- 6.1. I/ We request the Bank to transfer the balance payable (after making the requisite adjustments, set-off, if any, as per part 5 above) through RTGS/ NEFT/ any other mode in the proportion and to the account(s) set out below:

S. No.	Name of the applicant(s)	Bank account number	IFSC Code	Branch details	Amount to be transferred (in % terms)

7. Documents submitted (tick as applicable)

Tick applicable documents	Documents
	Certified copy of Death Certificate.
	Self-attested copy of identity proof of applicant(s).

	Copy of the will (originals to be verified in case of un-probated wills)
	Certified-copy of Order of Court granting probate along with a copy of the said order.
	Certified-copy of Order of Court granting letters of administration along with a copy of the said order.
	Certified-copy of Order of Court granting succession certificate along with a copy of the said order.
	Order appointing legal guardian (applicable only in case of minor, if natural guardian i.e. mother and father are not the applicants)

8. Declarations and undertakings

8.1. I /We hereby declare that the information stated herein above is true and correct and there is no information that has been concealed or is misleading. All the copies of the documents submitted herewith are true copies of the originals.

8.2. I/We undertake that I/we shall hold / receive the aforesaid balance amount(s)/ payment(s) merely in a fiduciary capacity as a trustee of the rightful legal heirs / legatees/ beneficiary(ies) of deceased depositor, and such payment made to me / us shall not affect the right or claim which any person may have against me / us.

8.3. I/We hereby declare that the aforesaid account(s) are not the subject matter of any dispute and that there is no Court order restraining the Bank from making payment / settling the deceased claim in my/our favour or otherwise.

I/We undertake to furnish such further documents as may be required by the Bank, in its sole discretion, for the purposes of settlement of the present claim.

8.4. I / We hereby indemnify and agree to hold the Bank harmless against any claims, suits, legal proceedings taken by any legal heirs, executors, administrators, legal representatives, arising out of or in connection with the settlement of the balances in the account(s) of the deceased in accordance with this request letter.

Yours faithfully

- 1.
- 2.
- 3.

Name(s) and Signature(s) of all the applicant(s)/ legal heir(s) as applicable

Place:

Date:

Note: ICICI 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 legal representation in case there are disputes among legal heirs and if all of them do not join in indemnifying ICICI Bank (or give letter of disclaimer) or where ICICI Bank has reasonable doubt on the genuineness of the applicant(s) being the only heir(s) of the deceased customer.

OFFICE USE

Recommendation by BM/DBM:

I have verified the claim request received from the executor(s) / administrator(s) / holder(s) of succession certificate in relation to the estate of the deceased / Legal Heir(s) of Late Mr./Mrs/Master/Miss _____ and have made necessary enquiries about the claim and is satisfied that the claim can be settled. All necessary documents have been obtained. The claim may be paid to the applicant(s).

Any other remarks:

Place

Date

Signature

Name

Designation

Customer's Acknowledgement slip (To be filled in by the Bank Staff)

Date:

Received from _____
number(s) _____, a request for deceased claim settlement.

Account

ICICI Bank. _____ Branch.

Emp name and ID _____ and _____.

Signature of Branch official with Bank Seal _____