Annexure-I

<u>Claim Application form (</u><u>Sole Proprietorship)</u>**<u>:</u>**

Date:

To,

Citibank N.A

Subject: Death of account holder (Sole Proprietorship)

Dear Sir/Madam,

This letter is regarding the following accounts:

A/c No: -----------------------------------

I/We declare that the account holder(s) ________________ died on -----------. I/We, ----------------- (Relationship of deceased) of the deceased residing at XXXXXXXXXXX is/are the claimant/legal heir of the captioned account(s) & is over 18 years of age as the date of this claim to receive payment on his/her behalf including current a/c balances & time/term deposits.

<u>OR</u>

I/We declare that the account holder(s) ______________ died on ------------. , ---------------------- (Relationship of deceased) of the deceased residing at XXXXXXXXXXX is/are the claimant/legal heir of the captioned account(s). The nominee--------------- of the captioned account (s), is minor as of the date of this claim. I, ------------ am the person authorized to receive payment on his/her behalf including for any Term deposits.

Yours Sincerely

Supporting Documents:

- ✓ Certified true copy* of death certificate of account holder. After verifying the copy with the original, the original death certificate will be returned by Bank.
- ✓ Certified true copy of photo identity and address proof of the claimant(s)**. After verification with the original, it will be returned by Bank. Residential address proof
- ✓ No Objection Certificate to be obtained from other legal heirs of the deceased in the event the balance is required to be released to only one legal heir (Refer Annexture-5)
- ✓ Declaration to be taken from the claimant in case there is a delay of more than 3 months in intimation of death of account holder (Refer Annexture- 4 for Format)
- ✓ In case Claimant(s) is minor, to ascertain legal guardianship to settle claims of behalf of minor, Letter of Guardianship or Court order for appointment of guardian is required

**Copy may be certified either by bank officer upon sighting the originals or by notary public or Indian embassy abroad. ** Photo identity and address proofs are not required for survivors in the account unless the documents in Bank's records are expired.*