Claim Application form (Partnership Firms):

Date:

To,

Citibank N.A

Subject: Death of Account holder (Partnership Firms)

Dear Sir/Madam,

This letter is regarding the following accounts:

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

I/We declare that the account holder(s) (One of the partners)________________ died on XXXXX. I/we am/are the partners (As applicable captioned under Partnership firm)/(Partners & legal heirs of deceased partner) of the account holder residing at ____________________________and is/are the Claimant/legal heir of the captioned account(s)& is/are over 18 years of age as the date of this claim ; authorized to receive payment on his/her behalf including 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)
- ✓ **Dissolution of partnership**: Dissolution deed mentioning settlement of all dues to surviving partners and legal heirs of deceased partner.
- ✓ In case legal heir 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
- ✓
- ✓ ***Reconstitution of partnership:*** If legal heir of deceased partner has joined the firm:
  - Reconstituted deed duly executed by all surviving partners and all legal heir(s) of deceased partner.
  - Legal representation in the form of legal heir certificate/Probate/letter of administration/succession certificate in favor of the Claimant(s) or
- ✓ ***Reconstitution of partnership:*** If legal heir of deceased partner has not joined the firm:
  - Reconstituted deed executed by all surviving partners

NOC/Indemnity for settlement of dues duly executed by the surviving partners and legal heirs of the deceased partner (**Annexure 3**).

Legal representation in the form of legal heir certificate/Probate/letter of administration/succession certificate in favor of the Claimant(s)

- No objection certificate from other legal heirs in case the amount is being released in favor of one Claimant (**Annexure 5**)
- Certified true copies of the final accounts of the partnership firm evidencing the share of the deceased partner in the balance lying in the account of the firm, duly prepared by a Chartered Accountant

✓

**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*.