

### 1. Claim application from Nominee

To  
The Branch Manager  
Paytm Payments Bank Limited

From \_\_\_\_\_ (Name of requestor )  
\_\_\_\_\_ (Email id & Phone number)  
\_\_\_\_\_ (Address of requestor)

\_\_\_\_\_  
Date:- dd.mm.yyy

**SUB: Settlement of claims in respect of deceased account holder**

Dear Sir,

I/We would like to inform that Shri/Smt \_\_\_\_\_ <Name of deceased account holder> died on \_\_\_\_\_ <Date of death as per death certificate> at \_\_\_\_\_ < City>. He/She operates an account(s) in your bank. Particulars of the account are as follows:

1.	Name of account holder	
2.	Account number & IFSC code	
3.	Date of birth (dd.mm.yyyy) & Age	
4.	Nominee name	
5.	Nominee DOB	
6.	Nominee Relationship status	

Particulars of the account where funds to be transferred

1.	Name of account holder (nominee)	
2.	Account number and IFSC Code	

A	Case: when nominee details are recorded I _____ son/daughter of shri _____ residing at _____ is the registered nominee.
B	Case: when nominee details are recorded and nominee is minor I _____ <guardian name> residing at _____ is the legal guardian of _____, who is registered nominee for the above mentioned account

I/We request the Branch Manager, Paytm Payments Bank Limited, \_\_\_\_\_  
branch, to pay the proceeds of the deposits mentioned above to me as nominee of  
\_\_\_\_\_ (deceased constituent).

The following documents (photocopy & Original) are provided for due verification. Please return original documents to us in due course.

- Death certificate \_\_\_\_\_ (Registered Number)
- Nominee Id proof \_\_\_\_\_ (ID proof Number)
- Nominee Address proof \_\_\_\_\_ (Document name)
- Bank statement of nominee or Cancelled Cheque \_\_\_\_\_  
(Bank name and Statement month)

I hereby declare that the above information furnished is all true, correct and full and that I have not omitted or suppressed any information called for under any of the above columns.

Date:

Place:

\_\_\_\_\_  
Signature of the Nominee

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For Official Use of the Bank

After proper scrutiny of the claim application, personal interview with the claimant (Nominee) and verification of the death certificate and declaration, I sanction the above claim as recommended by the Personal Banker.

Place \_\_\_\_\_ , Date \_\_\_\_\_

\_\_\_\_\_  
Name & Designation & Signature (Recommendation authority)

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**Approval from Control Authority**

Place \_\_\_\_\_ , Date \_\_\_\_\_

\_\_\_\_\_  
Name , Designation, & Signature (Control authority)

Bank Seal

## 2. Claim Application from Legal Heirs

To  
The Branch Manager  
Paytm Payments Bank Limited

From  
\_\_\_\_\_(Name of requestor )  
\_\_\_\_\_( Email id & phone number)  
\_\_\_\_\_(Address of requestor)

\_\_\_\_\_  
Date:- dd.mm.yyy

**SUB: Settlement of claims in respect of deceased account holder (without nominee)**

Dear Sir,

I/We would like to inform that Shri/Smt \_\_\_\_\_ <Name of deceased account holder> died on \_\_\_\_\_ at \_\_\_\_\_ < City>. He/She operates an account(s) in your bank. I/We, the undersigned, hereby declare that I/We am/are the rightful legal heir(s) of the deceased \_\_\_\_\_, entitled to receive the amount due on the deposit(s).

Particulars of the account are as follows:

1.	Name of account holder	
2.	Account number & IFSC code	
3.	Date of birth (dd.mm.yyyy) & Age	

Particulars of the account where funds to be transferred

1.	Name of account holder	
2.	Account number and IFSC Code	

I/We request the Branch Manager, Paytm Payments Bank Limited, \_\_\_\_\_ branch, to pay the proceeds of the deposits mentioned above to me/us as legal heir of \_\_\_\_\_ (deceased constituent).

The following documents (photocopy & Original) are provided for due verification. Please return original documents to us in due course.

- Death certificate \_\_\_\_\_ (Registered Number)
- Legal heir Id proof & \_\_\_\_\_ (ID proof Number)
- Legal heir Address proof \_\_\_\_\_ (Document name)
- Succession certificate or certificate of probate issued by \_\_\_\_\_
- Indemnity bond submitted \_\_\_\_\_ (Yes |No)
- Letter of disclaimer signed by \_\_\_\_\_
- Bank statement of claimant or Cancelled Cheque \_\_\_\_\_  
(Bank name and Statement Month)

I/we hereby declare that the above information furnished is all true, correct and full and that I/we have not omitted or suppressed any information called for

Date:

Place:

Name of Claimant(s)	Relationship with customer	Signature/Thumb impression
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

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For Official Use of the Bank

After proper scrutiny of the claim application, personal interview with the claimant and verification of the death certificate and declaration, I sanction the above claim as recommended by the Personal Banker.

\_\_\_\_\_  
Date: Name & Signature of the Branch Manager

**Approval from Control Authority**

Place \_\_\_\_\_ , Date \_\_\_\_\_

\_\_\_\_\_  
Name , Designation, & Signature (Control authority)

Bank Seal

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**3. Form 'A' Letter of Disclaimer**

(Needed when all legal heirs submit claim form and nominate only one person to receive money)

The Branch Manager,  
Paytm Payments Bank Limited  
\_\_\_\_\_ Branch

Date:-

Dear Sir,

**Re: Settlement of claims in respect of deceased account holder (without nominee)**

Our \_\_\_\_\_ Shri/Smt. \_\_\_\_\_ who holds the following account with you died on \_\_\_\_\_.

Account No	Balance

I/We, the undersigned, along with Shri/Smt. \_\_\_\_\_ and Shri/Smt \_\_\_\_\_ has/have applied to you for refund/delivery of the amount(s) outstanding in the above account(s).

I/We hereby authorize Shri/Smt. \_\_\_\_\_ and Shri/Smt. \_\_\_\_\_ to receive the claim money/assets detailed above on our and their own behalf. I/We declare that the claimant Shri/Smt. \_\_\_\_\_ and Shri/Smt. \_\_\_\_\_ is/are the legal representative entitled to receive the amount of deposit in the name of the deceased and that I/We have no objection, if the Bank in pursuance of the request by me/us, refunds/delivers the amount/assets to him/her/them.

Particulars of the account where funds to be transferred

1.	Name of account holder	
2.	Account number and IFSC Code (provide cancelled Cheque )	

Thanking you,  
Yours faithfully,  
Name

Age

Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address of primary claimant \_\_\_\_\_

\_\_\_\_\_

**4. Letter of Indemnity**  
[ To be stamped as per applicable stamp duty of the state ]

To,  
Chief/ Branch Manager,  
Paytm Payments Bank Ltd.

\_\_\_\_\_  
\_\_\_\_\_

Date:-

IN CONSIDERATION OF your paying or agreeing to pay us, the balances in the name of \_\_\_\_\_, the deceased as mentioned hereunder:

Account No.	Nature of Deposit	Balance/Principal Amount
<Account No>	<Account type>	< Amount>

Without production of Letters of Administration or a Succession Certificate to his/her estate or a certificate from the Controller of Estate Duty to the effect that estate duty has been paid or will be paid or none is due.

I/We of the Ist Part –

**(Names of claimants to whom payment to be made)**

- 1)
- 2)
- 3)
- 4)
- 5)

being the claimant(s) of the deceased, and

**(Names of guarantors)**

I/We of the IInd Part -

- 1)
- 2)

being the guarantor(s) for the claimant(s) of the Ist Part, do hereby, for ourselves and our heirs, legal representatives, executors and administrators, jointly and severally, UNDERTAKE AND AGREE to indemnify you and your successors and assigns against all claims, demands, proceedings, losses, damages, charges and expenses which may be raised against or incurred by you by reason or in consequence of your having agreed to pay/or paying the said sum as aforesaid, having delivered or agreed to deliver the above mentioned assets to the claimant(s) of Ist Part. Signed, sealed and delivered by the above named on this \_\_\_\_\_ day of \_\_\_\_\_ Two thousand \_\_\_\_\_ at \_\_\_\_\_.

Signed and Delivered

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

(Heirs of the Deceased)

Signed and Delivered by the above named

1. \_\_\_\_\_

2. \_\_\_\_\_

(Guarantors)

### 5. Receipt

In response to our request to settle funds and producing required documents, Rs. \_\_\_\_\_ is received from Paytm Payments Bank LTD, \_\_\_\_\_ branch a sum of Rupees \_\_\_\_\_ only standing to the credit of the deceased depositor of the bank. I/We understand that this payment made to me/us is made only as a trustee of the legal heirs of the deceased Late \_\_\_\_\_/Survivor. I/We do not have any other claim from the Bank henceforth

Place:

Date:

\_\_\_\_\_  
**Name of the Nominee & Signature**

Witness:

1.	Signature	2.	Signature
Name _____		Name _____	_____
Occupation _____		Occupation _____	
Address _____		Address _____	
_____		_____	



Summary of documents to be submitted for processing claim

S. No	Case	Document
1)	Nominee details are available	<ol style="list-style-type: none"> <li>1) Claim application from Nominee</li> <li>2) Death certificate of customer</li> <li>3) Nominee Id proof &amp; nominee Address proof</li> <li>4) Latest address proof of customer(deceased)</li> <li>5) Latest Bank Statement or Cancelled Cheque</li> </ol>
2)	Nominee details aren't available	<ol style="list-style-type: none"> <li>1) Claim application from claimant</li> <li>2) Death certificate</li> <li>3) Succession certificate\Probate</li> <li>4) Indemnity bond</li> <li>5) Legal heir's Id proof &amp; address proof</li> <li>6) Latest address proof of customer(deceased)</li> <li>7) Relationship proof of claimant</li> <li>8) Latest Bank statement or Cancelled Cheque</li> <li>9) Letter of disclaimer</li> </ol>