

APPLICATION FORM FOR ISSUE OF SUCCESSION CERTIFICATE

Requirements:

1. In an envelope enclose **3(Three)** recent identical passport photographs (3.5 x 4.5 cm) of the applicant, **(showing frontal view of full face with white or light coloured background. Photograph with coloured or dark glasses, polaroid prints, computer prints or scanned will not be accepted. Do not pin/staple the photographs)**
2. Photocopy of death certificate of the deceased issued by the Registrar of Birth & Death.
3. a). Residential & Identity proof of the applicant with the deceased from Village/ Colony Chairman or GB.
b). For Govt. Servants, Identity Proof of the applicant with the deceased certified by concerned HOD will suffice.
4. a). Photocopy of the first page of Service book if the deceased was a Govt. Servant attested by a Gazetted Officer of the department.
b). Photocopy of pension book if the deceased was a pensioner.
c). Photocopy of documentary proof of any other for which Succession Certificate is applied for.
5. A fee of Rupees.....for publication of 'Objection Notice' in the newspaper, processing and Certificate.

(To fill up in BLOCK/CAPITAL LETTERS only)

1. Name of the Applicant: Shri/ Smti/Kum.....
2. Residential Address in full.....
3. (a) Name of the deceased: Shri/ Smti.....
(b) Designation/Occupation of the deceased.....
(c) Department.....
4. Details of the deceased Family members (including the applicant):

Sl.no	Name	D.O.B	Gender	Relationship with the deceased	Remarks

5. Date of Death: ____ / ____ / ____ (dd/mm/yyyy)

Specify the details for which succession Certificate is applied for:

- (i) Service Benefits:.....
- (ii) Pensioner Benefits :.....
- (iii) Bank Account Details (Enclose each photocopy):

Sl.No	Bank Account No.	Name of the Bank & Branch

(iv) Insurance Details (Enclose each photocopy):

Sl.No	Policy No.	Name of the Policy & Branch

(v) Any other details:.....

I do hereby declare that what is stated above is true and correct.

Date:/...../.....

**Signature/Thump Impression
of the applicant.**

Contact No. _____