



KARNATAKA GRAMIN BANK

(A Scheduled Bank Established By Govt. Of India, Sponsored by Canara Bank)
Head Office: Gandhinagar, Ballari-583103

RELEASE OF MOVABLE / IMMOVABLE PROPERTY DOCUMENTS TO THE BORROWERS, OR LEGAL HEIRS (IN CASE OF DECEASED BORROWERS), ON CLOSURE OF THEIR LOAN ACCOUNTS.

Reserve Bank of India has issued communication directing the Banks for release of Movable / Immovable Property Documents on closure of loan account/s (full repayment / Settlement) to Borrowers / mortgagors or their Legal heirs in case of deceased borrowers / mortgagors.

In this regard, Bank advises the Borrowers / mortgagors or their Legal heirs in case of deceased borrowers / mortgagors may receive the mortgaged documents by following the right procedure laid down by the Bank as detailed below.

On closure of the loan account/s, Bank is bound to return / release the original / certified copies (if any) of Movable / Immovable property documents if any deposited in the Bank as security for the purpose of loan to the respective borrower/s / mortgagors or their Legal heirs in case of deceased borrowers / mortgagors.

Further, it is also the duty of the respective borrower/s / mortgagors or their legal heirs in case of deceased borrowers / mortgagors to demand for the release the relevant documents in time.

Immediately after closure of the loan/s either by full repayment / settlement by the borrower/s or mortgagor/s, letter will be addressed to the Borrowers / mortgagors or their Legal heirs in case of deceased borrowers / mortgagors in the format given in Annexure-1 by the lending Bank. Such return / release shall be done by the branches within a period of thirty days from the date of closure of loan account/s (full repayment / settlement of loan) by obtaining the receipt from the borrowers and / or mortgagors their Legal heirs in case of deceased borrowers / mortgagors after production of the relevant documents from the latter. Format of the receipt of the loan documents is as per Annexure-2 and Annexure-4 as applicable.

Post closure of the loan documents, request application is to be addressed to the concerned branch as per Annexure-3 by the Legal heirs of deceased borrowers / mortgagors.

Before demand of mortgaged documents, Borrowers / mortgagors or their Legal heirs in case of deceased borrowers / mortgagors to invariably ensure closure of all the loan

accounts for which the said original property documents were deposited to the Bank as security.

Borrowers and / or mortgagors or their Legal heirs in case of deceased borrowers / mortgagors are required to take note of the same and adhere to the guidelines laid down by the Bank and ensure obtention of the relevant loan documents at the earliest time possible.

It will also be the duty to produce all the relevant documents as requested by the Bank for smooth handover of the documents failing which, the Bank shall not be responsible for any delay.

For any other information/immediate assistance/guidance, Borrowers / mortgagors or their Legal heirs in case of deceased borrowers / mortgagors may contact the concerned branch.

GENERAL MANAGER

ANNEXURE-1

**FORMAT OF LETTER ADDRESSED TO THE BORROWER/S / MORTGAGORS /
LEGAL HEIRS OF THE BORROWER/S / MORTGAGORS** (Strike out whichever is not applicable)

KARNATAKA GRAMIN BANK

Ref No.....

Date:

To,

Sri/Smt, (Borrower/s or Mortgagor/s)

.....,

To,

Legal heirs of the Borrower/s or Mortgagor/s

Sri/Smt,

.....,

SUB: LOAN ACCOUNT/S OF SRI / SMT

Sri / Smt has / have availed
below mentioned loans from our Branch and have been closed
on..... (closure date of last loan)

Sl No.	Loan Account numbers
1	
2	
3	
4	

Borrower/s or Mortgagor/s have deposited the original / Certified copies (if any) of property documents as security to the branch / Bank, for the purpose of availing loan/s. In view of releasing the said property documents, we request you to contact our branch immediately to enable us to guide you regarding the formalities to be complied with us for this purpose. Bank shall not be responsible for the delay in your approach.

Assuring you of our best services always.

Yours Faithfully,

MANAGER / SENIOR MANAGER / CHIEF MANAGER

ANNEXURE-2

RECEIPT FROM THE BORROWERS / MORTGAGORS

(Strike out whichever is not applicable)

Received from Karnataka Gramin Bank Branch,
all Original / Certified copies (if any) of Movable / Immovable documents belonging to
Sri / Smt
deposited in the branch as security, against the full repayment / closure of the below
mentioned loan accounts.

#	Loan accounts	Description of Original / Certified copies (if any) of Movable / Immovable documents	Date of closure of loan accounts

I / we also confirm that we have no further claim against the Bank / Branch in respect of
all Original / Certified copies (if any) of Movable / Immovable documents mortgaged /
deposited for availing the above-mentioned loans and the Bank is fully discharged from
all liability/ies and obligation to me/us or to any person claiming for or through us.

Revenue
Stamp

For self and on behalf of

1.

2.

Date:

Place:

Witnesses:

1. Signature:

Name:

Occupation:

Full Address:

2. Signature:

Name:

Occupation:

Full Address:

ANNEXURE-3**APPLICATION****F-559****KARNATAKA GRAMIN BANK**..... **BRANCH** **REGION**

#.	PARTICULARS		
1.	Name of the Depositor /locker hirer / borrower / safe custody article depositor/mortgagor: (as applicable)		
2.	Religion, Occupation and residence:		
3.	Date of death & proof of the same		
4.	Total amount claimed / details of the safe custody articles		
5.	Description of the deposit Account with due dates / Loan Account / Locker number		
6.	If the deceased is a borrower:		
	(a) Loan A/c No.		
	(b) Amount due to the Bank including un-applied interest & other charges.		
	(c) Nature & description of security		
	(d) Value of security / appraised value of jewels/present market value.		
	(e) Description of original / certified copies of movable / immovable documents. (Use separate sheet if the space is not sufficient)		
7.	Whether the deposit receipts / passbook enclosed? If not, reasons:		
8.	(a) Whether the deceased depositor has left behind any testamentary document?		
	(b) The description of the testamentary documents (will / codicil, if any - enclose the certified copy)		
	(c) Whether the same is probated? If not, mention the reasons:		
	(d) Whether the probate letters of administration enclose?		
	(e) Names of the executors, if any:		
	(f) Whether a Succession certificate has been obtained? (If so the heirs also should be given):		
9.	If the deceased died intestate, who are the heirs? (Ages of the heirs also should be given). (a) Under the Hindu Succession Act,		

	1956: (i) Sons, daughters, widow or husband, mother, widow and children of predeceased sons or of predeceased sons of predeceased sons and children of predeceased daughters: (ii) Is the property claimed is self-acquired? (b) Under Mohammedan Law (parents, wife or husband and lineal descendants): (c) Under Indian Succession Act (Wife or husband and lineal descendants):	
10.	Whether the proof of claimant's title or declaration of respectable persons enclosed?	
11.	The names, ages and the percentage of the minor heirs and the names of the guardian (In case of court guardian, copy of the court order be enclosed):	

I / We hereby declare that the above information is true and correct to the best of my knowledge.

#	Name of the claimant/s	Age (years)	Address	Relationship	Signatures
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Date:

Signed in my presence by the claimant/s above named.

Name:

Occupation:

Address:

(Village headman, Municipal Councilor or any other respectable persons known to the Bank)

BRANCH MANAGER'S RECOMMENDATIONS / REPORT

Signature of the Branch Manager

DECISION OF THE REGIONAL / HEAD OFFICE:

(FOR BRANCH USE)

- 1) Whether religion of the deceased has been ascertained:
- 2) Whether authorization letter is annexed if payment is to be received by any one on behalf of other claimant/s.
- 3) In case the share of a minor claimant exceeds Rs.2000/-, has the indemnity bond been executed by the guardian and a surety?

NOTE

- ❖ Branches should obtain witnesses wherever Thumb Impression is put.
- ❖ All the names of Claimants (including minors) compulsorily be furnished and signature/s shall be obtained on page No. 2.
- ❖ In case of Minors, signature of Natural Guardian should be obtained on behalf of Minor/s.
- ❖ Avoid over writings / Change of Handwritings / Change of ink, if any shall be duly authenticated.
- ❖ Staff Members are not supposed to give declarations/witnesses in the claim papers.

=====CUT HERE=====

Received claim application form with enclosures from claimant/s in the matter of the assets of the deceased Sri / Smt. _____ on _____

Place:

Date:

Branch Manager

ANNEXURE-4
RECEIPT FROM THE LEGAL HEIRS
(IN CASE OF DECEASED BORROWERS / MORTGAGORS)
(Strike out whichever is not applicable)

Received from Karnataka Gramin Bank _____ Branch, a sum of
₹ _____ (Rupees _____ only)
and / the Assets / Original / Certified copies of Movable / Immovable documents,
detailed here below, being my/our share/s and or share of Sri _____ (minor)
in full and final settlement of the claim in the accounts / assets/ Original Movable /
Immovable documents belonging to Sri / Smt _____
_____ (deceased).

Sl No.	Details of the Accounts	Date of closure of loan account/s (if any)	Details of the Assets / Original / Certified copies of Movable / Immovable documents	Amount / Value

I Sri / Smt _____ as guardian of Sri _____
(minor) hereby confirm that the amount of ₹ _____ / Assets / Original /
Certified copies of Movable / Immovable documents mentioned above is inclusive of
share of the minor. I / we also confirm that we have no further claim against the Bank /
Branch in respect of the assets of the said deceased and the Bank is fully discharged
from all liability/ies and obligation to me/us or to any person claiming for or through us.

Revenue
Stamp

For self and on behalf of

1.

2.

Date:

Place:

Witnesses:

1. Signature:

Name:

Occupation:

Full Address:

2. Signature:

Name:

Occupation:

Full Address: