

Annexure-1 – Letter / Email Format - Intimation of Demise information by the Joint Holder(s) / Nominee(s)/legal representative/family member.

Dated: / /

**To,
Gogia Capital Growth Limited
31,Basement,Community Center
Basant Lok,Vasant Vihar
New Delhi-110057**

Dear Sir/Madam,

Sub: Intimation of Demise information

Ref: PAN _____ & Folio /Account Number _____

I/We regret to inform you about the demise _____ having the above PAN / Folio / Account, where I/We is/are the joint holder(s) / registered nominee(s)/ legal representative/family member in the accounts maintained with your organisation / entity. Original downloaded / self-attested copy of the Death Certificate is attached for your kind action. I/We am/are enclosing the self-attested copy of deceased person's PAN or any other valid ID proof for necessary validation.

Please let us know the procedure and documentation requirements to transmit the units in my/our favour. Also, note my/our contact details for necessary communication / contacts in this regard and not for updation in KYC records or in any of the accounts.

Details	Joint holder1/Nominee1/legal representative/family member	Joint holder2/Nominee2/ legal representative/family member	Nominee3
Name			
PAN			
Mobile			
Email			
Address			

I/We acknowledge and confirm that the information provided above is true and correct to the best of my/our knowledge and belief. In case any of the above specified information is found to be false or untrue or misleading or misrepresenting, I/We am/are aware that I/We may be liable for it for any fines or consequences as required under the respective statutory requirements. I/We hereby authorize you to disclose, share, rely, remit in any form, mode, or manner, all / any of the information provided by me, including all changes, updates to such information as and when provided by me to any of the KYC Registration Agency(ies) for necessary action.

Signature :

Joint holder1/Nominee1	Joint holder2/Nominee2	Nominee3
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Encl.: Death certificate – Original downloaded or self-attested copy.
PAN or other ID proof of Deceased person – self-attested copy.
My/our self-attested PAN card copy(ies) or any other self-attested valid ID proof.

ON THE LETTER HEAD OF INTERMEDIARY

Date: _____

Due Diligence Report for reporting Demise/Death of KYC holder to KRA

Ref.: Deceased person PAN: _____

We have received a demise intimation from joint account holder(s)/nominee(s)/legal representative/family member ('Notifier(s)'). We have examined the documents submitted and have prepared following due diligence report for demise intimation to the KRA system :

1. Verification of the details provided in the Death Certificate as ticked below:

- Death Certificate verified online.
- Death Certificate verified offline.
- Validation Report from ISC of Stock Exchange/ Depository attached.
- Death Certificate not provided.

2. Other details are as follows: -

Sr. No	Details	Description
1	Name of the Deceased Person :	
2	PAN of the Deceased Person:	
3	Notifier:	<input type="checkbox"/> Joint Holder(s) <input type="checkbox"/> Registered Nominee(s) <input type="checkbox"/> Legal Heir (s) <input type="checkbox"/> Other:
4	Notifier Name:	
5	Notifier Relation to deceased person:	
6	Notifier PAN:	
7	Notifier Mobile number:	
8	Notifier Email Id:	
9	Notifier Address:	
10	Other Information:	

Thanking you,

For Intermediary Name

Sd/-

Name of Official:

Signature & Seal