

Branch Circular No: S. O. I. – 1B/ 01 / 2007.

25.01.2007.

Director (Operations)

All Branch Managers

Re: Follow –up action for settlement of all OLD unclaimed Maturity cases,
centrally from CMC, Kolkata.

The Branch Managers and Officers Incharge of all Branches/ Offices are hereby advised to take note that our Central Maturity Cell, Kolkata has taken a special drive and follow –up actions for settlement of all OLD unclaimed maturity cases as per records of IT&CS Dept., afresh, pertaining to all Branches/ Offices of the Company.

For this purpose, a new format of Discharge Voucher has been designed and fresh discharge Vouchers have been generated in the said format and dispatched “under Certificate of Posting” directly from CMC to the last registered addresses of the concerned Certificate Holders with the request to them to submit back the Discharge Vouchers to CMC duly filled in and signed alongwith following documents strictly within one month thereof:

- ❑ Original Endowment Certificate or Last paid Original Pucca Receipt.
- ❑ Photocopy of Identity (any one) – a) PAN Card, b) Driving License, c) Voter Identity Card, d) Passport, e) Ration Card.
- ❑ Form No: 15G/ 15H duly completed in all respect (where applicable).
- ❑ Photocopy of PAN Card, if TDS is applicable.

Discharge Vouchers have been prepared on the basis of the incomplete records available at our end. Hence, there may be few cases against which payments were already effected either directly or through Roll-over adjustment.

In the said Discharge Voucher, though, the Certificate Holder has been asked to submit the duly filled in and signed Discharge Voucher to CMC, Kolkata only, submission of a few of such Discharge Vouchers by the Certificate Holders at the concerned Branch Offices may not be ruled out.

That is why all of you are hereby advised to take the following steps on receipts of any such Discharge Vouchers at your Branches:

- Verify that the Discharge Voucher has been filled in and signed properly and all required documents have been enclosed.
- Find the Original Ledger Sheet (where available) and tag it to the Discharge Voucher.
- Verify your all manual and computer records of Maturity / Pre – Maturity/ Death claim payment and Roll-over adjustment to ensure that no payment of any nature and no reinvestment of any kind was made earlier from your Branch against the Certificate in question and Certify the same on the face of the Discharge Voucher under your seal and signature. If the claim was settled earlier from the Branch, furnish details of the same.
- After verification, send all receipted cases to CMC, Kolkata alongwith all supporting documents with a forwarding letter.

In this context it may further please be noted that on the strength of your information all such claims will again be verified with the records available at IT & CS Department, Kolkata before final processing of the claims.

Therefore, Branch Managers are advised to take utmost care at the time of certifying on the face of the Discharge Vouchers, so that incorrect statement can be avoided.

- No claim will be processed by CMC, Kolkata, without submission of Original Certificate or last paid Original Pucca Receipt and Identity Proof.
- No claim should be processed and/or paid from Branch level or RMC level. It would be done only from CMC, Kolkata.
- In absence of Original Certificate or Last paid Original Pucca Receipt, the relevant claim amount will be reinvested in Company's newly introduced scheme 'Future Smart Saver' under T- 72 in view of protecting the hard-earned money of the depositor for his/ her future needs. However, for such reinvestment, obtaining of Identity proof from the concerned Certificate Holder is a must.

All of you are hereby strictly advised to follow the aforesaid guidelines without any deviation.

(B. Lahiri)
Director (Operations)

CC: MD.

- : Dir (CP & S)
- : P (Fin)
- : EVP (BP & QC)
- : All VPs
- : All Sr. G. Ms
- : All G. Ms
- : All D. G. Ms
- : All C. Ms
- : All R. Ms/ A. R. Ms
- : Mr. S. Bhowmik, Member, SOI implementation Forum