

Date: .....

To,  
The Depository Participant (DP)  
Focus Stock Brokers Ltd  
1C/13 Rajnigandha Building New Rohtak  
Road New Delhi-110005.

Dear Sir/Madam,

**Sub.: Intimation of demise information.**

**Ref.: PAN \_\_\_\_\_ & Demat 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) 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 for 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	Joint Holder2/ Nominee2	Nominee3
Name			
PAN			
Relation			
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

Encl.:  
Death certificate – Original downloaded or self-attested copy;  
PAN or other ID proof of Deceased person attested by Notifier;  
My/our self-attested PAN card copy(ies) or any other self-attested valid ID proof.

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 Focus Stock Brokers Ltd

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