



**NKGSB Co-operative  
Bank Ltd.** (Multi-State Scheduled Bank)

**Procedure for release of original movable / immovable property documents  
(upon full repayment / settlement of loan account) to the legal heirs in the  
event of demise of sole borrower or joint borrowers**

**A ) JOINT OWNERS OF THE PROPERTY :-**

1. If any one of the property owners is demised ,then before handing over the Original title deeds of the property the bank will ask for Succession Certificate/Heir ship Certificate/Letter of Administration /Will in favour of such person who should be entitled to receive the Original Title Deed along with the surviving owner.
2. If any one of the documents as mentioned in Para 1 herein above is not available on record then all the legal heirs of the deceased person should attain the branch to receive the original title deeds along with the surviving owner.
3. If all the Legal heirs are unable to attend the branch office then the legal heir should execute Power of attorney in favour of such legal heir who will attain the branch to collect the original title deeds along with the surviving owner.
4. The branch will procure KYC compliance along with formal request letter to that effect.

**B ) SOLE OWNER OF THE PROPERTY :-**

1. If owner is demised ,then before handing over the Original title deeds of the property the bank will ask for Succession Certificate/Heir ship Certificate/Letter of Administration /Will in favour of such person who should be entitled to receive the Original Title Deed
2. If any one of the documents as mentioned in Para 1 herein above is not available on record then all the legal heirs of the deceased person should attain the branch to receive the original title deeds
3. If all the Legal heirs are unable to attend the branch office then the legal heir should execute Power of attorney in favour of such legal heir who will attain the branch to collect the original title deeds.
4. The branch will procure KYC compliance along with formal request letter to that effect.