



**PROCEDURE FOR RETURN OF ORIGINAL MOVABLE / IMMOVABLE PROPERTY
DOCUMENTS TO THE LEGAL HEIRS OF DEMISES OF THE SOLE BORROWER / JOINT
BORROWER**

Scope and Purpose

In the unfortunate event of the demise of a movable or immovable property owner, the legal heir(s) of the deceased shall become the rightful owner(s) of the property in accordance with the applicable laws of succession. This document has been prepared to outline and communicate the process for the legal heir(s) to collect the original property documents upon full repayment and closure of the loan(s) availed against the security of the said property by the deceased property owner.

Guidelines for Collection of Original Property Documents

- All legal heir(s) must be present at the time of collecting the original property documents.
- In case any legal heir(s) is unable to be present, they shall submit an authority letter in the prescribed format, authorizing another legal heir(s) to collect the documents on their behalf from the Company's branch office.
- If any legal heir is a minor, the person collecting the documents on behalf of the minor must submit a duly notarized affidavit, properly stamped as per the applicable state stamp laws.

Documentation Requirements

The following documents are required for the release of original property documents to the legal heir(s):

- Death certificate of the borrower(s), along with valid KYC documents.
- Death certificate of the deceased property owner(s), in cases where the property is not in the name of the borrower(s).
- Succession Certificate / Legal Heirship Certificate / Probated Will issued by a competent authority under applicable succession laws, to establish the identity of the legal heir(s).

Any one of the following Officially Valid Documents (OVD) as KYC proof:

- Passport
- Driving Licence
- Proof of possession of Aadhaar number
- Voter's Identity Card issued by the Election Commission of India
- Job Card issued by NREGA, duly signed by an officer of the State Government
- Letter issued by the National Population Register containing details of name and address
- Affidavit in case any of the legal heir(s) is a minor (if applicable), duly notarized and stamped as per applicable laws.
- Authority letter from the legal heir(s) who is/are not present for collection of the property documents (if applicable).

Upon successful verification of the said documents, the original documents will be handed over to the concerned party. An acknowledgement towards the same will be received from the concerned party.

ACKNOWLEDGMENT / RECEIPT

From

Date :

To,

The Manager,
Muthoot Homefin India Ltd (MHIL)

Dear Sir, Sub: Receipt of Original movable/immovable property documents – Reg.

I, We/Mr/Ms/Miss(name/names of the claimants) s/o, w/o, d/o)..... aged..... Address....., received the below list of movable/immovable property documents in good condition and I hereby given discharge to the MHIL that I have received the below documents mortgaged with your MHIL.

S.No	Description of Document	Nature of Document (Xerox / Original)

Yours faithfully,

_____ (Representative signature)

_____ (Representative name)

Enclosed: Identity proof

(_____) of Mr./Ms.
_____ (Representative)

CONSENT LETTER /LETTER OF AUTHORITY

From

Date:

To,

The Manager,
Muthoot Homefin India Ltd (MHIL)

Sub: Claim in the matter of Assets of Late Sri/ Smt

I am/We are writing this letter to inform you that Sri/Smt passed away on.....leaving behind him/ her as his/her heir/s the under mentioned person/s. I/We, the undersigned, who is /are legal heir/s of Late Sri/Smt.....do hereby authorise Sri/SmtSon/daughter ofresiding at..... who is also one of the legal heirs of the said deceased, to receive the documents related to the loan availed by the deceased Sri/Smt, which is to be returned to me/us as legal heir/s as detailed below.

List of Legal Heir/s

Name	Age	Relationship to the Deceased

Particulars of Loan Accounts: -

SL.No	Borrower Name	Party ID	Loan Account No.	Loan Closer Date

The original movable/immovable property documents under the above account forms part of the assets of the deceased. I/We am/are entitled to a share in his/her assets. I/We hereby declare that I/We have no objection to hand over the original movable/immovable property documents of aforesaid loan with your bank by the deceased to Sri/Smt.....

I/ We further state that the acknowledgment/receipt given by the said Sri/ Smt.....in respect of the said documents shall be effective as if the same is given by me/us and binding on me/us. Handing over of the original movable/immovable original documents by KMPL shall be fully and completely binding on me/us and shall discharge KMPL from any claim whatsoever from me/us and my/our legal heirs, successors in-title, assigns, administrators, executors or any other person claiming through me/us or in trust for me/us.

Yours faithfully,

Name:

Signature

(Name and Signature of all assignees)

Witnesses:

1. Signature

Name

Occupation

Address

2. Signature

Name

Occupation

Address

(To be notarized by Notary Public.)