

## Common SOP for reporting the demise of an investor

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

To,  
Integrated Enterprises (India) Pvt Ltd,  
Kences Towers, 4th Floor, 1, Ramakrishna St,  
T. Nagar, Chennai - 600 017.

Date: \_\_\_\_\_

Dear Sir/Madam,  
Sub.: Intimation of demise information.

Ref.: Deceased Holder PAN \_\_\_\_\_ Source Client id: \_\_\_\_\_

**Relationship With Deceased:** \_\_\_\_\_ **(Notifier)**

I/We regret to inform you about the demise of \_\_\_\_\_ having the above PAN / Folio / Account, where I/We is/are the joint holder(s) / registered nominee(s) in the accounts maintained with M/s. **Integrated Enterprises (India) Pvt Ltd**. 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			
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 :**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

- Encl: 1. Original downloaded / Notarized copy of the Death Certificate self-attested by the joint holder (or) Nominee.  
2. PAN card copy of the deceased person.  
3. Joint Holders / Nominees - PAN card copy(ies) self-attested.  
4. Joint Holders / Nominees – Address proof copy(ies) self-attested.