

## **GUIDE TO DEPOSITORS OF CLOSED BANKS ON FILING OF CLAIMS TO THE CORPORATION**

### **INDIVIDUAL DEPOSITORS**

- Download the Depositors Verification Form (CRD VF1)
- Fill in the following required fields:
  - Name of the closed bank
  - Depositor's name
  - Depositor's signature
  - Depositor's current contact address
  - Type of deposit account
  - E-mail address (if any)
  - Mobile phone number
- Current bank account details
- Attach one recent passport-sized photograph
- Fill the checklist form, sign and date it
- Attach a proof of deposit (passbook, chequebook, term deposit certificate, statement of account, etc)
- Attach a valid means of identification (Driver's Licence, International Passport, National Identity Card, NIN Slip/Card, Voters card, or written identification by a traditional ruler or Local Government Chairman)

### **COMPANIES**

- In addition to requirements for individual depositors:
  - Company seal must be affixed on the forms
  - All signatories must sign the forms
  - The recent passport photographs of all signatories must be attached
  - Attach copy of Certificate of Incorporation
  - Attach letter of authorisation/introduction of signatories
  - Attach copies of valid means of identification and official identity cards of the signatories

### **GOVERNMENT AGENCIES**

- In addition to requirements for individual depositors:
  - All signatories must sign the forms
  - The recent passport photographs of all signatories must be attached
  - Attach letter of authorisation/introduction of signatories
  - Attach copies of valid means of identification and official identity cards of the signatories

### **REGISTERED FIRMS/PARTNERSHIPS**

- In addition to requirements for individual depositors:
  - All authorized persons must sign the forms
  - The recent passport photographs of all authorized persons must be attached
  - Partners' resolution in respect of persons authorized to file claim on behalf of the firmAttach copies of valid means of identification and official identity cards of the authorized persons

### **SOLE PROPRIETORSHIPS**

- In addition to requirements for individual depositors:
  - Attach Certificate of Registration

### **REGISTERED ASSOCIATIONS/CLUBS**

- In addition to requirements for individual depositors:
  - List of trustees
  - All authorized persons must sign the forms
  - The recent passport photographs of all authorized persons must be attached
  - Resolution in respect of persons authorized to file claim on behalf of the association/club
  - Attach copies of valid means of identification of the authorized persons

### **CLAIM ON BEHALF OF A DECEASED DEPOSITOR**

- The claimant shall provide:
  - A Proved Will/Letter of Administration or an Order from a court of law administering the estate of the deceased
  - The death certificate of the deceased
  - The Administrators/Executors of the estate shall sign the forms and affix their passport photographs
  - The Administrators/Executors of the estate shall provide their valid means of identification

**ALL COMPLETED FORMS AND SUPPORTING DOCUMENTS SHOULD BE SENT TO:**

**THE DIRECTOR**

**CLAIMS RESOLUTION DEPARTMENT**

**NIGERIA DEPOSIT INSURANCE CORPORATION**

**MAMMAN KONTAGORA HOUSE (MKH)**

**23 A MARINA, LAGOS**

**ALTERNATIVELY, THE DOCUMENTS SHOULD BE SCANNED AND SENT TO**  
**[claimscomplaints@ndic.gov.ng](mailto:claimscomplaints@ndic.gov.ng)**