

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 firm
- Attach 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

NECOM HOUSE, 10TH FLOOR

15 MARINA, LAGOS

ALTERNATIVELY, THE DOCUMENTS SHOULD BE SCANNED AND SENT TO

claimskomplaints@ndic.gov.ng