

Checklist of the documents to be submitted to DICGC for Main Claim settlement

- A. Claim list prepared as on cut-off date as per the guidelines to be submitted in hardcopy along with the softcopy in CD (.DBF format).
- B. Claim in hard copy prepared as on cut-off date as per format prescribed in guidelines.
- C. A covering letter with the following details along with details of documents attached.

	No. of Depositors	Total Deposit	Amount of claim
Part A			
Part B			
Total			

- D. Audited Balance Sheet and Profit & Loss statement with all corresponding schedules as on cut-off date duly signed by the liquidator/s and Statutory Auditor.
- E. (i) Reconciliation Statement : If total deposit as per claim list differs from that of Balance Sheet as on cut-off date, reconciliation statement duly signed by the statutory auditor and liquidator to be submitted in the following tabular form (specimen only).

Type of deposit	Amt. as per claim list (`)	Amount as per Balance sheet as on cut-off date (`)	Reason for difference

- (ii) If the deposits as per Main Claim List is more than Balance Sheet, corresponding Claim Nos. with details to be furnished in the following format:

Claim No.	Name as per Main Claim List	Claim amount as per Main Claim List	Has amount been included in Balance Sheet as on cut off date.	Reason for difference

F. Components of Balance sheet items which form total deposit as per the claim list should be given in tabular form (specimen only) as under:-

Balance sheet items	Amount (`)
Deposit	
Interest Payable	
Credit Balance (cc a/c only)	
Payment Order/DD payable (issued after closing of deposit a/c only)	
Total	

G. Last page of claim binder both Part A and Part B authenticated by the liquidator and the CA appointed for verification of claim list.

H. All Annexures viz. Annex IV, V, VI, X and XI to be enclosed as per the guidelines issued by DICGC. The Annexures should be signed by the Liquidator alongwith his seal and stamp.

I. Liquid fund position statement (Annex XI) along with statement of expected expenditure for the next 6 months. Break-up/Explanation of expenditure which appear to be on a higher side should be given.

J. DI-01/DI - 02 return for maximum of Balance Sheet or Claim list deposit figures as on cut-off date together with copy of the last premium receipt. Premium should not be overdue as on cut-off date.

K. Copy of RBI Licence/Registration certification issued by RCS is submitted.

L. Specimen signature of the liquidator/s duly certified/attested by the appointing authority/RCS.

Note: The checklist is indicatory and the Corporation can rightfully call for any other document in addition.