

Details of Deceased		Date:
Civil ID		
Name as per Passport		
Place of Death (which hospital, place & date):		
Hospital Name		
Place OF Death		
Cause of death		
Date of death		
Gender		
Age		
Designation / Profession of the deceased:		
Residence Address in Oman at the time of death:		
COVID test Done: Yes or NO (If “yes” enclose report). (If ‘No’ - either it is mentioned in the death notification or a letter from hospital that COVID test was not done to be enclosed)		
COVID test done date		
Address in India: (Current Address / Permanent Address with Pin code)		
Name & Phone No: in Oman (Relatives/Family/Friends):		
Phone number in India: (Relatives/Family/Friends):		
Postal Address of the Employer/Company contact:		
Name & Contact number of the Employer/company:		

Name & Signature:

Phone Number :

Civil Id No :

REQUIRED DOCUMENTS (DEATH)

1. Sponsor Letter with Signature (on company Letter Head).
2. ID Card (front & back side) of the Sponsor or Authorized Signatory Person.
3. Death Notification from Hospital or ROP with serial no with seal and stamp.
4. Copy of Passport (1ST Page, Visa page & last Page) and ID card copy (front & back side) of the Deceased.
5. Family letter from spouse (or of the parents if unmarried) of the deceased which should include the following details:
 - * Cause of Death.
 - * Requesting Postmortem or Without Postmortem (Postmortem takes time as it is to be approved by Public Prosecution and it is decided by them whether it is required/necessary.)
 - * India Complete Permanent address.
 - * India Phone number
 - * Email address
 - * Airlift to India or Local Cremation or Burial in Sultanate of Oman.
6. ID card (Aadhar card/ passport) of the wife / husband (if married). (OR) Family letter and ID card ((Aadhar card/ passport) of the parents (if unmarried).
7. If local burial or cremation in Oman,

Female death case- letter from spouse and deceased parents or if deceased husband is no more than from all children requesting for local burial or cremation in Oman.

Male death case– Letter from Wife or if deceased wife is no more than from all children Requesting for local burial or cremation in Oman.
8. In occupational accident death case, Embassy requires Insurance copy of the deceased, if not, death claim to be submitted in Embassy.
9. ID copy of persons Informing the death /social worker with phone no. (For coordination purpose)

Advisory:

- In case of complicated case/ suspicious case/ revised request Embassy requires Notarized letter.
- For airlifting of mortal remains airlines require a certificate that death was not due to COVID-19.It is mandatory in all Cases. So it is helpful that the cause of death should include whether the death was due to COVID-19 / or not due to COVID-19.
- In case of airlift to India: Name of the person who will receive the mortal remains at the Indian Airport and his/her relationship with the deceased. The Aadhar Card / Passport Number of the person receiving the mortal remains to be provided.
- Original Passport is required by Embassy for cancellation before NOC can be issued.
- All the information related to the death case may be sent to Embassy of India, Muscat, Oman at: cw.muscat@mea.gov.in,Fax No. 00-968-24684546.
The title of the email should be: Death case – Late Mr/ Mrs..... Died on in Oman

الأوراق المطلوبة في حالات التبليغ عن وفاه

1. رسالة من الكفيل مع التوقيع (تكون في ورقة رسمية)
2. نسخه من بطاقة الكفيل الشخصية من الأمام والخلف أو الشخص المفوض بالتوقيع.
3. استمارة تبليغ وفاه من المستشفى أو شرطة عمان السلطانية مع رقم تسلسلي وختم وتوقيع.
4. نسخه من الصفحة الأولى وصفحة التأشيرة والصفحة الأخيرة من جواز السفر ونسخه من بطاقة الإقامة للمتوفي من الأمام والخلف.
5. رسالة من زوجة المتوفي (أو الوالدين في حال أنه غير متزوج) ويجب أن تتضمن الآتي:
 - ذكر سبب الوفاة
 - طلب الترشيح من عدمه (علما بأن التشريح قد يتأخر نظرا إلى وجوب الموافقة من الادعاء العام وهم من يحددون الحاجة للتشريح من عدمها)
 - العنوان الدائم في الهند
 - رقم الهاتف في الهند
 - طلب تسفير الجثة او تحريق أو دفن الجثة محليا.
6. نسخة من البطاقة المدنية أو جواز السفر للزوجة/ الزوج إذا كان المتوفي متزوج. أو نسخه من بطاقة الوالدين أو جواز السفر في حالة ان المتوفي غير متزوج
7. في حالة دفن او تحريق الجثة في عمان يتطلب التالي:
 - إذا كانت المتوفية أنثى فإنه يتطلب رسالة من زوج المتوفية ووالديها وإذا كان الزوج متوفي فإن الرسالة تكون من جميع أبنائها يطلبون فيها الدفن أو التحريق في سلطنة عمان.
 - إذا كان المتوفي ذكر فإنه يتطلب رسالة من زوجته وإذا كانت الزوجة متوفية فإن الرسالة تكون من طرف الأبناء.
8. في حال حدوث الوفاة بسبب الإصابات المهنية فإنه يتطلب احضار نسخة من التأمين للعامل وفي حال عدم وجودها يجب تسليم تعويض الوفاة إلى السفارة.
9. نسخه من بطاقة الإقامة للشخص المبلغ عن الوفاة أو رقم هاتف العامل الاجتماعي(بهدف التنسيق)

معلومات إضافية:

- في حال أن حالة الوفاة معقدة أو مشتبه فيها فإن السفارة تتطلب رسالة موثوقة تفيد بعدم الاشتباه.
- في حال تسفير الجثمان إلى الهند فإن الخطوط الجوية تتطلب رسالة تفيد بأن سبب الوفاة ليس فيروس كورونا. وهذا اجباري في جميع الحالات. لذلك سيكون من المفيد ذكر سبب الوفاة سواء كان بسبب فيروس كورونا أو بسبب غير ذلك.
- في حالة تسفير الجثمان إلى الهند: يرجى تقديم اسم الشخص الذي سوف يستلم الجثمان في مطار الهند وصلة قرابته مع المتوفي مع نسخه من بطاقته او جواز سفره.
- يجب احضار جواز السفر الأصلي إلى السفارة لإلغاءه قبل إصدار شهادة عدم ممانعه.
- يجب إرسال جميع المعلومات المتعلقة بحالات الوفاة إلى السفارة الهندية بمسقط على الإيميل: cw.muscat@mea.gov.in - رقم الفاكس: 24684546 - يجب أن يكون عنوان الإيميل الرسل كالتالي: حالة وفاة الهالك/..... توفي بتاريخ..... في عمان

Employer Letter Format

To

Date:

**Embassy of India,
Muscat,
Email: cw.muscat@mea.gov.in**

Dear Sir

We regret to inform you that, one of our employee _____ holder of Indian Passport No: _____ working in our company for past _____, unfortunately passed away on _____.

On **(date)** _____ Mr/Ms _____ died due to _____ in **(place)** _____. He/ she was found / taken to **hospital (name)** _____ and was confirmed death by the hospital. The death has been reported to Royal Oman Police, **(name of the Police Station)** _____. Currently the mortal remains **(dead body)** is in hospital / mortuary **(name)** _____ **(Place)** _____ Contact Number _____.

We have informed his family to Mr/Mrs _____ relation _____ and contact number _____ in India or in Oman.

Company will make all arrangements to send the mortal remains (dead body) to the native place of the deceased in India at the earliest and settle all his/her service related benefits. The company will keep the Embassy informed.

Embassy is requested to issue NO Objection Certificate _____ **(with or without)** postmortem for _____ **(airlifting to India or local burial or local cremation in Oman – delete what is not applicable)** of the mortal remains of Mr/Mrs _____.

Thanking You.

Yours faithfully,

Signature / Company Stamp:

Name:

Phone (Oman):

Email address:

Id card copy enclosed: Yes/No

***(Currently due to COVID-19 situation, the domestic flights are not operating in India and hence arrangements need to be made for transportation of mortal remains from the international airport in India to the native place of the deceased person by ambulance for which charges are to be paid by the company.)**

To

Family Letter Format

Date:

**Embassy of India,
Muscat,
Email: cw.muscat@mea.gov.in
Fax No. 00-968-24684546**

Dear Sir

I, Mr/Mrs _____ W/o, M/o, F/o Late

Mr/Mrs _____ regret to inform you that my _____
(relationship) _____ (married /Unmarried) holding passport number

_____ Died on _____ due to _____ (cause of
death) in Sultanate of Oman, who was under the sponsorship of M/s
_____.

Embassy is requested to issue NO Objection Certificate _____ with postmortem or without
postmortem (please delete what is not applicable) for _____ (airlifting to India or local burial
or local cremation in Oman – delete what is not applicable) of the mortal remains of Mr/ Mrs
_____.

It is to confirm that mortal remains will be received by Mr/Mrs. _____ who is
(relationship with the deceased) _____ at the Airport (name of airport) _____
in India)

Yours faithfully,

Signature:

Name:

Current Address:

Phone (Oman):

Phone (India):

Email address:

Id Card copy enclosed: Yes/No

***(Currently due to COVID-19 situation, the domestic flights are not operating in India and hence arrangements need to be made for transportation of mortal remains from the international airport in India to the native place of the deceased person by the family.)**