



# SHREE LOHANA MAHAJAN LEICESTER CIO

SMT NITIBEN MAHESHBHAI GHEEWALA CENTRE  
Hildyard Road, Ross Walk, Leicester LE4 5GG Tel: 0116 2664642 Fax: 0116 2613480  
Web: [www.lohanaleicester.org.uk](http://www.lohanaleicester.org.uk) Email: [info@lohanaleicester.org.uk](mailto:info@lohanaleicester.org.uk)

## Death Notification Form

*(Complete this form correctly to ensure accuracy).*

**ANY ADDITIONAL NAMES INSERTED WILL DELAY THE PROCESSING OF OUTGOING EMAIL**

Full Name of the Deceased:

Mr/Mrs/Miss/Ms \_\_\_\_\_

Address:

\_\_\_\_\_ PostCode \_\_\_\_\_

Place of Origin/Formerly from: \_\_\_\_\_ Age: \_\_\_\_\_

Place of Death:

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

Spouse of:

\_\_\_\_\_

Son/ Daughter of:

\_\_\_\_\_

Father/ Mother of: 1

\_\_\_\_\_

Father-in-law/ Mother-in-law of: 1.

\_\_\_\_\_

2. \_\_\_\_\_

Brother/ Sister of:

1. \_\_\_\_\_

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

Any other Info:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prarthna Sabha details (if arranged):



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Day \_\_\_\_\_, Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Venue:

\_\_\_\_\_

Is Mahajan Hall required for Prarthna? Yes / No \_\_\_\_\_

Is Bhajan Group arranged by yourself for Prarthna? Yes / No \_\_\_\_\_

\_\_\_\_\_

\*Name & Contact Details of the Group:

\_\_\_\_\_

Any donation towards the use of Mahajan Hall is welcome for its  
upkeep/maintenance.

Donation Received/ Pledged £ \_\_\_\_\_

Funeral Details: (Or – To be Arranged)

Day:

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Location.

\_\_\_\_\_

\_\_\_\_\_

Contact Details: (To be included in Email):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Details of person providing the notification: (Not to be included in outgoing Email)



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Full Name:

Mr/Mrs/Miss \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ Post code: \_\_\_\_\_

Tel No: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to the Deceased:

\_\_\_\_\_

Signature \_\_\_\_\_ Date & Time of

Notification \_\_\_\_\_

\_\_\_\_\_

For Office Use: (must sign)

Info taken by: \_\_\_\_\_ Position: \_\_\_\_\_

Email sent by: Name, Signature & Date: \_\_\_\_\_

\_\_\_\_\_

Terms of Service/Guideline for this free service:

1. Emails will be sent by Mahajan Volunteers at the earliest time & opportunity available to them.
2. Only one email will be sent to Lohana Mahajan CIO subscribing members, exceptions will be when details of funeral arrangement are available at later stage.
3. Full and accurate details must be provided on this form; Any missed information, spelling errors etc by the information providers will not be our responsibility and corrections will not be sent out.
4. Instructions will ONLY be acceptable from immediate relative of Deceased person or a person authorised by them.
5. If you wish to include additional information kindly type/ compose the message and send it via email in MS Word format to [info@lohanaleicester.org.uk](mailto:info@lohanaleicester.org.uk) . This will then be pasted to the outgoing email.
6. Purpose of this service is to convey news of this sad event to friends and families who may have been out of touch/ lost contact who can express condolences /pay their respects towards the deceased; Not to provide the community with list of the whole family. (Excessive list of offspring WILL be excluded to avoid delay in publication & remain within our ISP limits).
7. Lohana Mahajan Leicester CIO provides this free service to its Lohana Members on best endeavours basis and will not be liable for any communication errors & omissions.