



Branch Name \_\_\_\_\_ SOL ID  SR. No.

Account Number\*  This page is required to be filled only if there are requests numbered 14 to 24

**Banking Requests**

14 Duplicate Statement From Date  To Date  (Will be changed as applicable)

15 New Cheque book  No. of books  16 Passbook  17 Print Nominee Name  (Nominee name will get printed on statement, passbook, etc)

18 Account activation  Please activate my account. (For Individual A/c, kindly attach KYC document of (all account holders. For non-Individual All, attach NYC document of the entity)  
Name change if any to be requested on pg1 \*Reason for not operating the Account **Mention Reason**

19 Reversal of charges  
1) ₹  debited on  2) ₹  debited on   
*I agree to henceforth maintain Average Monthly/Quarterly/Half Yearly Balance as per requirement (applicable (or cases where Average Balance Non-Maintenance is charged)*

20 Scheme code conversion Existing scheme code  New scheme code  (Please attach MID/KYC/necessary supporting document)  
Label Code..... (Mention label code for conversion to salary account) *I agree to maintain account balance as per requirement of new scheme code & have read & understood the terms & conditions and applicable Schedule of charges / MID*

21 Account Transfer From Branch \_\_\_\_\_ To Branch \_\_\_\_\_ OR From Sol ID  To Sol ID   
Reason for Transfer of Account \_\_\_\_\_

22 Stop Payment Request *will be charged as applicable* Request received at (time) \_\_\_\_\_  
Payee Name : \_\_\_\_\_ Date of Cheque (s):   
Cheque Number(s): \_\_\_\_\_ Amount \_\_\_\_\_  
Reason for Stop Payment : \_\_\_\_\_

23 Debit Card Debit Card Number \_\_\_\_\_  
 Deactivation \_\_\_\_\_  
24 Any other (Please specify) \_\_\_\_\_  
**\*Please note: All holder Passport and Visa is required along with all holders re-kyc request. Passport and Visa to be valid for one month from the date of application.**

**Terms & Conditions**

**Address Updation** - Please note the communication address will be updated at account level and Registered address at Customer ID level (For Current Account)  
**Scheme code conversion** - Please note that the new scheme code will be applicable from the next charge cycle.  
**Account Transfer** - Bank reserves the rights of recovery in case of any future debits accruing on this account as a result of any claims or transactions. All old cheques issued shall be honoured, if otherwise in order. The remaining channel facilities (debit card, internet banking & telebanking) shall remain the same. Also all the standing instructions and ECS mandates given would be honoured, if otherwise in order. The flexi linked FD's will continue to remain in the old branch, the new flexi linked FD's will be opened in the new branch and any cheques issued shall be honoured by withdrawal from the flexi linked deposits only. The new IFSC and MICR codes will be communicated vide a confirmation letter and the details will also be incorporated on the new cheque book which will be issued to the account. I have read and understood the above terms and certify that the details provided on the form are correct.

Date  Place **I L , U S A**  
For Individual accounts, signatures of all account holders are required for Account Transfer, Account Activation & Scheme Code Conversion.  
For non-individual accounts, signatures as per mode of operation are required.  

<b>Primary Holder Sign</b> Signature	<b>Joint Holder Sign if any</b> Signature	<b>Third Holder Sign if any</b> Signature	<b>Fourth Holder Sign if any</b> Signature
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**For office use only**

Certified that this Request Letter is complete in all aspect & all relevant documents are obtained & verified for mode of operations and signature of the A/c holder. The request may please be processed. The CRF has been personally submitted by the Customer. I have satisfied myself about the identity of the customer by verifying his / her Debit Card/ KYC document & also his / her signature in Bank's record. I have done proper due diligence for updating the records of the customer on his/her request at non-home branch.

Bank induced request Request received date   
Request accepted by \_\_\_\_\_ Request processed date   
Employee number   
 Signature Request certified by (Employee number)   
 Signature & S.S.No.

**Acknowledgement to Customer**

Customer Name \_\_\_\_\_  
Customer ID   
Name of the Branch Official \_\_\_\_\_ Date of request   
Please Note: Your request will be processed within 2 working days. Delivery of kits /cheque books / statement etc. to your address will take between 5-11 working days if dispatched through courier and 15-18 working days if dispatched through speed post (depending on location) Branch Official Signature

RL/CRF/Jul2020/VER.1