

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 _____

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..... 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

(Mention label code for conversion to salary account)

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) _____

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 _____

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.

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 processed date

Request accepted by _____ Request certified by _____

Employee number Request certified by (Employee number)

Acknowledgement to Customer

Customer Name _____ Date of request

Customer ID Name of the Branch Official _____

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)

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